



President: Rachel Backstrom (2023)
 Vice President: Kate McComb (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: December 14, 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 November 16, 2022 Meeting
 - B. November Financials
 - C. December Claims
5. Review Chapter Three of Trustee Handbook
6. Review of Financial Policy
7. Budget Discussion
8. Reports
 - A. Director's Report
 - B. President's Report
9. Adjourn

| Schedule | |
|------------------|---------------------------------------------------------------------------------------------------------------------|
| Dec 14, 2022 | Chapter Three Trustee Handbook Review Financial Policy Budget Discussion |
| Jan 18, 2023 | Chapter Four Trustee Handbook Review Hours and Closings Policy Review Strategic Plan First draft of budget |
| Feb 15, 2023 | Chapter Five Trustee Handbook Expiring Board Terms Approve Budget |
| Mar 22, 2023 | Chapter Six Trustee Handbook |
| Apr 19, 2023 | Chapter Seven Trustee Handbook Review ByLaws Director's Evaluation |
| May 17, 2023 | Chapter Eight Trustee Handbook |
| June 21, 2023 | Chapter Nine Trustee Handbook Review Community Outreach Policy |
| July 19, 2023 | Chapter Ten Trustee Handbook Elect Officers Submit report to City Council |
| Aug 16, 2023 | Chapter Eleven Trustee Handbook Review Bulletin Board Policy |
| Sept 20, 2023 | Chapter Twelve Trustee Handbook Review Collection Development Policy |
| October 18, 2023 | Chapter Thirteen Trustee Handbook Review Mission & Values Policy |

Van Meter Public Library

11/16/2022 Board Meeting Minutes

On November 16th 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 Backstrom.

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

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

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

Discussion Items:

Revision of Job Description was presented by Backstrom. Discussion was held.

Chapter Two of Trustee Handbook was presented by Backstrom. Each trustee read the chapter prior to the meeting and discussion was held.

February 2023 Public Survey was presented by Studebaker. Discussion was held.

March 2023 Library Foundation Meeting was presented by Studebaker. Discussion was held.

Sips & Snacks/Holiday Decorations was presented by Studebaker. Discussion was held.

Action Items:

McCombs motioned to approve the revision to the Assistant Director Job Description with the addition of gender neutral descriptions. Kendall seconded, passed unanimously.

A Director's report was given. Discussion was held.

A President's report was given. Discussion was held.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, Kendall seconded. Passed unanimously. Adjourned at 6:55 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, December 14th at 6:00pm.

BUDGET REPORT
CALENDAR 11/2022, FISCAL 5/2023

PCT OF FISCAL YTD 41.6%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|---------------------------|--------------|-------------|-------------|------------------|------------|
| 182-410-6010 | WAGES - FULL TIME | 47,320.00 | 3,384.62 | 18,615.76 | 39.34 | 28,704.24 |
| 182-410-6020 | WAGES - PART TIME | 31,000.00 | 2,470.50 | 12,963.17 | 41.82 | 18,036.83 |
| 182-410-6030 | WAGES - SEASONAL/TEMP | .00 | .00 | .00 | .00 | .00 |
| 182-410-6210 | DUES | .00 | .00 | .00 | .00 | .00 |
| 182-410-6215 | PROGRAMMING | 5,000.00 | 366.93 | 1,943.60 | 38.87 | 3,056.40 |
| 182-410-6220 | SUBSCRIPTION | 300.00 | .00 | .00 | .00 | 300.00 |
| 182-410-6230 | TRAINING | 500.00 | .00 | .00 | .00 | 500.00 |
| 182-410-6311 | OPERATION & MAINTENANCE | 400.00 | .00 | 11.18 | 2.80 | 388.82 |
| 182-410-6371 | UTILITIES | 1,500.00 | 64.65 | 437.65 | 29.18 | 1,062.35 |
| 182-410-6373 | TELEPHONE/COMMUNICATIONS | 800.00 | .00 | 212.37 | 26.55 | 587.63 |
| 182-410-6408 | INSURANCE | .00 | .00 | .00 | .00 | .00 |
| 182-410-6413 | PAYMENTS - OTHER AGENCIES | .00 | .00 | .00 | .00 | .00 |
| 182-410-6419 | TECHNOLOGY | 5,500.00 | 232.81 | 1,800.95 | 32.74 | 3,699.05 |
| 182-410-6424 | COMMUNITY INTERSET | .00 | .00 | .00 | .00 | .00 |
| 182-410-6499 | OTHER CONTRACTUAL SERV | 1,400.00 | .00 | 1,257.00 | 89.79 | 143.00 |
| 182-410-6502 | LIBRARY MATERIALS | 10,000.00 | 1,611.63 | 5,970.68 | 59.71 | 4,029.32 |
| 182-410-6506 | OFFICE SUPPLIES | 1,500.00 | 121.94 | 1,503.10 | 100.21 | 3.10- |
| 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 | 105,220.00 | 8,253.08 | 44,715.46 | 42.50 | 60,504.54 |
| | PROOF | 105,220.00 | 8,253.08 | 44,715.46 | 42.50 | 60,504.54 |

TREASURER'S REPORT
CALENDAR 11/2022, FISCAL 5/2023

| 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 |

| FISCAL YEAR 2023 | FY Budget | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | YTD |
|------------------------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|---------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| Expenses: City Budget for Library | | 8% | 17% | 25% | 33% | 42% | 50% | 58% | 67% | 75% | 83% | 92% | 100% | |
| FICA - City Portion | \$ 4,500.00 | \$ 392.81 | \$ 434.29 | \$ 688.79 | \$ 452.00 | \$ 44,792.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 46,759.89 |
| IPERS - City Portion | \$ 5,100.00 | \$ 472.57 | \$ 519.92 | \$ 822.75 | \$ 539.97 | \$ 534.87 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,890.08 |
| Group Insurance | \$ 1,200.00 | \$ 149.38 | \$ 151.66 | \$ 151.66 | \$ 151.66 | \$ 151.66 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 756.02 |
| Total | \$ 10,800.00 | \$ 1,014.76 | \$ 1,105.87 | \$ 1,663.20 | \$ 1,143.63 | \$ 45,478.53 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 50,405.99 |

| Expenses: Library Budget | FY22 Budget | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | YTD |
|----------------------------|----------------------|--------------------|--------------------|---------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| | | 8% | 17% | 25% | 33% | 42% | 50% | 58% | 67% | 75% | 83% | 92% | 100% | |
| Wages FT | \$ 75,800.00 | \$ 3,384.62 | \$ 3,257.69 | \$ 5,204.21 | \$ 3,384.62 | \$ 3,384.62 | | | | | | | | \$ 18,615.76 |
| Wages PT | \$ 2,500.00 | \$ 1,750.13 | \$ 2,419.20 | \$ 3,799.44 | \$ 2,523.90 | \$ 2,470.50 | | | | | | | | \$ 12,963.17 |
| Programming | \$ 5,000.00 | \$ 606.39 | \$ 349.70 | \$ 200.03 | \$ 420.55 | \$ 366.93 | | | | | | | | \$ 1,943.60 |
| Subscriptions | \$ 300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| Training | \$ 500.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| Operating & Maintenance | \$ 400.00 | \$ - | \$ - | \$ 11.18 | \$ - | \$ - | | | | | | | | \$ 11.18 |
| Utilities | \$ 1,500.00 | \$ 82.30 | \$ 100.92 | \$ 103.73 | \$ 86.05 | \$ 64.65 | | | | | | | | \$ 437.65 |
| Telephone | \$ 800.00 | \$ 52.79 | \$ 52.79 | \$ 53.62 | \$ 53.17 | \$ - | | | | | | | | \$ 212.37 |
| Technology | \$ 5,500.00 | \$ 1,122.81 | \$ 222.66 | \$ 222.67 | \$ - | \$ 232.81 | | | | | | | | \$ 1,800.95 |
| Other Contractual Services | \$ 1,400.00 | \$ - | \$ 1,209.01 | \$ 12.87 | \$ 35.12 | \$ - | | | | | | | | \$ 1,257.00 |
| Library Materials | \$ 10,000.00 | \$ 1,415.79 | \$ 1,185.07 | \$ 1,146.53 | \$ 611.66 | \$ 1,611.63 | | | | | | | | \$ 5,970.68 |
| Office Supplies | \$ 1,500.00 | \$ 301.40 | \$ 140.68 | \$ 939.08 | \$ - | \$ 121.94 | | | | | | | | \$ 1,503.10 |
| Total | \$ 105,200.00 | \$ 8,716.23 | \$ 8,937.72 | \$ 11,693.36 | \$ 7,115.07 | \$ 8,253.08 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 44,715.46 |

| | | | | | | | | | | | | | | |
|--------------------------------------|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|
| | | | \$10,043.59 | | | | | | | | | | | |
| Revenue: Library Budget | FY Budget | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | YTD |
| State Funding (Enrich Iowa Programs) | \$ 1,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| County Funding | \$ 13,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| Donations | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| Transfers In | \$ 91,000.00 | \$ - | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ - |
| Other | \$ - | \$ 4,974.20 | \$ - | \$ - | \$ - | \$ - | | | | | | | | \$ 4,974.20 |
| Total | \$ 105,300.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| 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 | | | | | | | |
| Library Trust Ending Balance (182) | | \$ (2,360.62) | \$ (6,324.14) | \$ (18,017.50) | \$ (25,132.57) | | | | | | | | |
| Total | | \$ 13,317.72 | \$ 9,354.20 | \$ (2,339.16) | \$ (9,454.23) | \$ 15,678.34 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

INVOICE

INVOICE #: 2037158205
 INVOICE DATE: 11/30/22
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9010372

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 | CHRISTMAS MEMORY 82085724 | AYAT | EVANS, RICHARD | HRD 0000000002 | 9781982177447 1982177446 | SIMON | 17.99 | 43.0% | 10.25 | 10.25 |
| 1 | WORLD OF CURIOSITIES 82140796 | AYAT | PENNY, LOUISE | HRD 0000000001 | 9781250145291 1250145295 | STMAR | 29.99 | 43.0% | 17.09 | 17.09 |
| 1 | CHOICE 82085724 | AYAT | ROBERTS, NORA | HRD 0000000003 | 9781250272720 1250272726 | STMAR | 29.99 | 43.0% | 17.09 | 17.09 |
| 1 | WHITTIERS 82085724 | AYAT | STEEL, DANIELLE | HRD 0000000004 | 9781984821836 1984821830 | RANDO | 28.99 | 43.0% | 16.52 | 16.52 |
| 1 | CAT KID COMIC CLUB 82302114 | 4 COLLABORATIONS 20224QJF | PILKEY, DAV | HRD 535172762 | 9781338846621 1338846620 | SCHOH | 12.99 | 43.0% | 7.40 | 7.40 |
| 5 | | | | SUB TOTAL | | | | | | 68.35 |
| | | | | USD CURRENCY | | | | | | |

INVOICE

INVOICE #: 2037158205
 INVOICE DATE: 11/30/22
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9010372

PAGE: 002

| | | | | |
|------------------------|----|------|---|------|
| 5 OWNERSHIP LABEL | AT | 0.25 | = | 1.25 |
| 4 SPINE LABEL | AT | 0.25 | = | 1.00 |
| 5 LABEL PROTECTORS | AT | 0.00 | = | 0.00 |
| 4 MYLAR JACKET NON STA | AT | 0.89 | = | 3.56 |
| TOTAL | | | | 5.81 |

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

| | | |
|------------------|------------------------|-------|
| | VAS | 5.81 |
| TOTAL AMOUNT DUE | | 74.16 |
| REMIT TO: | BAKER & TAYLOR | |
| | P.O. BOX 277930 | |
| | ATLANTA, GA 30384-7930 | |

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2037136154
 INVOICE DATE: 11/11/22
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9996737

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 | DESERT STAR 82053769 | AYAT | CONNELLY, MICHA | HRD 0000000001 | 9780316485654 0316485659 | LITTL | 29.00 | 43.0% | 16.53 | 16.53 |
| 1 | HUNTING TIME 82085724 | AYAT | DEAVER, JEFFERY | HRD 0000000001 | 9780593422083 0593422082 | PENGU | 29.00 | 43.0% | 16.53 | 16.53 |
| 1 | DAWNLANDS 82053769 | AYAT | GREGORY, PHILIP | HRD 0000000002 | 9781501187216 150118721X | SIMON | 28.99 | 43.0% | 16.52 | 16.52 |
| 1 | SERPENT IN HEAVEN 82073003 | AYAT | HARRIS, CHARLAI | HRD 0000000001 | 9781982182496 1982182490 | SIMON | 27.99 | 43.0% | 15.95 | 15.95 |
| 1 | PERFECT ASSASSIN 82069373 | AYAT | PATTERSON, JAME | HRD 0000000001 | 9781538721858 1538721856 | GDCTP | 32.00 | 43.0% | 18.24 | 18.24 |
| 1 | WINTER BLUNDERLAND 82302114 | 20224QJF | PATTERSON, JAME | HRD 535172907 | 9780316500203 0316500208 | LITLC | 13.99 | 43.0% | 7.97 | 7.97 |
| 1 | CURSED 82302117 | 20224QTEEN | MEYER, MARISSA | HRD 535173451 | 9781250618917 1250618916 | FWLRN | 19.99 | 43.0% | 11.39 | 11.39 |
| 7 | | | | | | | | | | |
| | | | | | | | | | | SUB TOTAL USD CURRENCY 103.13 |

INVOICE

INVOICE #: 2037136154
 INVOICE DATE: 11/11/22
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9996737

PAGE: 002

| | | | | |
|------------------------|----|------|---|------|
| 7 OWNERSHIP LABEL | AT | 0.25 | = | 1.75 |
| 7 SPINE LABEL | AT | 0.25 | = | 1.75 |
| 7 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 | | 111.97 |
| REMIT TO: | BAKER & TAYLOR | |
| | P.O. BOX 277930 | |
| | ATLANTA, GA 30384-7930 | |

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037136154
 INVOICE DATE: 11/11/22
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9996737
 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 | | | |
|-----|------------------------------------------------------|---------------|-----------------|-------------------|-----------------------------|-------|-------|--------------|--------|----------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | | DISPOSITION | STATUS | DUE DATE |
| 1 | 23RD MIDNIGHT 82394960 | AYAT | PATERSON, JAME | HRD 0000000001 | 9780316402781 0316402788 | LITTL | 30.00 | BACK ORDERED | NP | 05/2023 |
| 1 | ARGUING WITH SOCIALISTS 82394960 | AYNF | BECK, GLENN | PAP 0000000003 | 9781982140519 1982140518 | POCTP | 19.99 | BACK ORDERED | NP | 02/2023 |
| 1 | IN THE FOOTSTEPS OF THE SAVIOR FOLLOWING 82394960 | INSP | LUCADO, MAX | HRD 0000000002 | 9781400335169 1400335167 | HRPCR | 22.99 | BACK ORDERED | NP | 01/2023 |
| 1 | BRIDE WORE WHITE 82398757 | AYAT | QUICK, AMANDA | HRD 0000000002 | 9780593337868 0593337867 | PENGU | 28.00 | BACK ORDERED | NP | 05/2023 |
| 1 | WEDDING PLANNER 82398757 | AYAT | STEEL, DANIELLE | HRD 0000000001 | 9781984821775 1984821776 | RANDO | 28.99 | BACK ORDERED | NP | 05/2023 |

Vendor #

Office Use Only

| Customer ID | Invoice number | Date |
|-------------|-----------------|-------------------|
| 6497-1125 | 06497DA22422690 | November 22, 2022 |



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Sold to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

| Format | Items | Subtotal | Tax amount | Total |
|-----------|-------|-------------|------------|-------------|
| Ebook | 1 | \$27.50 USD | \$0.00 USD | \$27.50 USD |
| Audiobook | 1 | \$69.99 USD | \$0.00 USD | \$69.99 USD |

Total items: 2 **Subtotal:** \$97.49 USD

Tax amount: \$0.00 USD

Total: **\$97.49 USD**

Amount due: **\$97.49 USD**

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:


PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington
 National Bank
 7 Easton Oval
 17 South High Street
 Columbus, Ohio
 USA
 Account Name: OverDrive, Inc.
 Account Number: 01661616573
 ACH ABA Routing
 Number: 041000153
 Wire Routing Number: 044000024
 Swift Code: HUNTUS33

| Customer ID | Invoice number | Date |
|-------------|-----------------|-------------------|
| 6497-1125 | 06497DA22422690 | November 22, 2022 |

| # | Order date | Order ID | Order name | Internal purchase order ID | ISBN | Title | Publisher | Format | Lending model | Unit price | Quantity | Cost | Tax rate | Tax amount | Total |
|---|------------|--------------------------------|-----------------|----------------------------|---------------|---------------|-------------------------------|------------------------------------------------------------------------------------|---------------|-------------|----------|-------------|----------|------------|-------------|
| 1 | 11/22/2022 | bridges-20220805-103723-167429 | 202208 - 202212 | | 9781984821843 | The Whittiers | Random House Publishing Group |  | MA | \$27.50 USD | 1 | \$27.50 USD | 0.00% | \$0.00 USD | \$27.50 USD |
| 2 | 11/22/2022 | bridges-20220805-103723-167429 | 202208 - 202212 | | 9781250859327 | The Choice | Macmillan Audio |  | OC/OU | \$69.99 USD | 1 | \$69.99 USD | 0.00% | \$0.00 USD | \$69.99 USD |

| Format | Items | Subtotal | Tax amount | Total |
|-----------|-------|-------------|------------|-------------|
| Ebook | 1 | \$27.50 USD | \$0.00 USD | \$27.50 USD |
| Audiobook | 1 | \$69.99 USD | \$0.00 USD | \$69.99 USD |

Total items: 2 **Subtotal:** \$97.49 USD

Tax amount: \$0.00 USD

Total: **\$97.49 USD**

Amount due: **\$97.49 USD**

| Customer ID | Invoice number | Date |
|-------------|-----------------|-------------------|
| 6497-1125 | 06497DA22400693 | November 01, 2022 |



OverDrive, Inc.
 One OverDrive Way
 Cleveland, OH 44125
 United States
 Phone: +1 216 573 6886 Fax: +1 216 672 0087
 Email: invoicing@overdrive.com
 US Tax ID number: 34-1522786

Bill to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Sold to:
 Van Meter Public Library
 505 Grant
 Van Meter, IA 50261-0094

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

| Format | Items | Subtotal | Tax amount | Total |
|-----------|-------|-------------|------------|-------------|
| Ebook | 1 | \$64.99 USD | \$0.00 USD | \$64.99 USD |
| Audiobook | 1 | \$69.99 USD | \$0.00 USD | \$69.99 USD |

| | | | |
|---------------------|---|--------------------|---------------------|
| Total items: | 2 | Subtotal: | \$134.98 USD |
| | | Tax amount: | \$0.00 USD |
| | | Total: | \$134.98 USD |

Amount due: \$134.98 USD

Pay directly in Marketplace

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

Other payment options

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to invoicing@overdrive.com.

Pay by check

Please make checks payable in USD to OverDrive, Inc.



Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

Please include remittance details with your payment or send remittance details to invoicing@overdrive.com, including your customer ID number and invoice numbers.

| | |
|----------------------------|---------------------------------------------------------------------------------------------------|
| Bank Name & Branch: | The Huntington National Bank 7 Easton Oval 17 South High Street Columbus, Ohio USA |
| Account Name: | OverDrive, Inc. |
| Account Number: | 01661616573 |
| ACH ABA Routing Number: | 041000153 |
| Wire Routing Number: | 044000024 |
| Swift Code: | HUNTUS33 |

| | | |
|-------------|-----------------|-------------------|
| Customer ID | Invoice number | Date |
| 6497-1125 | 06497DA22400693 | November 01, 2022 |

| # | Order date | Order ID | Order name | Internal purchase order ID | ISBN | Title | Publisher | Format | Lending model | Unit price | Quantity | Cost | Tax rate | Tax amount | Total |
|---|------------|--------------------------------|---------------|----------------------------|---------------|-------------|------------------------|------------------------------------------------------------------------------------|---------------|-------------|----------|-------------|----------|------------|-------------|
| 1 | 11/1/2022 | bridges-20220805-103723-167429 | 202208-202212 | | 9781668003084 | Going Rogue | Atria Books |  | MA | \$64.99 USD | 1 | \$64.99 USD | 0.00% | \$0.00 USD | \$64.99 USD |
| 2 | 11/1/2022 | bridges-20220805-103723-167429 | 202208-202212 | | 9781797144863 | Going Rogue | Simon & Schuster Audio |  | MA | \$69.99 USD | 1 | \$69.99 USD | 0.00% | \$0.00 USD | \$69.99 USD |

| Format | Items | Subtotal | Tax amount | Total |
|-----------|-------|-------------|------------|-------------|
| Ebook | 1 | \$64.99 USD | \$0.00 USD | \$64.99 USD |
| Audiobook | 1 | \$69.99 USD | \$0.00 USD | \$69.99 USD |

Total items: 2 **Subtotal:** \$134.98 USD

Tax amount: \$0.00 USD

Total: **\$134.98 USD**

Amount due: **\$134.98 USD**



Chapter 3: The Five Primary Responsibilities of Boards

Even though the board delegates the day-to-day management to the director, the board never gives up its responsibility to ensure that the library succeeds and prospers. In exercising that responsibility, Iowa’s public library boards have five primary roles:

I. Hiring the Library Director

The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other’s roles. (See **Chapter 3: Hiring the Library Director.**)

II. Approving and Monitoring the Budget

Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items. (See **Chapter 4: Approving and Monitoring the Budget.**)

III. Developing and Adopting Policies

Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons. (See **Chapter 5: Developing and Adopting Policies.**)

IV. Planning for the Library’s Future

Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities,

basing decisions on community input and packaging service in response to community needs. (See **Chapter 6: Planning for the Library's Future.**)

V. Evaluating Service and Advocating for Advancements

The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance. Note that trustees can also evaluate their own performance! In exercising this evaluation and advocacy role, boards are pushing for adequate funding, seeking technology advancements, fostering community relationships, and supporting the library staff in terms of salaries, benefits, and working conditions. (See **Chapter 7: Evaluating Service and Advocating for Advancements.**)

“You can do what I cannot do. I can do what you cannot do. Together we can do great things.”

Mother Teresa

Financial Policy

Van Meter Public Library
505 Grant Street, PO Box 160
Van Meter, IA 50261
(515) 996-2435



PURPOSE

This policy is established by the Library Board to ensure fiscal accountability and appropriate use of funds in compliance with state statutes and municipal ordinances.

AUTHORITY

The Library Board of Trustees, herein referred to as “the Board”, has final authority over all equipment, materials and property owned by the library and over the expenditures of all funds available to the library. See Chapter 22.44.060 of the Code of Ordinances of the City of Van Meter, Iowa, 2007.

ANNUAL OPERATING BUDGET

The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data which shall be presented to the Board by December 31st each year. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Administrator. The City Council approves the total annual operating budget while the Board approves allocation and expenditure of those funds on a line item basis.

To ensure ongoing monitoring of the budget and to meet requirements of the local ordinance, all disbursements must be approved by the Board. The Library Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.

PURCHASING

Only the Library Director is authorized to make purchases. The Library Director shall provide written explanation of any spending which exceeds \$500 in a single line allocation in a single month. It is the

Library Director's responsibility to research alternative suppliers on a regular basis to ensure that library materials are purchased at a competitive price.

GIFTS AND BEQUESTS

All donations accepted for a special purpose shall be honored and used for these purposes. The Library Director shall keep detailed records to show the expenditures of these restricted funds. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Library Director shall seek the approval of the Board before accepting the gift. The Library Director shall report on the activity of the Gifts and Bequests at least quarterly. All expenditures from the Gifts and Bequests shall be listed on the disbursement list at the monthly Board meetings. All monetary donations that are not allocated to a special purpose shall be deposited to the Library Foundation.

CONTRACTS FOR SERVICE

Both new and renewing contracts shall be presented to the Board for approval.

GRANTS

The Library Director is responsible for identifying grant opportunities and writing grant applications. Applications for grants shall have the approval of the Board before submission. The Library Director is also responsible for ensuring grant monies are received, tracked and allocated appropriately.

DISPOSAL OF PROPERTY

Surplus property valued at less than \$500 shall be disposed of by any of the following methods at the Library Director's discretion: sold to a resale shop, donated to a local non-profit organization, or given to the Library Foundation for sale to benefit the Library. Surplus property valued at \$500 or more shall be disposed of by sale at public auction or sale by sealed bid following approval by the Board. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased and reported at monthly Board meetings.

Books shall be withdrawn from the Library's collection as outlined in the Library Board's Collection

Development Policy and shall either be donated to local nonprofits or sold to a resale book store at the Library Director's discretion. All monies received from the sale of withdrawn library books shall be deposited to the "Library Materials" fund line of the budget.

ANNUAL REPORT

The Board delegates to the Library Director the responsibility for the preparation of the Annual Report during the Board's monthly July Board meeting. The Library Director and Board President shall present the annual report to the City Council at the Council's August monthly meeting. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, and the amount of money expended in the maintenance of the Library during the year.

Library Board of Trustees

Adopted: April 17, 2019

Revised and Adopted May 19, 2021



Recommended Building Maintenance and Repair for FY2024 Budget (July 2023-June 2024)

FOR PURPOSES OF INITIAL DISCUSSION

| Priority | Item | Cost |
|----------|---------------------------------------------------|--------------|
| One | Interior painting | \$ 9,000.00 |
| Two | Replace all carpet and tile | \$ 5,000.00 |
| Three | Bathroom upgrades | \$ 7,000.00 |
| Four | Built in cabinets/storage in office and bathrooms | \$ 4,000.00 |
| | Total | \$ 25,000.00 |

Estimates based on very little information. Estimates include all prep and installation work. I would recommend we ask for \$25,000 with the understanding that we may not be able to accomplish all four projects, and ask that remainder be carried over into FY2025 and supplemented as necessary.



Director's Report
 Statistics for November 2022
 Submitted to VMPL Board by Nancy
 Studebaker December 2022

| November 2022 Compared to November 2021 | Nov-22 | Nov-21 | Difference |
|------------------------------------------|------------|------------|-------------|
| VISITORS | 188 | 236 | -26% |
| CIRCULATION | | | |
| Books- Adult | 90 | 76 | |
| Books- Teen | 14 | 12 | |
| Books- Juvenile | 387 | 483 | |
| DVD | 67 | 54 | |
| E-Books & Audio Books | 215 | 120 | |
| Misc | 15 | 24 | |
| Total Circulation | 788 | 769 | 2% |
| PROGRAMMING | | | |
| Children's & Teens' Programs Offered | 10 | 7 | |
| Children's and Teens' Program Attendance | 48 | 52 | -8% |
| Adult Programs Offered | 0 | 1 | |
| Adult Program Attendance | 0 | 9 | |

| FY23 At a Glance | Jul-22 | Aug-22 | Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | FY23 |
|---------------------------------------|-------------|-------------|------------|------------|------------|----------|----------|----------|----------|----------|----------|----------|-------------|
| Visitors | 665 | 490 | 367 | 317 | 188 | | | | | | | | 2027 |
| Library checkouts | 1080 | 787 | 577 | 562 | 573 | | | | | | | | 3579 |
| E-books & e-audiobooks check-out | 296 | 311 | 278 | 204 | 215 | | | | | | | | 1304 |
| Total Circulation | 1376 | 1098 | 855 | 766 | 788 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4883 |
| Programs offered | 23 | 2 | 14 | 16 | 10 | | | | | | | | 65 |
| Programming attendance | 74 | 14 | 128 | 112 | 48 | | | | | | | | 376 |
| Passive program participation | 1 | 0 | 0 | 0 | 0 | | | | | | | | 1 |
| Total Programming | 75 | 14 | 128 | 112 | 48 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 377 |
| Library visit schools/daycare | 0 | 50 | 0 | 0 | 0 | | | | | | | | 50 |
| Groups/students visit library | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Other Outreach | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Total Outreach | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 |
| Beanstack Active Readers | 140 | 150 | 10 | 20 | 16 | | | | | | | | 336 |
| Beanstack Books Read | N/A | N/A | 117 | 272 | 154 | | | | | | | | 543 |
| Reading Rewards (minutes read) | 72000 | 48000 | N/A | N/A | N/A | | | | | | | | 120000 |
| Computer usage | 2 | 9 | 3 | 3 | 0 | | | | | | | | 17 |
| Wireless usage visits | 104 | 98 | 136 | 217 | 116 | | | | | | | | 671 |
| Reference questions | 4 | 2 | 5 | 5 | 0 | | | | | | | | 16 |
| ILL Borrow Completed | 61 | 38 | 41 | 22 | 37 | | | | | | | | 199 |
| ILL Lender Completed | 25 | 18 | 16 | 19 | 14 | | | | | | | | 92 |
| Website Visits | 284 | 291 | 277 | 217 | 167 | | | | | | | | 1236 |

The following reflects work accomplished in November 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.

We received a check from Dallas County for \$13,000. This is our portion of the County's allotment for library services. It is a significant increase from \$8500 last year. We can anticipate this increase to be sustained in coming years.

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

It is a goal of the library to spark curiosity and encourage a love of learning with programs and services for children ages birth to 12. Fall programming wrapped-up just before Thanksgiving. Winter/Spring programming will begin in early January. Toddler Time will continue to be Mondays at 5:30pm and Tuesdays at 10:00am; Laugh & Learn (for 1st – 3rd graders) will continue to be Tuesdays at 5:30pm. Tween Scene (for 4th-6th graders) will be 1:45 – 4pm on Fridays.

Strategic Theme: Creating Community

The library took an active role in planning and executing the community's holiday activities. We hosted an open house during the Sips & Snacks. Katrina created the map of houses participating in the Light the Town Challenge. And we had a fun craft and reading for children. We owe a big thanks to Rona Jacobs and Tabitha, Maisey and June Slaughter and Avey Watson for providing outdoor Christmas decorations and assistance with putting them up.