



Van Meter Public Library Board of Trustees

Regular Board Meeting

June 21, 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 May 17th Meeting
 - B. May Financials
 - C. May Claims
5. Review Community Outreach Policy
6. Review Hours and Closings
7. HVAC System Discussion
8. New Computer for Director's Office
9. Western Picture Discussion
10. Review and discuss Chapter 9 of the Trustee's Handbook
11. Officer Elections
12. Reports
 - A. Director's Report
 - B. President's Report
13. Adjourn

President: Rachel Backstrom (2025)

Member: Lisa Oelke (2023)

Secretary: Megan Warwick (2023)

Member: Andrew Kendall (2028)

Member: Shannon McClintock Miller (2025)

Schedule

- July 19, 2023 Chapter Ten Trustee Handbook
Submit annual report to City Council
See VM Code 22.09
- Aug 16, 2023 Chapter Eleven Trustee Handbook
Review Bulletin Board Policy
90 Day Review of New Director
- Sept 20, 2023 Chapter Twelve Trustee Handbook
Review Collection Development Policy
- October 18, 2023 Chapter Twelve Trustee Handbook
Review Mission & Values Policy
Begin 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

5/17/2023 Board Meeting Minutes

On May 17th 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:00pm by President Backstrom.

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

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

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

Discussion Items:

Review FY24 Budget was presented by Backstrom. Discussion was held.

Keeping Nancy Studebaker on PT was presented by Bayse. Discussion was held.

Review Library Board Applications was presented by Backstrom. Discussion was held.

Approve dates of next FY Board Meetings was presented by Backstrom. Discussion was held.

Review Chapter 8 of the Trustee Handbook was presented by Backstrom. Discussion was held.

Action Items:

Oelke motioned to approve the FY Board Meetings with the exception of moving the December meeting. Kendall seconded. Passed unanimously.

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

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

Having no further business, President Backstrom asked for a motion to adjourn. Oelke motioned, Kendall seconded. Passed unanimously. Adjourned at 6:41pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, June 21st at 6:00pm.

BUDGET REPORT

CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

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	2,862.47	2,862.47	.00	2,862.47-
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	4,500.00	334.81	4,785.52	106.34	285.52-
112-410-6130	IPERS - CITY PORTION	5,100.00	239.63	5,182.76	101.62	82.76-
112-410-6150	GROUP INSURANCE	1,200.00	.00	1,059.34	88.28	140.66
112-410-6160	WORKMAN'S COMP	.00	.00	.00	.00	.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	47,320.00	2,538.45	36,385.00	76.89	10,935.00
182-410-6020	WAGES - PART TIME	31,000.00	1,838.19	26,170.15	84.42	4,829.85
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,000.00	315.56	2,884.32	57.69	2,115.68
182-410-6220	SUBSCRIPTION	300.00	.00	.00	.00	300.00
182-410-6230	TRAINING	500.00	.00	.00	.00	500.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	351.16	87.79	48.84
182-410-6371	UTILITIES	1,500.00	165.32	1,207.36	80.49	292.64
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	297.38	950.97	118.87	150.97-
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,500.00	.00	3,808.89	69.25	1,691.11
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	48.40	1,359.46	97.10	40.54
182-410-6502	LIBRARY MATERIALS	10,000.00	.00	8,749.93	87.50	1,250.07
182-410-6506	OFFICE SUPPLIES	1,500.00	233.93	2,242.06	149.47	742.06-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	116,020.00	8,874.14	97,999.39	84.47	18,020.61
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	116,020.00	8,874.14	97,999.39	84.47	18,020.61
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	1,300.00	.00	6,694.36	514.95	5,394.36-
182-410-4470	LIBRARY SERVICE	5,000.00	.00	13,000.00	260.00	8,000.00-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	257.48	.00	257.48-
182-910-4830	TRANSFERS IN	90,000.00	.00	91,000.00	101.11	1,000.00-
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	96,300.00	.00	110,951.84	115.21	14,651.84-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	96,300.00	.00	110,951.84	115.21	14,651.84-
		=====	=====	=====	=====	=====

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

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

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

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	38,635.38	.00	5,437.23	.00	33,198.15
Report Total		38,635.38	.00	5,437.23	.00	33,198.15



000148 - 001373

VAN METER PUBLIC LIBRARY FOUNDATION
PO BOX 160
VAN METER, IA 50261

PAGE 1

0021127891 DDA

A STATEMENT OF YOUR ACCOUNT
01-MAY-23 THRU 31-MAY-23

LAST STATEMENT	NO. CREDITS	AMOUNT	NO. DEBITS	AMOUNT	STATEMENT BAL
52,279.30 +	0	0.00 -	0	0.00 =	52,279.30

	TOTAL FOR THIS PERIOD	TOTAL YEAR-TO-DATE
Total overdraft fees	\$0.00	\$0.00
Total returned item fees	\$0.00	\$0.00
Average balance	\$52,279.30	
Number of days	31	

EBANK
EARLHAM SAVINGS BANK



May 23, 2023

Van Meter Public Library Foundation
P.O. Box 160
Van Meter, IA 50261

Re: 1118163 CD Correction

To Whom It May Concern,

In a recent internal review, we discovered that Certificate of Deposit 1118163 for the Van Meter Public Library Foundation had been coded incorrectly at account opening, causing the 182 Day CD to renew at a 12-month term instead of every 182 Days. To correct the coding error, we have updated the renewal code to 182 Days. The next maturity date on the CD has been corrected to be August 25th, 2023. We also recalculated your CD history based on the correct renewal term and historical rates and increased the current interest accrual balance by \$7.13 which will bring the CD to the correct balance at maturity.

We appreciate your continued business and are happy to answer any questions you may have. You can reach me by phone at 515-273-2327 or by email at katy.courtney@earlhambank.com.

Sincerely,

A handwritten signature in black ink that reads "Katy Courtney". The signature is fluid and cursive.

Katy Courtney
Manager of Data Integrity

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

Baker & Taylor

MAILING ADDRESS:

P.O. Box 277930

Atlanta, GA 30384-7930

DATE OF INVOICE:

05/31/2023

AMOUNT:

\$ 379.61

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

Acct #L449652

Library Books

PURCHASE ORDER #:

INVOICE #:

ACCOUNT CODE #:

182-410-6502

\$ 379.61

\$

SIGNATURE:

Jonatha J Basye

Digitally signed by Jonatha J Basye
Date: 2023.06.15 10:26:30 -05'00'

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217

VAN METER PUBLIC LIBRARY

7344 1 MB 0.528 P:7344 / T:23 / S1:0 / S2:0


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

SEND PAYMENT TO:

 VAN METER PUBLIC LIBRARY
 P.O. Box 277930
 Atlanta, GA 30384-7930

ACCOUNT #	STATEMENT DATE	PAGE #
L4496452	05/31/23	1

ACCOUNT #	STATEMENT DATE	PAGE #
L4496452	05/31/23	1

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
2037036512	100422	110322	20224QPIC	77.92	77.92
2037056985	101022	110922	20224QPIC	32.75	110.67
2037083767	101922	111822	20224QPIC	6.19	116.86
2037127494	110422	120422	20224QPIC	49.68	166.54
2037202068	011023	020923	1Q2023ERPBB	38.03	204.57
2037221900	011623	021523	1Q2023ERPBB	87.71-	116.86
2037394988	032423	042323	CATS	54.91	171.77
2037436684	041123	051123	CATS	36.42	208.19
2037465723	042823	052823	CATS	48.56	256.75
2037487607	050923	060823	CATS	56.61	313.36
2037510247	051523	061423	CATS	40.81	354.17
2037521538	052323	062223	CATS	25.44	379.61

ITEM NUMBER	ITEM DATE	AMOUNT
2037036512	100422	77.92
2037056985	101022	32.75
2037083767	101922	6.19
2037127494	110422	49.68
2037202068	011023	38.03
2037221900	011623	87.71-
2037394988	032423	54.91
2037436684	041123	36.42
2037465723	042823	48.56
2037487607	050923	56.61
2037510247	051523	40.81
2037521538	052323	25.44

PLEASE FORWARD ALL REMITTANCE DETAIL FOR ACH, WIRES & DRAFTS TO:

FAX: 704.998.3314 ATTN: Cash or email DL-ARSupport@baker-taylor.com

QUESTIONS REGARDING YOUR STATEMENT?
CALL 704.998.3399 OR 800.340.5370

PLEASE INCLUDE ACCOUNT # ON CHECK

 TO ENSURE PROPER CREDIT RETURN THIS REMITTANCE
 ADVICE WITH PAYMENT TO THE ADDRESS ABOVE

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
122.86	84.98	54.91	116.86	379.61

STATEMENT BALANCE
\$ 379.61 USD

KEEP THIS COPY FOR YOUR RECORDS

 Review invoices and statements and track orders 24/7 with Online Customer Support at www.btol.com/ocs.cfm

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

Culligan Water Adel

MAILING ADDRESS:

518 Greene St.

Adel, IA 50003-1811

DATE OF INVOICE:

05/31/2023

AMOUNT:

\$ 43.82

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

Acct #752089

Cooler Rental

PURCHASE ORDER #:

INVOICE #:

ACCOUNT CODE #:

182-410-6499

\$ 43.82

\$

SIGNATURE:

Jonatha J Basye

Digitally signed by Jonatha J Basye
Date: 2023.06.02 11:15:17 -05'00'



of Adel

518 GREENE STREET
ADEL, IA 50003
(515) 993-4203 (800) 747-4203
adel@culliganowa.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		
05/31/2023	\$43.82	752089		
PAY BY DATE: JUN 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:	\$34.81
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
05/31/2023	1.00	COOLER RENTAL		9.01	43.82
Service 06/01-06/30					
You may notice some small increases on certain products. Rental rates will not change at this time. Thank you for your continued business.					
ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE					
FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE	
OVER	5	1.50 %	18.00 %	JUN 22	
TO	5	0.00 %	0.00 %	MIN CHARGE 5.00	
0-30	31-60	61-90	Over 90	Balance Due	
9.01	34.81	0.00	0.00	\$43.82	
CULLIGAN WATER ADEL 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:				Next Deliveries: 06/15/23 07/14/23 08/11/23 09/11/23 PLEASE WATCH THE BOTTOM OF YOUR STATEMENT FOR 2022 DELIVERY DATES--NO POSTCARDS WILL BE SENT OUT	
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				05/31/2023	752089
				NAME	
				VAN METER PUBLIC LIBRARY	

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

Demco

MAILING ADDRESS:

P.O. Box 88623

Milwaukee, WI 53288-8623

DATE OF INVOICE:

05/24/2023

AMOUNT:

\$ 148.16

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

Acct# 740097066

Cataloging supplies--label protectors

PURCHASE ORDER #:

INVOICE #:

7314590

ACCOUNT CODE #:

182-410-6502

\$ 148.16

\$

SIGNATURE:

Jonatha J Basye

Digitally signed by Jonatha J Basye
Date: 2023.06.01 15:35:43 -05'00'



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

**INVOICE **

Invoice Number: 7314590
Invoice Date: 5/24/23
Reference Number: 31430345
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:					
12813790	1	BOX	Color-Tinted Label Protectors 1" x 3" Light Blue 250/Roll	16.35	16.35
13718520	1	ROL	Clear Glossy Label Protectors 1-1/2" x 3-1/4" 1000/Roll	68.24	68.24
14942260	1	BOX	Paper Spine Labels 1" x 1-1/2" White 5000/Box	48.89	48.89
Subtotal					133.48
Shipping and Handling					14.68
Total					148.16

Terms: Net 30 days, Freight Prepaid and Added

Invoice Number: 7314590

Invoice Date: 5/24/23

Reference Number: 31430345

Purchase Order:

Billing Customer: 740097066

Federal I.D. number: 39-1311089

Payment due on or before 06/23/23

Total 148.16

Customer Service Phone: 1-800-962-4463

Questions on Billing: 1-800-752-7614

email: billing@demco.com

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

CLAIMS PAY REQUEST

CITY OF VAN METER

PAYABLE TO:

Illinois Library Association

MAILING ADDRESS:

33 W. Grand Ave, Suite 401

Chicago, IL 60654-6799

DATE OF INVOICE:

03/02/2023

AMOUNT:

\$ 213.58

VENDOR #:

FOR OFFICE USE ONLY:

PURCHASE DESCRIPTION:

Summer Reading Incentives

PURCHASE ORDER #:

INVOICE #:

237417

ACCOUNT CODE #:

182-410-6215

\$ 213.58

\$

SIGNATURE:

Jonatha J Basye

Digitally signed by Jonatha J Basye
Date: 2023.06.01 15:39:43 -05'00'



Jonatha Basye
Van Meter Public Library
505 Grant Street
Van Meter, IA 50261
United States

For: **Jonatha Basye**
Member ID:
Member Type: **Non-member**
Date effective:
Date expires:

Payment Invoice

Invoice #	Date	Description	Amount
237417	03/02/2023	iREAD Purchase	\$213.58
		Total Amount Paid	\$ _____

Payment Details

☐ Check enclosed

To ensure your payment is properly credited, return a copy of this notice with your payment.

Make check payable to Illinois Library Association

Remit to:

33 W. Grand Ave, Suite 401

Chicago, IL 60654-6799

☐ Pay by credit card

Card type: ☐ American Express ☐ MasterCard ☐ Visa

Card number: _____ Exp: ____/____ Security Code: _____

Name on card: _____

Signature: _____

If you are paying by credit card, fax this form to 312 644-1899 or pay online at www.ila.org

Illinois Library Association
33 W. Grand Ave, Suite 401
Chicago, IL 60654-6799
Email: ila@ila.org
Phone: 312 644-1896

Community Outreach Policy

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



Purpose

The Van Meter Public Library provides a full range of collections and services for people visiting the Library. However, some residents of the community may not be able to visit the Library or use the Library through traditional service methods due to disability or transportation issues. To provide access for these individuals and/or groups, the Van Meter Public Library has established an Outreach Services Policy.

The purpose of the Outreach Policy is to provide Library materials and selected programming to Van Meter residents unable to come to the Library. Individuals, groups, institutions and agencies are eligible for outreach services as outlined in this document if they live in or are located within the boundaries of the City of Van Meter or a contracting city with no library that provides funding to the Van Meter Public Library.

Service to Homebound Individuals

Homebound service is the selection and delivery, by Library staff or volunteers, of library materials to Van Meter residents or a contracting city who are unable to use the Library facility due to disability, illness, or other long-term conditions. The patron must have an active library card in good standing.

Library staff will provide selected or requested material. The patron will have an opportunity to fill out an information sheet to help choose materials of interest. Library staff will drop-off materials as time allows. Library staff will retrieve materials when due as time allows or at the request of the homebound individual.

Service to Adults in Group Settings

Outreach service to adults in group settings includes service to local groups holding book clubs in the City of Van Meter or a contracting city. Service must be requested by the group and the library staff will fulfill requests for materials if they are available. Each patron is responsible for only the materials checked out under their name.

Service to Children

Outreach Service to children is targeted for children in a licensed day care facility within the city limits of the City of Van Meter and the Van Meter Community School District. Arrangements must be made ahead of time with the library staff regarding scheduled times for outreach.

Other services

There may be occasions when the library can best serve the community outside the library walls. Other services may be requested, and service may be provided, at the discretion of the library board and library director.

Adopted – October 17, 2018

Hours & Closings

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



Hours

The hours of operation for the Van Meter Public Library are as follows:

Monday – 10:00 a.m. – 5:00 p.m.

Tuesday – 12:00 a.m. – 8:00 p.m.

Wednesday – 10:00 a.m. – 5:00 p.m.

Thursday – 12:00 a.m. – 8:00 p.m.

Friday – 10:00 a.m. – 5:00 p.m.

Saturday – 10:00 a.m. – 3:00 p.m.

Sunday – closed

Holiday Closings

The Van Meter Public Library for the following State and Federal holidays.

December 31 – New Year's Eve

January 1 – New Year's Day

Third Monday in January – Martin Luther King, Jr. Day

Third Monday in February – President's Day

Friday Before Easter

Last Monday in May – Memorial Day

July 4 – Independence Day

First Monday in September – Labor Day

Second Monday in October – Columbus Day

November 11 – Veterans Day

Fourth Thursday in November – Thanksgiving Day

Friday and Saturday Following Thanksgiving

December 24 – Christmas Eve

December 25 – Christmas Day

Hours & Closings

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



Unplanned Closings

To fulfill its mission of public service the Van Meter Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Unplanned closings will be authorized by the Director and/or the Library Board President. The full Library Board will be informed of closings at the following regular board meeting.

Whenever possible, the library will post a sign on the exterior doors regarding unplanned closings. The library will also post information about unplanned closures on the Facebook account.

Inclement Weather: The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

Other Unplanned Closings: The library will close when it is unable to remain open due to concerns regarding the safety or health of our staff and patrons.

Adopted – September 25, 2017

Revised – December 20, 2017

Revised – February 21, 2018

Revised and Adopted – May 2021

HVAC Repairs/Maintenance

- Currently have no heat in the library due to water leaking on a rotor in the furnace.
- Water was leaking from roof; no idea when damage occurred, but it wasn't recent.
- Roof was replaced in 2018? As far as we know, this has taken care of the leak.
- HVAC unit has not been serviced in years; also, filters have not been changed in years.
- Chad Anderson has provided a quote for rotor replacement, labor, new filters, and HVAC maintenance.
- \$125 labor, \$225 draft motor, \$24 filters; 1 year warranty on the motor.
- Need approval from board before moving forward with repairs.

HEATING • AIR CONDITIONING • REFRIGERATION
• SHEETMETAL • ENERGY MANAGEMENT

1999 290th Street
Stanhope, IA 50246
Email: rdanderson@netins.net



Anderson Service Co.

Serving the Golden Circle

Ron Anderson
515-669-5159

Chad Anderson
515-250-7575

TO	VAN METER LIBRARY
ADDRESS	505 GRANT ST
	VAN METER 50261
ATTENTION	JONATHAN

PHONE NO 5151996-2435	CUSTOMER ORDER #
JOB LOCATION	
JOB PHONE	STARTING DATE 6/16/23
TERMS COD	

[illegible]

WORK ORDERED BY
DATE ORDERED
DATE COMPLETED 6/16/23

TOTAL LABOR	125	00
TOTAL MATERIALS	249	00
TOTAL MISCELLANEOUS		
SUBTOTAL		
TAX		
GRAND TOTAL	374	00

CUSTOMER APPROVAL SIGNATURE



AUTHORIZED SIGNATURE

JOB INVOICE

New Computer for Director's Office

- New computer for back office—money will have to come out of this year's technology fund; there is no camera or microphone on the old computer which makes virtual meetings impossible to attend; functionality is also an issue
- Attached image of computer that would be suitable

OptiPlex All-in-One

Customization Tech Specs Features Reviews Support

\$1,359.00

Add to Cart

Free Delivery by Friday, Jun 02 if ordered by 2 PM CT

★★★★★ 4.5 (17) | 4 Answered Questions

Model: New 24" All-in-One



Hover over image to Zoom in

All-in-One Plus

All-in-One (35-Watt CPU)

All-in-One

Advanced customizations (like additional hard drives, wireless and more) can be made [here](#).

☐ ⚡ Free 2-Day Delivery

[Expand All](#) | [Collapse All](#)

Processor

[Which processor is right for you?](#)



13th Gen Intel® Core™ i5-13500 (6+8 Cores/24MB/20T/2.5GHz to 4.8GHz/65W)

13th Gen Intel® Core™ i7-13700 (8+8 Cores/30MB/24T/2.1GHz to 5.1GHz/65W)

Operating System

[Which operating system is right for you?](#)



Windows 11 Pro, English, Brazilian Portuguese, French, Spanish

Video Card

[Which graphics card is right for you?](#)



Western Picture

- Was donated in memory of Carl Ross.
- Used to hang behind the library director's desk.
- Currently have no space for it.
- Sarah Dameron (Carl Ross's granddaughter) reached out to me.
- Said that they would like it back if we have no current plans for it.
- I told Sarah that the board would discuss, and then I would reply to her.
- Nothing in by-laws that state we cannot give it back.
- Once donated to us, it is our property to do with as we wish.



Chapter 9: Board Relationships with Director, Staff, and City

Board Relationship with the Director

Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.

The board delegates all library management responsibility to the director. The board's job is monitoring the director's effectiveness in providing library service to the community. This system is effective because it has a board of trustees who represent the interests of the community and a qualified director who has the skills to make the library run efficiently within the parameters set by the board. How much does the board do and what are the responsibilities of the library director?

The director is a valuable resource to the board on all issues and often acts as the discussion leader on many issues that come before the board. The director should attend all board meetings and is expected to make well-supported recommendations regarding proposed changes to policies or services. The director should be expected to take part in deliberations to help the board make decisions in the best interests of library service to the community. It is the director's obligation to report to the board accurately and completely about how the library is being managed including problems, plans, and progress.

While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions. Remember, though, that while carrying out their respective roles, the director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, should not make personal demands or give orders to the director. The board must speak with one voice when delegating to the director or when requesting information. The director must serve the board as a whole in order to manage the library effectively.

Duties and Responsibilities of the Board and Director

Library Topic/Area	Library Board Responsibilities	Library Director Responsibilities
Staff	Employ a competent and qualified librarian. Includes recruiting, hiring and annually evaluating the director based upon a well-defined job description and expectations. Adopt personnel policy and set adequate salary and benefits for all staff.	Recruit, hire and annually evaluate library staff based upon well-defined job descriptions and expectations. Suggest improvements needed in salaries, working conditions and personnel policy.
Policy	Determine and adopt written policies to govern the operation of the library.	Carry out the policies of the library as adopted by the board. Recommend policies to the library board.
Planning	Determine the direction of the library by studying community needs. See that a plan is developed for meeting needs and that the plan is carried out.	Suggest and carry out plans for library services. Manage day-to-day operation of the library. Design library services to meet community needs/interests. Report the library's progress and future needs to the board.
Budget	Examine the budget proposed by the director; make revisions as needed; officially adopt the budget; present library budget to mayor/city council. Review expenditures in accord with budget, amending line items within the budget if needed.	Prepare and submit a budget request to the library board based on present and anticipated needs. Maintain complete and accurate records of finances. Expend funds based on approved budget.
Advocacy	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council meetings to keep council informed on library activities. Work to secure adequate funds to carry out the library's services	Advocate for the library through contacts with general public, civic organizations and public officials. Attend city council and/or county supervisor meetings. Work to secure adequate funds to carry out the library's services.
Legal Issues	Be familiar with library ordinance as well as state and federal laws affecting the library.	Be familiar with library ordinance and keep the board informed on laws affecting the library.
Continuing Education	Participate in continuing education activities and encourage library director to do the same. Provide and/or see that new trustees receive an orientation to the library.	Participate in continuing education activities and professional organizations; encourage continuing education for library staff. Participate in orientation of new trustees.
Communication	Communicate with the library director.	Communicate with the library board.
Collection Development	Adopt collection development policy.	Select and order all books and other library materials and resources.
Board Meetings	Regularly attend board meetings; conduct affairs of board at regularly scheduled meetings.	Attend board meetings; prepare a written progress report; provide information as needed/requested by the board.
Board Member Recruitment	Recommend qualifications and candidates for board to mayor/city council. Notify city of board vacancies.	Assist in developing qualifications for new trustees.

Board Relationship with the Staff

The only employee who reports directly to the board is the library director.

Understanding the nature of the relationship between the board and other staff members will prevent organizational problems and contribute to a smooth running library. Decisions by the board affect working conditions, salaries and benefits and other personnel matters.

The director is responsible for hiring, supervising, evaluating, and, if necessary, disciplining and dismissing staff. The director is accountable to the board for the performance of all staff. Employees need to clearly understand the authority of the library director, who is accountable to whom and who has responsibility for what.

- ❖ The board hires the director to be the expert in management of the library, including the management of all other personnel.
- ❖ The board has no direct responsibility for day-to-day supervision of staff other than overseeing the director.
- ❖ Board members have no authority to issue orders to staff or make demands of staff except through the director.
- ❖ The board has no direct responsibility for assessing staff performance except for the director's.

Staff members may sometimes go around the director and take concerns and complaints directly to the board or to individual board members. It is the board member's responsibility to remind the staff person about the proper procedure for concerns or complaints. The board does not act on complaints from the staff, except through a grievance procedure outlined in policy. Concerns or complaints that come directly to trustees should be reported to the director for resolution.

As a board member, you should show concern for the well-being of staff. And that starts by learning staff persons' names, which begins by learning about staff people in key roles. Encourage retention of good staff by budgeting for competitive pay and benefits. Ensure a line item budget for staff training and continuing education. Work with the director to recognize and acknowledge good staff performance and say thanks to staff through specific board action.

Board Relationship with the City

The public library is an important city service, particularly when it comes to quality of life. Public libraries today offer books; ebooks; programs for all ages; internet access for employment, health, connection, and access to information; public meeting rooms; technology assistance; and much more. Although the library board has more autonomy than most city departments, it is shortsighted to think of the library as "separate" from the city. It is better to think of the city and library as a team working together to make life

in your community the best it can be.

Your relationship with the city is critical if for no other reason than the city makes decisions about the library's funding. But it's more than just the funding. If the library and city have a good relationship, your community wins. It wins because the library can focus on serving the needs of the community rather than on feuds that drain everyone's time and energy.

One of the most important ways you can strengthen your official relationship with the city is to keep communication open:

- ❖ Keep the city informed about board decisions.
- ❖ Consider a city council liaison to the library board.
- ❖ Attend a council meeting once a quarter and make a report about the library.
- ❖ Educate the council regarding the role of the library and **Public Library Standards**.
- ❖ Keep the city informed about unexpected revenue (required by **Iowa Code section 384.20**).
- ❖ Invite the city council to hold meetings at the library.
- ❖ Invite city officials to library programs.
- ❖ Ask the mayor, city council, city clerk to be part of a library program.

In addition to keeping communication with the city open, another way to build the relationship is to support city efforts:

- ❖ Work directly with the city on community development.
- ❖ Volunteer readily for community events.
- ❖ Communicate ideas and concerns to the city.

Withholding information, making negative comments about the city and/or looking at the city as the enemy are guaranteed to harm your library and the community it serves.

Are Library Employees City Employees?

Public libraries do not exist without their cities; the cities created them. **Iowa Code 392** is entitled "City Administrative Agencies;" **Iowa Code 392.5** is entitled "Library board." Therefore, libraries are considered city administrative agencies. Public library employees are city employees because the public library is a city agency. **Iowa Code 392.1** explains the relationship between cities and their administrative agencies.

Public library employees' salaries are paid from the city's general fund in the form of an appropriation; that makes public library employees city employees. If the city offers benefits to some city employees but not others, that is a discriminatory practice. An Iowa Attorney General's Opinion dated March 18, 1976, stated in the last paragraph: *"It is the view of this office that the library board has express power to hire and fire the librarian and other library employees. However, it must be remembered that all such employees are employees of the City of Davenport and the library board is an agency of the city deriving."*

May 2023 compared to May 2022				May-23	May-22								
VISITORS				330	268								
CIRCULATION													
Books-Adult				110	94								
Books-Teen				25	17								
Books-Juvenile				441	430								
DVD				77	50								
E-Books & Audio Books				344	205								
Misc				26	56								
Total Circulation													
PROGRAMMING													
Children's & Teens' Programs Offered				0	0								
Children's & Teens' Programs Attendance				0	0	*no programming in May							
Adult Programs Offered				0	0								
Adult Programs Attendance				0	0								
FY23 At a Glance	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23
Visitors	665	490	367	317	188	260	304	230	236	191	330		3578
Library checkouts	1080	787	577	562	573	431	594	522	586	481	679		6872
E-books & e-audiobooks check-out	296	311	278	204	215	214	273	235	263	287	356		2932
Total Circulation	1376	1098	855	766	788	645	867	757	849	768	1035	0	9804
Programs offered	23	2	14	16	10	2	17	11	4	0	1		100
Programming attendance	74	14	128	112	48	131	121	49	29	0	0		706
Passive program participation	1	0	0	0	0	0	0	0	0	0	12		13
Total Programming	75	14	128	112	48	131	121	49	29	0	12	0	719
Library visit schools/daycare	0	50	0	0	0	0	0	0	0	0	1		51
Groups/students visit library	0	0	0	0	0	0	0	0	0	0	0		0
Other Outreach	0	0	0	0	0	0	0	0	0	0	2		2
Total Outreach	0	50	0	0	0	0	0	0	0	0	3	0	53
Beanstack Active Readers	140	150	10	20	16	6	11	3	3	3	7		369
Beanstack Books Read	N/A	16	89	174	154	44	59	86	88	55	94		859
Reading Rewards (minutes read)	72000	48000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		120000
Computer usage	2	9	3	3	0	0	1	3	0	5	11		37
Wireless usage visits	104	98	136	217	116	68	45	32	38	43	58		955
Reference questions	4	2	5	5	0	0	0	0	0	0	38		54
ILL Borrow Completed	61	38	41	22	37	13	29	35	31	9	9		325
ILL Lender Completed	25	18	16	19	14	14	16	19	10	20	16		187
Website Visits	284	291	277	217	167	178	716	500	387	225	377		3619

Work reflected took place between May 1st and June 16th.

- May 1st—First day of work
- May 8th—Attended first City Council meeting
- May 9th—Attended VMCDC meeting
- May 11th—Attended Director's Round Table Meeting at Granger
- May 11th—Attended New Director Orientation with Maryann Mori, State Library Consultant for Central Region
- May 16th—Visited Van Meter Elementary classrooms to discuss Summer Reading; spoke with over 300 students
- May 17th—First Library Board Meeting
- May 18th—Attended office hours with Maryann Mori, State Library Consultant for Central Region
- May 30th—Met with Assistant Director from Inspired Kids Academy about outreach opportunities
- June 2nd—Participated in Raccoon River Days
- June 4th—Summer Reading challenge opened
- Week of June 5th—first Summer Reading activity begins; The Flag of YOU Activity
- Week of June 12th—Black Out Poetry Activity
- Week of June 19th—Chicka Chicka Boom Boom Activity
- Passive programming returned to the library
- Cleaned out and re-organized work room to make it more accessible for staff
- Finished preparing for Summer Reading
- Created a new cataloging matrix for the collection; will provide ease of use for patrons and staff

Summer Reading kick-off took place during Raccoon River Days. I saw many families, and distributed summer reading bingo cards, bookmarks, and crafts. Also, I began utilizing Facebook more consistently for marketing library activities and programs. Excited to see how many participants we have throughout the summer.

Summer Reading Activities have been popular, and we are getting several new faces into the library. Also lots of new library cards are being issued.

Discussion Items

- New computer for circulation desk—operating system is out of date and cannot be updated; difficult to use for check out/check in; have to restart over and over again to get a browser to open
- Need to look at increasing programming budget for incentives and printing; our printers cannot handle the output
- Why is there no donation jar in the library? I definitely think we should have one.
- Also, if we are a fine free library, then why are we charging \$5 after 25 days, as a "restocking" fee?