



Van Meter Public Library Board of Trustees  
Regular Board Meeting  
August 16, 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 July 19th Meeting
  - B. July Financials
  - C. July Claims
5. Review and Adopt Circulation Policy
6. Review Bulletin Board Policy
7. Discuss Adventure Pass Program
8. Review and discuss Chapter 11 of the Trustee's Handbook
9. 90 Day Review--Director
10. Reports
  - A. Director's Report
  - B. President's Report
11. Adjourn

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

## Schedule

Aug 16, 2023 Chapter Eleven Trustee Handbook  
Review Bulletin Board Policy  
90 Day Review of New Director

Sept 20, 2023 Chapter Twelve Trustee Handbook  
Review Collection Development Policy  
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

### 7/19/2023 Board Meeting Minutes

On July 19<sup>th</sup> 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:07 pm by President Backstrom.

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

Previous President Backstrom standing in for President Slaughter asked for an approval for the agenda, Kendal motioned, Oelke seconded. Passed unanimously.

Backstrom brought up a discrepancy found in the financials that appeared to show the Library was over budget. After discussion, Jonatha explained an expense that shouldn't be there. The Library is still below budget.

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

#### Discussion Items:

Review of circulation policy. Question by Bayse if there should be a processing fee if there are no late fees. If a replacement book can be allowed to replace a lost book. There is unclear wording on the circulation policy. Bayse will make recommended changes for the board to review next month.

Library Board of Trustees term limits. Backstrom and Bayse attended a workshop related to term limits. City council doesn't have objections to a 4 year term. Bayse asked about expanding the residency requirements to be on the board. Both topics will be taken to the city council. Needs to be on a voter ballot to change. The city attorney would be involved.

McNaughton vs Baker and Taylor Library Material Plans. Bayse worked with McNaughton on adult fiction/nonfiction sourcing. Pro: solves space problems, changing range of books, Taylor automatically sends books regardless of wants/needs, can select what library needs. Con: point system, higher upfront costs, (Bayse has reviewed the costs and the point system), McNaughton would take most of the budget for library materials. However, no invoicing and time savings.

Mouse/pest issues are a problem in the library (Bayse). Expenses would be from the maintenance line. Backstrom recommended a one time spray then look at a contract.

Deep clean of the library. Carpet, cobwebs, bathroom, vent repair and deep cleaning is needed (Bayse). Bayse will ask the city what they can do. Bayse will see if there is a local person to do a deep cleaning.

Library Board Handbook - Evaluating Library Directory. No questions or concerns on the chapter.

Action Items:

Oelke motioned to make McNaughton as the book vendor. Kendall seconded. Passed unanimously.

Kendall motioned to look into a pest exterminator. Oelke seconded. Passed unanimously.

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

Having no further business, Backstrom asked for a motion to adjourn. Kendall motioned, Oelke seconded. Passed unanimously. Adjourned at 7:02pm.

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

# BUDGET REPORT

## CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

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	397.69	397.69	6.98	5,302.31
112-410-6130	IPERS - CITY PORTION	6,800.00	319.50	319.50	4.70	6,480.50
112-410-6150	GROUP INSURANCE	27,500.00	1,100.89	1,100.89	4.00	26,399.11
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	3,384.60	7.33	42,815.40
182-410-6020	WAGES - PART TIME	25,000.00	1,813.87	1,813.87	7.26	23,186.13
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	13.10	13.10	.24	5,486.90
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	417.92	417.92	8.36	4,582.08
182-410-6371	UTILITIES	2,000.00	69.30	69.30	3.47	1,930.70
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	53.16	53.16	6.65	746.84
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	122.04	122.04	2.22	5,377.96
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	123.19	123.19	8.80	1,276.81
182-410-6502	LIBRARY MATERIALS	11,000.00	.00	.00	.00	11,000.00
182-410-6506	OFFICE SUPPLIES	3,000.00	230.67	230.67	7.69	2,769.33
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
DIFFERENCE		149,600.00	8,045.93	8,045.93	5.38	141,554.07
PROOF		149,600.00	8,045.93	8,045.93	5.38	141,554.07



**REVENUE REPORT**  
**CALENDAR 7/2023, FISCAL 1/2024**

**PCT OF FISCAL YTD 8.3%**

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 7/2023, FISCAL 1/2024**

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 7/2023, FISCAL 1/2024**

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	22,965.65	.00	6,227.85	.00	16,737.80
Report Total		22,965.65	.00	6,227.85	.00	16,737.80

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Biblionix

**MAILING ADDRESS:**

2025 Guadalupe St., Suite 260

Austin, TX 78705

**DATE OF INVOICE:**

07/20/2023

**AMOUNT:**

\$ 1,320.00

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #101500

Apollo ILS Subscription--Annual

**PURCHASE ORDER #:**

**INVOICE #:**

9249

**ACCOUNT CODE #:**

182-410-6419

\$ 1,320.00

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.07.27 10:55:51 -05'00'

**Biblionix**  
2025 Guadalupe St Ste 260  
Austin, TX 78705  
+1 8778005625  
billings@biblionix.com  
<https://www.biblionix.com>

## Invoice



### BILL TO

Van Meter Public Library  
PO Box 160  
Van Meter, IA 50261

INVOICE #	DATE	TOTAL DUE	DUE DATE	ENCLOSED
9249	07/20/2023	\$1,320.00	08/19/2023	

**ACCOUNT #**  
101500

ACTIVITY	AMOUNT
<b>Apollo(R) Automation Annual Subscription</b> From August 20, 2023 through August 19, 2024 (~8000 items and ~8000 annual circ) (Includes server capabilities and storage for all automation data, backups, free upgrades, customer service, and all features except current and future extra-cost options)	880.00
<b>Unbound Basic</b> Syndetics Unbound Basic Catalog Enrichment (same duration as Apollo ILS above) Cover images and summaries for most books/DVDs.	330.00
<b>Gabbie(R) Option</b> Enhanced messaging services; Unlimited texts (same duration as Apollo ILS above) 515-219-8604	110.00
<b>BALANCE DUE</b>	<b>\$1,320.00</b>

Please remit to:  
Biblionix  
2025 Guadalupe Street Suite 260  
Austin, Texas 78705  
-----

W-9 is here: [biblionix.com/w-9](https://www.biblionix.com/w-9). (Username is w9 and password is downloadit)  
Subscription terms are available at the bottom of the Dashboard/staff home page.

<<< We appreciate your business! >>>

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Brodart Co.

**MAILING ADDRESS:**

L-3544

Columbus, OH 43260-0001

**DATE OF INVOICE:**

08/11/2023

**AMOUNT:**

\$ \$5,505.00

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #145740

Adult Lease Plan--Books

**PURCHASE ORDER #:**

**INVOICE #:**

M206944

**ACCOUNT CODE #:**

182-410-6502

\$ \$5,505.00

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.08.12 10:13:54 -05'00'

14550147



®McNaughton  
A Division of Brodart Co.  
500 Arch Street  
Williamsport, PA 17701-7809

INVOICE NO: M206944

DATE	PAGE
08/11/2023	1

Phone: (800) 233-8467  
(570) 326-2461  
Fax: (800) 999-6799

Bill To Account No. 145740

VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261

Ship To Acct No. 1457407

VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261

Plan: ADULT

Terms: 2% Net 61

PO:

Charge Description	Extended Price
Service for July 2023 through June 2024	\$5,505.00

Invoice Subtotal: \$5,505.00  
Tax Amount: \$.00  
Invoice Total: \$5,505.00

Earn 2% cash discount if paid using EFT or check within 60 days of the invoice date.  
Credit Card payments do not qualify for a discount.

14550147



®McNaughton  
A Division of Brodart Co.  
500 Arch Street  
Williamsport, PA 17701-7809

Bill To Account No. 145740  
VAN METER PUBLIC  
LIBRARY

INVOICE NO: M206944  
INVOICE DATE: 08/11/2023

Include this remittance with your payment to:

Brodart Co.  
L-3544  
Columbus, OH 43260-0001  
Fed. ID #23-2248758

Terms: 2% Net 61

Invoice Total: \$5,505.00

Amount Enclosed: \_\_\_\_\_

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Brodart

**MAILING ADDRESS:**

L-3544

Columbus, OH 43260-0001

**DATE OF INVOICE:**

08/11/2023

**AMOUNT:**

\$ \$5,400.00

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #145740

Universal Plan--Books

**PURCHASE ORDER #:**

**INVOICE #:**

M206940

**ACCOUNT CODE #:**

182-410-6502

\$ \$5,400.00

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.08.12 10:17:29 -05'00'



14550143



®McNaughton  
A Division of Brodart Co.  
500 Arch Street  
Williamsport, PA 17701-7809

INVOICE NO: M206940

DATE	PAGE
08/11/2023	1

Phone: (800) 233-8467  
(570) 326-2461  
Fax: (800) 999-6799

Bill To Account No. 145740

VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261

Ship To Acct No. 145740U

VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261

Plan: UNIVERSAL

Terms: 2% Net 61

PO:

Charge Description	Extended Price
Service for July 2023 through June 2024	\$5,400.00

Invoice Subtotal: \$5,400.00  
Tax Amount: \$.00  
Invoice Total: \$5,400.00

Earn 2% cash discount if paid using EFT or check within 60 days of the invoice date.  
Credit Card payments do not qualify for a discount.

14550143



®McNaughton  
A Division of Brodart Co.  
500 Arch Street  
Williamsport, PA 17701-7809

Bill To Account No. 145740  
VAN METER PUBLIC  
LIBRARY

INVOICE NO: M206940  
INVOICE DATE: 08/11/2023

Include this remittance with your payment to:

Brodart Co.  
L-3544  
Columbus, OH 43260-0001  
Fed. ID #23-2248758

Terms: 2% Net 61

Invoice Total: \$5,400.00

Amount Enclosed: \_\_\_\_\_

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Culligan Water Adel

**MAILING ADDRESS:**

518 Greene St.

Adel, IA 50003-1811

**DATE OF INVOICE:**

07/31/2023

**AMOUNT:**

\$ 42.77

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #752089

Cooler Rental; Water Delivery

**PURCHASE ORDER #:**

**INVOICE #:**

**ACCOUNT CODE #:**

182-410-6499

\$ 42.77

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.08.02 10:11:17 -05'00'



of Adel

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

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW				
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT
CARD NUMBER			V. CODE	
SIGNATURE			EX P. DATE	
DATE	PAY THIS AMOUNT	ACCOUNT NUMBER		
07/31/2023	\$42.77	752089		
PAY BY DATE: AUG 22			AMOUNT PAID \$	

ADDRESSEE:

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

REMIT PAYMENT TO:

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

Just a reminder your account is past due, if payment has been made we thank you.

BALANCE FORWARD

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	\$45.66
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
07/14/2023		5 GAL BOTTLE WATER DELIVER	800093065	0.00	45.66
07/14/2023	-2.00	Deposit 5 GAL BOTTLE WATER DEL	800093065	-14.00	31.66
07/14/2023		FLAT CUPS	800093065	0.00	31.66
07/14/2023	1.00	DELIVERY CHARGE	800093065	2.10	33.76
07/31/2023	1.00	COOLER RENTAL		9.01	42.77
Service 08/01-08/31					
You may notice some small increases on certain products. Rental rates will not change at this time. Thank you for your continued business.				Balance Due	
FINANCE CHARGE SCHEDULE				\$42.77	
OVER	5	1.50 %	18.00 %	AUG 22	
TO	5	0.00 %	0.00 %	MIN CHARGE	5.00
0-30	31-60	61-90	Over 90	Next Deliveries: 08/11/23 09/11/23 10/09/23 11/06/23	
11.11	31.66	0.00	0.00	PLEASE WATCH THE BOTTOM OF YOUR STATEMENT FOR 2022 DELIVERY DATES--NO POSTCARDS WILL BE SENT OUT	
CULLIGAN WATER ADEL 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:				CLOSING DATE	ACCOUNT NUMBER
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				07/31/2023	752089
				NAME	
				VAN METER PUBLIC LIBRARY	

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Demco Inc.

**MAILING ADDRESS:**

P.O. Box 88623

Milwaukee, WI 53288-8623

**DATE OF INVOICE:**

07/17/23

**AMOUNT:**

\$ \$198.09

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #740097066

Cataloging supplies--label protectors

**PURCHASE ORDER #:**

**INVOICE #:**

7334546

**ACCOUNT CODE #:**

182-410-6206

\$ \$198.09

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.07.24 09:49:36 -05'00'



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

\*\*INVOICE \*\*

Invoice Number: 7334546  
Invoice Date: 7/17/23  
Reference Number: 31950015  
Bid/Contract:

Page 1 of 1

Shipping Customer: 811793363

Billing Customer: 740097066

JONATHA BASYE  
VAN METER PUBLIC LIBRARY  
505 GRANT ST

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

VAN METER IA 50261-7707

Ordered By: Jonatha Basye  
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Extended
The following products are shipped:					
13718520	2	ROL	Clear Glossy Label Protectors 1-1/2" x 3-1/4" 1000/Roll	69.59	139.18
12813930	2	BOX	Color-Tinted Label Protectors 1" x 3" Light Purple 250/Roll	19.64	39.28
Subtotal					178.46
Shipping and Handling					19.63
Total					198.09

Terms: Net 30 days, Freight Prepaid and Added

Invoice Number: 7334546

Invoice Date: 7/17/23

Reference Number: 31950015

Purchase Order:

Billing Customer: 740097066

Federal I.D. number: 39-1311089

Payment due on or before 08/16/23

Total 198.09

Customer Service Phone: 1-800-962-4463

Questions on Billing: 1-800-752-7614

email: [billing@demco.com](mailto:billing@demco.com)

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

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Orkin

**MAILING ADDRESS:**

P.O. Box 740589

Cincinnati, OH 45274-0589

**DATE OF INVOICE:**

08/03/2023

**AMOUNT:**

\$ 69.55

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #37335216

Pest Control--Monthly Inspection/Spray

**PURCHASE ORDER #:**

**INVOICE #:**

252640130

**ACCOUNT CODE #:**

182-410-6311

\$ 69.55

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.08.04 07:16:42 -05'00'

**INVOICE 252640130**

Orkin  
P O BOX 740589  
CINCINNATI, OH 45274-0589

**Dated 8/3/2023**

VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261-7707

Acct # 37335216

Purchase order

DESCRIPTION	INVOICE	DISCOUNT	TAX	QUANTITY	AMOUNT DUE
-------------	---------	----------	-----	----------	------------

**For service at: VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707**

PC Standard - Monthly - PC 1st Service	\$65.00	\$0.00	\$4.55		\$69.55
--	---------	--------	--------	--	---------

Total Payment Amount: \$0.00

<b>PLEASE REMIT</b>	<b>\$69.55</b>
---------------------	----------------

Phone #: (800) 332-6404

Orkin  
P O BOX 740589  
CINCINNATI, OH 45274-0589

**PLEASE RETURN THIS PORTION WITH YOUR PAYMENT**  
**For service at: 505 GRANT ST VAN METER, IA 50261-7707**  
Phone #: (800) 332-6404

Acct # 37335216  
VAN METER PUBLIC LIBRARY

**INVOICE 252640130 Dated 8/3/2023**  
**PLEASE REMIT \$69.55**

## Circulation Policy

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



### Purpose

The purpose of this policy is to provide guidelines for the circulation of materials from the Van Meter Public Library in order to ensure open and equitable access to the library's materials.

### Member Types Summary

Member Type	Eligibility	Term/Renewal	Privileges/Other details
Van Meter	All residents and property owners	3 year	Full privileges for all VMPL and State resources
Dallas County	All residents of Dallas County	3 year	Full privileges for all VMPL and State resources
Open Access	Any Iowa resident who meets the criteria detailed below	3 year	Full privileges for all VMPL and State resources
Limited Privilege	All students enrolled at Van Meter Public School	6 months -5 year	Full privileges online resources, plus one book at VMPL.
Paid Subscription	Anyone who pays \$15.00	1 year	Full privileges for all VMPL resources

### Eligibility for Library Card or Account

There are five member types:

**Van Meter:** All residents and property owners in Van Meter are eligible for a library card. The card is good for three years; it may be renewed by verbally verifying contact information.

**Dallas County:** All residents of Dallas County are eligible for a library card. The card is good for three years; it may be renewed by verbally verifying contact information.

**Open Access:** Any Iowa residents who meets one of the following criteria:

- Lives in a community that provides a public library (or)
- Lives in an unincorporated area that provides, or contracts for, library services (or)
- Lives in a community that contracts for library services (or)
- Attends a participating Iowa public or private university, college, or community college.

The card is good for three years; it may be renewed by verbally verifying contact information.

**Limited Privilege Account:** All students enrolled at Van Meter Public School are eligible for a library *account with limited privileges*. Others may be issued a limited privilege account at the discretion of the Director. (see Library Card or Account Privileges for additional details) The card is good for six-months to five years at the discretion of the Director; it may be renewed by verbally verifying contact information.

**Paid Subscription:** Anyone who does not otherwise qualify for a library card may purchase a card for \$15 per year. (see Library Card Privileges for additional details) The card is good for one years; it may be renewed by paying \$15.00 and verbally verifying contact information.



### **Application for Regular Library Card for Ages 12 and Over**

Provide photo identification. (Driver's license, State issued ID, Student ID, Employment Badge etc.)

Provide proof of residency. (Address on driver's license or ID, utility bill, mail received at current residence etc.) NOTE: For individuals who own property in Van Meter, but do not reside in Van Meter, proof of ownership in the form of tax documents is required.

Complete and sign application form providing information including phone and/or e-mail contact. NOTE: The signature on the application indicates that the applicant is responsible for all materials, fines and fees on the account.

### **Application for Regular Library Card for Ages 11 and Under**

Parent must provide photo identification. (Driver's license, State issued ID, Student ID, Employment Badge etc.)

Parent must provide proof of residency. (Address on driver's license or ID, utility bill, mail received at current residence etc.) NOTE: For individuals who own property in Van Meter, but do not reside in Van Meter, proof of ownership in the form of tax documents is required.

Parent must complete and sign application form providing information including phone and/or e-mail contact. NOTE: The parent's signature on the application indicates that the parent is responsible for all materials, fines and fees on the account.

### **Application for Limited Privilege Library Account for Van Meter Public School Student**

No parent permission is needed for Van Meter Public School students to receive a limited privilege card.

### **Using a Library Card**

To check out items at the library a card holder must present a valid library card or a picture of the library card barcode and number or show a government-issued photo identification.

The possession of a valid library card or a picture of the barcode and number is considered permission to use that card, and the account owner will be responsible for items checked out as such. Therefore, account holders must immediately report if their card has been lost or stolen so that the library can suspend borrowing privileges. Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

### **Loan Periods and Limitations**

Most materials are loaned for a period of three weeks. At the discretion of the Director, loan periods may be less for high-demand items.

Most items may be renewed twice, each for an additional loan period. There are no renewals allowed on items that have been requested by another patron. The library will automatically renew items that are eligible for renewal, or patrons may renew items manually.

There is a limit of 99 (this number seems arbitrary to me; why not just say 100?) items to be checked-out on each account. Additional limitations may be imposed by the Director to ensure equitable access to all items.

## **Overdue Items**

An item becomes overdue after the original loan period and all allowable renewals are past.

The library does not charge overdue fines.

Patrons will receive overdue notices in the weeks following a book becoming overdue.

At approximately 3 days overdue, patrons will receive a notice that items must be returned or paid for.

At approximately 7 days overdue, patrons will receive a notice that items must be returned or paid for.

At approximately 14 days overdue, patrons will receive a second notice that items must be returned or paid for.

At approximately 25 days overdue, patrons will be mailed a final notice informing them that their account will be charged at 60 days overdue.

At approximately 60 days overdue, the account will be charged. The library reserves the right to not accept the return of the item after 60 days overdue. In no case will the library accept replacement in lieu of the charge (get rid of this statement; I think it is absolutely acceptable for patrons to bring in a replacement for items that are lost/damaged).

If a patron claims that an item has been returned, the library staff will search for it diligently on our shelves; if the item is not found it will be considered lost by the patron. Patrons may have costs for items claimed returned but not found waived twice; additional items claimed returned but not found will not be waived and the full cost will be assessed.

Persons with materials overdue by more than 30 days or unpaid lost materials will not be permitted to check out additional library materials. Materials may continue to be used in the library and online.

## **Reserves**

Patrons may request that an item be held for them. The patron will be notified by their preferred method of contact as noted on their account. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

## **Acceptable Use**

Borrowers are responsible for ensuring that their use of library materials, including audiovisual materials, does not violate any federal, state, or local laws.

## **Inter-Library Loan Policy (ILL)**

If the Van Meter Public Library does not have material requested by a patron, the librarians will request the materials from SILO (State of Iowa Libraries Online) if they are available. Patrons may request items by email, phone or by filling out a form at the library. There is no fee for getting an item through ILL.

Patrons will be limited to 3 ILL items at one time; this includes all items in the ILL process (from requested to returned).

The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will contact the lending library and request an extension, then contact the patron with the answer. Late, lost, or damaged materials will be billed according to the policies of the lending library. The borrowing patron is responsible for all fines and fees assessed by the lending library.

Approved 8/28/19

Updated 11/20/19

Updated and approved 10/20/2021

# Bulletin Boards Policy

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



---

Van Meter Public Library bulletin boards exist to announce library services and programs, as well as city events or activities that are educational, recreational, cultural, civic, and/or intellectual taking place in or near Van Meter. The Library reserves the right to refuse to post and the right to refuse items which do not meet these criteria. Display of items that meet these criteria is subject to the following conditions:

1. No item shall be displayed without prior permission from the library director.
2. Preference will be given first to VMPL and VMPL-related postings, then to postings from other city departments, then to community events.
3. The library reserves the right to limit the size or number of items on display by any individual. Items may be rejected for lack of space even if the item would have otherwise been permitted.
4. Materials will remain posted, as space allows, until the event or registration deadline has passed. Materials with no end date will be posted for a maximum of one month, as space allows.
5. All notices must have the name of the sponsoring organization and provide a method of contact for interested people.
6. The following postings are prohibited:
  - a. Materials which promote a specific candidate or political issue.
  - b. Advertisements designed for individual or commercial profit or gain, including promotional materials for for-profit organizations.
  - c. Materials promoting fundraisers not related to the library or to another city department. Fundraisers for non-profit groups may be allowed on a case-by-case basis, space permitting.
  - d. Materials that violate the library's conduct policy, including materials that are profane or discriminatory.

Acceptance of materials for display does not imply approval or disapproval by the Library of the ideas or opinions expressed, nor does it imply endorsement of events or services.

Approved 8/28/19

Revised and Approved 4/19/2021

# Frequently asked questions libraries may have:

Q: Who is in charge of the Iowa Libraries Adventure Pass program?

A: Grimes Public Library started the program in 2017 and is currently in charge of the coordination of all participating Iowa libraries and partnering venues. Please contact Karalee at the Grimes Public Library, 515-986-3551 or [karalee@grimeslibrary.org](mailto:karalee@grimeslibrary.org) for more information.

Q: How much does the program cost?

A: There are two parts to the cost for participating in Adventure Pass.

1. The cost of the Tixkeeper software. In 2023, the cost was \$225 per participating library for the Tixkeeper software, payable to the Friends of the Grimes Public Library. (Grimes pays the annual fee to Tixkeeper for all libraries in one payment.) This pays for one year of the online management software which tracks all reservations for your library.
2. The cost of the passes, which vary per venue. In 2023, ILAP has an agreement with 12 venues. As a library, you will choose which of those locations you would like to offer, and how many passes you want to buy. Each library is responsible for contacting the venues that they want to partner with and purchasing a pass/passes.

Q: How do we cancel our participation in the program?

A: The Tixkeeper software and venue passes will need to be renewed once per year. If your library chooses to not participate any longer you do not need to renew your passes or Tixkeeper subscription. Please contact Karalee at the Grimes Public Library should you choose not to renew with Tixkeeper.

Q: How does Tixkeeper (online management system) work?

A: Each participating library has its own unique landing page which displays only the venues selected by that library. On the website, patrons can read through the guidelines for borrowing a pass and browse locations and dates. They can see up to 90 days of reservations. Once they have identified a date they want, they will follow the on screen prompts to reserve the pass. They must print out the confirmation page, as this serves as their pass to gain entrance to the venue.

Participating libraries are given their own log in information to access their library's reservation system. Tixkeeper uses library card numbers to authenticate through each library's ILS, ensuring only their patrons can reserve passes through them. Tixkeeper can also follow the parameters you set. For instance, if you want to restrict expired cardholders or cardholders with large fines that can be done.

As per the agreement with each venue, a library's pass can only be used two times per week by library patrons. In order to ensure this happens, Tixkeeper blocks certain days surrounding the patron's reserved date. If a patron chooses a date that falls on a Friday to Monday, all 4 days (Friday, Saturday, Sunday, and Monday) will be blocked from further reservations in Tixkeeper. Likewise, if a patron chooses a date that falls on a Tuesday through Thursday, all 3 days (Tuesday, Wednesday, and Thursday) will be blocked from further reservations in Tixkeeper. This unique feature in Tixkeeper allows us to keep our agreement with each venue that we will not abuse our annual passes.

**In addition all libraries must agree to restrict access to passes to citizens of their community and any communities with an existing contract for services.**

Q: Who can check out a pass?

A: Valid cardholders age 18 and older with a non-expired card who live in the library's 'home' city, and residents of any city/county that the library has a contract with for service. Your library also specifies if a patron's fines need to be below a certain amount to check out a pass.

Q: What are the general parameters for a pass?

A: Each eligible cardholder can check out one pass to each venue once every 365 days.

Each cardholder can only reserve a maximum of 2 passes for a particular day.

Passes cannot be used for special member events at the venue.

Each pass is valid for admission for a specified number of guests (this is usually 2 adults and 2 children, but some venues are different). Additional attendees must pay regular price admission at the door.

Venue	City	Phone	Contact Info	Email of Contact	Price	# of people	Notes
African American Museum of Iowa	Cedar Rapids	319-862-2101 ext. 214	Brianna Kim	bkim@blackiowa.org	100	2 adults and 2 children	
Blank Park Zoo	Des Moines	515-974-2547	Colin Muehleisen	cgmuehleisen@blankparkzoo.net	250 for 1st pass; 200 for 2nd pass; Limit 2	2 adults and 2 children	
Brenton Skating Plaza	Des Moines	515-237-1432	Holly Pollard	hmpollard@dmgov.org	75	2 adults and 2 children includes skate rental	2023 season: Jan-Mar(weather depend.)
Des Moines Children's Museum	West Des Moines	515-218-8344	Laura Johnson	dsmchildren@gmail.com	125	4 children (no charge for adult admission)	
Figge Art Museum	Davenport	563-345-6638	Carlie Allison	callison@figgeartmuseum.org	75	2 adults and all dependents- 2 passes	75 includes 2 membership cards that can be checked out separately.
Greater Des Moines Botanical Gardens	Des Moines	515-323-6265	Molly Bonnstetter	mbonnstetter@dmbotanicalgarden.com	150	2 adults and 2 children	
Grout Museum District Buildings (All buildings included)	Waterloo	319-234-6357	Holly Hudson Hill	holly.hudson@gmdistrict.org	200	2 adults & 2 children	
The History Center	Cedar Rapids	319-362-1501 ext 109	Alicia Ramsden	office@historycenter.org	100	up to 6 individuals	
Iowa Arboretum & Gardens	Madrid	515-795-3216	Mark Schneider	mark.schneider@iowaarboretum.org	75	2 adults & 2 children	
Quad Cities Fun Bundle	Quad Cities	563-336-7302	Meia Teague		174	2 adults & 4 children	Purchase a library pass and then circulate the physical pass. <b>TixKeeper manages reservations only.</b>
Reiman Gardens	Ames	515-294-3755	Allison Anderson	allisona@iastate.edu	300. Limit 2/lib.	2 adults and 4 children from same household	Libs must have signed MOU approved by ISU legal dept before checking out passes. Prefer pymt by check.
Science Center of Iowa	Des Moines	515-274-6868 ext. 327		membership@sciowa.org	250 for 1st pass; 200 for 2nd pass	2 adults & 2 children	



## Chapter 11: Effective Board Meetings

The structure of library boards works because of the leadership abilities and commitments of each member. The most important work of the board is conducted at its meetings. Because the board must work together collaboratively and speak with one voice, individual trustees have no authority on their own. Any change in policy or other decisions must be brought before the entire board. The board only has authority when it makes a group decision in a legally constituted meeting. How the meetings are conducted can make the difference between an effective or an ineffective board.

### Open Meetings Law

Public library board meetings are subject to the Open Meetings Law in **Iowa Code Chapter 21**. Public libraries, like other tax-supported agencies, must operate in the best interest of the public. The Open Meetings Law, requiring that all meetings of government bodies be held in public, is designed to protect the public from secret dealings by public boards. Public notice of the date, time and place of board meetings, must be posted at least 24 hours before the meeting. Very simply, this statute is a protection against abuse of public power. At least one public library board in Iowa has been investigated in recent years and was found to have violated the Open Meetings Law. For more detailed information see **Chapter 13: Library Law and Legal Matters** or **Iowa Code Chapter 21**.

It can be difficult for board members to conduct a meeting and speak candidly with the public or media representatives watching and listening. Trustees may feel a need to be overly responsive to those listening; the result can be a meeting that seems more for the audience than for the board. Some trustees may be so intimidated by an audience that they don't voice their opinion; when that happens, all sides of an issue are not being considered. Even though it may be challenging to conduct a meeting in public, attempting to circumvent the Iowa Open Meetings Law is illegal and unwarranted. Your board can function well in the open and within the law. Here are a few suggestions:

**Keep in mind that you have been chosen to represent a large number of people.** The people who show up at a board meeting usually represent a very small percentage of your constituents and should not have an undue influence on your actions.



**Have a clear policy regarding public comment.** If you have a public forum section of the agenda, keep in mind it is a time for listening, not uncontrolled debate. Set a time limit for the open forum and a time limit for each speaker, explaining the rules for those who want to speak. State in your policy that the board will listen, but will not respond during the meeting to those who speak during the open forum. If a response is needed, it should come at a later time when the board has had time to deliberate the issue, to seek more information, or to take recommendations from the director.

**Understand that your board meeting is a meeting conducted in public, not a public meeting.** In other words, the public, and possibly media representatives, are there to watch the board work, not to participate in the board meeting (except for the open forum above).

### **Responsibilities of Board Members During Meetings**

Board effectiveness and productivity will suffer without all members consistently in attendance and participating in meetings. Absenteeism inhibits full discussion and expression of all perspectives, leading to a greater possibility that poor decisions will be made or that decisions will be delayed. Unless otherwise defined in bylaws, a quorum is typically a majority of board members. For example, the quorum for a seven member board would be four members present, either in person or online. Without a quorum, the board cannot legally conduct business.

The board president runs the meetings and keeps the group moving toward good decisions. However, it is each trustee's responsibility to:

- ❖ Prepare for and attend all meetings
- ❖ Arrive on time
- ❖ Take an active part in discussions, but not dominate or get the board off track
- ❖ Use parliamentary procedure and abide by any state laws that apply to your meetings
- ❖ Practice the arts of listening and compromise; work towards consensus on issues
- ❖ Focus deliberations on the mission of the library and the best interests of the community
- ❖ Publicly support the board decision, even if you disagree with the final decision. The board speaks with one voice.

The agenda packet should be made available--either via the mail or electronically--several days before the meeting. Meetings will be shorter and more productive if all members are familiar with the agenda and related materials. If you have questions, ask the director prior to the meeting. Study the agenda so you understand what is expected of you at the

meeting. Which agenda items will require a vote? Which ones will require only discussion and input?

Some issues will require that you seek input from community residents before making a decision. Don't assume how people feel about an important issue. As the connection between the community and the library, solicit community input regularly.

Even though you research issues and prepare for discussions, it is unethical to decide how you will vote on an issue before the meeting or to promise people how you intend to vote. Keep an open mind and make your decision only after deliberation during the meeting with the full board and when all sides of the issue have been explored.

## Parliamentary Rules

Board meetings should be conducted according to parliamentary rules (i.e. **Robert's Rules of Order**) and stated in the bylaws. These rules are intended to set a businesslike and courteous tone, allow for ample discussion of the issues, protect the right of all board members to be heard on the issues, and not allow the discussion to get out of control.

You should have a basic understanding of parliamentary rules so that you can be a part of the process of moving quickly and efficiently through an agenda. When a disagreement among board members occurs about the way to proceed, consult the parliamentary guide.

## Agendas

Your board meeting must be guided by a published agenda, ideally prepared by the director and board president (a sample agenda is included in the **Appendix**). The purpose of the agenda is to set a clear direction for the meeting for the board and for the public. The board president will ask the board to formally vote to approve the agenda at the beginning of the meeting. When the board approves the agenda, members agree to discuss the issues on the approved agenda in the order listed.

Keep in mind that all members have a right to place items on the agenda prior to the meeting by bringing items to the attention of the director or the board president. Be careful of last-minute additions, which prevent the board having enough time to consider the issue. Equally important, last-minute additions do not give members of the public adequate notice.

## Motions

A motion is a formal request or proposal for the board to take action. Based on committee reports and director recommendations, any board member may make a motion at any time in accordance with the parliamentary guide. To make a motion, you simply address the board president and "I move that..." and state the action you wish the

board to take. Most motions require that another board member support the request for action by seconding the motion.

Once the motion is seconded, it is restated by the president. The board then discusses the motion. Some motions, such as the motion to adjourn, do not require discussion. By requiring a motion on an issue prior to discussion, the board focuses discussion only on agenda items and is better able to stay on track. A vote may only be taken on items indicated on the published agenda.

Allow ample time to discuss the pros and cons of the issue. The group must work toward moving the discussion forward and reaching a decision. Once the motion has been thoroughly discussed, the president calls for a vote on the motion. You may be asked to vote by saying “aye” (yes) or “nay” (no) in a voice vote, by a show of hands, or in a roll-call vote. Your vote will be recorded in the minutes.

You should not vote if you have a conflict of interest. This occurs when a conflict exists between a board member's obligation to the public and his/her own personal interest. The board should have a policy defining conflict of interest which states whether a board member may discuss and/or vote on an issue when that member has a conflict of interest.

Abstaining on a motion before the board is appropriate only when you have a conflict of interest pertaining to the issue before the board. Otherwise, you are appointed to express an opinion on the issues and abstaining expresses no opinion. Once the vote is taken, the president states whether the motion passed or failed.

## **Minutes**

The meeting minutes, when approved by a formal vote or by consensus of the board, are the official legal record of what happened at the board meeting. However, the minutes are not an exact record of what was said, they are a record of what was done. As part of their orientation, the newest trustees should review past minutes to obtain a good perspective on the issues the board has faced and how the board handled them.

Board members may request corrections to the minutes before the board votes to accept them. But board members do not have a right to demand that their reason for voting a certain way or their detailed views about an issue be recorded. Every trustee should have had an opportunity to express their views prior to voting on any issue. “Yes” or “No” votes represent individual views on the issue in a roll-call vote.

## **Reports**

During the meeting, board members will hear reports from committees, as well as the director and staff. Reports provide background and information needed to deal with the issues on the agenda, often including a recommendation for board action. When reports

are included in packets prior to the meeting, trustees are then better prepared to take action. Like the meeting minutes, reports do not need to be read aloud. Those presenting reports should simply highlight information, clarify items and answer questions

## Bylaws

Bylaws are rules written and adopted by the board for operating its own meetings or affairs. Since the city-library ordinance is the local law governing the library, the bylaws must be consistent with the ordinance and not more restrictive. The library board should establish procedures for amending and changing the bylaws. Bylaws are essentially an internal document outlining how the board conducts its business. Because bylaws are not a legal document, they may be changed by a vote of the board as often, or as infrequently as necessary.

Typical points that are found in bylaws are frequency of meetings, date/location of meeting, elections of officers, committee structure, etc. For a listing of points to include in board bylaws, see the sample in the **Appendix**.

## Board Officers and Election of Officers

Board officers, particularly the president, must be well respected. The president must have strong leadership skills and be willing to give the extra time necessary to carry out any extra duties of the office. It's best if officers are the more experienced members of the board. If you are asked to be a candidate for a board office, consider carefully if you have the extra time it will take to do the job well.

The purpose of electing officers is to place the best people into leadership positions. It shouldn't be a popularity contest, a struggle between factions for a power position, or just "whoever will say yes." Choose officers who are well suited for the position and have the necessary skills. Election of officers is an annual practice, commonly on the agenda in July or August, after terms have expired and new trustees have been appointed.

**President:** Typically, the duties of the board president are to chair the meetings, set the monthly agenda with the director, keep to the agenda during the meeting, and ensure fruitful discussion. Board presidents are often the spokesperson for the full board, often speaking to community groups and organizations, signing contracts on behalf of the board. A board president has no more power than any other board member and will frequently abstain from voting unless needed to break a tie.

**Vice President:** The vice-president traditionally serves as the backup for the board president. VPs are usually assigned additional duties such as chairing committees, taking charge of board development activities, or preparing for special board events. The VP works with the president to stay current on library business so that they are able to assume the president's duties if the president cannot carry them out. The vice president is often considered the logical successor to the president during election of officers.

**Secretary:** One board member traditionally serves as secretary. However, since library business is more complex and all board members are needed to participate in deliberations, perhaps the traditional role of the board secretary needs to be reexamined. For example, all trustees could share this task by using a template to record the actions and votes. From the template, either the director or designated secretary can type up the minutes in preparation for next month's meeting.

**Committees:** The many and complex issues facing your library cannot always be handled efficiently by the full board. The purpose of creating a committee is to extend the capabilities of the board. Committees are not autonomous groups with loose connections to the board, but rather extensions of the board and always responsible to the full board. Committee work is a good place for board members to offer any special expertise and to learn more about the library.

If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. Subcommittees can investigate matters, then bring those issues before the entire board for discussion and approval.

Committees are advisory bodies, described in bylaws, that make recommendations to the full board for consideration and action. Committees have no power or authority beyond what is granted to them by the full board. The only action committees can take is to study the assigned issue and make recommendations to the full board about the issue. Remember that committees are a smaller group, not enough to constitute a quorum, since in that case, subcommittee meetings would be subject to Iowa Open Meetings law.

Approach committee meetings as seriously as you do the regular board meetings. Prepare for the committee meeting, attend it, and take part in the discussions. If you have an assignment from the committee, complete it on time. Help your committee stay focused on its responsibility. Although committee meetings are usually not as formal as a full board meeting, they should have a chairperson, agenda and goals. It is considered best practice for committee reports to be written and submitted to the director for filing. Some common committees are Finance, Personnel, Buildings and Grounds, Community Relations, and Policy.

## Performance Self Evaluation: Library Director

Employee Name: Jonatha Basye

Supervisor: Library Board

Date of Self Evaluation: 08/16/2023

Last Evaluation Date: 08/01/2023 (90 day review)

Position: Director

Date of Hire: 05/01/2023

<b>General</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations.					X
Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.		X			
Prepares accurate reports, such as: Open Access, Interlibrary loan, Annual State Library Survey, Accreditation applications, E-Rate, and others, and files with appropriate agency before deadlines.				X	
Attends professional meetings, workshops, and classes to keep abreast of developments in the library field.				X	
Works in compliance with Iowa Public Library standards and submits annual statistical surveys to the State Library of Iowa and Dallas County Library Association.				X	
Strengths: I have made many connections with patrons and community leaders.					
Development Goals: I would like to start attending regional/national conferences; however, this will take increasing our training budget for FY25					
<b>Board and City Council Relations</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Report to the board, which has the legal responsibility for governing the library and hiring the library's director.				X	
Organize and prepares monthly meeting agenda in consultation with the Board President, addressing any current problems, concerns, or projects related to the library.				X	
Prepares financial reports, circulation reports, report of monthly activities/events, and other documents necessary to the meeting as part of a packet and sends them to Library Board and City Council.				X	
Posts notices of meetings on local city news boards and on the website in accordance with the Iowa Open Meeting Laws.				X	



## Performance Self Evaluation: Library Director

Attends all Library Board and Committee meetings except when officially excused by the President.				X	
Acts as executive secretary to the Board & provides administrative support.			X		
Formulates and recommends policies for Board approval and implementation.				X	
Assist with and promote orientation and continuing education for Board members.			X		
Strengths: I have attended all city meetings thus far, and several others that are not required as part of this position.					
Development Goals:					
<b>Public &amp; Patron Relations</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Advocate for and promote the library through a variety of venues.					X
Respond to the unique needs of the community as the demography dictates.					X
Work with Library board, volunteers, library users, as well as educational and other non-profit organizations.					X
Establish and maintain effective working relationships with local schools, local agencies, civic and community groups, the general public, and news media.					X
Represent the library when speaking before community, civic, and other groups regarding the objectives and activities of the library				X	
Establish and maintain effective communications through news releases, emails, newsletters, blogs, website, etc.				X	
Manage and write the library section of the City Newsletter.				X	
Manage/edit the library webpages, keeping information and links up-to-date.				X	
Create marketing and promotional items for library programs and services.			X		
Monitor public perceptions of the library and its services.			X		
Participate as a member in appropriate civic or service organizations.				X	
Strengths: I am utilizing our Facebook page, the city newsletter, library website, and word of mouth to generate buzz about the library.					
Development Goals:					
<b>Project, Facility, and Service Planning</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Conducts a Community Survey at least every five years.	N/A	N/A	N/A	N/A	N/A
Continually evaluates the effectiveness of library services in relation to changing needs of the community and develops short-range plans to meet those needs.			X		
Anticipates future needs for library services to develop long-range plans.			X		
Assists in the planning, implementation, and evaluation of long- and short-term goals and objectives.			X		
Prepares and edits library policies and procedures.			X		
Strengths:					

## Performance Self Evaluation: Library Director

Development Goals: I want to begin planning a community survey to see where the town stands on different aspects of library planning, programming, and the future of the building.					
<b>Finance</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Develop and prepare an annual library budget and present it to the Library Board for consideration, and then to the City Council upon Board approval	N/A	N/A	N/A	N/A	N/A
Prepare monthly and yearly financial reports on budget accounts, receipts, and endowment funds for the Board.			X		
Make or supervise expenditures of library funds, and track expenditures and revenues in relation to budget management.			X		
Prepare Purchase Orders for Board approval and subsequent processing and payment by the City.			X		
Strengths: All finance reports are highly organized and made available as soon as possible to board members.					
Development Goals: I will be preparing my first budget as library director for FY25.					
<b>Personnel</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Recruiting and interviewing candidates for open positions.	N/A	N/A	N/A	N/A	N/A
Hiring, firing, annual evaluations, and promotions for all staff.	N/A	N/A	N/A	N/A	N/A
Providing effective management of personnel and providing corrective training to ensure high quality performance.			X		
Promoting and supporting staff development and certification.		X			
Schedule, organize, and supervise work operations.				X	
Establish and maintain effective working relationships with superiors, subordinates, and officials of other agencies.				X	
Recruit, oversee and train adult and teen volunteers.	N/A	N/A	N/A	N/A	N/A
Strengths:					
Development Goals: Annual evaluations of staff will happen in September and February, respectively.					
<b>Circulation &amp; Reference</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Provides reference and reader's advisory services to patrons of all ages.				X	
Knowledge of standard principles and practices of library reference interview techniques, information retrieval and reader's advisory.				X	
Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.				X	
Circulates library materials & answers reference questions.					X
Researches complex questions.				X	

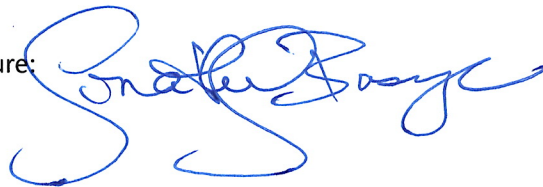


Uses a variety of computer databases, electronic resources, and computer software packages.				X	
Has access to and maintains the integrity of confidential customer information.				X	
Interprets policy and explains procedures to the public.				X	
Responds to customer concerns and complaints and conducts conflict resolution.				X	
Works on preparation and presentation of programs and services for all ages. This may include reading for book clubs, telling stories, preparing crafts, preparing materials, and interacting closely with children of all ages and adults.		X			
Answers reference questions & requests for materials using local materials, SILO, or regional libraries.		X			
Recommends books for patrons' use from the library's collection.					X
Strengths: <i>I truly enjoy interacting with the public and feel that reference is a strong suit of mine.</i>					
Development Goals: <i>Story Time and other programming (tweens, teens, and adults) will resume this fall.</i>					
<b>Collections &amp; Materials</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Develops, selects, and maintains the adult, teen, and children's collections including print, non-print, and electronic resources.			X		
Selects and orders materials in accordance with the library's selected vendors, approved budget, and materials selection policies.			X		
Performs copy cataloging and original cataloging of MARC records, following AACR2 and RDA standards, entering new acquisitions into the library's database and the State of Iowa SILO database.				X	
Prepares materials for circulation by barcoding, labeling, covering and applying preservation techniques to materials as needed before being placed into circulation.				X	
Performs collection weeding and deaccessioning materials from the ILS, following collection development policies.			X		
Maintains accurate inventory of the collection by ensuring proper category and status updates of materials.			X		
Performs book repair, artwork replacement, and other preservation procedures.			X		
Applies archival and preservation techniques to historical special collection materials.	N/A	N/A	N/A	N/A	N/A
Creates and edits collection development policies.			X		
Strengths: <i>I pride myself on accurate cataloging and making the collection more accessible to patrons.</i>					
Development Goals: <i>Switched book vendors (from B&amp;T to Brodart) Still waiting on creation of account to begin selecting new materials.</i>					

<b>Facility Maintenance</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Ensures safe and clean conditions for patrons by performing or delegating cleaning tasks including, but not limited to: vacuuming, mopping, sanitizing, dusting, sweeping, etc.			X		
Ensure facilities are stocked with appropriate materials, such as toilet paper, tissues, paper towels, cleaning supplies, etc.				X	
Maintains inventory of various office supplies, such as labels, tape, pens, paper, etc.				X	
Contacts appropriate City Staff or vendors in a timely manner for equipment and building repairs.				X	
Takes appropriate action in emergency situations to ensure safety of the library building, materials, users, and surrounding grounds.	N/A	N/A	N/A	N/A	N/A
Develops policies and procedures for disaster planning.	N/A	N/A	N/A	N/A	N/A
Strengths: Making sure that our HVAC system is running correctly and smoothly; facility is clean and tidy.					
Development Goals: A disaster plan will be put into place before the end of the fiscal year.					
<b>Information Technology</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Works on technology projects designed to organize online information to make it more accessible and useful to the public.			X		
Able to learn to use current hardware and software and perform basic maintenance.			X		
Utilize Microsoft Office products and provide instruction on their use to patrons.					X
Operate the Apollo Integrated Library System and become an expert with its functions.			X		
Use and instruct others to use the copier machine, printers, and other hardware in the library, and perform simple maintenance of equipment.			X		
Instruct patrons on computer and internet technologies.				X	
Develop/update instruction manuals and trouble-shooting guides.	N/A	N/A	N/A	N/A	N/A
Provides technical support to patrons and staff including computer troubleshooting, software, and equipment.			X		
Strengths: I am adept at troubleshooting and enjoy helping patrons learn how to use new/existing technology.					

Development Goals: <a href="#">Still re-learning all functions of Apollo.</a>					
<b>Programming &amp; Outreach</b>	Does Not Meet Expectations	Meets Some Expectations	Meets Most Expectations	Fully Meets Expectations	Exceeds Expectations
Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by young adults and adults, including but not limited to, films and special events, reading clubs, story hours, and school and community outreach.		X			
Prepares community analysis and conducts surveys regarding current and future programming needs and evaluates effectiveness of programs making revisions as needed.	N/A	N/A	N/A	N/A	N/A
Actively seeks program presenters and exhibitions on a variety of subjects.	N/A	N/A	N/A	N/A	N/A
Researches, writes and acquires grants to support library programming.	N/A	N/A	N/A	N/A	N/A
Promotes programs by producing publicity releases, flyers, and monthly calendar.		X			
Effectively use social media and other related tools to promote programs.				X	
Develops partnerships with the community to provide programs and services.		X			
Continue current programs based on attendance and reception and plan new programs.		X			
Works with other community entities to provide programming and outreach services to adults, teens, and children.		X			
Strengths:					
Development Goals: <a href="#">Again, Story Time will return, along with other programming for tweens, teens, and adults. I also want to reach out to community partners to help create programming for the community.</a>					

Director Signature:



Date: 08/16/2023



### Rating Scale Definitions:

Rating	Definition
Does Not Meet Expectations	Employee is not performing the required parts of the job proficiently. Improvement plan will be developed to increase the skills to an acceptable level.
Meets Some Expectations	Employee is performing the position proficiently some but not all of the time. Goals will be developed to increase the performance from some to most/all.
Meets Most Expectations	Employee is performing most of the job duties proficiently most of the time. Goals will be created to assist the employee with further career mastery.
Fully Meets Expectations	Employee has reached master fluency. Goals might be developed to further strengthen skills.
Exceeds Expectations	Employee is consistently delivering results beyond expectations/goals.



Director's Report  
 Submitted by Jonatha Basye, August 16th, 2023  
 Statistics for July 2023

	This Month	Year to Date	Last Year to Date
<b>VISITORS</b>	546	546	665
<b>CIRCULATION</b>			
Books- Adult	114	114	173
Books- Teen	28	28	14
Books- Juvenile	678	678	764
Misc	27	27	56
DVD	104	10	73
E-Books & Audio Books	311	311	296
<b>Total Circulation</b>	<b>1262</b>	<b>1262</b>	<b>1376</b>
<b>PROGRAMMING</b>			
Juvenile Programs Offered	4	4	23
Juvenile Program Attendance	169	169	75
Adult Programs Offered	0	0	0
Adult Program Attendance	0	0	0
<b>Total Attendance</b>	<b>169</b>	<b>169</b>	<b>75</b>
<b>OTHER SERVICES</b>			
Reference Questions	57	57	4
Wireless Usage	68	68	104
Computer Usage	16	16	2
<b>MATERIALS</b>			
Items Added	17	17	108
Items Deleted	2	2	7



Work reflected took place between July 10th through August 15th

- Week of July 10th--Make Some Noise! Musical Crafts Summer Reading Activity
- July 10th--Attended City Council Meeting
- Week of July 17th--Kindness Rocks Summer Reading Activity
- July 19th--Library Board Meeting
- July 21st--Attended Van Meter Farmer's Market
- Week of July 24th--The Rainbow Colors of Me Summer Reading Activity
- July 24th--Attended City Council Work Session
- July 26th--Attended Library Advocacy at the Local Level Webinar through the Iowa Library Association
- July 27th--Watched Check It Out Webinar through the State Library of Iowa
- July 28th--Chick-Fil-A Food Truck Event
- July 31st--Completed State Aid Reports for State Library of Iowa
- August 4th--Attended Van Meter Farmer's Market
- August 15th--Fairy Jars Activity

Summer reading has come to an end, and I am proud to say we had 183 registered participants who logged over 86,000 minutes. Coming in to a reading program that had already been planned was difficult; however, I am so grateful to the community for rallying around the library for this excellent turn out! We held weekly activities, and always had participants in the library. Our Kindness Rocks program had the largest turn out with over 150 rocks being added to "Roscoe the Snake". We will continue to add rocks to "Roscoe" through the end of August, and then move the painted rocks closer to the building to create a rock garden.

The library started an Amazon Wish List of items to be used during programming and to add to our existing collection. Several members have already purchased items for us! Items will be added as programming and collection needs change.

Most of August will be spent getting ready for Fall library programming. Story Time will be coming back in September, along with programs for tweens, teens, and adults. I am hoping to collaborate with several community partners to bring programming to everyone in Van Meter.

I feel that the first 90 days have gone extremely well. I feel that I have made some significant improvements to how the collection is organized, and will continue to do so throughout the fiscal year. I am excited to implement new programming, and continuing to invite the community to be a part of the library. I would also like to see the Library Foundation and/or Friends organizations return so that we can begin the process of updating the existing library and creating a new one.