



Van Meter Public Library Board of Trustees  
Regular Board Meeting  
September 20th, 2023 6:00 PM  
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 August 16th Meeting

B. August Financials

C. August Claims

5. Review Collection Development Policy

6. Discuss Launchpad/Wonderbook Program

7. Discuss Hoopla

8. Discuss Library Foundation Account

9. Review and discuss Chapter 12 of the Trustee's Handbook

10. Begin discussion of FY25 Budget

11. Reports

A. Director's Report

B. President's Report

12. Adjourn

President: Tabitha Slaughter (2029)  
Vice-President: Shannon McClintock Miller (2025)  
Secretary: Lisa Oelke (2029)  
Member: Rachel Backstrom (2025)  
Member: Andrew Kendall (2028)

## Schedule

Sept 20, 2023 Chapter Twelve Trustee Handbook  
Review Collection Development Policy  
Begin Discussion of FY25 Budget

October 18, 2023 Chapter Thirteen Trustee Handbook  
Review Mission & Values Policy  
Continue Discussion of FY25 Budget

November 13, 2023 Chapter Fourteen Trustee Handbook  
Review Circulation Policy  
Review First Draft of FY25 Budget

December 13, 2023 (moved to second Wednesday)  
Chapter Fifteen Trustee Handbook  
Approve FY25 Budget (submit to Council  
by Jan. 10)  
Board Self-Assessment

## Van Meter Public Library

### 8/16/2023 Board Meeting Minutes

On August 16<sup>th</sup> 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:03 pm by President Slaughter.

In attendance were Backstrom, Miller, Slaughter and Oelke. Jonatha Bayse was also in attendance.

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

President Slaughter asked for questions on the agenda. There were none.

Oelke motioned to approve the consent agenda, Miller seconded; passed unanimously.

#### Discussion Items:

Review of circulation policy. There were two versions reviewed last week. Bayse recommended: An even 100 on the number of checkouts instead of 99; Update the policy so a patron can just replace a lost item; And remove the process fee of \$5. Backstrom motioned to approve recommended changes b Bayse. Miller seconded. Passed unanimously.

Review of bulletin policy. No changes recommended.

Adventure Pass Program - Bayse has seen this program elsewhere and would like to implement the program in Van Meter. \$225 annual fee for software plus venues fees. About \$1500 for parks in the area. It would come out of the programming budget line approximately April 2024. Conversation is for awareness. Could be done next year.

Chapter 11 of Library Board Handbook. Effect meetings review. No concerns.

90 Day Review of Library Director - At a high level: Jonatha is very engaged, has great relationship with the city, has great plans for the library and its programming, staff relations are good, great motivation and doing well.

Directors Report: Bayse discussed how to quantify the distinct users of the library. We don't have a way to quantify that. Question came from the VM city council. Review of summer programs. Need to talk about bringing back the Library Foundation or Friends program for the library. Need to focus on funding. The foundation closed during the pandemic but the raised money is still sitting in the account. Need to ask the city attorney what happens to the money and can it be used for the library.

Action Items:

Backstrom motioned to increase the Director's pay to: \$46,000 based on 90 Day Review. Oelke seconded. Passed unanimously.

Having no further business, Slaughter asked for a motion to adjourn. Oelke motioned, Miller seconded. Passed unanimously. Adjourned at 6:57pm.

The next meeting will take place at the Van Meter Public Library on Monday, September 20th at 5:30pm.





# BUDGET REPORT

## CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	46,200.00	3,384.60	6,769.20	14.65	39,430.80
182-410-6020	WAGES - PART TIME	25,000.00	1,954.05	3,767.92	15.07	21,232.08
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,500.00	97.34	110.44	2.01	5,389.56
182-410-6220	SUBSCRIPTION	500.00	.00	.00	.00	500.00
182-410-6230	TRAINING	100.00	.00	.00	.00	100.00
182-410-6311	OPERATION & MAINTENANCE	5,000.00	141.97	559.89	11.20	4,440.11
182-410-6371	UTILITIES	2,000.00	78.06	147.36	7.37	1,852.64
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	154.22	207.38	25.92	592.62
182-410-6408	INSURANCE	2,000.00	.00	.00	.00	2,000.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,500.00	181.47	303.51	5.52	5,196.49
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	67.76	190.95	13.64	1,209.05
182-410-6502	LIBRARY MATERIALS	11,000.00	.00	.00	.00	11,000.00
182-410-6506	OFFICE SUPPLIES	3,000.00	28.98	259.65	8.66	2,740.35
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	108,000.00	6,088.45	12,316.30	11.40	95,683.70
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	108,000.00	6,088.45	12,316.30	11.40	95,683.70
		=====	=====	=====	=====	=====

# BUDGET REPORT

## CALENDAR 8/2023, FISCAL 2/2024

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	5,700.00	408.42	806.11	14.14	4,893.89
112-410-6130	IPERS - CITY PORTION	6,800.00	319.50	639.00	9.40	6,161.00
112-410-6150	GROUP INSURANCE	27,500.00	1,103.33	2,204.22	8.02	25,295.78
112-410-6160	WORKMAN'S COMP	1,600.00	.00	.00	.00	1,600.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	46,200.00	3,384.60	6,769.20	14.65	39,430.80
182-410-6020	WAGES - PART TIME	25,000.00	1,954.05	3,767.92	15.07	21,232.08
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,500.00	97.34	110.44	2.01	5,389.56
182-410-6220	SUBSCRIPTION	500.00	.00	.00	.00	500.00
182-410-6230	TRAINING	100.00	.00	.00	.00	100.00
182-410-6311	OPERATION & MAINTENANCE	5,000.00	141.97	559.89	11.20	4,440.11
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182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	67.76	190.95	13.64	1,209.05
182-410-6502	LIBRARY MATERIALS	11,000.00	.00	.00	.00	11,000.00
182-410-6506	OFFICE SUPPLIES	3,000.00	28.98	259.65	8.66	2,740.35
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
=====		=====	=====	=====	=====	=====
	DIFFERENCE	149,600.00	7,919.70	15,965.63	10.67	133,634.37
=====		=====	=====	=====	=====	=====
=====		=====	=====	=====	=====	=====
	PROOF	149,600.00	7,919.70	15,965.63	10.67	133,634.37
=====		=====	=====	=====	=====	=====

**REVENUE REPORT**  
**CALENDAR 9/2023, FISCAL 3/2024****PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	1,300.00	.00	.00	.00	1,300.00
182-410-4470	LIBRARY SERVICE	13,000.00	.00	.00	.00	13,000.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	93,700.00	.00	.00	.00	93,700.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
182-950-4715	LIBRARY REFUNDS/REBATES	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	108,000.00	.00	.00	.00	108,000.00
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	108,000.00	.00	.00	.00	108,000.00
		=====	=====	=====	=====	=====

**TREASURER'S REPORT**  
**CALENDAR 8/2023, FISCAL 2/2024**

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

**TREASURER'S REPORT**  
**CALENDAR 8/2023, FISCAL 2/2024**

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	16,737.80	.00	6,088.45	.00	10,649.35
Report Total		16,737.80	.00	6,088.45	.00	10,649.35

## cleaning

Laura Kunkel <Laura.Kunkel@earlhambank.com>

Mon 8/21/2023 9:36 AM

To: Jonatha Basye <jbasye@vanmeteria.gov>

Good Morning!

Please put me down for 2.25 hours at \$25 an hour for cleaning the library.

Laura Kunkel  
313 S Hazel St  
Van Meter, IA 50261

Thank you!  
Laura

Laura Kunkel  
Branch Manager  
Earlham Savings Bank  
Office: 515-996-2244  
Direct: 515-273-2317  
Fax: 515-996-2277

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# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Laura Kunkel

**MAILING ADDRESS:**

313 S Hazel St

Van Meter, IA 50261

**DATE OF INVOICE:**

08/21/2023

**AMOUNT:**

\$ 60.00

**VENDOR #:**

**FOR OFFICE USE ONLY:**

**PURCHASE DESCRIPTION:**

Deep Clean of Library and Bathrooms

**PURCHASE ORDER #:**

**INVOICE #:**

**ACCOUNT CODE #:**

182-410-6311

\$ 60.00

\$

**SIGNATURE:**

Jonatha J Basye


Digitally signed by Jonatha J Basye  
Date: 2023.08.21 10:18:16 -05'00'

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# Order Details

jbasye@vanmeteria.gov

Order Date: August 18th 2023  
Order #: VP\_6BHLRLGW  
Status: In Progress

Shipping Method	Shipping Address	Billing Address	Payment Method
Standard Estimated Arrival Aug 30th	Jonatha Basye City of Van Meter - Library 310 Mill St Van Meter, Iowa 50261-9605 United States of America 5159962644	Jonatha Basye City of Van Meter - Library 310 Mill St Van Meter, Iowa 50261-9605 United States of America 5159962644	 Visa **** 9531 \$120.99

## Items



Circle Stamps  
In Progress  
Expected Delivery Aug 30th  
Quantity: 1



Selected Options



Item Total

\$18.00



Circle Stamps  
In Progress  
Expected Delivery Aug 30th  
Quantity: 1

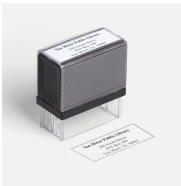


Selected Options



Item Total

\$18.00



Rectangular Self-Inking Stamps  
In Progress  
Expected Delivery Aug 30th  
Quantity: 1



## Order Summary

Product Total	\$109.00
Shipping	\$11.99
Total paid	\$120.99



Selected Options

Item Total

\$14.00



Circle Stamps  
In Progress  
Expected Delivery Aug 30th  
Quantity: 1



Selected Options

Item Total

\$14.00



Circle Stamps  
In Progress  
Expected Delivery Aug 30th  
Quantity: 1



Selected Options

Item Total

\$14.00



Recycled Matte Business Cards  
In Progress  
Expected Delivery Aug 30th  
Quantity: 250



Selected Options

Item Total

\$31.00

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

VistaPrint

**MAILING ADDRESS:**

275 Wyman Street

Waltham, MA 02451

**DATE OF INVOICE:**

08/18/2023

**AMOUNT:**

\$ 120.99

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

VP\_6BHLRLGW

Custom stamps & business cards

**PURCHASE ORDER #:**

**INVOICE #:**

VP\_6BHLRLGW

**ACCOUNT CODE #:**

182-410-6506

\$ 120.99

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.08.18 09:25:22 -05'00'

[Back to history](#)

# Order Details

jbasye@vanmeteria.gov

Order Date: August 28th 2023  
Order #: VP\_N69X962R  
Status: In Progress

Shipping Method

Standard  
Estimated Arrival Sep 8th

Shipping Address

Jonatha Basye  
City of Van Meter - Library  
310 Mill St  
Van Meter, Iowa 50261-9605  
United States of America  
5159962644

Billing Address

Jonatha Basye  
City of Van Meter - Library  
310 Mill St  
Van Meter, Iowa 50261-9605  
United States of America  
5159962644

Payment Method

 Visa \$72.98  
\*\*\*\* 7871

## Items



Flyers  
In Progress  
Expected Delivery Sep 8th  
Quantity: 250



Selected Options



Item Total \$60.99

## Order Summary

Product Total	\$60.99
Shipping	\$11.99
Total paid	\$72.98

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

**MAILING ADDRESS:**

**DATE OF INVOICE:**

**AMOUNT:**

\$

**VENDOR #:**

**FOR OFFICE USE ONLY:**

**PURCHASE DESCRIPTION:**

**PURCHASE ORDER #:**

**INVOICE #:**

**ACCOUNT CODE #:**

\$

\$

**SIGNATURE:**

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# Collection Development Policy



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

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## Purpose

The purpose of this policy is to provide guidelines for the selection of materials and to inform the public about the principles upon which selections are made.

## Objectives

The Van Meter Public Library acquires, organizes, makes available, and encourages the use of all media, print, and non-print that:

- Contribute to the individual's awareness of self, community, and society while providing insight into a wide range of human and social conditions and various cultural heritages.
- Meet the informational and recreational needs of the entire community.
- Stimulate thoughtful participation in the affairs of the community, the state, the nation, and the world.
- Give free access to a variety of opinions and ideas.
- Assist individuals to grow intellectually and culturally.

## Responsibility for Selection of Materials

The selection of materials for the collection is the responsibility of the Director and is done so within the framework of the policies determined by the Board of Trustees. The Director may delegate selection of

certain materials to a qualified selector(s) in an area of the collection for which they acquire and withdraw materials. The Library welcomes suggestions for selection from staff, Board, and community members, but the final decision for inclusion in the collection rests with the Director.

### Criteria for Selection

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. The following criteria shall be used as guidelines in the selection process. The following list is not ordered by importance. An item need not meet all the criteria to be acceptable.

- Reviews in professionally recognized sources
- Inclusion in standard bibliographies, awards lists, or bestseller lists
- Reputation or qualifications of author, publisher, or another contributor
- Accuracy, authority, and objectivity
- Breadth and depth of coverage
- Currency of information
- Artistic presentation
- Vitality and originality
- Popular appeal and demand
- Local significance
- Availability of material in other libraries
- Relevance to community needs and interests
- Relationship to existing materials in collection
- Relationship to materials available elsewhere
- Representation of important movement, genre, trend, or national culture
- Unique or controversial point of view

- Importance as a document of the times
- Permanent value as source material or interpretation
- Price
- Space available on library shelves
- Availability of material in print or other formats
- Suitability of physical form for library use
- Appropriateness of form, subject, and style for intended audience

These specific factors do not and will not apply to every item selected. The aim of this policy is to facilitate the building of a diversified library collection of merit and significance that reflects the interests and needs of the total community within the physical and budgetary constraints of the library. Selectors consult reputable, unbiased, professionally prepared selection aids and booklists.

The Library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading, listening, or viewing behavior of their children. Parents should be interested and involved in their children's utilization of library materials. The Library does not assume responsibility for the possible misuse of information found in the collections by young readers. Children have access to the complete collection. The Van Meter Public Library supports the "Library Bill of Rights" by the American Library Association (Appendix A), "The Freedom to Read" statement by the American Library Association (Appendix B), and the Association of American Publishers, and the American Library Association's statement on "The Freedom to View" with the American Film and Video Association (Appendix C).

### Textbooks, test preparation, and curriculum support

The Library encourages students at all levels to use the books and other materials in the collection. The collection includes some textbooks and test preparation materials that are useful to the general reader, but the Library will not attempt to provide textbooks for formal courses of study. The Library is not obligated to provide multiple copies of materials for classroom assignments.

## Interlibrary Loan

Interlibrary loan refers to the process of borrowing materials from other libraries. When the Library deems a requested item unavailable or inappropriate for purchase, the item may be borrowed from another library through interlibrary loan, in accordance with the Library's policies and procedures regarding interlibrary loans.

## Other areas of limited, or no, acquisition

- Puzzle books or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking
- Self-published/subsidy published materials unless they are reviewed in established publications.

*Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.*

## **Scope of Collection**

### General Print Fiction and Nonfiction Collections

The Library's collection of general fiction is geared towards adults and includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.

The focus of the nonfiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected to reflect changes in these areas.



The Library will purchase accurate, scientific and current books on human sexuality for adults and young people. Some areas covered are sex education for all ages, family planning, human reproduction and childbirth, sexually transmitted diseases, and sexual orientation.

The Library attempts to include authoritative materials that introduce and explain the basic concepts, beliefs, practices and background of all the major religions. An attempt is made to include the sacred scriptures of the major religions.

### Children's Collection

The objective in providing reading material for children is to guide the child toward the enjoyment and appreciation of reading as well as meeting the developmental and informational needs of children from birth to approximately grade five, and the needs of parents, educators, and others concerned with children. Materials in a variety of print and non-print formats are selected for all levels of children's understanding and reading abilities.

### Junior Fiction and Nonfiction

These materials are intended to serve children from the third grade through the sixth grade. Junior fiction and nonfiction materials should provide reading for pleasure and information, suited to a wide variety of interests. Special attention will be given to features which appeal to young readers: reading and comprehension level, illustrations, type, and format.

### Easy Readers

These materials are intended to serve the needs and interests of beginning readers. Easy readers are intended to foster an enjoyment and appreciation of reading in the formative years. Those features noted as appealing to young readers under "Junior Books" above are applicable to Easy Readers, when suited to the reading level of beginning readers.

### Picture Books

These materials are intended to serve the needs and interests of children of all ages, particularly those aged three to eight. Picture books are intended to foster an enjoyment of reading and, and through the illustrations, to develop an appreciation of art. They are designed to be read to children. Features

noted as appealing to young readers under "Junior Books" above are applicable to Picture Books, when suited to the appropriate reading level.

### Board Books

These materials are provided in a sturdy format for the needs and interests of babies and toddlers.

### Teen Collection

The Teen collection serves as a transition between the juvenile collection and the adult collection.

Materials in a variety of print and non-print formats are selected to meet the informational, recreational, and emotional concerns of teens in grades six through twelve.

### Graphic Novels

The Library maintains a separate collection of illustrated novels for the Children's, Teen, and General collections, providing materials from many genres and novel types.

### Audiovisual Materials

The Library maintains an extensive collection of visual recordings as well as a collection of audio materials. The Library makes no attempt to provide a comprehensive collection. When selecting audiovisual material, the following factors are taken into consideration in addition to aforementioned selection criteria:

- Technological trends and advances.
- Vulnerability to damage and/or theft.
- Types of equipment customers are likely to own.
- Types of materials available for purchase.

### Reference

The reference collection is a non-circulating collection of materials designed to provide access to information in authoritative forms. It includes, but is not limited to, standard reference tools such as encyclopedias, dictionaries, almanacs, handbooks, directories, and biographical materials.

## Special Collections

The Library maintains a special, non-circulating collection of genealogy and local history materials.

## Magazines

The Library subscribes to magazines, most of which are selected for interest to the general reader. General selection criteria apply to the selection of periodicals. Another factor considered in selection of periodicals is accessibility to contents through standard indexes and reference tools. Some periodicals are selected for professional use by library staff. Some are selected with reference value in mind. The list of periodical subscriptions is reviewed annually by the Director as the orders become due for renewal.

## Internet Information Resources

The Internet is an unregulated global computer network. The Van Meter Public Library provides public access to the Internet to augment the community's educational resources. The Van Meter Public Library cannot guarantee the accuracy and/or authenticity of information discovered through this resource. Patrons who find information or subject matter that is erroneous, out-of-date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly. Library users of the Internet should be aware of the following:

The Van Meter Public Library holds the position that only parents and legal guardians have the right – and the responsibility – to monitor and control their own minor children's access to the Internet and to information obtained from the Internet.

The Van Meter Public Library cannot guarantee confidentiality over the Internet. Patrons entering personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

The Van Meter Public Library complies with the United States Copyright Law, and all other federal, state and local laws relating to the use of the Internet and other electronic media.

The Van Meter Public Library is not responsible for work or information lost due to computer or system malfunction.

## Electronic Resources

These resources will be acquired to complement or enhance the library materials that have historically been provided in physical formats, such as books, magazines, audio-visuals, and reference, and other academic resources.

Factors to be considered in evaluating and selecting digitized resources include:

- patron demand
- available format(s), with a preference for fully online (no local storage) resources
- value
- accessibility
- ease of use
- availability of equivalent resources
- accuracy, authority and uniqueness of content
- frequency of updates

In addition to the above factors, the library also needs to consider the possible advantages and disadvantages of acquiring resources in digitized format rather than in physical form. Since digitized resources do not require any shelf space, they would reduce the amount of storage space needed in the library, but they may also require a greater number of computer stations, increased bandwidth or specialized software. Another consideration is the compatibility of an online resource with equipment at the library and within the community. A final consideration is having an effective strategy for insuring adequate training and public awareness.

The Library provides access to informational databases, primarily Gale and Bridges: Iowa's eLibrary. Reference information, as well as scholarly and professional articles are available through Gale. Bridges eLibrary offers access to a collection of popular and literary titles in downloadable format.

## Large Print

To better serve our visually impaired patrons, the Library maintains a collection of large print books, including both fiction, nonfiction, and biography.

## Gifts, Donations, and Memorials

Donations to the library are accepted with the understanding that the library retains unconditional ownership. This includes, but is not limited to, the right to make the final decision on their use, and to determine the conditions of display, housing, and access if added to the collection. Materials not added to the collection will be taken to Half Priced Books to be sold. Funds from sold materials may be used for purchasing new materials or funding library programming. The library will not attempt to appraise or assign a valuation to any donated item.

Monetary donations will be used for augmenting the library materials budgets. A donor may specifically request a material(s) to be purchased with the donation with approval from the Director.

## Collection Maintenance

The Library will undertake a continuous inventory and weeding of all holdings to update the collection, to identify missing items, and to ensure the accuracy of the computer database. The collection is maintained and weeded through an ongoing process of collection analysis. Items are repaired, withdrawn, or replaced based on the several factors, including but not limited to:

- number of circulations, requests and reserves
- availability of similar materials in the collection
- affordability
- in-print status
- appearance in standard lists
- space available
- availability at other libraries
- physical condition

## Intellectual Freedom

The Van Meter Public Library upholds the democratic right of all individuals to freely express their thoughts and ideas, both popular and unpopular. We support the right of everyone to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, the Van Meter Public Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution.

## Censorship

The selection of library materials is predicated on the library patrons' right to read and to be free from censorship by others. Many items are controversial and any given item may offend some persons. The library's collection contains a diversity of viewpoints and opinions. The presence of an item in the library does not indicate the Library's endorsement of its contents. Selection of materials by the Van Meter Public Library will not be made based on anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the interest of the readers.

The Van Meter Public Library holds censorship to be a purely individual matter and declares that anyone is free to reject for themselves books or other materials, but cannot exercise the right of censorship to restrict the freedom of others.

## Access to Materials

The Library will not restrict patrons' access to material based on their origin, background, or views.

Materials are freely and easily accessible to the public. Children are not limited to the juvenile collection and young adults are not limited to the young adult collection. The arrangement of materials within the library will take into consideration contemporary community sensibilities and the strategic goal of offering a welcoming environment. The decision about what a minor may or may not read is the responsibility of the parent or guardian, and is not the responsibility of the Library. As is the case with adults, circulation to minors cannot be denied by the Library. Library staff will not express judgment on, or monitor, anyone's reading.

## Labeling of Materials

Library materials are not marked or identified to indicate approval or disapproval of their content.

Labels on library materials are viewpoint-neutral directional aids designed to save the time of users. The

fact that materials are purchased, processed and added to the collection shall in no way reflect an endorsement of the materials.

### Challenged Materials

Due to the diverse nature of the library collection, it is possible that any individual may find information and ideas with which he or she disagrees contained in the library's collection. For this reason, the Library has a *Procedure to Address Challenged Materials* (Appendix D). An individual who has a concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a librarian and/or submit a *Request for Reconsideration of Library Materials Form* (Appendix E).

Adopted – October 23, 2017

## **Appendix A**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of age reaffirmed January 23, 1996.



## Appendix B

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to

preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these

propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## **Appendix C**

### **Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

## Appendix D

### Procedure to Address Challenged Materials

If a patron objects to the presence of certain library materials, the patron should be referred to the Director. If after speaking with the Director the patron remains unsatisfied, they should be offered a *Request for Reconsideration of Material Form* (Appendix E). A reminder should be given to the patron that no action will be taken based on a verbal complaint alone, and recommend that they should read, view, or listen to the material in its entirety before filling out the form.

Once the form has been submitted, the Director will take it before the Board of Trustees and complete the following procedure:

- Examine the concerns expressed in the request.
- Review the challenged material by reading, viewing, or listening to the material in its entirety.
- Determine if the material was selected within the parameters of the Library's Collection Development Policy.
- Determine the general acceptance of the material by reading reviews, if available.
- Weigh the values, strengths, and weaknesses of the material and form opinions based on the entire work rather than on limited passages or sections taken out of context.
- Consider the material in the context of the Library's mission statement.
- Review the material in conjunction with the ALA Library Bill of Rights.

Once a decision is reached, the Director will prepare a letter of response, and mail the letter to the patron. If a decision has not been reached within 60 days from the date of the request for reconsideration, the Director will notify the customer in writing stating that the title is still under review, and that a letter will be mailed upon a decision.

If the person who initiated the request is not satisfied with the decision, she or he may appeal for a hearing before the Board of Trustees by making a written request to the President of the Board. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Van Meter Public Library.

## Appendix E

### Request for Reconsideration of Library Materials Form

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Format: \_\_\_\_\_

Publisher: \_\_\_\_\_ Date Published: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Do you represent yourself? (circle one)    Y    N

Do you represent an organization? (circle one)    Y    N

If yes, what is the name of the organization? \_\_\_\_\_

Have you read, listened to, or viewed this material in its entirety? (circle one)    Y    N

How recently? \_\_\_\_\_

What do you believe is the main theme or point of this material?

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To what in the material do you object? Please be specific. Site page numbers in book, scenes in movie, lyrics on CD, etc.

---

---

---

Why do you believe the material does not comply with the Collection Development Policy?

---

---

For what age would you recommend this material?

---

Is there anything good about this material?

---

---

Are there conditions under which this material might be helpful to someone?

---

Are you aware of reviews by literary critics?

---

What would you like the Library to do about this material? (Circle)

- a) Keep the material
- b) Remove the material
- c) Move the material to another location in the library

Signature\_\_\_\_\_



### **Making a Request for Reconsideration**

Dear Library Card Holder:

The Waukee Public Library thanks you for taking an interest in the library's collection. Before filing a request for reconsideration, you are encouraged to talk with the Library Director or the librarian who ordered the material in question. It is also requested that you read the Library's Collection Development Policy and the Library Bill of Rights to familiarize yourself with the accepted philosophy and standard procedures of the library. After reading these documents if you still feel the item in question falls outside these accepted parameters, you are welcome to proceed with your request.

The Waukee Public Library is proud to offer an extensive collection of materials in a variety of formats to educate and entertain our community. Please keep in mind that items in our collection represent diverse experiences and points of view and that some items may not align with every individual's beliefs. Staff is available to discuss concerns and identify alternate materials that may be available.

Regarding minors' use of library materials, it is the parent or guardian's responsibility to be aware of what your child is reading or viewing. Library staff does not monitor the types of information children may find in the library, or restrict checkout of items based on age in accordance with national standards and library policies. Parents or guardians are also responsible for items borrowed on a child's library card; however, items on a child's card are still subject to confidentiality laws. Please contact a library staff member if you have further questions about parental access to items on a child's card.

It is standard procedure at the Waukee Public Library for all newly published materials to be on new book displays for six months, regardless of the content of the material. Removing an item from new display status because of its content would be an act of censorship, which would be a violation of the Library Bill of Rights and the Library's Collection Development Policy.

We appreciate your interest and concern. We look forward to the opportunity to engage in constructive dialogue regarding the library's mission, collection, and services. Please feel free to contact me with any questions, 515-978-7931.

Sincerely,

Kristine Larson  
Library Director

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>POLICY SECTION 1.5</b>	<b>APPROVED 1/87</b>
<b>LIBRARY BILL OF RIGHTS, THE FREEDOM TO READ AND FREEDOM TO VIEW STATEMENTS</b>	<b>UPDATED 6/94 REVISED 10/02 REVISED 4/05 Reviewed and approved 11/06; Reviewed 06/11, 02/20</b>

The Waukee Public Library joins with other libraries in the United States in supporting the LIBRARY BILL OF RIGHTS and its interpretations and the FREEDOM TO READ and FREEDOM TO VIEW statements of the American Library Association, which are appended as part of this policy document.

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all the people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, race, background, or views.
6. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.*

## **FREEDOM TO READ STATEMENT**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

*Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.*

## **FREEDOM TO VIEW STATEMENT**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principals are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraints of labeling or prejudging film, video, or other audiovisual materials on the basis of moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*Endorsed by the ALA Council January 10, 1990*

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>SECTION 7.1</b>	<b>APPROVED: 1/87</b>
<b>COLLECTION DEVELOPMENT</b>	<b>Updated: 6/94 Revised 4/02, Reviewed 1/06, Revised 1/08, 2/16, 2/20</b>

## **COLLECTION DEVELOPMENT POLICY**

The Waukee Public Library provides library materials for the information, entertainment, intellectual development, and enrichment of the residents of the Waukee Public Library service area. Library materials are chosen according to this Collection Development Policy.

### **Purpose of the Collection Development Policy**

- To further the Mission and roles of the Waukee Public Library.
- To guide librarians in the selection of materials.
- To inform the public about the principles upon which selections are made.

### **General Collection Development Principles**

The Waukee Public Library is a public forum, a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral and unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Waukee Public Library endorses the Library Bill of Rights of the American Library Association. See Section 1.5

### **Responsibility for Selection**

Library material selection is vested in the Library Director and such members of the library staff as the director appoints. Patrons can request material at the circulation desk, by telephone or email. Every effort will be made to fill those requests as availability and money allows.

### **General Selection Criteria**

These general criteria are taken into account for all materials selected for the Waukee Public Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's, or publisher's qualifications and/or reputation
- Evaluations of review media

- Contribution to diversity or breadth of collection
- Inclusion of title in standard bibliographies or indexes
- Quality of production
- Affordability
- Support of library's mission and roles

### **Selection Tools**

The library subscribes to professional library periodicals editorial reviews to review and evaluate sources for material selection.

## **ADULT MATERIALS**

### **Adult Fiction, Genres, and Graphic Novels**

The library provides a collection of standard and contemporary fiction titles as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Waukee. Multiple copies of frequently used titles are provided as demand and funding allow. Large print and audiobook copies of some popular titles are also available as funding allows.

Special criteria (in addition to General Criteria)

- Collection's need to reflect minority as well as majority cultures
- Literary merit

### **Adult Nonfiction**

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is a heavy, temporary demand may be selected as funding allows. An emphasis will be placed on purchasing books about Waukee, Dallas County and the state of Iowa as funding allow.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience (research-level books not purchased)
- Ease of use, including index, bibliography and illustrations

### **Periodicals**

The library maintains a collection of magazines for information and recreational reading.

Special Criteria (in addition to General Criteria)

- Availability of display shelving and storage space.

### **Newspapers**

Newspapers are selected to provide local, state, regional and national coverage.

### **Reference Materials**

Reference materials provide timely and accurate information on a wide variety of topics.

Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special Criteria (in addition to General Criteria)

- Currency of material
- Thoroughness of coverage

- Importance of subject matter to the collection
- Ease of use (especially indexing)

### **Reference Materials in Electronic Format**

Some reference tools are purchased in computer-based formats.

Special criteria (in addition to General Criteria)

- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements

## **YOUNG ADULT MATERIALS**

The Waukee Public Library's young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and junior collection.

### **Young Adult Fiction and Graphic Novels**

Special criteria (in addition to General Criteria)

- Reputation and popularity of author or title among young adult
- Presentation at a level and in a format that appeals to young adults
- Inclusion of material on recommended reading lists
- Subject matter of special interest to young adults

### **Young Adult Nonfiction**

Special criteria (in addition to General Criteria)

- Presentation at a level and in a format that appeals to young adults
- Usefulness of material in research
- Subject matter of special interest to young adults

## **CHILDREN'S MATERIALS**

Children's materials are selected to meet the recreational, educational and cultural needs of children from infancy through age twelve. Multiple copies of frequently requested titles are provided as funding allows.

### **Junior Fiction**

The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests and as funding allows.

Special Criteria (in addition to General Criteria)

- Appropriate reading level and interest level
- Appeal of author, genre, series for children
- Inclusion of material on recommended reading lists

### **Picture Books, Easy Readers, and Board Books**

These books in which illustrations is as important as text, serve to introduce children to the world of books. The library includes a wide variety of material for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special Criteria (in-addition to General Criteria)

- Relationship of illustrations to text
- Appeal of story and illustrations to children
- Age appropriateness of art, text, topic, etc.
- Durability of format

### **Junior Nonfiction**

The junior nonfiction collection contains general informational works, browsing items, and subject oriented materials on topics of interest to children preschool age through sixth grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available to area schools.

Special Criteria (in addition to General Criteria)

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics, and photographs
- Usefulness of material for research

## **MULTIMEDIA & DIGITAL RESOURCES**

### **Computer Software**

The library provides word processing, spreadsheet and educational software for in-library use on the public library computers. Additional software is purchased based on General Criteria.

### **DVDs**

The DVD collection informs and entertains library users of all ages. The emphasis of new title additions will be informational, instructive or entertaining.

Special criteria (in addition to General Criteria)

- Award winners
- Production quality
- Technical quality (audio and video integrity, etc.)

### **Audiobooks**

The audiobook collection is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection.

Special criteria (in addition to General Criteria)

- Availability of replacement discs
- Quality production (especially of the reader)

### **Electronic Resources**

Electronic resources are increasingly important additions to the library collection. Selection of databases, ebooks, downloadable audiobooks and downloadable magazines follow the same criteria as all other physical materials.

Special criteria (in addition to General Criteria)

- Availability of resources

## **COLLECTION MAINTENANCE/WEEDING**

The collection is maintained and weeded through an ongoing process of collection analysis. Older items are repaired, withdrawn, or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition and age of the item
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries



<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
<b>SECTION 3.5</b>	<b>APPROVED 1/87</b>
<b>REQUEST FOR RECONSIDERATION</b>	<b>Updated 6/94 Revised 4/02 Reviewed 1/06, 2/08, Revised 2/20, Revised 05/23</b>

### **Request for Reconsideration of Materials**

The Waukee Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection, especially concerning outdated materials. Suggestions will be considered and utilized by the library in the ongoing process of collection development.

Individuals may take issue with library materials that do not support their tastes and views. Staff is available to discuss concerns and identify alternate materials that may be available. If a patron's concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the Library Director. The Waukee Public Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a local court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that has been previously determined to be in non-compliance with local laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a resident of Waukee and hold a valid library card.

The written complaint will be forwarded to a committee of five, made up of the Library Director, two members of the Board of Trustees, and two representatives of the school or civic community who reside in Waukee. The Committee will carefully review the complaint and the material in question in the light of the Library's Collection Development policy, and report to the Board of Trustees at its next meeting. The Board will decide on the matter and report in writing to the complainant within ten days of the meeting. The decision of the Board is final. An item will only be evaluated for reconsideration once in a twelve-month period.



950 S. Warrior Lane  
Waukee, IA 50263  
515-978-7944  
klarson2@waukee.org  
www.waukeepubliclibrary.org

## Patron Request for Reconsideration Form

Please initial to confirm that you have read the following library policies that direct the selection process for library materials purchased at the Waukee Public Library. Return form to the library or send to the Library Director at the above information.

\_\_\_\_\_ American Library Association Bill of Rights, Freedom to Read and Freedom to View Statements

\_\_\_\_\_ Waukee Public Library Collection Development Policy

\_\_\_\_\_ Waukee Public Library Request for Reconsideration Policy

Title of Item: \_\_\_\_\_

Author: \_\_\_\_\_

Format: \_\_\_\_\_ Publication Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Whom do you represent? Self: \_\_\_\_\_ Group/Organization: \_\_\_\_\_

Why do you object to this item?

Did you read/view/hear the entire item? If not, what parts?

What do you feel might be the result of exposure to this item?

Are you aware of reviews of this material by professionals in the subject area?

What would you like the library to do about this item?

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

<b>WAUKEE PUBLIC LIBRARY</b>	<b>BOARD</b>
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Learning and entertainment  
*for everyone*





Ready-to-use,  
*right off the shelf*

Playaway pre-loaded audiobooks, read-alongs, sing-alongs, and tablets give libraries everything they need to promote literacy, bridge the digital divide, and make technology accessible to everyone.



**launchpad**  
THE PRE-LOADED LEARNING TABLET

**Wonderbook**  
THE READ-ALONG

**PLAYAWAY®**  
THE ALL-IN-ONE AUDIOBOOK

**launchpad**  
**academy**  
GUIDED LEARNING TABLETS

# Wonderbook

THE READ-ALONG

## Audio + print bound together for literacy and fun.



### Built for Circulation

Pre-loaded audiobook permanently  
attached to a hardcover book

Self-contained, shelf-ready and  
circulates like a print book

Engaging and easy-to-use literacy tool for  
library and school patrons ages 3-13

New releases every month

### First-of-its-kind Learning Mode brings more to every story.

- Fun, narrator-led question and answer session
- Open-ended, educator-vetted questions about each story
- Brings a story-time feel to the read-along experience
- A powerful way to teach parents how to dialogue with their children about books



“Do you want to write a book one day?  
What would it be about?”

Hundreds of read-alongs from the  
world’s best children’s book publishers.



Order Once. Order Twice.  
86% of customers have come back for more.

Read-Along Categories



Picture Books



Leveled Readers



Early Chapter  
Books



Chapter Books



Wonderbook  
Creations



Spanish  
Language



Nonfiction

[shop.playaway.com](https://shop.playaway.com)



# Wonderbook Sing-Along

## Stories made for music.

Wonderbook Sing-Alongs are musical storybooks with a pre-loaded audiobook player permanently attached to the inside cover. After singing along with the musical track, kids can switch to Read-Along Mode and hear the narrated version of the book.



**“Music instruction appears to accelerate brain development in young children, particularly in the areas of the brain responsible for processing sound, language development, speech perception and reading skills.”**

-UNIVERSITY OF SOUTHERN CALIFORNIA



**Musical storybooks kids will**

**listen to again and again.**

## Music and literacy – the connection.

Every storybook in this collection offers literacy learning benefits and more.  
Combining stories with song can measurably boost:

- Language acquisition
- Listening and attention skills
- Memory
- Phonemic awareness
- Language play
- Visual focus



## Listening without limits

**No connectivity or downloads needed — ever.**

Playaway gives library patrons the portability and freedom to take audiobooks everywhere.

### Playaway is always ready

Audiobooks are pre-loaded onto each device.

Made durable for circulation.

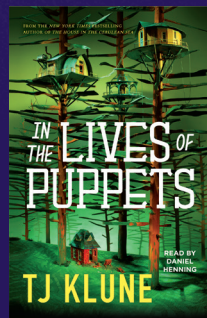
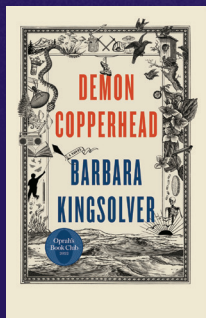
No internet or WiFi needed.

Universal headphone jack.

One AAA battery offers 30+ hours of listening.



## Is it on Playaway? Yep!



Our catalog grows every month with simultaneous releases, best sellers, diverse content, and LibraryReads picks.



## Our biggest and best children's audiobook collection.

Playaway Kids features award-winning authors, beloved series, and collections focused on diversity and kindness on a ready-to-play device built for circulation. Kids will enjoy hours of distraction-free listening on a vibrant player created just for them.

### Listening is reading too.

By listening, kids connect with books and knowledge in distinct, complementary ways.

### Relevant in a digital world.

Kids have less access to CD players and personal devices have become the preferred way to consume digital content.

### Audiobooks level the playing field.

Audiobooks give all kids access to literacy tools and great stories anytime, anywhere.

### Technology parents love.

- A great way to reduce screen time
- Secure and easy-to-use
- Focused and distraction-free





## Beyond Screen

Launchpads ensure that screen time is fun, educational, and focused on propelling minds far beyond the screen. Every tablet is curated with learning apps, videos, and entertainment that is always ready to play right off the shelf.

No WiFi / No downloads / No ads / No worry

## From kids to adults, there's something for everyone on Launchpad.

It's easy to discover, build, and maintain a digital content collection with Launchpad.

Our Launchpad collections are unified by a specific theme, goal, or interest and expertly curated to advance your organization's goals and mission.



STEM/STEAM



Early Literacy



Award Winners



SuperPacks



Math for K-6th



English Language  
Arts for K-6th



eBooks



Language Learning



Kindergarten  
Readiness



Summer Slide



Life Skills



Learning  
Explorers



Brain Play



Learning with  
Favorite Characters



Teen and Adult  
Apps



Launchpad  
Video

## Digital learning solution for kids



Launchpad Academy offers structured learning that helps kids develop skills, one step at a time. Curated by experts, the apps, storybooks, and videos featured on Launchpad Academy bring together a combination of sight, sound, and interactive play for a multisensory experience that gives kids the tools to learn the way they learn best.



Each of the four Academies offers structured learning that helps kids develop skills.



### PRE-K

#### Building a foundation for learning

Launchpad Pre-K Academy gives preschool-aged children five different paths to explore on their way to kindergarten. Using this Academy can help little learners develop the skills needed to enter their first year of school and inspire them to try new things with confidence.



### STEAM

#### Building the well-rounded thinkers of tomorrow

STEAM Academy is designed to create well-rounded problem-solvers who look at the world around them and ask questions like “how?” and “why?”. It’s an interdisciplinary approach that weaves together the science, technology, engineering, art, and math skills learned in the classroom and connects them to things kids see every day.



### READING

#### Create confident readers — one Reading Academy level at a time

This five-level guided reading system helps kids master verbal, reading, and writing skills — starting at any level. Every app, storybook, and video has been hand-selected to help kids gain the knowledge they need to transition from learning-to-read to reading-to-learn.



### LIFE SKILLS

#### Empowering young hearts and minds for a brighter future

Life Skills Academy is designed to help kids gain the knowledge and mindset to promote both personal and academic development. By working through each module kids will cultivate the necessary social and emotional skills to prepare them for whatever comes next.

# Programs and Services

---

## Standing Order Plans (SOPs)

Keep the freshest content on your shelves, receive a discount, ensure success with Playaway Products, and do it all your way.

## Free Marketing Materials

Create awareness and increase circulation with free print and digital tools built just for libraries.

## Packaging

When it comes to packaging, we've got you covered for easy circulation.

- Lockable and durable solutions
- How-to-play instructions
- Accessory compartments

## Curated Content Lists

Explore LibraryReads picks, Wonderbook Youth Large Print, Youth Media Award Winners, and more.

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## How To Buy

We've made it easier-than-ever to discover, build, and maintain a digital collection of audiobooks, apps, videos, eBooks, and read-alongs on pre-loaded products built for you.

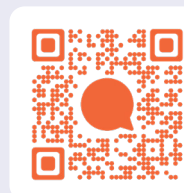
Visit [shop.playaway.com](https://shop.playaway.com) to see our full catalog, or contact us at [cx@playaway.com](mailto:cx@playaway.com) or **877.893.0808** to learn more.

---

## Grants

We're making it simple to locate grants and get the funding to bring Playaway Pre-Loaded Products into your schools and libraries. Search for funding opportunities by state, grant writing tips, and more at [shop.playaway.com/grant-resources](https://shop.playaway.com/grant-resources)

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Book a meeting with a local sales rep for your region.



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for special offers, product news,  
tools you can use, content  
releases, and more.

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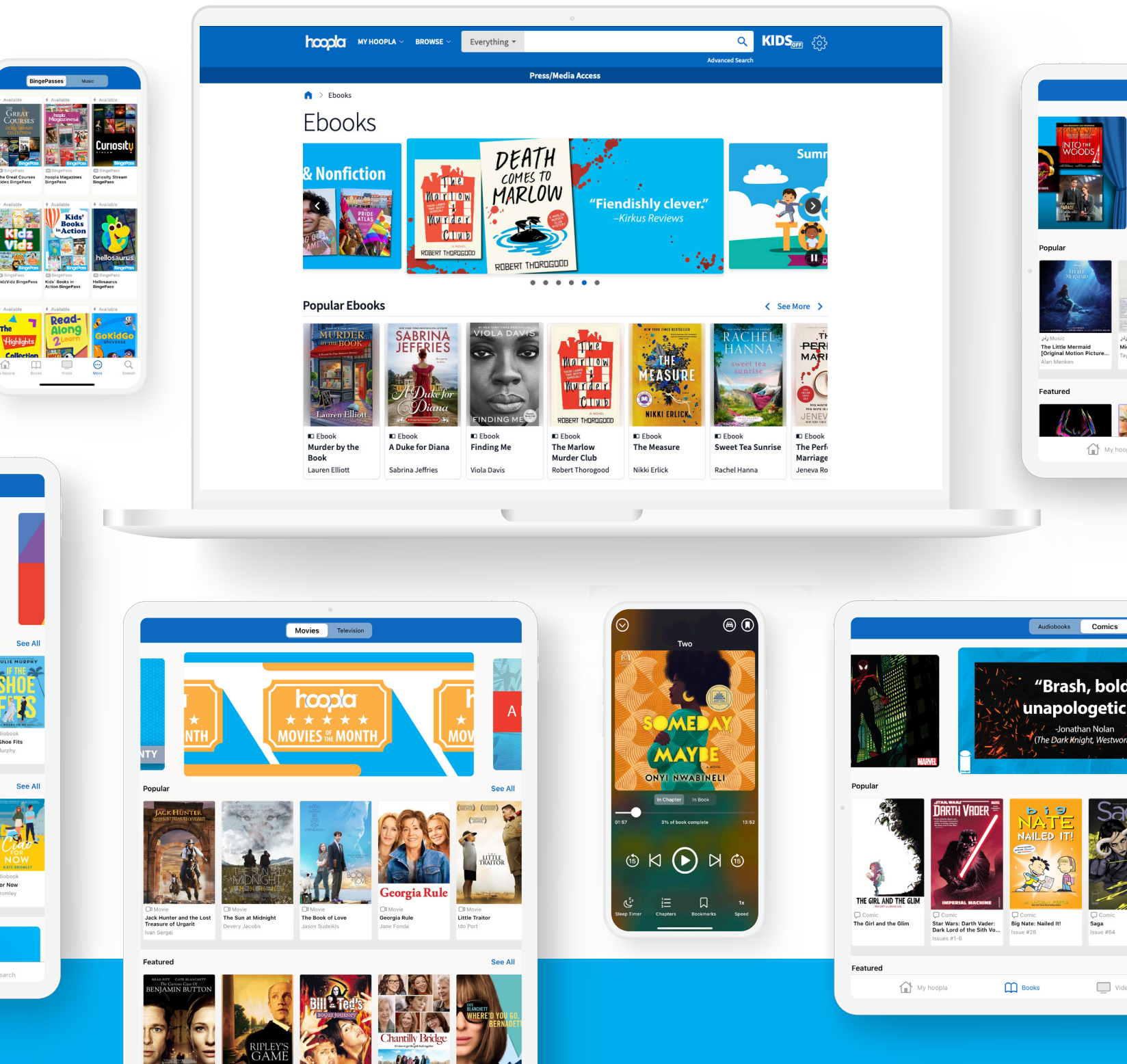
 [@playawayforall](#)

**playaway**   
PRODUCTS





Your Digital Collection, All in One Place



# hoopla Delivers an All-in-One Digital Experience

Built exclusively for public libraries and their patrons, hoopla Digital is the only platform that combines all formats and all license models into one convenient app with no platform fees. Offering eBooks, audiobooks, comics and manga, music, movies, and TV, as well as hoopla BingePass, hoopla is your complete digital collection.

hoopla drives patron engagement and helps your library meet your patrons where they are by ensuring that your collection delivers both the appeal of frontlist and the depth of backlist. With no physical space requirements and more budgetary freedom, libraries of every size can carry the same robust digital collection.

## The Power of Instant and Flex

### ⚡ hoopla Instant

hoopla Instant is the revolutionary pay-per-use model that hoopla brought to libraries in 2013. Patrons have access to a comprehensive collection that offers an extensive amount of content—which is easily managed by the library.

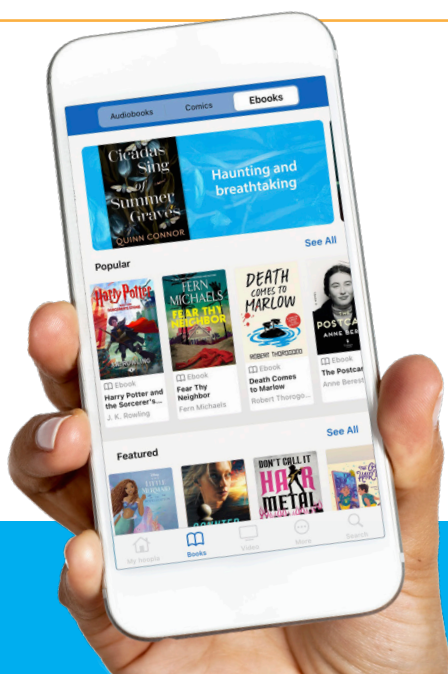
- More than 1.3 million titles that span every interest and lifestyle
- Powerful tools help you manage your budget and tailor policies that meet the needs of your community
- Titles are always available with no holds, no waiting, and no late fees
- Pay only for what your patrons borrow

### 🔄 hoopla Flex

hoopla Flex allows libraries to customize their collections with the newest and hottest one copy/one user eBooks and audiobooks, complementing the back catalog and niche titles provided by hoopla Instant.

- Time-metered, usage-metered, and perpetual licenses
- Unmatched reporting, tools, and settings with a single point of control to minimize patron frustration, holds, and waitlists
- Auto Carts to help you keep your collection current
- No fees to transfer your existing one copy/one user catalog

While hoopla Instant and hoopla Flex can operate separately, the true advantages of each are unlocked when they are used together. hoopla Flex metered licenses can bridge the gap to hoopla Instant availability, while hoopla's hold relief functionality reduces the need for additional one copy/one user licenses. Both strategies help maximize your budget and lead to a greater ROI.

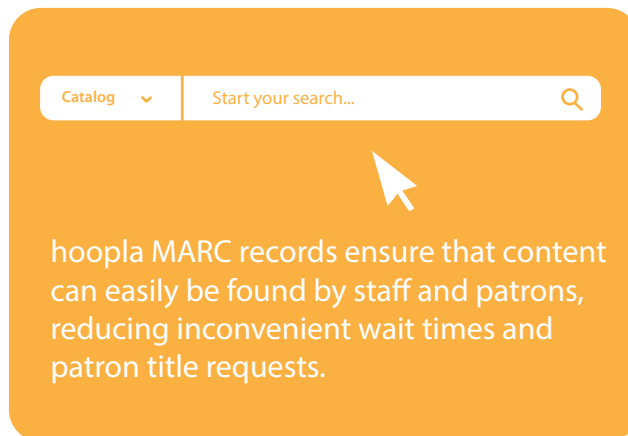


Did you know that in 2022, 70% of books purchased at retail were backlist? hoopla offers this depth and breadth of collection, which is vital to your library's success.

## A Better Patron Experience

Patron satisfaction is vital to your library's success. hoopla receives a consistently high 4.8 Google Play and Apple App Store rating and delivers an intuitive user experience by providing:

- The convenience of multiple formats on a single app, lessening app fatigue and patron confusion with a best-in-class user experience
- Content from publishers of every size and shape, as well as a wide variety of indie authors
- Reduced wait times with the unique holds relief function that fulfills a hoopla Flex hold with a hoopla Instant license under settings you control
- The ability to explore entire collections with just a single hoopla Instant borrow thanks to hoopla BingePass



## Diverse Content for Diverse Communities

Offering a diverse digital collection reinforces your library's identity as a valuable community resource. Libraries using hoopla Instant inherently offer extensive access to content related to race, LGBTQ+, mental health, and other important DEI topics, all while meeting individual budgetary needs and without having to purchase individual titles. In addition, the collection includes titles available in more than 100 world languages, as well as more than 152,000 juvenile titles.



### DEI Content Available on hoopla Instant

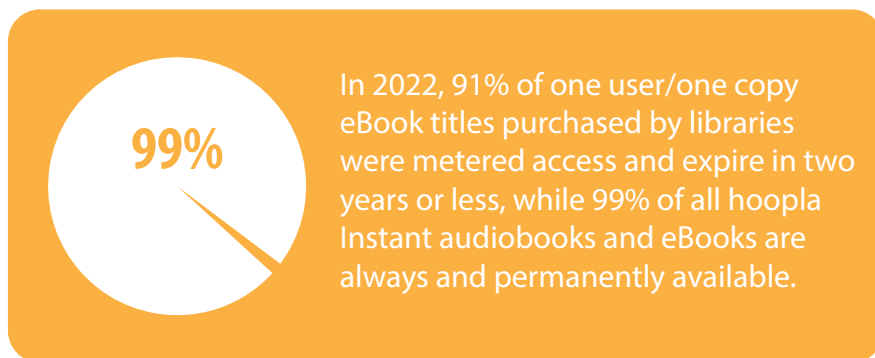
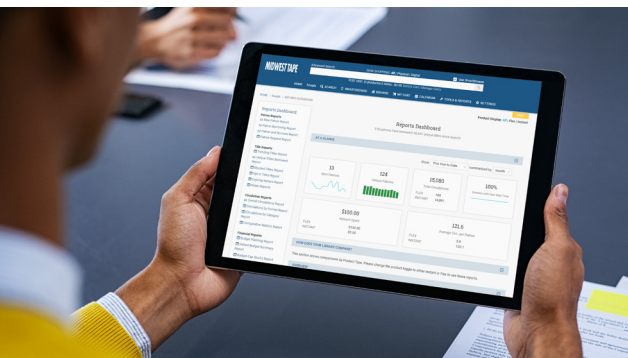
- LGBTQ+: 15,000+ titles
- Race: 33,000+ titles
- Mental Health: 35,000+ titles
- Religion: 93,000+ titles
- Gender/Women: 56,000+ titles
- Socioeconomic/Poverty: 1,000+ titles



# Management Made Easy

The landscape of digital content has shifted. Due to changes in policies across the publishing industry, ownership of digital content is loosely defined—but hoopla makes it easier to manage your budget and your entire collection in one place.

hoopla allows libraries to make informed title selections, easily manage expiring meters, eliminate zombie holds, and maximize utilization of one copy/one user licenses by managing all digital content on one platform. The accurate insights and benchmark data help you strategically build your collection.

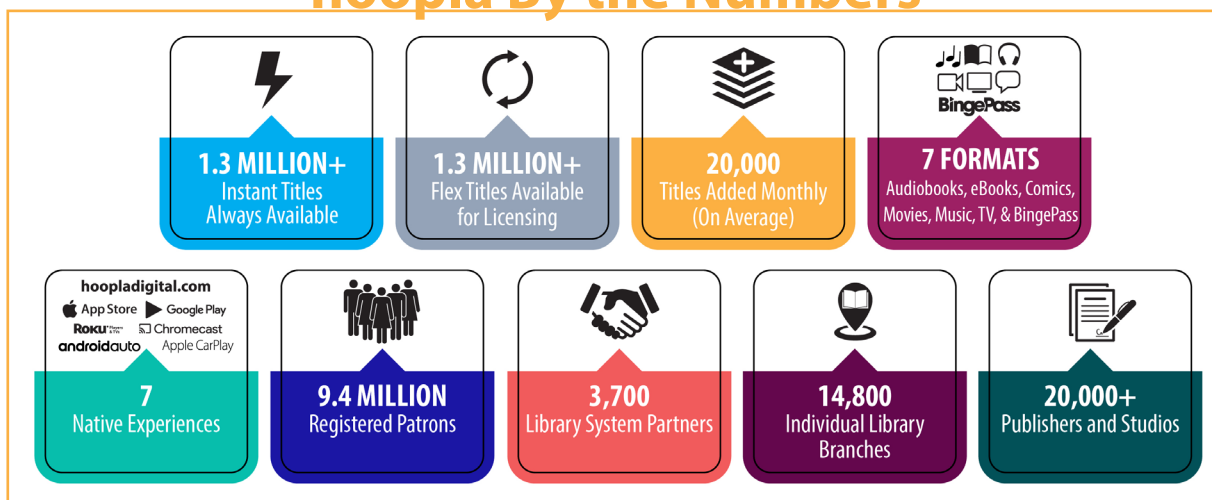


## Training and Launch Support

As a trusted partner for more than 30 years, Midwest Tape shares knowledge to help libraries thrive, and we have a passion for service that sets us apart.

Our library training team works right along with our development and product teams to create best-in-class tutorials, assistance screens, and video walkthroughs. Dedicated hoopla Success Managers walk each library through the onboarding and setup experience, while the hoopla Resource Center will help you get the word out to your patrons through best practices and promotional resources.

## hoopla By the Numbers



## Let's talk!

Call **800.875.2785** today to learn more about making hoopla your all-in-one digital collection.

hoopla 6.23



hoopladigital.com



App Store



Google Play



Roku



amazon



Chromecast



androidauto



Apple CarPlay



Re: Quotes--Please respond [ ref:\_00DU0YT9G.\_500Rjl9pT:ref ]

Mercedez Lopez <MLopez@midwesttapes.com>

Wed 9/6/2023 2:11 PM

To:Jonatha Basye <jbasye@vanmeteria.gov>

Hi Jonatha,

I apologize that no one has reached out to you yet. I would like to share some information with you in regard to hoopla and pricing. If you are interested in seeing a virtual tour of our website for ordering, recourse center and patron perspective, please let me know and I will schedule a meeting for you and your team. Let me know if you have any further questions about moving forward!

### **hoopla basics**

**hoopla digital** is a one-stop-shop for all things digital entertainment! hoopla offers library cardholders **instant** access to over 1.4 million titles and growing across **7 formats** : Audiobooks, eBooks, Comics/Graphic Novels, Movies, Television, Music & BingePass. hoopla allows patrons to stream or download any title for free with a valid library card. Patrons will not experience the frustration of holds or waiting list, as hoopla provides simultaneous access to all titles on the service.

Current **content numbers** are as follows (as of April 2023):

**eBooks:** 774,248

**Music (albums):** 363,215

**Audiobooks:** 182,878

**Television (episodes):** 43,298

**Comics:** 25,764

**Movies:** 22,746

**BingePass:** 16 (Magazine, The Great Courses, Curiosity Stream, hellosaurus, Hallmark to name a few)

### **Pricing**

100% Return on investment! There are no maintenance fees, annual fees or platform fees to move forward with hoopla digital. You will only pay for what's used. Any money that goes to hoopla, goes directly towards patron usage. We do ask for a **one-time** deposit based on the size of your service population which your patron usage/circs will draw from until it is exhausted. The deposit will be carried over from month to month or even year to year. For the size of your library, the deposit would be \$2,000. If this deposit poses an issue for your library, please let me know! I mentioned libraries of your size having budgeted around \$1,000 for the first year in the past, so I could always mention that to my team if \$2,000 cannot work with your library.

### **Pricing Per Circ**

We have different pricing per circ based on content and format. Currently, the average cost per circ throughout all participating libraries is roughly **\$1.85**. 90% of hoopla's catalog are priced at \$1.99 or under and 98% is priced at \$2.99 or under.

**Audiobook/eBooks/Comics** \$0.19 - \$3.99

**Movies/Television** \$.98 - \$3.99

**Music** \$1.49 & \$1.99

**BingePass** \$1.99 & \$2.99

### **Budget Tools**

**\*Circulation limit** – Every library signing up for hoopla must set a circulation limit per patron, per month. This limit can be changed at any time in the duration of offering hoopla. This can be controlled and

changed from the Library Dashboard. The current nation average circulation limit is between 7-10 per patron, per month.

**\*Price Point Cap** - This optional budget tool allows your library to customize the hoopla catalog for your patrons. Our highest price point is \$3.99, and you are able to add price caps on any and all formats. This tool hides titles from patrons if above the price cap you have place. Price caps can be added or removed at any time in the duration of offering hoopla. Any changes can be made by our hoopla staff.

### **Borrowing Times**

Time starts from the moment the title is borrowed. There is automatic return, no late fees! If a customer borrows a title, there is no waiting period for a customer to re-borrow the same title.

**Audiobooks/eBooks/Comics/Graphic Novels** - 21 days

**Movies/Television** - 3 days

**Music** - 7 days

**BingePass**-7 days

### **Other info**

**\*Ease of use** - hoopla is extremely easy to use and navigate. Cardholders can sign up for a login, browse for a title and be watching, listening, or reading a title within minutes. This ease of use leads to a high retention rate for our library partners.

**\*Streaming device compatibility** - hoopla digital is available via web browser ([www.hoopladigital.com](http://www.hoopladigital.com)), via IOS and Android app stores, and works with Roku, Apple TV, Amazon Fire TV, Google Chromecast, and Android

**\*Book Clubs** - Hoopla lends itself well to library book clubs and we have assets created by our marketing available at all times <http://theclub.hoopladigital.com/>.

**\*Marketing** – We also offer free hoopla marketing at all times, and we house our digital marketing assets here: <http://resources.hoopladigital.com/>

### **hoopla Engage**

Connect with your community and drive new cardholders. Hoopla Engage is a new tool with the hoopla digital service that allows libraries to provide hoopla borrow to non-cardholders. Non-cardholders register though the hoopla Engage functionality on either [hoopladigital.com](http://hoopladigital.com) or via one of our easy-to-use native mobile apps, making the process quick and easy. It also drives increased awareness and utilization of hoopla digital among your current library cardholders. After registering, the new users are offered a limited number of borrows – typically 3-5 – in exchange for their email address. With their email address in hand, your library can then show the community member all of the resources and programs available through your system. Also, at the end of this engage session it will prompt the new users to sign up for a library card. We provide reports and data to track the success of hoopla engage efforts (found on the Library Dashboard).

### **Library Dashboard**

Every hoopla partner will their own Library Dashboard. Libraries can explore their patron usage and adaption rate, trending titles, circulations by format and category, and financial reporting, and much more. Libraries can also control their hoopla settings from this page. The Library Dashboard is accessible 24/7 with real-time data.

**hoopla Flex**

hoopla also hosts one-copy/one-user “**Flex**” titles. Full suite of customized collection development tools on [midwesttape.com](https://midwesttape.com).

Kind regards,

**Mercedes Lopez**

Processing Support Specialist

☎ 800.875.2785

✉ [MLopez@midwesttapes.com](mailto:MLopez@midwesttapes.com)

🌐 [www.midwesttape.com](https://www.midwesttape.com) | [www.hoopladigital.com](https://www.hoopladigital.com)



---

**From:** Dawn Decator <[DDecator@midwesttapes.com](mailto:DDecator@midwesttapes.com)>

**Sent:** Wednesday, September 6, 2023 3:03 PM

**To:** Mercedes Lopez <[MLopez@midwesttapes.com](mailto:MLopez@midwesttapes.com)>

**Subject:** FW: Quotes--Please respond [ ref:\_00DU0YT9G.\_500RjI9pT:ref ]

**Dawn Decator**

Support Services Manager

☎ 800.875.2785

✉ [DDecator@midwesttapes.com](mailto:DDecator@midwesttapes.com)

🌐 [www.midwesttape.com](https://www.midwesttape.com) | [www.hoopladigital.com](https://www.hoopladigital.com)



**Stop overpaying for magazines.  
There's a BingePass for that!**



---

**From:** Miles Burrell <[mburrell@midwesttapes.com](mailto:mburrell@midwesttapes.com)>

**Sent:** Wednesday, September 6, 2023 12:48 PM

**To:** Dawn Decator <[DDecator@midwesttapes.com](mailto:DDecator@midwesttapes.com)>

**Subject:** FW: Quotes--Please respond [ ref:\_00DU0YT9G.\_500RjI9pT:ref ]

----- Forwarded Message -----

**From:** Jonatha Basye [[jbasye@vanmeteria.gov](mailto:jbasye@vanmeteria.gov)]

**Sent:** 9/6/2023 12:11 PM

To: [feedback@hoopladigital.com](mailto:feedback@hoopladigital.com)

Subject: Quotes--Please respond

**This Message originated outside your organization.**

---

Hello--

I have been trying for weeks to get someone to respond to my query about getting Hoopla Digital for our library. Can someone please reach out to me? Thank you.

[Jonatha Basye \(she/her\)](#) | Library Director

VAN METER PUBLIC LIBRARY

515-996-2435 | [jbasye@vanmeteria.gov](mailto:jbasye@vanmeteria.gov)

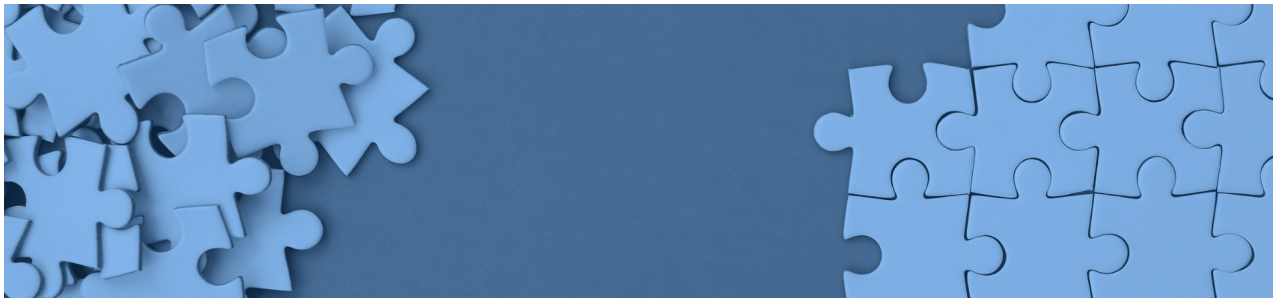
505 Grant Street | Van Meter, IA 50261

[Van Meter Public Library](#)

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## Chapter 12: Problem Solving and Decision Making

During a board meeting, best practices in problem solving and decision making can follow this process:

- I. **Define the issue clearly:** The best way to define the issue is to make a motion. If you are not clear about the intent or meaning of the motion, ask for the motion to be clarified. It may be necessary to ask that the wording of the motion be amended for clarification. The chairperson should make it clear to all what a positive or a negative vote means.
- II. **Study the information:** Authoritative information helps the board understand issues and make good decisions. The director and committee reports are standard sources for information about the issues that come before the board. Remember that board members are not appointed for their expertise and experience in running a library, but rather for their ability to ask the right questions, draw upon their experience and leadership skills, and make informed decisions for the good of the library and community. Call on outside experts when necessary.
- III. **Consider the alternatives:** Approach every issue with an open mind. Play the "devil's advocate," asking the tough questions and encouraging other board members to voice their opinions. Even recommendations from the director or a committee must not be accepted without a hard look at the possible alternatives.
- IV. **Seek assistance:** Seek help from outside the board, including attorneys and other specialists who can guide you in making decisions. Remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility for the decisions that are made.
- V. **Assess the issue in light of your mission and long-range goals:** Every decision the board makes should be consistent with its long range plan and be for the greatest good of those who use the library.
- VI. **Project the consequences:** This is where the board member's vision comes in. A

board decision cannot be made in isolation. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal consequences with this decision? Will a decision to spend money in one area mean that less money will be available in other areas?

- VII. Reach a decision:** Set aside personal bias and emotions and cast your vote for what you think is the best interest of the library. Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members can live with and support the decision, even though it may not be each trustee's first choice. To reach consensus, an issue is discussed until agreement is reached among all members. This method is more time-consuming, but it has advantages over the majority vote. Building consensus helps avoid creating a win/lose atmosphere and forces a board to discuss an issue more thoroughly. Compromise is at the heart of arriving at consensus. Once a decision is made by the board as whole, you should support it regardless of how you voted.

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***"The best way to predict your future is to create it."***

Abraham Lincoln

				FY23 REVISED & APPROVED BUDGET	FY24 APPROVED BUDGET	FY25 PROPOSED BUDGET
EXPENSE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET			
Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 44,000.06	\$ 62,500.00	\$ 46,200.00	\$ 52,000.00
Wages PT 182-410-6020	\$ 10,034.67	\$ 10,597.18	\$ 16,554.45	\$ 13,000.00	\$ 25,000.00	\$ 30,000.00
Dues 182-410-6210	\$ -		\$ -	\$ -	\$ -	\$ -
Programming 182-410-6215	\$ 1,797.80	\$ 2,754.38	\$ 4,291.58	\$ 5,500.00	\$ 5,500.00	\$ 8,000.00
Subscriptions 182-410-6220	\$ 672.95	\$ 614.84	\$ 75.65	\$ 100.00	\$ 500.00	\$ -
Training 182-410-6230	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ 1,500.00
Operating & Maintenance 182-410-6311	\$ 166.51	\$ 184.77	\$ 140.00	\$ 400.00	\$ 5,000.00	\$ 6,000.00
Utilities 182-410-6371	\$ 1,041.66	\$ 1,120.95	\$ 1,438.72	\$ 1,900.00	\$ 2,000.00	\$ 2,000.00
Telephone 182-410-6373	\$ 584.92	\$ 647.19	\$ 585.74	\$ 800.00	\$ 800.00	\$ 800.00
Technology 182-410-6419	\$ 3,319.74	\$ 2,643.30	\$ 4,538.48	\$ 6,000.00	\$ 5,500.00	\$ 8,000.00
Community Intersect 182-410-6424	\$ 52.74			\$ -	\$ -	\$ -
Other Contractual Services 182-410-6499	\$ 2,000.00	\$ 1,200.00	\$ 1,224.96	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
Library Materials 182-410-6502	\$ 6,412.92	\$ 6,856.49	\$ 15,966.43	\$ 10,500.00	\$ 11,000.00	\$ 18,000.00
Office Supplies182-410-6206	\$ 1,820.24	\$ 3,084.38	\$ 1,433.73	\$ 3,000.00	\$ 3,000.00	\$ 4,500.00
Transfer Out 182-910-6910		\$ 10,000.00	\$ -			
TOTAL EXPENSE	\$ 70,379.05	\$ 81,827.88	\$ 90,249.80	\$ 105,200.00	\$ 106,000.00	\$ 132,200.00



## Director's Report

Submitted by Jonatha Basye, September 15th, 2023

Statistics for August 2023

	This Month	Year to Date	Last Year to Date
<b>VISITORS</b>	389	935	1155
<b>CIRCULATION</b>			
Books- Adult	114	228	281
Books- Teen	29	57	31
Books- Juvenile	617	1295	1296
Misc	16	43	107
DVD	49	153	152
E-Books & Audio Books	321	632	607
<b>Total Circulation</b>	<b>1262</b>	<b>2408</b>	<b>2474</b>
<b>PROGRAMMING</b>			
Juvenile Programs Offered	2	6	25
Juvenile Program Attendance	30	199	88
Adult Programs Offered	0	0	0
Adult Program Attendance	0	0	0
<b>Total Attendance</b>	<b>32</b>	<b>205</b>	<b>113</b>
<b>OTHER SERVICES</b>			
Reference Questions	50	107	6
Wireless Usage	57	125	202
Computer Usage	15	31	11
<b>MATERIALS</b>			
Items Added	46	63	203
Items Deleted	16	18	25





Work reflected took place between August 12th and September 19th.

- August 14th--Attended City Council Meeting; Zoom meeting with Brodart rep
- August 15th--Fairy Jars Activity
- August 16th--Attended Library Board Meeting
- August 17th--Fairy Jars Activity; Budget Meeting City Hall
- August 28th--Sips and Snacks Meeting
- August 29th--Check It Out Webinar through State Library of Iowa
- Week of September 4th--Gettin' Crafty at the Library (Butterfly)
- Week of September 11th--Gettin' Crafty at the Library (Leaf)
- September 11th--City Council Meeting
- September 12th--Chick-Fil-A Food Truck at Library
- September 14th--Storytime Outreach (Inspired Kids Academy)
- September 15th--Relax and Read
- Week of September 18th--Getting' Crafty at the Library (Penguin)
- September 19th--Stories, Songs & Snacks at 10am and 4pm

Most of August was spent recovering from Summer Reading, working with our new book vendor, and creating a plan to update the cataloging matrix for the entire collection. All Summer Reading Prizes were distributed and were a big hit amongst the kids who participated. I want to make sure that we are also targeting teens and adults for next summer's program.

Our new book vendor, McNaughton/Brodart, has been great to work with. We have gotten many new titles to add to the collection, and are excited to add many more throughout the year. I have also been talking with reps from both Playaway and Hoopla. I would like to incorporate both companies products into what we offer the community. I will talk about this more in depth during the meeting.

We have already begun the process of updating/changing the cataloging of materials throughout the library. The picture book section was re-labeled and re-cataloged before Summer Reading started. This change has helped both staff and patrons with shelving and locating specific titles. We will be moving on to the Teen section next, then Juvenile, then Adult collections. The Graphic Novel collections will also be a priority. Juvenile graphic novels have already been re-cataloged and moved from the greater collection into a separate section for easier access. Easy Readers have also been re-cataloged and moved. The entire Children's section has been arranged in a more meaningful and accessible way for patrons.

We have also started a list of items that need to be updated within the library space. These include paint, carpet, furniture, outlets, landscaping, and our bathrooms. We are hopeful that public works, city council, and the community can help us make the library a more inviting place to stay. I have also asked City Council to help facilitate taking the money from the now defunct Library Foundation and moving it into our fund for use on the current building.

We have received our certificate of accreditation from the State Library. It is good through 2026. I have also received my Gold Level Director's Endorsement from the State Library. I will need to complete 45 hours of CE over a three-year period to maintain the endorsement. Both are in frames on the wall in the work room.