



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: May 18, 2022 Time: 6:00 PM

Place: Van Meter Public Library (505 Grant Street)

Our Mission: The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
  - A. Minutes of April 20, 2022 Meeting
  - B. March and April Financial Reports
  - C. May Claims
5. Review of Library Personnel Manual
6. Reports
  - A. Director's Report
  - B. President's Report
7. Adjourn

Van Meter Public Library

4/20/2022 Board Meeting Minutes

On April 20<sup>th</sup> 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, and Warwick. Kendall and Miller were absent. Nancy Studebaker and Joe Herman were also in attendance.

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

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

Discussion Items:

Personnel Manual was presented by Studebaker. Studebaker will work on developing a manual that pertains more directly to the library. Discussion was held.

Emergency Manual was presented by Studebaker. Discussion was held.

Dates for FY23 Board Meetings were presented by Studebaker. Discussion was held.

Library Closing Dates in FY23 were presented by Studebaker. Discussion was held.

Director's Job Evaluation was presented by McCombs. Discussion was held.

Proposed FY23 Personnel Compensation and Hours was presented by Studebaker. Discussion was held.

Action Items:

Backstrom motioned to approve the Proposed FY23 Personnel Compensation and Hours. Warwick seconded, passed unanimously.

A President's report was given. The Director's Evaluation will be completed by each board member prior to the April board meeting.

Having no further business, President McCombs asked for a motion to adjourn. Backstrom motioned, Warwick seconded. Passed unanimously. Adjourned at 7:18 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, May 18th at 6:00pm.

Expenses: Library Budget	FY22 Budget	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	YTD	% Spent
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		
Wages FT	\$ 45,062.00	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 5,076.93	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 5,076.93			\$ 37,230.82	83%
Wages PT	\$ 18,600.00	\$ 739.03	\$ 848.19	\$ 411.56	\$ 1,222.50	\$ 1,700.13	\$ 1,561.25	\$ 1,379.01	\$ 1,727.38	\$ 1,624.88	\$ 2,305.63			\$ 13,519.56	73%
Programming	\$ 4,200.00	\$ 773.65	\$ -	\$ -	\$ 273.98	\$ 388.29	\$ 49.27	\$ 100.44	\$ 338.85	\$ 97.41	\$ 435.30			\$ 2,457.19	59%
Subscriptions	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0%
Training	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	0%
Operating & Maintenance	\$ 400.00	\$ -	\$ 35.60	\$ -	\$ -	\$ -	\$ 104.40	\$ -	\$ -	\$ -	\$ -			\$ 140.00	35%
Utilities	\$ 1,400.00	\$ 87.27	\$ 84.92	\$ 83.31	\$ 70.61	\$ 54.28	\$ 90.21	\$ 143.23	\$ 266.28	\$ 226.91	\$ 141.12			\$ 1,248.14	89%
Telephone	\$ 800.00	\$ -	\$ 53.80	\$ 53.67	\$ 53.67	\$ 53.67	\$ 53.68	\$ 52.95	\$ 52.96	\$ 52.96	\$ 52.79			\$ 480.15	60%
Technology	\$ 4,500.00	\$ 198.98	\$ 198.98	\$ 1,212.53	\$ 588.97	\$ 596.98	\$ 1,967.99	\$ (1,157.19)	\$ 232.81	\$ 232.81	\$ 232.81			\$ 4,305.67	96%
Other Contractual Services	\$ 1,200.00	\$ -	\$ 1,100.00	\$ 35.85	\$ 8.50	\$ 8.50	\$ 17.86	\$ 9.01	\$ 9.01	\$ 9.01	\$ 18.21			\$ 1,215.95	101%
Library Materials	\$ 16,000.00	\$ 1,966.79	\$ 1,605.93	\$ 15.48	\$ 860.98	\$ 1,855.94	\$ 3,140.71	\$ 2,549.20	\$ 1,481.38	\$ 1,038.54	\$ 1,001.26			\$ 15,516.21	97%
Office Supplies	\$ 1,300.00	\$ 41.86	\$ -	\$ -	\$ 364.45	\$ 396.99	\$ 136.12	\$ 61.72	\$ 166.52	\$ 100.34	\$ 120.44			\$ 1,388.44	107%
<b>Total</b>	<b>\$ 93,912.00</b>	<b>\$ 7,192.20</b>	<b>\$ 7,312.04</b>	<b>\$ 5,197.02</b>	<b>\$ 8,520.59</b>	<b>\$ 8,439.40</b>	<b>\$ 10,506.11</b>	<b>\$ 6,522.99</b>	<b>\$ 7,659.81</b>	<b>\$ 6,767.48</b>	<b>\$ 9,384.49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 77,502.13</b>	<b>83%</b>

Revenue: Library Budget	FY Budget	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	YTD	Board Approved FY Budget
State Funding (Enrich Iowa Programs)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,372.82	\$ -	\$ -	\$ -	\$ -			\$ 1,372.82	\$ 1,300.00
County Funding	\$ 4,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,513.11	\$ -	\$ -	\$ -			\$ 4,513.11	\$ 4,500.00
Donations	\$ 1,500.00	\$ -	\$ 420.38				\$ 359.50	\$ 3,100.00	\$ -	\$ -	\$ -			\$ 3,879.88	\$ 1,500.00
Transfers In	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -			\$ 50,000.00	\$ 60,000.00
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ 8,000.00
<b>Total</b>	<b>\$ 57,300.00</b>	<b>\$ -</b>	<b>\$ 420.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,732.32</b>	<b>\$ 7,613.11</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,765.81</b>	<b>\$ 67,300.00</b>

Treasurer's Report	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Library Building Ending Balance (051)	\$ 15,678.34	\$15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34		
Library Trust Ending Balance (182)	\$ 29,396.33	\$22,504.67	\$ 17,307.65	\$ 8,787.06	\$ 347.66	\$ (8,426.13)	\$ (7,336.01)	\$ (14,995.82)	\$ 28,331.58	\$ 18,947.09		
<b>Total</b>	<b>\$ 45,074.67</b>	<b>\$38,183.01</b>	<b>\$ 32,985.99</b>	<b>\$ 24,465.40</b>	<b>\$ 16,026.00</b>	<b>\$ 7,252.21</b>	<b>\$ 8,342.33</b>	<b>\$ 682.52</b>	<b>\$ 44,009.92</b>	<b>\$ 34,625.43</b>	<b>\$ -</b>	<b>\$ -</b>

**BUDGET REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	45,062.00	3,384.62	32,153.89	71.35	12,908.11
182-410-6020	WAGES - PART TIME	18,600.00	1,624.88	11,213.93	60.29	7,386.07
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	4,200.00	97.41	2,021.89	48.14	2,178.11
182-410-6220	SUBSCRIPTION	300.00	.00	.00	.00	300.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	140.00	35.00	260.00
182-410-6371	UTILITIES	1,400.00	226.91	1,107.02	79.07	292.98
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	52.96	427.36	53.42	372.64
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	4,500.00	232.81	4,072.86	90.51	427.14
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	9.01	1,197.74	99.81	2.26
182-410-6502	LIBRARY MATERIALS	16,000.00	1,038.54	14,514.95	90.72	1,485.05
182-410-6506	OFFICE SUPPLIES	1,300.00	100.34	1,268.00	97.54	32.00
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	93,912.00	6,767.48	68,117.64	72.53	25,794.36
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	93,912.00	6,767.48	68,117.64	72.53	25,794.36
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
**CALENDAR 4/2022, FISCAL 10/2022**

**PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	45,062.00	5,076.93	37,230.82	82.62	7,831.18
182-410-6020	WAGES - PART TIME	18,600.00	2,305.63	13,519.56	72.69	5,080.44
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	4,200.00	435.30	2,457.19	58.50	1,742.81
182-410-6220	SUBSCRIPTION	300.00	.00	.00	.00	300.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	140.00	35.00	260.00
182-410-6371	UTILITIES	1,400.00	141.12	1,248.14	89.15	151.86
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	52.79	480.15	60.02	319.85
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	4,500.00	232.81	4,305.67	95.68	194.33
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	18.21	1,215.95	101.33	15.95-
182-410-6502	LIBRARY MATERIALS	16,000.00	1,001.26	15,516.21	96.98	483.79
182-410-6506	OFFICE SUPPLIES	1,300.00	120.44	1,388.44	106.80	88.44-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	93,912.00	9,384.49	77,502.13	82.53	16,409.87
	PROOF	93,912.00	9,384.49	77,502.13	82.53	16,409.87

**TREASURER'S REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	35,099.06	.00	6,767.48	.00	28,331.58
Report Total	35,099.06	.00	6,767.48	.00	28,331.58

**TREASURER'S REPORT**  
**CALENDAR 4/2022, FISCAL 10/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	28,331.58	.00	9,384.49	.00	18,947.09
Report Total	28,331.58	.00	9,384.49	.00	18,947.09

**TREASURER'S REPORT**  
**CALENDAR 3/2022, FISCAL 9/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
Report Total	15,678.34	.00	.00	.00	15,678.34



**TREASURER'S REPORT**  
**CALENDAR 4/2022, FISCAL 10/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	15,678.34	.00	.00	.00	15,678.34
Report Total	15,678.34	.00	.00	.00	15,678.34





Final Details for Order #111-9791188-2874615

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: March 14, 2022
Amazon.com order number: 111-9791188-2874615
Order Total: \$29.89

Business order information
GL code: 182-410-6506
Location: Library
Department: Library Supplies

Shipped on March 14, 2022

Items Ordered Price
1 of: The Serpent's Shadow (The Kane Chronicles, Book 3) , Riordan, Rick \$14.89
Sold by: World's Greatest Classroom Library! (seller profile)
Condition: New

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$14.89
Shipping & Handling: \$15.00
Total before tax: \$29.89
Sales Tax: \$0.00
Total for This Shipment: \$29.89

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$14.89
Shipping & Handling: \$15.00
Total before tax: \$29.89
Estimated Tax: \$0.00
Grand Total: \$29.89

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 15, 2022: \$29.89

To view the status of your order, return to Order Summary .



Final Details for Order #111-0419580-6314634

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: March 14, 2022
Amazon.com order number: 111-0419580-6314634
Order Total: \$45.29

Business order information
GL code: 182-410-6506
Location: Library
Department: Library Supplies

Shipped on March 15, 2022

Items Ordered Price
1 Of: 50 of Pack 14MM 6 Sided Dice Set Translucent Colors Dice, with Black Pouch for Board Game \$7.99
1 Of: (24 Pack) Sticky Notes 2x2 in Bright Stickies Colorful Super Sticking Power Memo Pads Strong Adhesive 24 Pads/Pack 70 \$13.99
1 Of: Small Trash Bags, Magesh 4 Gallon Trash Bag/ Small Garbage Bags, Strong Wastebasket Liners for Bathroom Bedroom \$14.98

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$36.96
Shipping & Handling: \$8.33
Total before tax: \$45.29
Sales Tax: \$0.00
Total for This Shipment: \$45.29

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$36.96
Shipping & Handling: \$8.33
Total before tax: \$45.29
Estimated Tax: \$0.00
Grand Total: \$45.29

**Credit Card transactions**

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 16, 2022: \$45.29

To view the status of your order, return to [Order Summary](#) .

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.



Final Details for Order #111-0277990-1147459

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: April 1, 2022
Amazon.com order number: 111-0277990-1147459
Order Total: \$30.96

Business order information
GL code: 182-410-6502
Location: Library
Department: Library Materials

Shipped on April 4, 2022

Items Ordered table with columns: Item Description, Price. Includes items like 'Attack of the Kraken' and 'Block Non-Stick Ice Cube Tray'.

Shipping Address and Totals table. Shipping Address: City of Van Meter Public Library. Totals: Item(s) Subtotal: \$24.97, Shipping & Handling: \$5.99, Total before tax: \$30.96, Sales Tax: \$0.00, Total for This Shipment: \$30.96.

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Totals: Item(s) Subtotal: \$24.97, Shipping & Handling: \$5.99, Total before tax: \$30.96, Estimated Tax: \$0.00, Grand Total: \$30.96.

Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: April 5, 2022: \$30.96

To view the status of your order, return to [Order Summary](#) .

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.

# CLAIMS PAY REQUEST

City of Van Meter

Payable To: BAKER & TAYLOR

Mailing Address: P.O. BOX 277930  
ATLANTA, GA 30384-7930

Amount To Be Paid: \$389.37

Account: L043596

Invoice Number	Date	Materials 182-410-6502
		Total \$ 389.37
2036648531	4/11/22	\$ 121.48
2036652452	4/14/22	\$ 148.57
2036673800	4/19/22	\$ 119.32

Vendor #
Office Use Only

*Nancy Studebaker-Barringer*



INVOICE

INVOICE #: 2036648531  
 INVOICE DATE: 04/11/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9793881

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#:

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	THREE DEBTS PAID 81622345	AYAT	PERRY, ANNE	HRD 0000000002	9780593358733 0593358732	RANDO	28.00	43.0%	15.96	15.96
1	INVESTIGATOR 81606941	AYAT	SANDFORD, JOHN	HRD 0000000001	9780593328682 059332868X	PENGU	29.00	43.0%	16.53	16.53
1	ELIZABETH AND MARGARET THE INTIMATE WORL 81667188	AYNF	MORTON, ANDREW	PAP 0000000001	9781538700457 153870045X	GRDCT	18.99	40.0%	11.39	11.39
1	ISLAND OF TIME 81911292	INSP	BUNN, DAVIS	HRD 0000000004	9781448308446 1448308445	SEVEU	28.99	43.0%	16.52	16.52
1	OMENS BITE 81719491	1QYA	CAST, P. C.	HRD 486677726	9781250765666 1250765668	STMAR	18.99	43.0%	10.82	10.82
1	QUINT AND DIRKS HERO 81891079	QUEST 2Q2022JFJNF	BRALLIER, MAX	HRD 490797089	9780593405352 0593405358	PENGJ	14.99	43.0%	8.54	8.54
1	RIVER 81891079	2Q2022JFJNF	HUNTER, ERIN	HRD 490796959	9780063050082 0063050080	HARJU	17.99	43.0%	10.25	10.25
1	TEMPLE GRANDIN 81891079	2Q2022JFJNF	MILLER-LACHMANN	HRD 501123416	9780593353530 0593353536	PENGJ	14.99	43.0%	8.54	8.54
1	DINOSAUR DISASTER 81891079	2Q2022JFJNF	PATTERSON, JAME	HRD 501108138	9780316334631 0316334634	LITLC	9.99	43.0%	5.69	5.69
9										104.24
										PAGE TOTAL USD CURRENCY

INVOICE

INVOICE #: 2036648531  
 INVOICE DATE: 04/11/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9793881

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	CAT KID COMIC CLUB 3	ON PURPOSE	PILKEY, DAV	HRD	9781338801941	SCHOH	12.99	43.0%	7.40	7.40
	81891079	2Q2022JFJNF		490796876	1338801945					
1				PAGE TOTAL					7.40	
10				USD CURRENCY						
				SUB TOTAL					111.64	
				USD CURRENCY						
10	OWNERSHIP LABEL	AT		0.25 =	2.50			VAS	9.84	
8	SPINE LABEL	AT		0.25 =	2.00					
10	LABEL PROTECTORS	AT		0.00 =	0.00					
6	MYLAR JACKET NON STA	AT		0.89 =	5.34					
	TOTAL				9.84					

TOTAL AMOUNT DUE 121.48

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2036648531  
 INVOICE DATE: 04/11/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9793881

PAGE: 001

THE FOLLOWING ITEMS WERE NOT IN STOCK AT THE TIME OF YOUR ORDER. STATUS REPORTS INDICATED ARE BASED ON PUBLISHER SUPPLIED INFORMATION. IF YOU BACKORDERED. THE REMAINING ITEMS WILL BE SHIPPED AS RECEIVED FROM THE PUBLISHER UNTIL YOUR CANCELLATION DATE IS REACHED. INVOICES REPRESENT ITEMS SHIPPED

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10				
1	FALLING STARS								
	81963445	AYAT				27.00	BACK ORDERED	NP	09/2022
1	NEXT IN LINE								
	81963445	AYAT				28.99	BACK ORDERED	NP	09/2022
1	TREASURE STATE								
	81963445	AYAT				28.99	BACK ORDERED	NP	09/2022
1	ARMADILLO ANTICS								
	81971456	SRP2022				18.99	BACK ORDERED	NP	04/2022
1	ARTISAN AIR-DRY CLAY THE BEGINNER'S GUID								
	81971456	SRP2022				24.95	BACK ORDERED	NP	04/2022
1	BACKYARD BALLISTICS BUILD POTATO CANNONS								
	81971456	SRP2022				16.95	BACK ORDERED	BP	
1	BAD GUYS IN OPEN WIDE AND SAY ARRRGH								
	81971456	SRP2022				6.99	BACK ORDERED	NP	07/2022
1	BUSHCRAFT KID SURVIVE IN THE WILD AND HA								
	81971456	SRP2022				16.99	BACK ORDERED	NP	05/2022
1	FLYING MACHINE BOOK BUILD AND LAUNCH 35								
	81971456	SRP2022				16.99	BACK ORDERED	OS	04/2022
1	GIRL & THE GALDURIAN								
	81971456	SRP2022				22.99	BACK ORDERED	BP	
1	HEALER AND WITCH								
	81971456	SRP2022				19.99	BACK ORDERED	NP	04/2022
1	HEALTHY HOMEMADE DOG TREATS MORE THAN 70								
	81971456	SRP2022				19.99	BACK ORDERED	OS	
1	I REALLY WANT A BIGGER PIECE								
	81971456	SRP2022				12.99	BACK ORDERED	BP	
1	I REALLY WANT TO BE FIRST								
	81971456	SRP2022				12.99	BACK ORDERED	BP	
1	I REALLY WANT TO FLY TO THE MOON A REALL								
	81971456	SRP2022				12.99	BACK ORDERED	NP	09/2022
1	ITS A SIGN								
	81971456	SRP2022				10.99	BACK ORDERED	NP	05/2022
1	LIGHTFALL SHADOW OF THE BIRD								
	81971456	SRP2022				22.99	BACK ORDERED	NP	04/2022
1	LLAMA LLAMA BACK TO SCHOOL								
	81971456	SRP2022				18.99	BACK ORDERED	NP	05/2022
1	MAGIC TREE HOUSE 3 MUMMIES IN THE MORNIN								
	81971456	SRP2022				16.99	BACK ORDERED	NP	06/2022
1	MISSION POSSIBLE								
	81971456	SRP2022				17.99	BACK ORDERED	NP	04/2022
1	SUMMER SONG								
	81971456	SRP2022				18.99	BACK ORDERED	BP	

## STATUS REPORT

 INVOICE #: 2036648531  
 INVOICE DATE: 04/11/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9793881

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10				
1	1ST CAT IN SPACE ATE PIZZA 81971456	SRP2022	BARNETT, MAC	HRD 507943576	9780063084087 0063084082	HARJU 15.99	BACK ORDERED	NP	05/2022
1	STARRY MESSENGER COSMIC PERSPECTIVES ON 81976121	AYNF	TYSON, NEIL DEG	HRD 0000000002	9781250861504 1250861500	HOLTH 28.99	BACK ORDERED	NP	09/2022
1	FLORENCE LEGACY 81976121	INSP	SNELLING, LAURA	PAP 0000000001	9781478920120 1478920122	GDCRL 15.99	BACK ORDERED	NP	08/2022
1	12 LONG HARD TOPSY TURVY VERY MESSY DAYS 81980182	AYAT	PATTERSON, JAME	HRD 0000000001	9780316405904 0316405906	LITTL 25.00	BACK ORDERED	NP	10/2022
1	RIGHTEOUS PREY 81984130	AYAT	SANDFORD, JOHN	HRD 0000000001	9780593422472 0593422473	PENGU 29.95	BACK ORDERED	NP	10/2022

INVOICE

INVOICE #: 2036652452  
 INVOICE DATE: 04/14/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM6475830

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#: SRP2022

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS		
1	COMPLETE COOKBOOK FOR YOUNG SCIENTISTS 81971456	SRP2022	AMERICA'S TEST	HRD 507908527	9781948703666 1948703661	PNGDC	43.0%	11.39	11.39
1	PERKINS PERFECT PURPLE HOW A BOY CREATED 81971456	SRP2022	BROWN, TAMI LEW	HRD 507907444	9781368032841 1368032842	LITLC	20.1%	15.17	15.17
1	FORENSIC SCIENCE DISCOVER THE FASCINATING 81971456	SRP2022	COOPER, CHRIS	LIB 507911235	9781465496867 1465496866	DORKJ	20.1%	15.97	15.97
1	OUTDOOR SCIENTIST THE WONDER OF OBSERVING 81971456	SRP2022	GRANDIN, TEMPLE	HRD 507952811	9780593115558 0593115554	PENGJ	43.0%	10.82	10.82
1	POKEMON 4 ADVENTURES BLACK 2 & WHITE 2 81971456	SRP2022	KUSAKA, HIDENOR	PAP 508003359	9781974721092 1974721094	VIZCO	40.0%	5.99	5.99
1	POKEMON ADVENTURES 3 BLACK 2 AND WHITE 2 81971456	SRP2022	KUSAKA, HIDENOR	PAP 508003361	9781974721085 1974721086	VIZCO	40.0%	5.99	5.99
1	SECRET OF ZYGARDE A LEGENDARY TRUTH POKE 81971456	SRP2022	LANE, JEANETTE	PAP 508003360	9781338746549 1338746545	SCHOL	40.1%	4.79	4.79
1	SOLVE THIS FORENSICS SUPER SCIENCE AND C 81971456	SRP2022	MESSNER, KATE	LIB 507911409	9781426337451 1426337450	NGSCB	20.1%	21.49	21.49
1	EASY DOG FOOD RECIPES 60 HEALTHY DISHES 81971456	SRP2022	SHANAHAN, SCOTT	PAP 507911762	9781646115396 1646115392	CLSMA	5.0%	14.24	14.24
9									
									PAGE TOTAL
									USD CURRENCY
									105.85

INVOICE

INVOICE #: 2036652452  
 INVOICE DATE: 04/14/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM6475830

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS		
1	GIGANTAMAX CLASH BATTLE FOR THE Z-RING P 81971456	SRP2022	SHAPIRO, REBECC	PAP 508003362	9781338746532 1338746537	SCHOL 7.99	40.1% VA	4.79	4.79
1	POWWOW DAY 81971456	SRP2022	SORELL, TRACI	SAL 508000676	9781580899482 158089948X	RADMH 16.99	20.1%	13.58	13.58
1	BRONCO AND FRIENDS A PARTY TO REMEMBER 81971456	SRP2022	TEBOW, TIM	HRD 507936956	9780593232040 0593232046	RANDJ 17.99	43.0%	10.25	10.25
1	ASH KETCHUM POKEMON DETECTIVE I CHOOSE Y 81971456	SRP2022	WEST, TRACEY	PAP 508003358	9781338746563 1338746561	SCHOL 7.99	40.1% VA	4.79	4.79
4				PAGE TOTAL					33.41
13				USD CURRENCY					
				SUB TOTAL					139.26
				USD CURRENCY					
13	OWNERSHIP LABEL	AT	0.25 =	3.25				VAS	9.31
10	SPINE LABEL	AT	0.25 =	2.50					
13	LABEL PROTECTORS	AT	0.00 =	0.00					
4	MYLAR JACKET NON STA	AT	0.89 =	3.56					
	TOTAL			9.31					
				TERMS: 00 NET 30 DAYS					
				AMOUNTS BILLED IN USD					
								TOTAL AMOUNT DUE	148.57
								REMIT TO:	
								BAKER & TAYLOR	
								P.O. BOX 277930	
								ATLANTA, GA 30384-7930	

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2036673800  
 INVOICE DATE: 04/19/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9806137

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#:

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10	VAS				
1	DREAM TOWN		BALDACCI, DAVID	HRD	9781538719770	GDCTP	29.00	43.0%	16.53	16.53
	81626672	AYAT		0000000001	1538719770					
1	DEATH OF THE BLACK WIDOW		PATTERSON, JAME	HRD	9781538709825	GDCTP	32.00	43.0%	18.24	18.24
	81622345	AYAT		0000000001	1538709821					
1	BEAUTIFUL		STEEL, DANIELLE	HRD	9781984821645	RAND0	28.99	43.0%	16.52	16.52
	81626672	AYAT		0000000002	1984821644					
1	GOOD LEFT UNDONE		TRIGIANI, ADRIA	HRD	9780593183328	PENGU	28.00	43.0%	15.96	15.96
	81644048	AYAT		0000000001	0593183320					
1	PRIME DIRECTIVE		BUNN, DAVIS	PAP	9781780297859	SEVEU	17.95	40.0%	10.77	10.77
	81934792	INSP		0000000001	1780297858	VA				
1	DONT DROP THE MIC THE POWER OF YOUR WORD		JAKES, T. D.	PAP	9781455595365	GDCRL	18.99	40.0%	11.39	11.39
	81686752	INSP		0000000001	1455595365	VA				
1	MISSION POSSIBLE		TEBOW, TIM	HRD	9780593232064	RANDJ	17.99	43.0%	10.25	10.25
	81971456	SRP2022		507936965	0593232062					
1	ENDLESSLY EVER AFTER PICK YOUR PATH TO C		SNYDER, LAUREL	HRD	9781452144825	CHRNJ	18.99	43.0%	10.82	10.82
	81891079	2Q2022JFJNF		490797314	1452144826					
8										
										110.48
										USD CURRENCY

INVOICE

INVOICE #: 2036673800  
 INVOICE DATE: 04/19/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9806137

PAGE: 002

8 OWNERSHIP LABEL	AT	0.25	=	2.00
6 SPINE LABEL	AT	0.25	=	1.50
8 LABEL PROTECTORS	AT	0.00	=	0.00
6 MYLAR JACKET NON STA	AT	0.89	=	5.34
TOTAL				8.84

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

	VAS	8.84
TOTAL AMOUNT DUE		119.32

REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Culligan Water Adel

**Mailing Address:** 120 Nile Kinnick Dr N Adel, IA 50003-1436

**Date of Invoice:** 4/30/2022

**Amount:** \$9.01

**Memo:** Acct 752089

Vendor #
Office Use Only

**Purchase Description:** Other Services

**Invoice Number:**

**Account Number:** 182-410-6499

*Nancy Studebaker-Barringer*



120 NILE KINNICK DR N  
ADEL, IA 50003  
(515) 993-4203 (800) 747-4203  
adel@culliganiowa.com  
www.CulliganIowa.com

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW

VISA  MasterCard  American Express  Discover  PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER \_\_\_\_\_ V. CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

DATE: 04/30/2022 PAY THIS AMOUNT: \$9.01 ACCOUNT NUMBER: 752089

PAY BY DATE: MAY 22 AMOUNT PAID \$ \_\_\_\_\_

**ADDRESSEE:**


VAN METER PUBLIC LIBRARY  
ATT DIRECTOR  
505 GRANT ST  
VAN METER IA 50261

**REMIT PAYMENT TO:**

CULLIGAN WATER ADEL  
120 NILE KINNICK DR N  
ADEL, IA 50003-1436

**BALANCE FORWARD**  
RETURN THIS TOP PORTION WITH YOUR PAYMENT

BRANCH ID: CA-01  
CUSTOMER: VAN METER PUBLIC LIBRARY

				PREVIOUS BALANCE:	\$18.21						
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE						
04/18/2022	-1.00	PAYMENT	030990	-18.21	0.00						
04/30/2022	1.00	COOLER RENTAL		9.01	9.01						
 Service 05/01-05/31											
Due to continued increases in product and fuel you may notice small increases for some products. We do not take this lightly and are constantly monitoring ways to keep costs as low as possible. Thank you for your continued business and support!											
<b>FINANCE CHARGE SCHEDULE</b> <small>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</small>				Balance Due	\$9.01						
OVER \$	PERCENT RATE	ANNUAL RATE	PLEASE PAY NEW BALANCE BEFORE								
5	1.50 %	18.00 %	MAY 22								
TO 5	0.00 %	0.00 %	MIN CHARGE 5.00								
0-30	31-60	61-90	Over 90	Next Deliveries: 05/09/22 06/07/22 07/06/22 08/03/22							
9.01	0.00	0.00	0.00								
CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 <small>SERVICE ADDRESS:</small>				<table border="1"> <tr> <th>CLOSING DATE</th> <th>ACCOUNT NUMBER</th> <th>NAME</th> </tr> <tr> <td>04/30/2022</td> <td>752089</td> <td>VAN METER PUBLIC LIBRARY</td> </tr> </table>		CLOSING DATE	ACCOUNT NUMBER	NAME	04/30/2022	752089	VAN METER PUBLIC LIBRARY
CLOSING DATE	ACCOUNT NUMBER	NAME									
04/30/2022	752089	VAN METER PUBLIC LIBRARY									
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261											

## **FIRST DRAFT OF VAN METER PUBLIC LIBRARY PERSONNEL POLICY**

5-16-2022

The Library Board of Trustees adopts the provisions of the City of Van Meter Personnel and Administrative Policies as amended and adopted by Van Meter City Council on August 10, 2009, with those exceptions or differences noted in this policy. The City's policies will be utilized where no Library policy exists or if greater detail is necessary.

The following text supersedes the City of Van Meter Personnel and Administrative Policies for library employees:

### **Offers Hours**

The regular hours of the library are set by the Library Board and may change from time to time. The Library is open to the public the following hours unless otherwise authorized by the Library Board or deemed necessary by the Library Director.

Monday, Wednesday and Friday: 10:00am – 5:00pm  
Tuesday and Thursday 12:00pm – 8:00pm  
Saturday: 10:00am – 5:00pm

### **Hours of Service, Attendance, Overtime, Payroll Records**

**A Payroll Period** consists of a two-week period beginning on the Monday before each payday and extending fourteen calendar days.

**Payday** shall be on a Friday, five days following the end of the pay period.

**Time sheets** are kept by all employees. Time sheets shall record the actual time worked for each employee to the nearest quarter hour. In addition, any leave time used should be reported. Time sheets will be given to the Library Director no later than the afternoon of the Monday before each payday. The Library Director shall sign the time sheets to verify the accuracy and submit them to the City Clerk for payroll processing. Failure to maintain accurate time sheets may result in disciplinary action, up to and including termination of employment.

**Payroll Records** are maintained by the City Clerk. This includes time sheets, payroll and maintaining all vacation leave, sick leave, family or other leave, and comp-time balances.

**Attendance** is important. Employees must notify the Library Director as soon as reasonably possible which causes the employee to miss work. Employees shall keep the Library Director apprised of when he/she will be able to return to work.

### **Employee Classifications**

#### **Regular / Season and Full-time / Part-time**

**Regular full-time employees** work between 32 and 40 hours per week fifty-two weeks per year. These hours include actual work and paid leave.

**Regular part-time employees** work less than 32 hours per week.

**Seasonal employees** work less than 26 weeks per year. They may work any number of hours per week.

### **Salaried / Hourly**

**Salaried employees** are regular full-time employees who meet the standards for exemption outlined in the Fair Labor Standards Act. These employees are paid the same amount each pay period.

**Hourly employees** may be regular full-time; all regular-part time employees and seasonal employees are hourly employees. These employees are paid according to an hourly rate. They are not exempt from the Fair Labor Standards Act.

### **Paid Leave**

**Vacation Leave** shall be accrued by all regular full-time employees as follows:

1. One week after completion of one year of employment, 32-40 hours of vacation time depending on the employee's regular weekly schedule.
2. Two weeks after completion of two years of employment, 64-80 hours of vacation time depending on the employee's regular weekly schedule.
3. Three weeks after completion of five years of employment, 96-120 hours of vacation time depending on the employee's regular weekly schedule.
4. Four weeks after completion of 15 years of employment, 128-160 hours of vacation time depending on the employee's regular weekly schedule.

Vacation leave shall be accrued and available to each employee on the anniversary date of their employment. Vacation leave shall be used, as the available balance permits, in minimum units of one-quarter (.25) hour. An employee may carry-over a maximum of 40 hours of unused vacation leave into the following year.

Vacation leave must be scheduled in advance and approved by the Library Director.

**Holiday Leave** shall be granted to all regular full-time employees as follows:

New Year's Eve – December 31  
New Year's Day – January 1  
Friday before Easter  
Memorial Day – Last Monday in May  
Independence Day – July 4  
Labor Day – First Monday in September  
Veteran's Day – November 11  
Thanksgiving Day – Fourth Thursday in November  
Christmas Eve – December 24  
Christmas Day – December 25

All regular full-time employees will be paid for 8 hours work for each of these days.

If a holiday falls on a Saturday, the Library will closed on the holiday and the preceding Friday. If a holiday falls on a Sunday, the Library will be closed on the holiday and the following Monday.

**Sick Leave** is available to all regular full-time employees. It is accrued at a rate of 3 hours per pay period. Sick leave may be accumulated up to 720 hours.

Sick leave may be used for employee illness or care of an immediate family member during illness; medical appointment of employee or immediate family member; death of family member not covered under bereavement leave. For the purposes of this policy immediate family includes the employee's spouse, children and/or dependents, parents, mother-in-law or father-in-law.

**Bereavement Leave** of three days is granted to all employees in the event of death of an employee's spouse, parents, children or dependent, sibling, grandparent, grandchild, father-in-law or mother-in-law. Regular full-time employees will receive eight-hours pay for each day of bereavement leave taken. Additional time, or time for other relatives, may be taken as sick leave.

### **Overtime and/or Comp Time**

Under no circumstances shall an hourly employee work in excess of forty hours in a work week (Monday – Sunday) without prior, written approval from the Library Director.

The Library complies with all requirements of the Fair Labor Standards Act, including overtime, for non-exempt employees.

### **Performance Evaluations**

Performance evaluations give each employee the opportunity to discuss their job development with the Library Director. The format and structure of the performance evaluation is at the discretion of the Library Director with approval by the Library Board.

Each employee will be evaluated annually during his/her anniversary month. In addition, new employees will be evaluated after their first ninety days on the job. All written performance evaluations will be based on your overall performance in relation to your job responsibilities; they will become part of the employee's personnel file. A copy of his/her evaluation will be provided to the employee.

### **Absenteeism and Tardiness**

The Library expects all employees to be diligent about their attendance and promptness. However, we recognize that illnesses, injuries and other incidents may result in absenteeism or tardiness on occasions. If you must be absent because of illness or any other cause, you must notify the Library Director by your regularly scheduled starting time or as soon thereafter as reasonably possible. Employees are required to keep the Library Director informed regarding when they will be ready to return to work. Failure to properly notify Library Director within a reasonable time may result in discipline. Absenteeism or tardiness that is unexcused or excessive in the judgment may result in discipline.

### **Disciplinary Action**

**The Library Director** has sole discretion to administer disciplinary action of Library employees.

**Progressive discipline** is a corrective process to help employees overcome negative work-related issues, to ensure that employees are fully aware of any performance deficiencies that exist, and to provide employees with a reasonable opportunity to improve and meet the expectations outlined.

The progression of levels will be followed in most circumstances; however, management reserves the right to exercise judgment in determining the appropriate level of discipline, taking each incident on a case-by-case basis. The seriousness of the incident, the specific circumstances involved, the performance history of the employee, the years of service to the Library, and the frequency of incidents are some of the factors that may be taken into consideration in determining the level of discipline. Not every step of progressive discipline will be taken in each case.

**Verbal Counseling** is used when the incident is minor in nature and causes minimal disruption to the operation of the Library. Verbal counseling typically does not become a part of an employee's personnel file.

**Written Warnings** are used when an incident is more serious in nature and if left unaddressed, may cause disruption to the operation or reputation of the Library, or when other forms of disciplinary action prove ineffective. Written warnings will clearly define the problematic behavior and provide the employee with guidance on how to avoid future disciplinary action. Written warning documentation becomes a part of an employee's personnel file. A copy of the warning will be provided to the employee.

**Final Warnings** are used when an incident is serious misconduct, (or conduct which could result in injury or loss of life, limb, or property,) or is serious in nature and may cause a serious disruption to the operation or reputation of the Library or when other forms of discipline prove ineffective. Final warnings may include unpaid suspension. Final warnings must be documented in writing and become a part of the employee's personnel file. Final warnings will clearly define the problematic behavior and provide the employee with guidance on how to avoid future disciplinary action. A copy of the warning will be provided to the employee.

**Termination of employment** is used when an incident is willful, deliberate, negligent, or is a very serious or possibly criminal incident that causes significant disruption to the operation and reputation of the Library, or when other forms of disciplinary action prove ineffective.

### **Grievances**

If at anytime an employee feels he/she has been treated in a way that does not comply with these policies, that employee may request to present his/her case to the Board. The request should be in writing and given to both the Library Director and the Library Board President. At the discretion of the Library Board President, the issue may be added to the next regularly scheduled Board meeting. The decision of the Board is final.

### **Dress Code**

Library employees need to be able to work comfortably while projecting a professional image for library users. Casual dress with a clean and neat appearance is the standard for this dress code. The following is a partial list of inappropriate clothing: sweat pants, miniskirts, shorts, uncovered spaghetti straps or flip-flops; clothing with words or graphics which are likely to be seen as offensive by library users.

DRAFT MAY 16, 2022



Director's Report  
 Statistics for April 2022  
 Submitted to VMPL Board by Nancy  
 Studebaker May 2022

April 2022 Compared to April 2019	Apr-22	Apr-19	Difference
<b>VISITORS</b>	179	450	<b>-151%</b>
<b>CIRCULATION</b>			
Books- Adult	118	77	
Books- Teen	18	2	
Books- Juvenile	363	98	
DVD	56	29	
E-Books & Audio Books	185	117	
Misc	39	72	
<b>Total Circulation</b>	<b>779</b>	<b>395</b>	<b>49%</b>
<b>PROGRAMMING</b>			
Children's Programs Offered	6	17	<b>-183%</b>
Children's Program Attendance	52	38	<b>27%</b>
Class Visits to Library	0	0	
Children's Passive Programming Participation	8	0	
Adult Programs Offered	0	0	

FY22 At a Glance	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-21	Jun-21	FY22
Visitors	399	215	200	255	236	301	169	176	269	179			2399
Library checkouts	770	596	434	434	649	524	506	403	594	448			5358
E-books & e-audiobooks check-out	167	128	100	129	120	155	239	209	185	161			1593
<b>Total Circulation</b>	<b>937</b>	<b>724</b>	<b>534</b>	<b>563</b>	<b>769</b>	<b>679</b>	<b>745</b>	<b>612</b>	<b>779</b>	<b>609</b>	<b>0</b>	<b>0</b>	<b>6951</b>
Programs offered	5	0	8	13	8	2	11	9	4	5			65
Programming attendance	61	0	54	38	61	88	18	19	25	32			396
Passive program participation	48	0	2	0	0	0	20	14	13	8			105
<b>Total Programming</b>	<b>109</b>	<b>0</b>	<b>56</b>	<b>38</b>	<b>61</b>	<b>88</b>	<b>38</b>	<b>33</b>	<b>38</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>501</b>
Library visit schools/daycare	0	50	0	0	0	0	72	54	0	20			196
Groups/students visit library	80	40	0	52	0	0	0	0	0	0			172
Other Outreach	0	0	0	0	0	0	0	0	0	0			0
<b>Total Outreach</b>	<b>80</b>	<b>90</b>	<b>0</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>54</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>368</b>
Reading Rewards (children participating)													
Reading Rewards (books read)	0	0	74	513	493	1389	120	20	0	0			2609
Reading Rewards (minutes read)													
Computer usage	2	5	22	18	14	12	12	7	10	0			102
<a href="#">Wireless usage visits</a>	73	44	66	39	52	56	50	67	106	122			675
<a href="#">Wireless unique visitors</a>	22	14	28	18	21	19	9	10	18	22			181
Reference questions	4	5	6	3	8	10	7	3	3	2			51
Copy/Print	0	11	68	31	21	0							131
<a href="#">ILL Borrow Completed</a>	4	11	4	8	8	15	34	21	31	26			162
<a href="#">ILL Lender Completed</a>	1	4	5	2	1	3	24	17	32	21			110
Website Visits	48	311	358	390	380	293	289	242	224	182			2717



**The following reflects work accomplished in April 2022**

**Strategic Theme: Growing, strengthening and a building for the future. Improving the organizational health of Van Meter Public Library to prepare for growth in the future.**

**Nancy is making an effort to bring together individuals interested in re-igniting the VMPL Foundation.** I've been posting frequently on the Foundation's website and suggested that folks who want to be involved come to the library on May 18 at 7:00pm. I have sent e-mails to all members of the Foundation Board.

**Strategic Theme: Programs and resources to engage learners of all ages.**

**Circulation of Adult Fiction continues to grow.** April was the second record breaking month in a row. Katrina's promotion of the adult collection on FaceBook and in the newsletter is really paying off!

**We saw good attendance at Toddler Time and Laugh & Learn in April.** Both of these programs are slowly building a following. Both are on hiatus in May, but will come back in June.

**Summer Reading 2022:** We will have weekly programs for all ages from toddlers to teens. On Monday at 5:30pm and Wednesdays at 9:30am we will have Toddler Time. Laugh & Learn will be on Wednesdays at 5:30pm. Monday afternoons at 2:00pm we will offer "Monday Middle School Matinee." Thursday Teen Takeover will be from 6:00pm – 7:00pm.

We will also have a "Reading Rewards" program with prizes appropriate for all ages. (See reading logs for younger children below)







www.vanmeter.lib.ia.us  
 515 996 2435  
 library@vanmeteria.gov

Hours  
 MWF 10am—5pm  
 T&TH Noon—5pm  
 SAT 10am—3pm



Summer 2022 Reading Reward

Reading Log for: \_\_\_\_\_

<p><b>Week of July 17</b>          My goal is to read _____ minutes this week.          Sunday I read _____ minutes.          Monday I read _____ minutes.          Tuesday I read _____ minutes.          Wednesday I read _____ minutes.          Thursday I read _____ minutes.          Friday I read _____ minutes.          Saturday I read _____ minutes.          I read _____ minutes this week!</p> 	<p><b>Week of July 24</b>          My goal is to read _____ minutes this week.          Sunday I read _____ minutes.          Monday I read _____ minutes.          Tuesday I read _____ minutes.          Wednesday I read _____ minutes.          Thursday I read _____ minutes.          Friday I read _____ minutes.          Saturday I read _____ minutes.          I read _____ minutes this week!</p> 	<p><b>Week of June 5</b>          My goal is to read _____ minutes this week.          Sunday I read _____ minutes.          Monday I read _____ minutes.          Tuesday I read _____ minutes.          Wednesday I read _____ minutes.          Thursday I read _____ minutes.          Friday I read _____ minutes.          Saturday I read _____ minutes.          I read _____ minutes this week!</p> 	<p><b>Week of June 12</b>          My goal is to read _____ minutes this week.          Sunday I read _____ minutes.          Monday I read _____ minutes.          Tuesday I read _____ minutes.          Wednesday I read _____ minutes.          Thursday I read _____ minutes.          Friday I read _____ minutes.          Saturday I read _____ minutes.          I read _____ minutes this week!</p> 
---	---	--	---

**Reading Rewards Details:**

You can bring your reading logs in anytime. Return all reading logs to the library no later than Saturday August 20.

For each week you meet your goal you'll receive one book and one small prize such as a pencil or a button. Prizes given while supplies last.

In addition, you'll earn raffle tickets each week you read at least thirty minutes! If you read 30 minutes in a week you'll get one raffle ticket, if you read 50 minutes, you'll get two etc. Raffle prizes are on display at the library.



Always have a book at your fingertips! All books are always available. No cost. No card needed.



June & July 2022  
Join us on Mondays 5:30pm  
Or Wednesdays at 9:30 am  
Storytime for ages 2-5  
Craft and a story each week.

Second Tuesdays in June, July & August 7:00pm-8:00pm  
For adult and their child ages



June & July 2022  
Join us on Wednesdays 5:30pm  
Storytime for grades K-4.  
Craft and a story each week.

June & July 2022  
Join us on Mondays at 2:00pm for a fun flick.



**Week of June 19**  
My goal is to read \_\_\_\_\_ minutes this week.

Sunday I read \_\_\_\_\_ minutes.

Monday I read \_\_\_\_\_ minutes.

Tuesday I read \_\_\_\_\_ minutes.


Wednesday I read \_\_\_\_\_ minutes.

Thursday I read \_\_\_\_\_ minutes.

Friday I read \_\_\_\_\_ minutes.

Saturday I read \_\_\_\_\_ minutes.

I read \_\_\_\_\_ minutes this week!



**Week of June 26**  
My goal is to read \_\_\_\_\_ minutes this week.

Sunday I read \_\_\_\_\_ minutes.

Monday I read \_\_\_\_\_ minutes.

Tuesday I read \_\_\_\_\_ minutes.


Wednesday I read \_\_\_\_\_ minutes.

Thursday I read \_\_\_\_\_ minutes.

Friday I read \_\_\_\_\_ minutes.

Saturday I read \_\_\_\_\_ minutes.

I read \_\_\_\_\_ minutes this week!



**Week of July 3**  
My goal is to read \_\_\_\_\_ minutes this week.

Sunday I read \_\_\_\_\_ minutes.

Monday I read \_\_\_\_\_ minutes.

Tuesday I read \_\_\_\_\_ minutes.


Wednesday I read \_\_\_\_\_ minutes.

Thursday I read \_\_\_\_\_ minutes.

Friday I read \_\_\_\_\_ minutes.

Saturday I read \_\_\_\_\_ minutes.

I read \_\_\_\_\_ minutes this week!



**Week of July 10**  
My goal is to read \_\_\_\_\_ minutes this week.

Sunday I read \_\_\_\_\_ minutes.

Monday I read \_\_\_\_\_ minutes.

Tuesday I read \_\_\_\_\_ minutes.


Wednesday I read \_\_\_\_\_ minutes.

Thursday I read \_\_\_\_\_ minutes.

Friday I read \_\_\_\_\_ minutes.

Saturday I read \_\_\_\_\_ minutes.

I read \_\_\_\_\_ minutes this week!



**Strategic Theme: Creating community. Expanding the library's role in the greater Van Meter community.**

**Nancy attended the April meeting of the VM Community Development Corporation.** The library's participation in this organization provides us with many ways to be involved in community events such as Raccoon River Days and Sips & Snacks.

**Nancy participated in the VM School's Career Day.** I spoke to about twenty high school students about librarianship as a career.