



President: Kate McCombs (2023)
Vice President: Rachel Backstrom (2025)
Secretary: Megan Warwick (2023)
Member: Andrew Kendall (2023)
Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: February 2, 2022 **Time: 6:30 PM**

Place: Van Meter Public Library (505 Grant Street)

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and informational needs of the public library customers.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
 - A. Minutes of January 12, 2022 Meeting
5. Director's FY2023 Raise Request
6. FY2023 Budget Request
8. Adjourn

Van Meter Public Library

1/12/2022 Board Meeting Minutes

On January 12th 2022, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:00pm by President McCombs.

In attendance were Backstrom, McCombs, Miller, and Warwick. Kendall was absent. Nancy Studebaker, Joe Herman, and Katrina Brocka were also in attendance.

President McCombs asked for an approval for the agenda, Miller motioned, Backstrom seconded. Passed unanimously.

President McCombs reviewed the consent agenda minus the December finances; Backstrom motioned to approve, Warwick seconded; passed unanimously.

Discussion Items:

Community Conversations was presented by Studebaker. Brainstorming will take place on January 19th. A followup meeting will take place on January 26 for additional planning.

The Strategic Plan was presented by Studebaker. The board reviewed the plan. Discussion was held.

There were no action items.

A Director report was given.

Having no further business, President McCombs asked for a motion to adjourn. Backstrom motioned, Warwick seconded. Passed unanimously. Adjourned at 7:13 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, February 16th at 6:00pm.



TO: Van Meter Public Library Board

Re: Library Director's FY2023 Compensation

Dear Board Members,

I started working at VMPL in April 2021. By now, you all know how much I love my job and am grateful for the opportunity to serve my community. I am writing to ask for a 5% raise beginning with FY2023 (July 2022). This reflects the most recent cost-of-living increase as set by the Social Security Administration. It brings my annual salary to \$47,320.

I am also asking for a significant increase in my annual vacation allotment, four weeks of vacation annually beginning May 2022.

Sincerely,

A handwritten signature in black ink that reads "Nancy Studebaker-Barringer".

Nancy Studebaker
Library Director

EXPENSE	FY20 ACTUAL	FY21 ACTUAL	FY22 CURRENT BUDGET	FY22 REVISED BUDGET *	YTD (1/2022)	FY23 PROPOSED BUDGET
Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 45,062.00	\$ 45,062.00	\$ 23,692.34	\$ 47,320.00
Wages PT 182-410-6020	\$ 10,034.67	\$ 10,597.18	\$ 11,213.00	\$ 21,000.00	\$ 7,000.29	\$ 31,000.00
Dues 182-410-6210	\$ -	\$ -	\$ 75.00	\$ -	\$ -	\$ -
Programming 182-410-6215	\$ 1,797.80	\$ 2,754.38	\$ 3,800.00	\$ 4,200.00	\$ 1,585.63	\$ 5,000.00
Subscriptions 182-410-6220	\$ 672.95	\$ 614.84	\$ 800.00	\$ 300.00	\$ -	\$ 300.00
Training 182-410-6230	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ -	\$ 500.00
Operating & Maintenance 182-410-6311	\$ 166.51	\$ 184.77	\$ 400.00	\$ 400.00	\$ 140.00	\$ 400.00
Utilities 182-410-6371	\$ 1,041.66	\$ 1,120.95	\$ 1,400.00	\$ 1,400.00	\$ 613.83	\$ 1,500.00
Telephone 182-410-6373	\$ 584.92	\$ 647.19	\$ 800.00	\$ 800.00	\$ 321.44	\$ 800.00
Technology 182-410-6419	\$ 3,319.74	\$ 2,643.30	\$ 4,500.00	\$ 4,500.00	\$ 4,997.24	\$ 5,500.00
Community Intersect 182-410-6424	\$ 52.74	\$ -	\$ -	\$ -	\$ -	\$ -
Other Contractual Services 182-410-6499	\$ 2,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,179.72	\$ 1,400.00
Library Materials 182-410-6502	\$ 6,412.92	\$ 6,856.49	\$ 8,000.00	\$ 16,000.00	\$ 11,995.03	\$ 10,000.00
Office Supplies 182-410-6206	\$ 1,820.24	\$ 3,084.38	\$ 2,600.00	\$ 1,300.00	\$ 1,001.14	\$ 1,500.00
Transfer Out 182-910-6910	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSE	\$ 70,379.05	\$ 81,827.88	\$ 80,000.00	\$ 96,312.00	\$ 52,526.66	\$ 105,220.00

REVENUE	FY20 ACTUAL	FY21 ACTUAL	FY22 CURRENT BUDGET	FY22 REVISED BUDGET *	YTD (1/2022)	FY23 PROPOSED BUDGET
State Grants 182-410-4440	\$ 941.50	\$ 1,387.95	\$ 1,300.00	\$ 1,300.00	\$ 1,372.82	\$ 1,300.00
Library Service 182-410-4470	\$ 3,019.83	\$ 5,389.13	\$ 4,500.00	\$ 4,513.00	\$ -	\$ 13,000.00
Donations- Library Trust 182-410-4705	\$ 416.95	\$ -	\$ 1,500.00	\$ -	\$ 779.88	\$ -
Transfers In 182-950-4300	\$ 78,000.00	\$ 68,000.00	\$ 50,000.00	\$ 83,000.00	\$ -	\$ 91,000.00
Other Grants	\$ -	\$ -	\$ -	\$ 8,000.00	\$ -	\$ -
TOTAL REVENUE	\$ 82,378.28	\$ 74,777.08	\$ 57,300.00	\$ 96,813.00	\$ 2,152.70	\$ 105,300.00

* Approved by Library Board. Awaiting approval from City Council

**This will qualify Katrina Brocka for benefits.



From: Van Meter Public Library Board
To: Van Meter City Council
Re: FY2023 Library Budget Request
Date: January 20, 2022

The Van Meter Public Library Board respectfully submits the following FY2023 budget request to the Van Meter City Council for consideration. We are pleased to see that patrons are returning to the library after the long closure due to the pandemic. With new leadership and staffing, we are excited about the potential for growth and improvement in library services to Van Meter residents in the coming years. You will see these expectations reflected in the updated strategic plan which we expect to present to the Council late this spring.

Respectfully,

Van Meter Public Library Board

Kate McCombs, President

Rachel Backstrom, Vice President

FISCAL YEAR 2023 VAN METER PUBLIC LIBRARY BUDGET REQUEST NARRATIVE

Introduction

The library’s FY2023 budget request reflects the wants and needs of our community. The library worked hard during 2021 to better understand our community. Ninety citizens completed a survey in June. In November, nine people attended a focus group. The request also reflects the library’s 2020-2025 Strategic Plan, which we expect to update this spring.

The library’s FY2023 budget request supports necessary capacity building. The library has reached many of the goals set forth in our 2020-2025 Strategic Plan, such as hosting a vibrant website, increased programming and improved marketing. Maintaining these successes, as well as achieving other items in the current and future plan will require increasing capacity in the form of staff and funding.



From June 2021 Survey

Most line-items reflect incremental increases to accommodate inflation and rising expenses. Below I have provided additional information to support the more significant line-item increases.

Staffing Full-Time: The increased request reflects a 5% increase in salary for the Director. This increase in salary is less than the January 2022 5.9 percent cost-of-living adjustment (COLA) set by the Social Security Administration. The Library Director works in excess of 40 hours weekly on average.

Staffing Part-Time: Increasing the manhours for the library is essential to building our capacity for growth. The increased request supports changing our current part-time employee to a full-time employee at 34 hours per week. I am recommending that we increase the Library Assistant’s hourly rate to \$15.75 per hour, a 5% raise.

Programming: Growth is wanted by community; it is happening, and we need additional funding to continue this growth. Both the survey and the focus group revealed that residents seek more programs for all ages, but particularly for children. This finding is not new; our current 2020-2025 Strategic Plan emphasizes growth in our programming. We are on target in the current fiscal year to exceed programming attendance from FY2019 (the last year which was not impacted by pandemic).

Training: Growing future leadership from current staff is essential for continuity, especially in very small libraries. The library staff take full advantage of many free training opportunities. For example, during her first three months as an employee, Katrina Brocka, the Library Assistant, was able to take advantage of 30 hours of continuing education from the State Library of Iowa and receive her Public Library Staff Endorsement. The additional funds this line-item will allow her to pursue further training.



Technology: The increased request includes a new computer at circulation. The computer at the circulation desk is about five years old; it frequently freezes-up. While we would like to replace it, this would be a line-item that could be reduced if necessary.

Materials: The increased request supports ongoing growth in all children’s print book collections and all digital collections available through Libby. These two areas of the library’s collection have especially strong circulation statistics. The request will cultivate continued growth of these collections.

The biggest complaint about Libby is “the book I want is always checked out.” In April 2021, we began purchasing e-books and downloadable audiobooks that are only available to VMPL patrons and supplement the vast collection available to our patrons from the State Library of Iowa. Circulation of these relatively few items make up a disproportionately large percentage of our total. The additional funds requested will allow us to continue to grow the collection that is available only to our patrons.

During 2021, the library focused on developing the children’s books collections, including picture books, chapter books, easy readers and non-fiction. As a result, circulation of these collections has fully rebounded from pre-pandemic numbers. Despite being closed the first four months of calendar year 2021, circulation of children’s books in 2021 is nearly equal to that of calendar years 2018 and 2019. We can expect record circulation in the coming months. The additional funds will support this growth in circulation with comparable growth in the collection.

Revenue: Library Service: We expect about \$8000 more from the County in FY2023 than received in FY2022. This is partly due to a small increase in county funding, but primarily because the funding allocation structure has changed.

Revenue: Transfer In: We are asking for a significant increase in funding from the City. We know that the City has many competing priorities. We ask that the City make the library a priority this year as we seek to rebuild after the pandemic, add new services and increase community engagement with new leadership.