



President: Rachel Backstrom (2025)
Member: Lisa Oelke (2023)
Secretary: Megan Warwick (2023)
Member: Andrew Kendall (2028)
Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: April 19, 2023 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 March 22, 2023 Meeting
 - B. Minutes of Director's Interview March 28, 2023
 - C. Minutes of Director's Interview March 30, 2023
 - B. March Financials
 - C. April Claims
5. Introduce Jonatha Bayse
6. Review Bylaws
7. Review and discuss Chapters 5, 6, & 7 of the Trustee's Handbook
8. Reports
 - A. Director's Report
 - B. President's Report
9. Adjourn

Schedule

- May 17, 2023 Chapter Eight Trustee Handbook
Approve dates of next FY Board Meetings
- June 21, 2023 Chapter Nine Trustee Handbook
Review Community Outreach Policy
Elect Officers
- July 19, 2023 Chapter Ten Trustee Handbook
Submit annual report to City Council
See VM Code 22.09
- Aug 16, 2023 Chapter Eleven Trustee Handbook
Review Bulletin Board Policy
90 Day Review of New Director
- Sept 20, 2023 Chapter Twelve Trustee Handbook
Review Collection Development Policy
- October 18, 2023 Chapter Thirteen Trustee Handbook
Review Mission & Values Policy
- November 13, 2023 Chapter Fourteen Trustee Handbook
Review Circulation Policy
Review First Draft of FY25 Budget
- December 13, 2023 (moved to second Wednesday) Chapter
Approve FY25 Budget (submit to Council by Jan 10)
Fifteen Trustee Handbook
Board Self-Assessment

Van Meter Public Library

3/22/2023 Board Meeting Minutes

On March 22nd 2023, 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 Warwick, Backstrom, Kendall, and Studebaker. Lisa Oelke and Joe Herman were also in attendance. Miller joined via Zoom.

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

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

Discussion Items:

Introduction of new board member, Lisa Oelke, was presented by Backstrom.

Trustee term update was presented by Backstrom. Discussion was held.

Director working part-time hourly was presented by Backstrom. Discussion was held.

Director search update and next steps with the interview process was presented by Backstrom. Dates were chosen for the interview process.

Action Items:

Warwick motioned to approve the new part-time director status at the wage of \$22.87 per hour. Miller 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. Kendall motioned, Oelke seconded. Passed unanimously. Adjourned at 6:52pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 19th at 6:00pm.

Van Meter Public Library

3/28/2023 Board Meeting Minutes

On March 28th 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 7:00pm by President Backstrom.

In attendance were Warwick, Backstrom, Kendall, and Oelke. Jonatha Basye was also in attendance.

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

Discussion Items:

Library Director candidate interview took place.

Action Items:

There were no action items.

Having no further business, President Backstrom asked for a motion to adjourn. Oelke motioned, Kendall seconded. Passed unanimously. Adjourned at 8:02pm.

The next interview will take place at the Van Meter Public Library on Thursday, March 30th at 7:00pm.

Van Meter Public Library

3/30/2023 Board Meeting Minutes

On March 30th 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 7:00pm by President Backstrom.

In attendance were Warwick, Backstrom, Kendall, Oelke, and Miller. Nicole Straker was also in attendance.

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

Discussion Items:

Library Director candidate interview took place. Concluding the interview, a discussion took place about offering the position to Jonatha Basye starting May 1st, 2023 with a starting salary of \$44,000.

Action Items:

Miller motioned to approve the employment offer to Jonatha. Kendall seconded, passed unanimously.

Having no further business, President Backstrom asked for a motion to adjourn. Oelke motioned, Miller seconded. Passed unanimously. Adjourned at 7:56pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 19th at 6:00pm.



P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice

Invoice Number: 7273825
Invoice Date: 3/08/23
Reference Number: 30660842
Bid/Contract:

Page 1 MXR

Billing Customer: 740097066

Shipping Customer: 811763429

VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261-0160

NANCY STUDEBAKER
VAN METER PUBLIC LIBRARY
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Nancy Studebaker
Purchase Order:

| Product | Qty | UOM | Description | Unit Price | Extended |
|-------------------------------------|-----|-----|--|------------|----------|
| The following products are shipped: | | | | | |
| 16230000 | 1 | ROL | Scotch 893 Filament Tape 1/2"W x 60 Yards | 12.69 | 12.69 |
| 12804860 | 2 | BOX | Color-Tinted Label Protectors 1" x 3" Gray 250/Roll | 19.24 | 38.48 |
| 13718510 | 1 | ROL | Clear Glossy Label Protectors 1-1/2" x 3-1/4" 500/Roll | 37.69 | 37.69 |
| 12222000 | 1 | CTN | Paperfold Adjustab Book Jacket Cover 8" x 300' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well. | 68.34 | 68.34 |
| Subtotal | | | | | 157.20 |
| Shipping and Handling | | | | | 17.29 |
| Total | | | | | 174.49 |

Terms: Net 30 days, Freight Prepaid and Added
Invoice Number: 7273825
Invoice Date: 3/08/23
Reference Number: 30660842
Purchase Order:
Billing Customer: 740097066

Federal I.D. number: 39-1311089
Payment due on or before 04/07/23
Total 174.49
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,
Milwaukee, WI 53288-8623



CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

DEMCO

MAILING ADDRESS:

PO BOX 88623

MILWAUKEE WI 53288-8623

DATE OF INVOICE:

7278894 3/17/23

AMOUNT:

\$ 103.07

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

Acct# 740097066

Supplies for processing

PURCHASE ORDER #:

INVOICE #:

7278894

ACCOUNT CODE #: Library Supplies

182 410 6506

\$ 103.07

\$

SIGNATURE:

Nancy Studebaker



P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice

Invoice Number: 7278894
Invoice Date: 3/17/23
Reference Number: 30750683
Bid/Contract:

Page 1 MXR

Billing Customer: 740097066

Shipping Customer: 811793363

VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261-0160

KATHLEEN NUBEL
VAN METER PUBLIC LIBRARY
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Kathleen Nubel
Purchase Order:

| Product | Qty | UOM Description | Unit Price | Extended |
|-------------------------------------|-----|---|------------|----------|
| The following products are shipped: | | | | |
| 12224000 | 1 | CTN Paperfold Adjustab Book Jacket Cover 14" x 200' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well. | 53.64 | 53.64 |
| 12813790 | 2 | BOX Color-Tinted Label Protectors 1" x 3" Light Blue 250/Roll | 19.24 | 38.48 |
| Subtotal | | | | 92.12 |
| Shipping and Handling | | | | 10.95 |
| Total | | | | 103.07 |

Terms: Net 30 days, Freight Prepaid and Added
Invoice Number: 7278894
Invoice Date: 3/17/23
Reference Number: 30750683
Purchase Order:
Billing Customer: 740097066

Federal I.D. number: 39-1311089
Payment due on or before 04/16/23
Total 103.07
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,
Milwaukee, WI 53288-8623





P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice

Invoice Number: 7273825
Invoice Date: 3/08/23
Reference Number: 30660842
Bid/Contract:

Page 1 MXR

Billing Customer: 740097066

Shipping Customer: 811763429

VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261-0160

NANCY STUDEBAKER
VAN METER PUBLIC LIBRARY
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Nancy Studebaker
Purchase Order:

| Product | Qty | UOM | Description | Unit Price | Extended |
|-------------------------------------|-----|-----|--|------------|----------|
| The following products are shipped: | | | | | |
| 16230000 | 1 | ROL | Scotch 893 Filament Tape 1/2"W x 60 Yards | 12.69 | 12.69 |
| 12804860 | 2 | BOX | Color-Tinted Label Protectors 1" x 3" Gray 250/Roll | 19.24 | 38.48 |
| 13718510 | 1 | ROL | Clear Glossy Label Protectors 1-1/2" x 3-1/4" 500/Roll | 37.69 | 37.69 |
| 12222000 | 1 | CTN | Paperfold Adjustab Book Jacket Cover 8" x 300' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well. | 68.34 | 68.34 |
| Subtotal | | | | | 157.20 |
| Shipping and Handling | | | | | 17.29 |
| Total | | | | | 174.49 |

Terms: Net 30 days, Freight Prepaid and Added

Invoice Number: 7273825

Invoice Date: 3/08/23

Reference Number: 30660842

Purchase Order:

Billing Customer: 740097066

Federal I.D. number: 39-1311089

Payment due on or before 04/07/23

Total 174.49

Customer Service Phone: 1-800-962-4463

Questions on Billing: 1-800-752-7614

email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,
Milwaukee, WI 53288-8623



CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

CULLIGAN WATER ADEL

MAILING ADDRESS:

120 NILE KINNICK DR N
ADEL IA50003-1436

DATE OF INVOICE:

3/31/23

AMOUNT:

\$ 9.01

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT # 752089

PURCHASE ORDER #:

INVOICE #:

ACCOUNT CODE #: OTHER CONTRACTUAL

182410 6499

\$ 9.01

\$

SIGNATURE:

Nancy Studebaker



of Adel

518 GREENE STREET
ADEL, IA 50003
(515) 993-4203 (800) 747-4203
adel@culliganiaowa.com
www.CulliganIowa.com

| | | | |
|---|-------------------------------------|-----------------------------------|---|
| IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW | | | |
| <input type="checkbox"/> VISA | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Discover | <input type="checkbox"/> American Express |
| CARD NUMBER | | | V. CODE |
| SIGNATURE | | | EXP. DATE |
| DATE | PAY THIS AMOUNT | ACCOUNT NUMBER | |
| 03/31/2023 | \$9.01 | 752089 | |
| PAY BY DATE: APR 22 | | | AMOUNT PAID \$ |

ADDRESSEE:

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

REMIT PAYMENT TO:

CULLIGAN WATER ADEL
518 GREENE ST
ADEL, IA 50003-1811

BALANCE FORWARD
RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

| | | | | PREVIOUS BALANCE: | \$9.01 |
|---|---------------|---------------|-----------------|-------------------------------|---------|
| DATE | QUANTITY | DESCRIPTION | REF | AMOUNT | BALANCE |
| 03/28/2023 | -1.00 | PAYMENT | 031704 | -9.01 | 0.00 |
| 03/31/2023 | 1.00 | COOLER RENTAL | | 9.01 | 9.01 |
| <div>Culligan Water™</div> <div>Service 04/01-04/30</div> <div>You may notice some small increases on certain products. Rental rates will not change at this time. Thank you for your continued business.</div> | | | | | |
| ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE | | | | | |
| FINANCE CHARGE SCHEDULE | | | | PLEASE PAY NEW BALANCE BEFORE | |
| OVER \$ | PERIODIC RATE | ANNUAL RATE | APR 22 | | |
| 5 | 1.50 % | 18.00 % | | | |
| TO 5 | 0.00 % | 0.00 % | MIN CHARGE 5.00 | | |
| | | | | Balance Due | \$9.01 |

| 0-30 | 31-60 | 61-90 | Over 90 |
|------|-------|-------|---------|
| 9.01 | 0.00 | 0.00 | 0.00 |

CULLIGAN WATER ADEL
518 GREENE STREET
ADEL, IA 50003
(515) 993-4203 (800) 747-4203

SERVICE ADDRESS:

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

Next Deliveries: 04/19/23 05/17/23 06/15/23 07/14/23

| CLOSING DATE | ACCOUNT NUMBER | NAME |
|--------------|----------------|--------------------------|
| 03/31/2023 | 752089 | VAN METER PUBLIC LIBRARY |

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

OVERDRIVE INC

MAILING ADDRESS:

ONE OVERDRIVE WAY
CLEVELAND OH 44125

DATE OF INVOICE:

2/28/23

AMOUNT:

\$ 15.99

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

CUST ID 6497-1125

Audio books/ ebooks

PURCHASE ORDER #:

INVOICE #:

0697DA23067710

ACCOUNT CODE #:

Library Materials 182410 6502

\$ 15.99

\$

SIGNATURE:

Nancy Studebaker

Customer ID
6497-1125

Invoice number
06497DA23067710

Date
February 28, 2023



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 | \$15.99 USD | \$0.00 USD | \$15.99 USD |

Total items: 1 **Subtotal:** \$15.99 USD
Tax amount: \$0.00 USD
Total: **\$15.99 USD**

Amount due: **\$15.99 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

Invoice details continue on next page

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

OVERDRIVE INC

MAILING ADDRESS:

ONE OVERDRIVE WAY
CLEVELAND OH 44125

DATE OF INVOICE:

3/14/23

AMOUNT:

\$ 107.49

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

CUST ID 6497-1125

ebooks / audio books

PURCHASE ORDER #:

INVOICE #:

06497CD23082440

ACCOUNT CODE #:

Library Materials 182410 6502

\$ 107.49

\$

SIGNATURE:

Nancy Studebaker

Customer ID
6497-1125

Invoice number
06497CO23082440

Date
March 14, 2023



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 | \$59.99 USD | \$0.00 USD | \$59.99 USD |
| Audiobook | 1 | \$47.50 USD | \$0.00 USD | \$47.50 USD |

Total items: 2 Subtotal: \$107.49 USD

Tax amount: \$0.00 USD

Total: **\$107.49 USD**

Amount due: **\$107.49 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

Invoice details continue on next page

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

OVERDRIVE INC

MAILING ADDRESS:

ONE OVERDRIVE WAY
CLEVELAND OH 44125

DATE OF INVOICE:

2/28/23

AMOUNT:

\$ 100.00

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

CUST ID 6497-1125

E-books/audiobooks

PURCHASE ORDER #:

INVOICE #:

06497C023064592

ACCOUNT CODE #:

Library Materials

182410 6502

\$ 100.00

\$

NOTE: This invoice was submitted last month. Overdrive shows that \$19.99 was paid (rather than the \$119.99 that was supposed to be paid)

SIGNATURE:

Nancy Studebaker

Customer ID
6497-1125

Invoice number
06497CO23064592

Date
February 28, 2023



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 | \$40.00 USD | \$0.00 USD | \$40.00 USD |
| Audiobook | 1 | \$79.99 USD | \$0.00 USD | \$79.99 USD |

Total items: 2 Subtotal: \$119.99 USD

Tax amount: \$0.00 USD

Total: **\$119.99 USD**

Payments applied: **(\$19.99 USD)**

Amount due: **\$100.00 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

Invoice details continue on next page

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

BAKER + TAYLOR

MAILING ADDRESS:

PO BOX 277930

ATLANTA GA 30384 7930

DATE OF INVOICE:

3/30/23

AMOUNT:

\$ 28.41

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT 207158 L449645

BOOKS

PURCHASE ORDER #:

INVOICE #:

2037401995

ACCOUNT CODE #: Library Materials

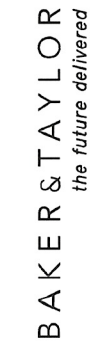
182 410 6502

\$ 28.41

\$

SIGNATURE:

Nancy Studebaker



INVOICE #: 2037407995
INVOICE DATE: 03/30/23
ACCOUNT #: 207158 L449645 2 B00000
ATS #: MOM9122821

PAGE: 001

BILL TO: ACCOUNT #: 207158 L449645 2 B000000

SHIPPED FROM: MOMENCE

CUSTOMER SERVICE:

CREDIT: 800.340.5370/INTL 704.998.3399

GST/TAX ID#: 42--6037786

PO#:

FILE TO: ACCOUNT:
SAN #:

NAME :

NAME:
ADDRESS:

VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 1449645 2 0000000

ACCOUNT #. 207130 EFF2013 2 000000
SAN #: 3057518 0001

NAME: VAN METER PUBLIC LIBRARY

ADDRESS: C/O CITY HALL

EASY ACCOUNT

310 MILL STREET

VAN METER IA 50261

VAN METER PUBLIC LIBRARY

C/O CITY HALL

EASY ACCOUNT

310 MILL STREET

VAN METER IA 50261

MAIL TO: NAME:

ADDRESS:

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

| QTY | TITLE | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|----------------------|------------|---------------|--------------|-----------------------|---------------|-------|------------------------|-------|-----------|----------------|
| | | | | FUND # | CUST REF # | ISBN-10 | | VAS | | | |
| 1 | SCHOOL TRIP | 82623305 | CATS | CRAFT, JERRY | HRD 0000000003 | 9780062885548 | HARJU | 24.99 | 43.0% | 14.24 | 14.24 |
| 1 | SHADOW | 82623305 | CATS | HUNTER, ERIN | HRD 0000000009 | 9780063050211 | HARJU | 19.99 | 43.0% | 11.39 | 11.39 |
| 2 | | | | | SUB TOTAL | 0063050218 | | | | | 25.63 |
| | | | | | USD CURRENCY | | | | | | |
| 2 | OWNERSHIP LABEL | AT | 0.25 = | 0.50 | | | | | | VAS | 2.78 |
| 2 | SPINE LABEL | AT | 0.25 = | 0.50 | | | | | | | |
| 2 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | | | |
| 2 | MYLAR JACKET NON STA | AT | 0.89 = | 1.78 | | | | | | | |
| | TOTAL | | | 2.78 | | | | | | | |
| | | | | | TERMS: 00 NET 30 DAYS | | | | | | |
| | | | | | AMOUNTS BILLED IN USD | | | | | | |
| | | | | | | | | TOTAL AMOUNT DUE | | | 28.41 |
| | | | | | 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:

BAKER + TAYLOR

MAILING ADDRESS:

PO BOX 277930

ATLANTA GA 30384 7930

DATE OF INVOICE:

3/24/23

AMOUNT:

\$ 54.91

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT 207158 L449645

Books

PURCHASE ORDER #:

INVOICE #:

203 7394988

ACCOUNT CODE #: Library Materials

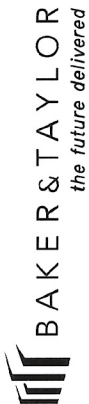
182 410 6502

\$ 54.91

\$

SIGNATURE:

Nancy Studebaker



INVOICE

INVOICE #: 2037394988
INVOICE DATE: 03/24/23
ACCOUNT #: 207158 L449645 2 B00000
ATS #: MOM9112125
PAGE: 001

BILL TO: ACCOUNT #: 207158 L449645 2 B00000
VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261

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

SHIP TO: ACCOUNT #: 207158 L449645 2 000000
3057518 0001
VAN METER PUBLIC LIBRARY
C/O CITY HALL
EASY ACCOUNT
310 MILL STREET
VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY
ADDRESS: C/O CITY HALL
EASY ACCOUNT
310 MILL 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 | BT | ORDER # | CUSTOMER PO # | AUTHOR | FUND # | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|---------------------------------|----------|---------|---------------|--------------------------|--------|---------------|-------|-------|-------|-----------|----------------|
| 1 | WORLD AND EVERYTHING IN IT CATS | 82617243 | | | HENKES, KEVIN | | 9780063245648 | HARJU | 19.99 | 20.1% | 15.97 | 15.97 |
| 1 | BIG TREE CATS | 82623305 | | | SELZNICK, BRIAN | | 9781338180633 | SCHOH | 32.99 | 43.0% | 18.80 | 18.80 |
| 1 | WORLD AND EVERYTHING IN IT | 82455342 | | | HENKES, KEVIN | | 9780063245648 | HARJU | 19.99 | 20.1% | 15.97 | 15.97 |
| 3 | TOTAL | | | | SUB TOTAL | | 0063245647 | | | | | 50.74 |
| | | | | | USD CURRENCY | | | | | | | |
| 3 | OWNERSHIP LABEL AT | | 0.25 | = | | | | | | | | |
| 3 | SPINE LABEL AT | | 0.25 | = | | | | | | | | |
| 3 | LABEL PROTECTORS AT | | 0.00 | = | | | | | | | | |
| 3 | MYLAR JACKET NON STA AT | | 0.89 | = | | | | | | | | |
| | TOTAL | | | | | | | | | | | |
| | | | | | TERMS: 00 NET 30 DAYS | | | | | | | |
| | | | | | AMOUNTS BILLED IN USD | | | | | | | |
| | | | | | TOTAL AMOUNT DUE | | | | | | | |
| | | | | | 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:

BAKER + TAYLOR

MAILING ADDRESS:

PO BOX 277930

ATLANTA GA 30384 7930

DATE OF INVOICE:

3/15/23

AMOUNT:

\$ 22.71

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT 207158 L449645

Books

PURCHASE ORDER #:

INVOICE #:

2037370111

ACCOUNT CODE #: Library Materials

182 410 6502

\$ 22.71

\$

SIGNATURE:

Nancy Studebaker



BAKER & TAYLOR
the future delivered

INVOICE

INVOICE #: 2037370111
INVOICE DATE: 03/15/23
ACCOUNT #: 207158 L449645 2 B00000
ATS #: MOM5482886
PAGE: 001

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

BILL TO: ACCOUNT #: 207158 L449645 2 B00000
SAN #: VAN METER PUBLIC LIBRARY
NAME: PO BOX 160
ADDRESS: VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY
ADDRESS: C/O CITY HALL
EASY ACCOUNT
310 MILL STREET
VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L449645 2 000000
SAN #: 3057518 0001
NAME: VAN METER PUBLIC LIBRARY
ADDRESS: C/O CITY HALL
EASY ACCOUNT
310 MILL 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 | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | CUST REF # | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|--------------------------|-------------------------------------|------------|---------------|-----------------|------|------------|---------------|-------|-------|-------|-----------|----------------|
| 1 | PETE THE KITTYS OUTDOOR ART PROJECT | 82623305 | | DEAN, KIMBERLY | HRD | 0000000006 | 9780062974327 | HARJU | 16.99 | 43.0% | 9.68 | 9.68 |
| 1 | ICEBERG | 82623305 | | NIELSEN, JENNIF | HRD | 0000000015 | 9781338795028 | SCHOH | 17.99 | 43.0% | 10.25 | 10.25 |
| 2 | TOTAL | | | | | | 1338795023 | | | | 19.93 | 19.93 |
| USD CURRENCY | | | | | | | | | | | | |
| 2 | OWNERSHIP LABEL | | 0.25 | | | | | | | | VAS | 2.78 |
| 2 | SPINE LABEL | | 0.25 | | | | | | | | | |
| 2 | LABEL PROTECTORS | | 0.00 | | | | | | | | | 22.71 |
| 2 | MYLAR JACKET NON STA | | 0.89 | | | | | | | | | |
| 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

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO: BAKER + TAYLOR

MAILING ADDRESS: PO BOX 277930
ATLANTA GA 30384 7930

DATE OF INVOICE: 3/31/23

AMOUNT: \$ 56.56

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION: ACCT 20715B L043596

Books

PURCHASE ORDER #:

INVOICE #:

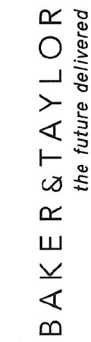
2037419752

ACCOUNT CODE #: Library Materials 182 410 6502 \$ 56.56

\$

SIGNATURE:

Nancy Studebaker



INVOICE #: 2037419752
INVOICE DATE: 03/31/23
ACCOUNT #: 07158 L043596 2 B00000
ATS #: M0M9120828
PAGE: 001

BILL TO: ACCOUNT #: 207158 L043596 2 B00000
 SHIPPED FROM: MOMENCE SAN #: VAN METER PUBLIC LIBRARY
 CUSTOMER SERVICE: 800.340.5370/INTL 704.998.3399 NAME: C/O CITY HALL
 CREDIT: ADDRESS: PO BOX 160
 GST/TAX ID#: 42--6037786 310 MILL STREET
 PO#: VAN METER IA 50261

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

[illegible]

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

BAKER + TAYLOR

MAILING ADDRESS:

PO BOX 277930

ATLANTA GA 30384 7930

DATE OF INVOICE:

3/21/23

AMOUNT:

\$ 59.95

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT 20715B L043596

BOOKS

PURCHASE ORDER #:

INVOICE #:

2037394955

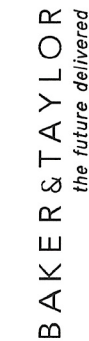
ACCOUNT CODE #: Library Materials 182 410 6502

\$ 59.95

\$

SIGNATURE:

Nancy Studebaker



INVOICE #: 2037394955
INVOICE DATE: 03/21/23
ACCOUNT #: 071258 1043596 2 B00000
ATS #: MOM9111615
PAGE: 001

BILL TO: ACCOUNT #: 207158 L043596 2 E00000
 SHIPPED FROM: MOMENCE
 CUSTOMER SERVICE: 800.340.5370/INTL 704.998.3399
 CREDIT: VAN METER PUBLIC LIBRARY
 GST/TAX ID# 42- -6037786
 PO#: C/O CITY HALL
 310 MILL STREET
 VAN METER IA 50261

| | | | | |
|----------|--------------------------|----------|------------|--------------------------|
| MAIL TO: | VAN METER PUBLIC LIBRARY | SHIP TO: | ACCOUNT #: | 207158 L043596 2 000000 |
| | 505 GRANT STREET | | SAN #: | 3057518 |
| ADDRESS: | VAN METER IA 50261 | | 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 | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|--------------------------------------|------------|---------------|-----------------|--|---------------|-------|------------------|-------|---|----------------|
| | | | | FUND # | CUST REF # | ISBN-10 | | | VAS | | |
| 1 | EARTHS THE RIGHT PLACE FOR LOVE | 82317228 | AYAT | BERG, ELIZABETH | HRD | 9780593446799 | RANDO | 27.00 | 43.0% | 15.39 | 15.39 |
| 1 | ON THE LINE | 82317228 | AYAT | MICHAELS, FERN | HRD | 9781496737144 | KNSGT | 27.00 | 43.0% | 15.39 | 15.39 |
| 1 | LOYALTY | 82317228 | AYAT | SCOTTLINE, LIS | HRD | 9780525539803 | PENGU | 28.00 | 43.0% | 15.96 | 15.96 |
| 1 | DOG MAN 11 20000 FLEAS UNDER THE SEA | 82455781 | 1Q2023JFJNFB | PILKEY, DAV | HRD | 9781338801910 | SCHOH | 14.99 | 43.0% | 8.54 | 8.54 |
| 4 | | | | SUB TOTAL | | 1338801910 | | | | | 55.28 |
| | | | | USD CURRENCY | | | | | | | |
| 4 | OWNERSHIP LABEL | AT | 0.25 | = | | | | | | VAS | 4.67 |
| 4 | SPINE LABEL | AT | 0.25 | = | | | | | | | |
| 4 | LABEL PROTECTORS | AT | 0.00 | = | | | | TOTAL AMOUNT DUE | | | 59.95 |
| 3 | MYLAR JACKET NON STA | AT | 0.89 | = | | | | REMIT TO: | | BAKER & TAYLOR | |
| | TOTAL | | | 4.67 | TERMS: 00 NET 30 DAYS AMOUNTS BILLED IN USD | | | | | P.O. BOX 277930 ATLANTA, GA 30384-7930 | |

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

BAKER + TAYLOR

MAILING ADDRESS:

PO BOX 277930

ATLANTA GA 30384 7930

DATE OF INVOICE:

3/9/2023

AMOUNT:

\$ 97.57

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

ACCT 20715B L043596

Books

PURCHASE ORDER #:

2037366423

INVOICE #:

2037366423

ACCOUNT CODE #: Library Materials 182 410 6502

\$ 97.57

\$

SIGNATURE:

Nancy Studebaker

INVOICE

INVOICE #: 2037366423
INVOICE DATE: 03/09/23
ACCOUNT #: 207158 L043596 2 B00000
ATS #: NOM9097680
PAGE: 001

BILL TO: ACCOUNT #: 207158 L043596 2 B00000
SAN #: 3057518
NAME: VAN METER PUBLIC LIBRARY
ADDRESS: C/O CITY HALL
PO BOX 160
310 MILL STREET
VAN METER IA 50261

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

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

MAIL TO: NAME:
ADDRESS:

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

| QTY | TITLE | BT ORDER # | CUSTOMER PO # | AUTHOR | FUND # | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|--------------------------|------------|---------------|-----------------|--------------|---------------|-------|-------|-------|-----------|----------------|
| 1 | I WILL FIND YOU | 82317228 | AYAT | COBEN, HARLAN | 0000000002 | 9781538748367 | GDCTP | 30.00 | 43.0% | 17.10 | 17.10 |
| 1 | COLLATERAL DAMAGE | 81876110 | AYAT | JANCE, JUDITH A | 0000000001 | 9781982189150 | SIMON | 28.99 | 43.0% | 16.52 | 16.52 |
| 1 | WORTHY OPPONENTS | 82295106 | AYAT | STEEL, DANIELLE | 0000000002 | 9781984821805 | RANDO | 28.99 | 43.0% | 16.52 | 16.52 |
| 1 | ALL THAT IS HIDDEN | 82455780 | 102023AFANF | BOWEN, RHYS | 0000000002 | 9781250808097 | STMAR | 26.99 | 43.0% | 15.38 | 15.38 |
| 1 | STINK SUPERHERO SUPERFAN | 82455781 | 102023JFJNFJB | MCDONALD, MEGAN | 550229013 | 9781536215076 | CANWP | 14.99 | 43.0% | 8.54 | 8.54 |
| 1 | PALACE OF BOOKS | 82455781 | 102023JFJNFJB | POLACCO, PATRIC | 544461391 | 9781534451315 | SIMJU | 18.99 | 20.1% | 15.17 | 15.17 |
| 6 | | | | | 544461039 | 1534451315 | | | | | 89.23 |
| | | | | | SUB TOTAL | | | | | | |
| | | | | | USD CURRENCY | | | | | | |

INVOICE

INVOICE #: 2037366423
 INVOICE DATE: 03/09/23
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9097680
 PAGE: 002

6 OWNERSHIP LABEL AT
 6 SPINE LABEL AT
 6 LABEL PROTECTORS AT
 6 MYLAR JACKET NON STA AT
 TOTAL

0.25 =
 0.25 =
 0.00 =
 0.89 =

1.50
 1.50
 0.00
 5.34
 8.34

VAS

8.34

TOTAL AMOUNT DUE

97.57

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

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO: BAKER + TAYLOR

MAILING ADDRESS: PO BOX 277930
ATLANTA GA 30384 7930

DATE OF INVOICE: 3/10/23

AMOUNT: \$ 84.37

VENDOR #:
FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION: ACCT 20715B L043596

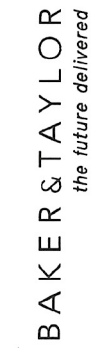
Books

PURCHASE ORDER #:

INVOICE #: 2037374251

ACCOUNT CODE #: Library Materials 182 410 6502 \$ 84.37
 \$

SIGNATURE: Nancy Studebaker



| | |
|---------------|------------|
| INVOICE #: | 2037374251 |
| INVOICE DATE: | 03/10/23 |
| ACCOUNT #: | 207158 L04 |
| ATS #: | MON9108189 |
| PAGE: | 001 |

BILL TO: ACCOUNT #: 207158 L043596 2 E00000
 SAN #: VAN METER PUBLIC LIBRARY
 NAME: C/O CITY HALL
 ADDRESS: PO BOX 160
 310 MILL 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

VAN METER PUBLIC LIBRARY
505 GRANT STREET
VAN METER IA 50261

MAIL TO: NAME:
ADDRESS:

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

| QTY | TITLE | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|--|------------|---------------|-----------------|--------------|---------------|-------|-------|-------|-----------|----------------|
| 1 | COUNTDOWN | 82175846 | AYAT | PATTERSON, JAME | HRD | 9780316457378 | LITTL | 29.00 | 43.0% | 16.53 | 16.53 |
| 1 | FIELDS OF BOUNTY | 82464736 | INSP | SNELLING, LAURA | PAP | 9780764235757 | BAKER | 16.99 | 40.0% | 10.19 | 10.19 |
| 1 | ELIZABETH TAYLOR THE GRIT AND GLAMOUR OF | 82629503 | 20222023ANF | BROWER, KATE AN | HRD | 9780063067653 | HARPE | 32.50 | 43.0% | 18.53 | 18.53 |
| 1 | EMOTIONAL LIVES OF TEENAGERS RAISING CON | 82629503 | 20222023ANF | DAMOUR, LISA, P | HRD | 9780593500019 | RANDO | 28.00 | 43.0% | 15.96 | 15.96 |
| 1 | WALK THE BLUE LINE | 82629503 | 20222023ANF | PATTERSON, JAME | HRD | 9780316406604 | LITTL | 30.00 | 43.0% | 17.10 | 17.10 |
| 5 | | | | | SUB TOTAL | 0316406600 | | | | | 78.31 |
| | | | | | USD CURRENCY | | | | | | |

INVOICE

INVOICE #: 2037374251
INVOICE DATE: 03/10/23
ACCOUNT #: 207158 L043596 2 B00000
ATS #: MOM9108189

PAGE: 002

5 OWNERSHIP LABEL AT
5 SPINE LABEL AT
5 LABEL PROTECTORS AT
4 MYLAR JACKET NON STA AT
TOTAL

0.25 =
0.25 =
0.00 =
0.89 =

1.25
1.25
0.00
3.56
6.06

VAS 6.06
TOTAL AMOUNT DUE 84.37

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

TERMS: 00 NET 30 DAYS
AMOUNTS BILLED IN USD

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

VMPL Board Bylaws

I Board Membership

- A. The Van Meter Public Library Board of Trustees, hereafter will be referred to as the Board.
- B. There shall be five (5) Trustees appointed by the Mayor and approved by the Council for terms of six (6) years. The Board will interview potential Trustees before submitting nominee recommendations to the Mayor. The Board shall consist of four (4) persons from the city and one (1) from the rural area served.
- C. The Removal of any Trustee permanently from the municipality or his/her absence from six (6) consecutive regular meetings of the board, except in cases of sickness or temporary absence from the municipality, without due explanation of absence, shall render his/her office as trustee vacant.
- D. In the event a Trustee vacates their office before the end of their term on the Board, a replacement shall be appointed by the Mayor with approval by the Council. Such appointees shall fill out the rest of the unexpired term for which the appointment is made.

II Board Powers & Functions

- A. The Board will comply with the CODE OF IOWA in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance. (see Appendix A)
- B. Major functions of the Board:
 - a. Hire and evaluate the Library Director.
 - b. Set salaries and benefits for library personnel.
 - c. Participate in the budget process and secure adequate financial support for the library's operations and services.
 - d. Set policies for the library's operations and services.
 - e. Engage in planning for the Library's future.
 - f. Ensure the Library Director and staff participate in training and continuing education.
 - g. Participate in Board training and educational opportunities.

- h. Ensure the Library's involvement in State Library and Library service area initiatives.

III Board Meetings

- A. The Board shall meet the third (3rd) Wednesday of each month at 6:00 p.m.
- B. The Board shall meet in the Library or City Hall, unless posted differently.
- C. The President or Vice President, in consultation with the Library Director shall prepare the agenda.
- D. The Board will comply with requirements of Iowa's Open Meetings law, including printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- E. If emergency business arises, the President or Vice President is responsible for scheduling a special meeting, notifying the Trustees and posting as required by Open Meetings law.
- F. Three (3) of the five (5) Trustees must be present to be considered a quorum.
- G. Meeting shall follow the posted agenda and Roberts Rules of order.
- H. Board members shall notify the library staff if unable to attend a meeting.
- I. The Director shall be present and participate at each meeting of the Board.

IV Board Officers

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July.
- B. President shall:
 - 1) Plan the meeting with input from the Library Director.
 - 2) Preside at and facilitate the meeting.
 - 3) Function as a liaison between the Board members, Director, and the Council.
 - 4) Act as a team builder.
- C. Vice President shall:
 - 1) Serve as backup for the Board President.
 - 2) Remain current on library business and Board operations.
- D. Secretary shall:

- 1) Record its proceedings as minutes and shall keep copies available for public inspection.

V Amendment of Bylaws

- A. The By-Laws may be amended by a simple majority vote of the Trustees during a meeting with a quorum.

Adopted: September 29, 1986

Reviewed/Revised: 1996

Reviewed/Revised: 2006

Reviewed/Revised: 2012

Reviewed/Revised: 2016

Reviewed/Revised: October 23, 2017

Reviewed/Revised October 19, 2022



APPENDIX A

Van Meter Ordinance

Adopted September 14, 2020, by Ordinance No. 2020-08

Chapter 22 Library Board of Trustees

22.01 PUBLIC LIBRARY.

The public library for the City is known as the Van Meter Public Library. It is referred to in this chapter as the Library.

22.02 LIBRARY TRUSTEES.

The Board of Trustees of the Library, hereinafter referred to as the Board, consists of four resident members and one nonresident member. All members are to be appointed by the Mayor with the approval of the Council.

22.03 QUALIFICATIONS OF TRUSTEES.

All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of 18 years.

22.04 ORGANIZATION OF THE BOARD.

The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.
2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

22.05 POWERS AND DUTIES.

The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.
2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of Affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a Librarian, and authorize the Librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, prior to such employment, the compensation of the Librarian,

assistants, and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence, or inattention to duty, subject however, to the provisions of Chapter 35C of the *Code of Iowa*.

6. Purchases. To select, or authorize the Librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery, and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.

8. Rules and Regulations. To make and adopt, amend, modify, or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council.

(Code of Iowa, Ch. 661)

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

22.06 CONTRACTING WITH OTHER LIBRARIES.

The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

(Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the

governing body of a contracting party on a written petition of not less than five percent in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than 40 days before the election. The proposition may be submitted at any election provided by law which is held in the territory of the party seeking to terminate the contract.

22.07 NONRESIDENT USE.

The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

22.08 EXPENDITURES.

All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary.

(Code of Iowa, Sec. 384.20 & 392.5)

22.09 ANNUAL REPORT.

The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

22.10 INJURY TO BOOKS OR PROPERTY.

It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

(Code of Iowa, Sec. 716.1)

22.11 THEFT.

No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

(Code of Iowa, Sec. 714.1)

22.12 NOTICE POSTED.

There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or



more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

(Code of Iowa, Sec. 808.12)



Chapter 5: Approving and Monitoring the Budget

Budgetary Powers of Library Boards

Library boards typically have a great deal of authority over the library budget. Most city-library ordinances authorize control of the library budget to the board of trustees including the authority to approve expenditures and to move funds between line items. Always refer to your own city-library ordinance to reference the board's level of authority in the budgeting process. (See **Sample City-Library Ordinance** in the **Appendix**.)

It is essential for library trustees to come to understand:

- ❖ Their budgetary powers
- ❖ The annual budget development and approval process
- ❖ Funding sources
- ❖ The level of funding needed for library operations

The library director is a partner with the library board on financial matters and is responsible for communicating operational needs and drafting a proposed budget to the board.

City and County Funding

Both city and county support of public libraries is mandated by **Iowa Code 256.69**, which states: *"...Each city within its corporate boundaries and each county within the unincorporated area of the county shall levy a tax of at least six and three-fourths cents per thousand dollars of assessed value on the taxable property...for the purpose of providing financial support to the public library which provides library services within the respective jurisdictions."*

In other words, a tax of at least \$.0675 per \$1,000 assessed property valuation must be

levied by each county and city to provide financial support to the public library which provides them with library service. The tax of at least \$0.0675 per \$1,000 of assessed property required by the Code is an outdated and inadequate minimum. No public library in Iowa could keep its doors open if it were funded at this level. Most cities fund their libraries far above the minimum required by the Code.

In Iowa, there is a cap on the amount a city may levy for the General Fund of \$8.10 per \$1,000 of assessed property valuation. Approximately 85% of Iowa cities are at this limit and therefore, additional revenue comes only from increased valuation of property or from special levies such as the special library levy described later in this chapter.

Public libraries are also funded from the county's rural services fund which includes road clearing, weed eradication and sanitary disposal. The maximum levy for rural services is \$3.95 per \$1,000 of assessed value in the unincorporated areas.

Your library may also receive funding from nearby cities that do not have their own municipal library. To meet the requirements of **Iowa Code 256.69**, such cities are required to contract with an established library to obtain service for their residents.

Public libraries are a department of city government. In the majority of Iowa libraries, the primary source of funding is tax dollars. Therefore, boards must be accountable for the receipt and spending of funding in accordance with the Code of Iowa. Refer to the following Code chapters related to budget and finance for city governments:

Iowa Code 384.3 GENERAL FUND:

All moneys received for city government purposes from taxes and other sources must be credited to the general fund of the city, except that moneys received for the purposes of the debt service fund, the trust and agency funds, the capital improvements reserve fund, the emergency fund and other funds established by state law must be deposited as otherwise required or authorized by state law. All monies received by a city from the federal government must be reported to the department of management who shall transmit a copy to the legislative services agency.

Iowa Code 384.20 SEPARATE ACCOUNTS:

- 1. A city shall keep separate accounts corresponding to the programs and items in its adopted or amended budget...*
- 2. A city shall keep accounts which show an accurate and detailed statement of all public funds collected, received, or expended for any city purpose, by any city officer, employee, or other person, and which show the receipt, use, and disposition of all city property. Public monies may not be expended or encumbered except under an annual or continuing appropriation.*

Budget Management and Oversight

Overseeing the library's budget is one of the most difficult items you will have to monitor and evaluate, but it doesn't have to be an overwhelming task. Begin your monitoring with careful attention to the budget, which is the annual financial plan for the library. The budget will be prepared by the director and staff and presented to the board for approval. When the budget is presented, ask whatever questions you find necessary to gain a reasonable understanding of this financial plan—basically, where the money is coming from and how it will be spent.

New board members should receive a thorough orientation about library finances. **Ask questions if the budget, financial reports, or audit reports are not clear to you.**

Throughout the budget process, boards and directors must have these three things well in hand. They must have the money to spend, have the authority to spend it, and be accountable for the spending.

Boards and directors need to anticipate how much money they expect to receive from all revenue sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process. Revenue from all sources should be reflected in the library's budget documents before the board proceeds with spending.

The budget process serves three basic purposes:

- ❖ **Accountability:** As a stewardship role, trustees have a fiduciary responsibility to use public funds wisely and in compliance with applicable laws, regulations, contracts, etc. This includes spending the funds needed to provide library services to the community, planning for future needs such as equipment replacement but not hoarding funds or “saving for a rainy day.”
- ❖ **Decision-making:** Trustees need accurate, timely, and reliable information to make effective decisions.
- ❖ **Openness:** The public has a right to be informed about the financial conditions and operations of the library.

Budget Calendar

In Iowa, the fiscal year begins on July 1 and ends on June 30.

October to November: Library directors draft the budget proposal and the board discusses, approves, and adopts the budget request before it is sent to city council. Items to consider when setting the budget request include:

- ❖ Reviewing the library's strategic plan
- ❖ Reviewing current spending
- ❖ Projecting anticipated expenditures
- ❖ Deciding library priorities based on the plan
- ❖ Projecting anticipated revenues

Part of the anticipated revenue includes the amount of county funding the library expects to receive from the County Supervisors.

December to January: Directors and boards present the budget request to city councils and county supervisors. The city sets the date and time of the budget hearings, as well as the criteria for what the presentation will include. Although library budget requests are subject to many of the same guidelines as other city departments, the city has authority to approve only the bottom line amount. Trustees have line item control and determine staff salaries and other individual parts of the budget.

January to March: City councils and county supervisors hold budget work sessions and adopt the final budgets. Hearings for adoption are held and the budget goes to the county auditor in March for certification.

July 1: The certified budget takes effect.

Budget Process

Since library funds may not be spent except by motion of the board, the trustees need financial reports (including bills) in advance in order to be prepared to question them and vote on them at board meetings. Invoices and bills approved by the board and signed by the designated board authorities (usually the board president and secretary) are then sent to the city clerk for payment. A copy of the monthly financial report may be included with the invoices for informational purposes.

The Iowa Department of Management, the State Auditor's Office, and the Iowa League of Cities all strongly recommend that the city does the financial accounting, writes checks for the library's expenditures after authorization by the board, and submits monthly financial reports to the board. The State Library of Iowa upholds this position.

Monitoring the Budget

While the board should delegate the power to purchase materials, supplies and other goods to the director, it should be aware of all purchases and monitor the budget monthly throughout the year. Directors should provide trustees with monthly financial reports which review:

- ❖ Current listing of bills being paid
- ❖ Month-to-date/year-to-date spending
- ❖ Budget balance remaining
- ❖ Explanation of major changes

If there are variations you don't understand, ask the library director to explain them. Depending on the information you receive, the board may need to adjust and/or amend the budget. The majority of Iowa library ordinances allow the library board the authority to shift funds from one line item to another as needed. The library may need to request an amendment to the city's certified budget as discussed below.

The library and city finance officer should monitor the library appropriation to ensure sufficient funds are available prior to board approval of library expenditures and to ensure timely amendment to the certified budget, if necessary.

Amending the Certified Budget

The library may spend only the amount budgeted within one fiscal year. If the library receives additional income from any source (grants, donations, etc.) that additional income cannot be spent unless the certified budget is amended to include it. No city department, including the library, should spend more than has been budgeted for its department unless the certified budget is formally amended by the city council.

Most cities routinely amend their certified budgets; library amendments, if any, should be included. Amendments must be approved and published by city officials before May 31 of the current fiscal year, the statutory deadline for city budget amendments.

The city clerk or city budget manager should be consulted to determine the date when the library's amendments must be submitted for inclusion in the city's amendment hearing. A legal form for requesting an amendment will be provided by the city.

Permanent Accounts and Special Revenue Funds

One of the biggest mistakes that library boards can make is to not have plans for unexpected funding. It is not unheard of for Iowa libraries to have funds diverted from the library to the city's General Fund because there were no plans for the funds and no encumbrances or trust accounts established.

Iowa Code 384.3 states that *"all money received for city governmental purposes from taxes and other sources must be credited to the general fund of the city, except those monies received for the purposes of...trust and agency funds."*

Funds remaining in the library account at the end of the fiscal year will revert to the

general fund unless the city has given authority to the library board to carry over the funds in the library account or unless the funds are designated to a specific account. There are two types of accounts:

- ❖ Permanent accounts, where the library can only spend the interest generated.
- ❖ Special revenue funds, that allow the library to spend the entire amount in the account.

The basis for this change is Government Accounting Standards Board (GASB) Statement #34 from June 1999 that took effect in either 2001 or 2002, depending upon the city's level of revenue.

These account(s) may be established for funds being saved for a particular project. If there is no purpose for the account other than accumulating money, the account(s) may not be allowed. The board, working with the director, should plan for unexpected funds: Is there a need for an addition or new building for the library? Is new shelving needed? Are more computers needed? Does the library intend to automate or purchase a different automation system?

The money in these accounts:

- ❖ Will carry over from year to year until the purpose for which it was established is accomplished.
- ❖ Is not to be used for day-to-day operation of the library unless the trust provides, such as an endowment trust.
- ❖ Will not revert to the city General Fund.
- ❖ Will be expended only by a motion of the library board and only for the purpose specified in the trust, such as the "library building project."

If the library has plans for year-end funds, the board should request that the city council pass a resolution to authorize carryover of the fund balance or establish either of the above accounts. The resolution should indicate, among other things, the title of the account(s), the purpose of the account(s), and whether the interest on the fund is to be added to the account(s). The city council then passes a resolution establishing these account(s) to accumulate funds for a planned purpose or project.

A word of caution: Gifts and donations given to a public library must be retained and accounted for by the public library. These gifts and donations become "public funds" upon receipt by the public library and may not be simply turned over or given to another private organization such as a library foundation.

Investments

There are several local and state restrictions on spending public money and even more restrictions on investing it. According to state law, your city must have a written investment policy in place and a designated finance officer whose responsibility it is to invest public funds according to the investment policy. Library trustees are not the city's designated finance officers, so the board cannot invest any of the library's money, even if the trustees have accepted a generous bequest.

Petty Cash

Generally speaking, petty cash is established for the payment of relatively small purchases as postage, deliveries, or urgently needed supplies. When payment by check is not always possible or practical, a petty cash fund is established on an imprest basis to handle these small purchases. The Governmental Accounting, Auditing and Financial Reporting (GAAFR) definition of "imprest account" states in part that this is *"an account into which a fixed amount of money is placed for minor disbursements..."*

As a public agency, the library's internal control over the petty cash fund is important and should be conducted openly. The petty cash should be placed in the custody of a specific employee who is authorized to disburse the fund in accordance with stipulated restrictions as to maximum amount and purpose. The following recommendations should be considered regarding petty cash funds:

- ❖ The petty cash fund should be established by Board action. The board should approve a policy to authorize the maximum amount of the petty cash fund, the types of allowable disbursements, the method and frequency of replenishment and the authorized custodian.
- ❖ On a periodic/monthly basis, the petty cash fund should be balanced and replenished by check to the original established amount.
- ❖ All cash received or collected by the library should be recorded as a receipt and deposited in the bank. It is not acceptable to replenish petty cash with miscellaneous library receipts such as fines or copy fees.
- ❖ Petty cash funds should not be used to cash personal checks.
- ❖ Payment receipts should support petty cash payments. For example, these could include postage receipts, cash register receipts or other documentation to explain the petty cash item that was purchased or paid for.

Gifts and Memorials

Boards and directors need to anticipate how much money they expect to receive from all funding sources. Even gift money and memorials have to be estimated and budgeted before the money can be spent. This all has to happen within the framework of the city's budget process.

Encumbrances

An encumbrance is a purchase order or contract entered into by the library before the end of the fiscal year for goods and services not yet received. For example, new laptop computers ordered for the library in June, but not delivered until after July 1, would be an encumbered obligation. The funds set aside in the budget for the laptops would carry over to the next fiscal year because the obligation for the order was encumbered (or made) before the end of the fiscal year.

Audits

According to the Iowa Auditor of State (August 2020): *“Cities under 2,000 population with \$1 million or more in budgeted expenditures in two consecutive years will be required to have an annual examination. Cities with budgeted expenditures of \$1 million or more in a single year will continue to be subject to a periodic examination, not an annual examination. Cities under 2,000 population with less than \$1 million of budgeted expenditures will be subject to a periodic examination to be performed at least once every eight years.”*

As part of the city’s audit, the library may be asked to provide its financial records. In cooperation with its city government, some library boards have requested an audit be done simply as a safeguard of the library’s finances. Also, a city audit may be required if federal funds in excess of \$300,000 have been disbursed or expended during the fiscal year. Be aware that sometimes the financial statements of a Friends Group or a Foundation also become part of the library’s audit process.

Roles and Responsibilities of the Director, Board, and City

| Library Director | Library Board | City Council and Mayor | City Clerk or Administrator |
|---|---|---|---|
| Keeps the library board informed of library activities, needs and concerns. | Stays informed about library activities, needs and concerns. | Mayor appoints library board members with approval of city council. | Pays expenditures approved by the library board. |
| Prepares a draft budget request. | Reviews draft budget request including line items. | Appropriates bottom line funding for the library. | Provides the library with monthly reports showing paid expenditures and status of budget. |
| Explains monthly library expenditures to the board. | Approves final budget request based on board approved priorities. | | Stays informed about library activities, needs and concerns. |
| Provides library board with monthly financial reports. | Supports and advocates for budget request when presented to the city. | | |
| Informs city council, mayor, city staff about library activities, needs and concerns. | Approves monthly expenditures; ultimately and legally responsible for how funds are spent. | | |
| | Reviews monthly financial reports; prioritizes needs to match available funding (has authority to shift funds from one line item to another as needed). | | |
| | Informs city council, mayor, city staff about library activities needs and concerns. | | |

Additional Sources of Funding

In addition to city and county funding (the primary source of funding for the majority of Iowa public libraries), boards should be aware of the following possible additional sources of funding.

Special Library Levy

The special library levy (also known as the 27-cent levy) is a potential source of additional funding for public libraries allowed by **Iowa Code 384.12 (2)**. It allows cities to levy an additional tax of up to \$0.27 per \$1,000 assessed property valuation in order to provide better library service. A petition and referendum is required to pass the levy. The levy must be passed by a simple majority in order to be enacted. The levy question is put on the ballot in regular city elections, held in odd numbered years.

State Funds

Public libraries receive state funding through the **Enrich Iowa Program**, which includes **Direct State Aid**, **Open Access** and **Interlibrary Loan Reimbursement**. The funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor before being distributed to participating libraries by the State Library.

- ❖ **Direct State Aid** is distributed to public libraries based on meeting the standards prescribed in the **Public Library Standards**.
- ❖ **Open Access** is a reciprocal borrowing program which enables library customers from a participating library to check out materials, in person, free of charge. Libraries participating in Open Access are subsidized for each item loaned to a nonresident user. Open Access funding supplements, not replaces, local funding.
- ❖ **Interlibrary Loan Reimbursement** is a program intended to provide Iowans equal access to library resources by encouraging and supporting resource sharing among different types of libraries. The program pays a subsidy for each item loaned to eligible Iowa libraries. Interlibrary Loan Reimbursement funding supplements, not replaces, local funding.

Federal Funds

Through the Grants to States program, the **Institute of Museum and Library Services** (IMLS) provides federal **Library Services and Technology Act** (LSTA) funds to state libraries, including the State Library of Iowa, using a population-based formula. In Iowa, LSTA funds are used primarily to support statewide programs and services such as the annual summer library program, staff and board education, statewide access to online resources, interlibrary loan network through **State of Iowa Libraries Online** (SILO); the **Iowa Center for the Book**; **Public Library Standards** and more.

Library-Specific Foundations

A library foundation is established to become a vehicle for gifts, bequests, memorials, fund-raisers, capital campaigns, etc. for that specific library only. Such a library foundation functions as a separate entity and can attain 501(c)(3) status from the Internal Revenue Service. Gifts to this foundation are tax deductible to the donor. One factor which makes setting up a foundation extremely attractive is that many donors, such as corporate foundations, will give only to organizations that have 501(c)(3) status.

Of course, the library board may also accept monetary gifts and bequests without establishing a foundation. In order to earmark the funds and demonstrate compliance with the terms of the gift, the board will need to ask the city to establish a library trust account. See “Trust Accounts” section for additional guidance. Gifts or donations made directly to a public library are also tax deductible. Any income the library receives directly must be reported to the city because of its responsibility to account for all income (and expenditures) as required by **Iowa Code 384.20**.

Community Foundations

Iowa Community Foundations are tax-exempt charitable organizations created by and for Iowa communities to encourage citizens to give financially to their communities.

Community foundations:

- ❖ Are local organizations with deep roots in the community.
- ❖ Offer personalized service tailored to each individual's charitable and financial interests.
- ❖ Help people invest in the causes they care about.

Grants from the Community Foundation are available to any group within the community and libraries are eligible to apply. Find more information from [Iowa Community Foundations](#) and [Community Foundations](#) on the State Library website.

Friends of the Library Groups

A **Friends Group** can help raise funds for special library projects. Friends groups are excellent at attracting publicity and encouraging good public relations and good will for a library. A foundation, described above, may act as a Friends Group.

The [United For Libraries](#) website from the American Library Association is a good resource for Friends groups, foundations, and trustees. Some of their material is free; some is behind a paywall requiring paid membership.

Private Grants

Private foundations, businesses and corporations may award grants to assist local libraries with programs, services or building projects. Many times the grants are from local or regional organizations or businesses that wish to give back to their communities. The **Foundation Directory Online** is published yearly and is a source for private grant information.

Find more [Funding Resources](#) on the State Library website.

"In my view, investing in public libraries is an investment in the nation's future..."

Bill Gates



Chapter 6: Developing and Adopting Policies

The Need for Policies

An essential responsibility of Iowa library boards is to develop and adopt public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive but instead keep community interests at the forefront. Policies are necessary for these reasons:

- ❖ A major area of board responsibility
- ❖ Many **Public Library Standards** have policy implications
- ❖ Legal and ethical issues
- ❖ Demonstrates credible business practice
- ❖ Opportunity for public education
- ❖ Support the library's mission and purpose

A board should “develop” policy and not just “write” policy. Good policy grows out of a process of studying the issues and needs, gathering facts, deliberating the issues, writing the policy and reviewing the policy at least every three years. Once the board adopts policies, the board observes, interprets, evaluates and supports those policies. The board also modifies existing policies and creates new ones as services evolve.

Using the policies that the board approves as the outline, directors and staff write procedures and guidelines which are in-house documents. For example, your library board may develop a policy for lending wireless hotspots. Directors and staff then write procedures for purchasing the equipment, processing and inventorying equipment, and promoting this new service. Consistent interpretation and application of the policy is necessary. The board and management need to support the staff in applying the policy for situations that require flexibility as well as empower staff to make exceptions to the

policy in the interest of good customer service.

Policy Development Steps

1. **Anticipate the Need:** Often, policies are adopted as a direct result of a problem or even a crisis rather than as a result of careful planning and foresight. A better way to identify the need for a particular policy is to anticipate problems and write policies before the problem occurs. For example, boards are well advised to develop a disaster response policy, instead of waiting until a disaster strikes. Although each board needs to develop its own policies, sometimes it is helpful to review policies from other libraries before getting started. Look to policies from libraries in larger cities, because city attorneys have already vetted them.
2. **Gather the Facts:** Most policies grow out of recommendations from the library director. Your director is in touch with service changes, problems, and issues that require policies. Depending on the nature of the policy, you may want to seek legal counsel.
3. **Evaluate the Proposed Policy:** Is the policy under consideration:
 - Consistent with or covered in policies that have already been written ?
 - Consistent with your mission statement?
 - Consistent with local, state and federal law? Review the policy to determine whether any provisions would be illegal under Iowa or federal law. For example, a library policy of "no animals or pets allowed" must provide an exception for service dogs and other support animals.
 - Already an existing policy in place for other City workers. For example, inclement weather closings, holiday closings, expense reimbursements, benefits, etc.
 - Reasonable (including reasonable penalties)? Let's say a board decides to set the library's hours as 10:00 a.m. to 11:30 a.m. Monday through Friday. According to the State Library Law Librarian: *"Although it would not be illegal to set such hours, a court could find the policy to be unreasonable because, in effect, it denies library access to citizens who work or go to school during the day. The library board should also examine proposed policies to determine if any penalties are unreasonable. For example, it would be reasonable for a "no skateboarding in the library" policy to include a "penalty" that violators would be asked to leave for the rest of the day. It would not be reasonable to penalize the skateboarding patrons by banning them from the library "for the rest of their lives."*
 - Measurable? It is difficult, if not impossible, to enforce a policy fairly if the policy and penalty are not quantifiable. Policies should be written clearly so

that trustees, staff, and patrons alike can read a policy and know what constitutes a "violation" of it. For example, if a library has a policy stating that patrons will lose borrowing privileges if they have "too many overdue books for too long," the definitions of "too many" and "too long" are not clear and may result in unfair application when interpreted by different staff members. On the other hand, a quantifiable policy states that patrons will lose their borrowing privileges if they have "library material which has been overdue for three weeks or longer and if the patron has not returned the material or paid the replacement cost or made arrangements with the library for payment."

- Discriminatory? In order to be legally enforceable, library policies must be applied fairly to all patrons. Courts will invalidate library policies which are not applied equally to all patrons and are used to discriminate against certain groups of people. For example, a "no sleeping" policy might be enforced against homeless patrons but not against other patrons (such as the mayor) who drift off while reading in a comfy chair. Some libraries might have "no noise" policies which they enforce only against tables of giggling adolescents but never against tables of loud-speaking adults.
4. **Write and Adopt the Policy:** The actual wording of the policy is best left to the director and/or a board committee. The actual policy may come to the full board and back to committee for revision several times before it's finished. Final approval of the written policy is a board responsibility.
 5. **Establish a Schedule for Policy Review:** Policies will become outdated. Regular review of policies helps keep them current and at the same time keeps board members informed. The recommended way to review policies is to date every policy and its revision. Don't wait to review all policies until time for Accreditation, establish a review process to happen throughout the year.

When reviewing existing policies, ask whether there is still a viable reason to keep a policy in place. Some boards have eliminated long-standing policies which have outlived their original usefulness and have opted instead for a more positive image for the library in the community. These topics can include cell phone use, overdue fines, and restrictions of the number of materials borrowed at one time.

6. **Make Policies Available:** Placing approved policies into a manual makes the process of learning policy simpler for new trustees and also makes for easier retrieval. A manual also makes the review and updating process much easier. A full collection of policies must be accessible to staff as well. It is advisable to post policies that affect the patrons' use of the library on your website.

Standards and Accreditation

To meet public library standards, boards must adopt four required, written policies in these categories: **Circulation, Collection Development, Internet Use, and Personnel**. The

library board may have additional written policies, as deemed appropriate for the library, and reviews them at least every three years. Assistance in writing policies is available from the State Library **District Consultants**.

More information regarding policy standards is available on the **Public Library Standards** webpage on the State Library website.



Chapter 7: Planning for the Library's Future

Strategic planning is another major responsibility of library boards. Boards continuously guide and shape library service for their community as they make decisions about money, buildings, programming, technology and staffing levels. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map assisting the board and the director in making decisions that are in the best interests of the community. A plan also publicizes the library's priorities and its vision of the future. There are examples of service options to consider in the **Appendix**.

Strategic Planning is a Required Standard

Standard #17 [Tier 2]: *"The library has a written plan...projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public."*

To meet this standard, the plan must:

- ❖ Be current at the time of submission
- ❖ Address community needs based on community data
- ❖ Contain a mission statement, which describes the library's purpose in the community
- ❖ Include goals and measurable objectives

While not required, it is still good practice for the board to evaluate the plan annually in order to review progress achieved and discuss future goals.

Planning Approaches

There are several ways to approach a planning process. As a department of city

government, public libraries often join a broader planning effort conducted by the city, involving all city services. Another approach is to look at current trends in culture, business, and education and how libraries fit into those trends. Boards can opt to study and apply demographic data and census data. They can involve community members in focus group discussions.

There are also comprehensive planning models designed especially for public libraries, such as **Strategic Planning for Results** from the Public Library Association and **Libraries Transform** from the American Library Association.

Common Elements of Strategic Plans

Regardless of the planning method, strategic plans tend to address these common elements:

Demographics & Community Input

The first step in library planning is looking outward, not inward. What is your community like? What are the demographic, economic, technological, political, social, and cultural factors that may have an impact on library services? What is important to your community now and in the future?

To answer these questions, gather information about the community and involve stakeholders such as the city officials, business leaders, along with cultural, educational, human service, and social organizations. This could involve focus groups, surveys, and studying city demographic data and census data.

Reflective Mission Statement

Generally defined as an organization's purpose, a mission statement should be an easily understood expression of what the library does for the community. A mission statement should reflect the library's service priorities. For example: "Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners."

Customer-Driven Goals

The words goals and objectives are often used interchangeably, but they are different. Goals should be written with the focus on community members, indicating the benefit, value, or enjoyment that people will realize as a result of the library providing a specific service or program. For example: "Patrons will receive assistance on using their personal devices (tablets, e-readers, smart phones) either through one-on-one training support or through group sessions."

Measurable Objectives

Objectives, on the other hand, are defined as "the way the library will measure its progress toward reaching a goal". Every objective contains these three elements:

- ❖ **Target Audience:** a target audience could be any age group – children, teens, senior citizens, or the entire community.
- ❖ **Measurement:** a measure is something to count, i.e. number of programs presented, number of people who attended programs. A measure can also gauge people’s reaction to or satisfaction with a service, discovering the difference that a service or program made in someone’s life.
- ❖ **Date or Time Frame:** an objective needs to predict a date – a month or a season of the year – when the objective will be accomplished. For example: By fall of 2020, library staff will have added Bold360 Chat service for community residents.

Plan Evaluation

While not required by standards, it is recommended that the board, director, and staff evaluate the library’s plan at least annually. Having a deliberate discussion about planning progress reveals what was accomplished in the past year. It also helps decide whether unmet goals are still worthy of moving forward and whether new goals and objectives should be added. Annually evaluating the library’s planning progress celebrates successes and points the way toward future endeavors.

In Summary

A library should undertake a formal planning process every three to five years to reevaluate the library’s service to the community and its future. Planning involves looking at what is possible and considering a wide range of alternatives. Open-mindedness and creativity will help you develop a plan that will make the most effective use of library resources. Keep in mind the present and future needs of the entire community served by the library. Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from the members of the public, as well as from staff.

Find more information on the **Planning Process**, including templates, methods, and how to get assistance on the State Library website.

“It takes as much energy to wish it as it does to plan it.”

Eleanor Roosevelt

| March 2023 compared to March 2022 | Mar-23 | Mar-22 | Difference |
|--|------------|------------|------------|
| VISITORS | 230 | 176 | 23% |
| CIRCULATION | | | |
| Books- Adult | 135 | 118 | |
| Books- Teen | 13 | 18 | |
| Books- Juvenile | 340 | 363 | |
| DVD | 81 | 56 | |
| E-Books & Audio Books | 263 | 185 | |
| Misc | 17 | 39 | |
| Total Circulation | 849 | 779 | 8% |
| PROGRAMMING | | | |
| Children's & Teens' Programs Offered | 4 | 4 | |
| Children's and Teens' Program Attendance | 29 | 25 | 14% |
| Adult Programs Offered | 0 | 0 | |
| Adult Program Attendance | 0 | 0 | |

| 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 | 260 | 304 | 230 | 236 | | | | 3057 |
| Library checkouts | 1080 | 787 | 577 | 562 | 573 | 431 | 594 | 522 | 586 | | | | 5712 |
| E-books & e-audiobooks check-out | 296 | 311 | 278 | 204 | 215 | 214 | 273 | 235 | 263 | | | | 2289 |
| Total Circulation | 1376 | 1098 | 855 | 766 | 788 | 645 | 867 | 757 | 849 | 0 | 0 | 0 | 8001 |
| Programs offered | 23 | 2 | 14 | 16 | 10 | 2 | 17 | 11 | 4 | | | | 99 |
| Programming attendance | 74 | 14 | 128 | 112 | 48 | 131 | 121 | 49 | 29 | | | | 706 |
| Passive program participation | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 1 |
| Total Programming | 75 | 14 | 128 | 112 | 48 | 131 | 121 | 49 | 29 | 0 | 0 | 0 | 707 |
| Library visit schools/daycare | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 50 |
| Groups/students visit library | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| Other Outreach | 0 | 0 | 0 | 0 | 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 | 6 | 11 | 3 | 3 | | | | 359 |
| Beanstack Books Read | N/A | 16 | 89 | 174 | 154 | 44 | 59 | 86 | 88 | | | | 710 |
| Reading Rewards (minutes read) | 72000 | 48000 | N/A | N/A | N/A | N/A | N/A | N/A | N/A | | | | 120000 |
| Computer usage | 2 | 9 | 3 | 3 | 0 | 0 | 1 | 3 | 0 | | | | 21 |
| Wireless usage visits | 104 | 98 | 136 | 217 | 116 | 68 | 45 | 32 | 38 | | | | 854 |
| Reference questions | 4 | 2 | 5 | 5 | 0 | 0 | 0 | 0 | 0 | | | | 16 |
| ILL Borrow Completed | 61 | 38 | 41 | 22 | 37 | 13 | 29 | 35 | 31 | | | | 307 |
| ILL Lender Completed | 25 | 18 | 16 | 19 | 14 | 14 | 16 | 19 | 10 | | | | 151 |
| Website Visits | 284 | 291 | 277 | 217 | 167 | 178 | 716 | 500 | 387 | | | | 3017 |

The following reflects work accomplished in March 2023

Strategic Theme: Growing, strengthening and a building for the future. The library has the people it needs to provide exceptional library services.

A new Library Director is expected to begin May 1! Additional details forthcoming.

The library again struggled to maintain regular hours due to personal and health issues of the Library Director. We were closed Wednesdays March 15, 22 and 29. We were also closed Saturday March 25.

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

Programming also suffered because of staff issues. We had only four of the originally scheduled twelve programs. As originally planned, programming is on hiatus until June (this is not because of staff issues; it is the way we had planned it from the start).