

Van Meter Public Library Board of Trustees Regular Board Meeting July 19, 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 June 21st Meeting
  - B. June Financials
  - C. June Claims
- 5. Review Circulation Policy
- 6. Library Board of Trustees Term Limits
- 7. McNaugton vs. B&T Library Material Plans
- 8. Pest Extermination
- 9. Deep Clean of Library

10. Review and discuss Chapter 10 of the Trustee's Handbook

- 11. Reports
  - A. Director's Report, including annual report
  - B. President's Report
- 12. Adjourn

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

#### Schedule

- 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 Trusee 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

6/21/2023 Board Meeting Minutes

On June 21<sup>st</sup> 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, Miller, Kendall, and Oelke. Jonatha Bayse and Tabitha Slaughter were also in attendance.

President Backstrom asked for an approval for the agenda, Miller 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 Community Outreach Policy was presented by Backstrom. Discussion was held.

Review Hours and Closings was presented by Backstrom. Discussion was held. HVAC System Discussion was presented by Bayse. Discussion was held.

New Computer for Director's Office was presented by Bayse. Discussion was held. Western Picture Discussion was presented by Bayse. Discussion was held.

Review Chapter 9 of the Trustee Handbook was presented by Backstrom. Discussion was held.

Officer Elections Discussion was presented by Backstrom. Discussion was held.

Action Items:

Miller motioned to approve the library hours with the adjustments and addition of Juneteenth as a closed holiday. Oelke seconded. Passed unanimously.

Oelke motioned to set up servicing for HVAC repairs as needed. Kendall seconded. Passed unanimously.

Oelke motioned to approve the purchase of two library computers after July 1. Miller seconded. Passed unanimously.

Miller motioned to give the Western painting back to the original family. Kendall seconded. Passed unanimously.

Oelke motioned to nominate Tabitha Slaughter as the President starting July 1. Miller seconded. Passed unanimously.

Oelke motioned to nominate Miller as Vice President starting July 1. Kendall seconded. Passed unanimously.

Miller motioned to nominate Oelke as Secretary starting July 1. 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 7:15pm.

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

FISCAL YEAR 2023	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
Expenses: City Budget for Library		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
FICA - City Portion	\$ 4,500.00	\$ 392.81	\$ 434.29	\$ 688.79	\$ 452.00	\$ 447.92	\$ 434.27	\$ 479.14	\$ 369.31	\$ 564.39	\$ 187.79	\$ 334.81	\$ 411.59	\$ 5,197.11
IPERS - City Portion	\$ 5,100.00	\$ 472.57	+	\$ 822.75	\$ 539.97	\$ 534.87	\$ 520.00	\$ 579.90	\$ 417.20	\$ 479.25	\$ 56.70	\$ 239.63	\$ 319.50	\$ 5,502.26
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	<b>\$</b> 151.66	\$ 151.66	\$ 113.60	\$ 38.06	\$-	\$-	\$-	\$-	\$ 1,059.34
Total	\$ 10,800.00	\$ 1,014.76	\$ 1,105.87	\$ 1,663.20	\$ 1,143.63	\$ 1,134.45	\$ 1,105.93	\$ 1,172.64	\$ 824.57	\$ 1,043.64	\$ 244.49	\$ 574.44	\$ 731.09	\$ 11,758.71
Expenses: Library Budget	FY22 Budget		Aug-22	Sep-22		Nov-22		Jan-23						YTD
		8%	17%	25%	33%	42%		58%		75%	83%		100%	A
<b>v</b>	1 N N	\$ 3,384.62				\$ 3,384.62			\$ 3,384.62	\$ 5,076.93	\$ -	\$ 2,538.45		\$ 39,769.60
	\$ 13,000.00	\$ 1,750.13			\$ 2,523.90	\$ 2,470.50		\$ 2,878.50		\$ 2,300.65	\$ 2,454.68	\$ 1,838.19		\$ 28,166.13
Programming		\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55	\$ 366.93	\$ -	\$ 297.34	-	\$ 47.50	\$ 198.21	\$ 315.56	\$ 1,461.54	\$ 4,345.86
Subscriptions		ş -	\$ -	ş -	Ş -	ş -	Ş -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Training		ş -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>\$</b> -	\$ -
Operating & Maintenance	-	\$ -	\$ -	\$ 11.18	\$ -	\$ -	\$ -	\$ 339.98	\$ -	\$ -	\$ -	\$ -	\$ 135.94	\$ 487.10
Utilities		\$ 82.30	\$ 100.92	\$ 103.73	\$ 86.05	\$ 64.65	\$ 101.39	\$ 208.69		\$ 147.16	\$ -	\$ 165.32	\$ 43.84	\$ 1,251.20
Telephone	+	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17	\$ -	\$ 106.34	\$ 52.79	\$ 53.47	\$ 175.52	\$ 53.10	\$ 297.38	\$ 175.14	\$ 1,126.11
Technology		\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -	\$ 232.81	\$ 227.74	\$ 688.28	1.1.1.1	\$ -	\$ -	\$ -	\$ 1,275.36	\$ 5,084.25
Other Contractual Services		ş -	\$1,209.01	\$ 12.87	\$ 35.12	\$-	\$ -	\$ 27.03		\$ 9.01	\$ 9.01	\$ 48.40	\$ 43.82	\$ 1,403.28
Library Materials	-			\$ 1,146.53	\$ 611.66	\$ 1,611.63	\$ 418.60	\$ 449.11	\$ 760.93	\$ 391.89		\$ -	\$ 1,020.91	\$ 9,770.84
Office Supplies		\$ 301.40	\$ 140.68	\$ 939.08	\$ -	\$ 121.94	\$ -	\$ 63.95	\$ 5.12	\$ 158.40	-	\$ 233.93	\$ 695.37	\$ 2,937.43
Total	\$105,200.00	\$ 8,716.23	\$8,937.72	\$11,693.36	\$ 7,115.07	\$ 8,253.08	\$ 6,530.69	\$ 8,390.29	\$ 6,977.29	\$ 8,307.06	\$ 3,751.28	\$ 5,437.23	\$10,232.50	\$ 94,341.80
Revenue: Library Budget	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
State Funding (Enrich Iowa Programs)	-	\$ 4,974.20	\$ -	\$ -	\$ -	0	\$ 1.408.93	\$ 311.23		\$ -	\$ -	\$ -	\$ -	\$ 6,694.36
County Funding		\$ -	ş - \$ -	ş -	ş -	0	\$13,000.00	\$ -	\$ -	\$ -	ş -	\$ -	-	\$ 13,000.00
Donations		ş - Ş -	φ - \$ -	ş -	ş -	0	\$ 15,000.00 \$ 15,99	\$ 160.00	ş -	φ - \$ -	φ - \$ -	\$ - \$ -	ş - \$ -	\$ 175.99
Transfers In	· ·	ş - S -	ə - S -	ş - \$ -		\$ -	\$ 15.99 \$ -		\$91,000,00	\$ 81.49	,	•	ş - \$ -	\$ 91,081.49
	φ 91,000.00 ¢	\$ 4,974.20	ş - Ş -		- T		5 - S -	\$ - \$ -	\$91,000.00 \$ -	\$ 81.49 \$ -	•		•	\$ 91,081.49 \$ 4,974.20
Other	0 - 0		Ŧ	•	7	,	<b>•</b>	· ·	+	*	*	*	Ţ	
lotai	\$105,300.00	\$ 4,974.20	\$- 	\$ -	\$ -	\$ -	\$14,424.92	\$ 471.23	\$91,000.00	\$ 81.49	<b>\$</b> -	\$ -	\$0.00	\$115,926.04
Treasurer's Report		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	
Library Building Ending Balance (051)		\$15,678.34	###########	\$15,678.34	\$15,678.34	\$ 15,678.34	\$15,678.34	###########	\$15,678.34	\$15,678.34	\$15,678.35	\$15,678.34	\$15,678.34	
Library Trust Ending Balance (182)		\$ (2,360.62)	############	+++++++++++++++++++++++++++++++++++++++	#######################################	#######################################	+++++++++++++++++++++++++++++++++++++++	#######################################	\$50,612.23	\$42,386.66	\$38,635.38	\$33,198.15	\$22,965.65	
Total		\$13,317.72	\$9,354.20	\$ (2,339.16)	\$ (9,454.23)	#######################################	\$ (9,813.08)	############		\$58,065.00	\$54,313.73	\$48,876.49		
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#### BUDGET REPORT CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD Balance	YTD Balance	PERCENT Expended	UNEXPENDED
182-410-6010	WAGES - FULL TIME	47,320.00	3,384.60	39,769.6	0 84.04	7,550.40
182-410-6020	WAGES - PART TIME	31,000.00	1,995.98	28,166.1	3 90.86	2,833.87
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.0	00. 0	.00
182-410-6210	DUES	.00	.00	.0	00. 0	.00
182-410-6215	PROGRAMMING	5,000.00	1,461.54	4,345.8	6 86.92	654.14
182-410-6220	SUBSCRIPTION	300.00	.00	.0	00. 0	300.00
182-410-6230	TRAINING	500.00	.00	.0	00. 0	500.00
182-410-6311	<b>OPERATION &amp; MAINTENANCE</b>	400.00	135.94	487.1	) 121.78	87.10-
182-410-6371	UTILITIES	1,500.00	43.84	1,251.2	0 83.41	248.80
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	175.14	1,126.1	1 140.76	326.11-
182-410-6408	INSURANCE	.00	.00	.0	00. 0	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.0	00. 0	.00
182-410-6419	TECHNOLOGY	5,500.00	1,275.36	5,084.2	5 92.44	415.75
182-410-6424	COMMUNITY INTERSET	.00	.00	.0	00. 0	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	43.82	1,403.2	8 100.23	3.28-
182-410-6502	LIBRARY MATERIALS	10,000.00	1,020.91	9,770.8	4 97.71	229.16
182-410-6506	OFFICE SUPPLIES	1,500.00	695.37	2,937.4	3 195.83	1,437.43-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.0	00. 0	.00
182-910-6910	TRANSFERS OUT	.00	.00	.0	00. 0	.00
182-999-9999	PROFIT HANDLER	.00	16,610.04	16,610.0	4 .00	16,610.04-
	DIFFERENCE	105,220.00	26,842.54	110,951.8	4 105.45	5,731.84-
	22.025			=================		
	PROOF	105,220.00	26,842.54	110,951.8	4 105.45 = =======	5,731.84- =======

#### BUDGET REPORT CALENDAR 6/2023, FISCAL 12/2023

#### PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD Balance	YTD BALANCE	PERCENT Expended	UNEXPENDED
112-410-6110	FICA - CITY PORTION	4,500.00	411.59	5,197.1	1 115.49	697.11-
112-410-6130	IPERS - CITY PORTION	5,100.00	319.50	5,502.2	6 107.89	402.26-
112-410-6150	GROUP INSURANCE	1,200.00	.00	1,059.3	4 88.28	140.66
112-410-6160	WORKMAN'S COMP	.00	.00	.0	0.00	.00
112-410-6161	UNEMPLOYMENT	.00	.00	.0	0.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.0	0.00	.00
						============
	DIFFERENCE	10,800.00	731.09	11,758.7	1 108.88	958.71-
		============	======	=======	= =======	===========
		=============	=============	===========		================
	PROOF	10,800.00	731.09	11,758.7	1 108.88	958.71-
		============	============	============	= =======	============

#### REVENUE REPORT CALENDAR 6/2023, FISCAL 12/2023

#### PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD Balance	YTD Balance	PERCENT RECVD	UNCOLLECTED
182-410-4440 182-410-4470	STATE GRANTS LIBRARY SERVICE	1,300.00 5,000.00	.00	6,694.36 13,000.00		5,394.36- 8,000.00-
182-410-4705 182-910-4830	DONATIONS - LIBRARY TRUST TRANSFERS IN	.00 90,000.00	.00	257.48 91,000.00	.00	257.48- 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 6/2023, FISCAL 12/2023

accoui	NT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	33,198.15	.00	10,232.50	.00	22,965.65
	Report Total	33,198.15	.00	10,232.50	.00	22,965.65

#### TREASURER'S REPORT CALENDAR 6/2023, FISCAL 12/2023

ACCOL	NT 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

**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	3 year	Full privileges for all VMPL and State resources
	owners		
Dallas County	All residents of Dallas County	3 year	Full privileges for all VMPL and State resources
Open Access	Any lowa resident who meets	3 year	Full privileges for all VMPL and State resources
	the criteria detailed below		
Limited Privilege	All students enrolled at Van	6 months -5 year	Full privileges online resources, plus one book
_	Meter Public School		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 lowa 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 lowa 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 sixmonths 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 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.

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.

# <u>Reserves</u>

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

# **Circulation Policy**

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



# <u>Purpose</u>

The purpose of this policy is to provide guidelines for the circulation of materials from the Van Meter Public Library.

# **Registration – Library Cards**

Library cards are issued immediately if you have government issued photo identification and proof of current residential address at the time of application. Identification that lists a current residential address meets this requirement. All library card applicants must complete an application. Cards must be updated by the patron every three years, or accounts will go inactive until renewed. Inactive cards will have borrowing privileges suspended, including for online resources, until the card is renewed. Renewal requires verbal confirmation of contact information. Accounts that are inactive for more than three years may be purged.

All residents of the state of Iowa are eligible to apply for a library card. Residents of cities not in compliance with Iowa's Open Access agreement must pay a yearly fee of \$15 per individual in order to apply for a library card and maintain a library account. This fee is based on average taxes in Van Meter and as such is subject to change. Accounts with a yearly fee will expire every year, rather than every three years, and in addition to standard renewal requirements, the fee will need to be paid prior to restoration of borrowing privileges. The fee provides borrowing privileges for resources controlled by the Van Meter Public Library; it does not guarantee access to state library resources, such as Overdrive/Bridges, where access criteria are set at the state level rather than the local level.

Children who are 5-11 years old and fit the residence requirements are eligible for a library card according to the discretion of their parents or legal guardian. The parent or guardian must apply in person with the child present, and parental signature is required for persons under age 12. Children ages 12-17 may apply for and sign for their own library card, but must be able to fill out all required parts of the application, as well as provide identification such as a school ID, recent report card, or driver's license/permit, as well as address verification (mail recently sent to the child is acceptable). Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child. The library does not limit access to materials based on age. Parents are solely responsible for judging whether materials are age appropriate for their children.

In order to check out materials, library users must present a valid library card or a picture of the library card barcode and number. The account holder may also present their own 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.

Accounts that owe \$10 or more will have borrowing privileges suspended until that amount is paid. The library director may make exceptions if there are extenuating circumstances. Users with borrowing privileges suspended may still use materials inside the library.

# **Materials**

Most materials are loaned for a period of three weeks. New items are loaned for a period of one week for movies and two weeks for all other materials. Items are generally considered new for three months post-publication, though exceptions may be made at the director's discretion. All items may be renewed twice, each for an additional borrowing 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.

Each card has a checkout limit of no more than 3 new movies. There is no checkout limit on items other than new movies.

If materials are not returned, four notices will be sent by the patron's preferred contact method. At approximately 45 days overdue, patrons will receive a notice that items must be returned or paid for. After 60 days, items will be considered permanently lost, and will not be accepted back. Damaged or lost materials will be the responsibility of the borrower at current cost plus a \$5.00 processing fee. Patrons may opt to replace the item with an identical item (must have same ISBN) rather than paying for the item, though the processing fee will still be assessed. Once an item is paid for, no refunds will be issued. If a patron claims that an item has been returned, the library staff will search for it once a week for thirty days from the date it was claimed returned, after which the item 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. The outside book drop can be used to return materials when the library is closed.

The library does not charge overdue fines.

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.

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 certain material requested by a patron, the librarians will be glad to request the materials from SILO (State of Iowa Libraries Online). Patrons may request items by email or by filling out a form at the library. There is no fee for getting an item through ILL, but items that are requested and subsequently not checked out are subject to a \$3 fee to recover postage costs.

Limits: Patrons will be limited to 3 items requested at one time.

Circulation Period: 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 as a result of lateness, loss, or damage.

Approved 8/28/19

Updated 11/20/19



# **Proposed Revised Bylaws**

# I Board Membership

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

# **II Board Powers & Functions**

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



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

# **III Board Meetings**

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

# **IV Board Officers**

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

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- 1) Record its proceedings as minutes and shall keep copies available for public inspection.
- 2) In the absence of the Secretary, the Library Director may take minutes.

# V Amendment of Bylaws

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

Adopted: September 29, 1986 Reviewed/Revised: 1996 Reviewed/Revised: 2006 Reviewed/Revised: 2012 Reviewed/Revised: 2016 Reviewed/Revised: October 23, 2017 Reviewed/Revised October 19, 2022 Reviewed/ Revised April 19, 2023



# **APPENDIX A**

#### Van Meter Ordinance

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

# **Chapter 22 Library Board of Trustees**

#### 22.01 PUBLIC LIBRARY.

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

# 22.02 LIBRARY TRUSTEES.

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

# 22.03 QUALIFICATIONS OF TRUSTEES.

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

#### 22.04 ORGANIZATION OF THE BOARD.

The organization of the Board shall be as follows:

1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

# 22.05 POWERS AND DUTIES.

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

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.

2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a Librarian, and authorize the Librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, prior to such employment, the compensation of the Librarian,



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

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

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

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

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

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

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

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

# (Code of Iowa, Ch. 661)

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

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

# 22.06 CONTRACTING WITH OTHER LIBRARIES.

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

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

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

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

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

# 22.07 NONRESIDENT USE.

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

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.

2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.

3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.

4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

# 22.08 EXPENDITURES.

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

(Code of Iowa, Sec. 384.20 & 392.5)

# 22.09 ANNUAL REPORT.

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

# 22.10 INJURY TO BOOKS OR PROPERTY.

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

(Code of Iowa, Sec. 716.1)

# 22.11 THEFT.

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

(Code of Iowa, Sec. 714.1)

# 22.12 NOTICE POSTED.

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

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

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

# (Code of Iowa, Sec. 714.5)

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

(Code of Iowa, Sec. 808.12)

#### **RE: More info**

#### Deering, Patrick <Patrick.Deering@brodart.com>

Wed 6/28/2023 11:51 AM

#### To:Jonatha Basye <jbasye@vanmeteria.gov>

Hi Jonatha, so sorry for the delay. ALA and end of year messed up a bunch of schedules. I talked to the office the day you initially asked and was told we could not invoice you by the end of June, BUT...I knew I was going to see the new product manager at ALA so I pushed that response to her and she was trying to fight it. I talked to her again today after your email, and she's still not having any luck, so a formal invoice this week is unlikely – maybe a proforma or something, but I know you're running out of time.

The good news is, the new product manager actually came FROM B&T and she is motivated to take this business away from them. And she's furious that the office won't help expedite your setup. I can't change the expediting part, but she DID give you better pricing – which I confirmed would stay in place next year (it's not a one time thing).

So for the adult plan, she's willing to give you a \$30 cutoff for the price of the \$29 (if you remember that was the piece I said we would need to revisit for next year. So that's a great solution.

So for your adult collection:

300 allowances a year (25 per month) with a \$30 cutoff (meaning one allowance gets you one book valued up to and including \$30 – if you want a book priced \$30.01 to \$40, you'd use 2 allowances; \$40.01 to \$50 you'd use 3 allowances, etc. – don't do that, for bestsellers, \$30 should cover 90% of the titles released) That would cost \$5,505 with standard processing and free shipping and returns.

For your Children's and YA collections, we would actually combine them into our "universal" plan (so you'd also have access to graphic novels and Spanish) as a points purchase plan. You're also getting a price break on that plan. The grid below breaks down how the points are used – since they are different from the McNaughton adult lease. The number of points you use is based on the price of the book, so it doesn't matter that the YA and CH titles will have different prices, you pay only what the book is worth (NOTE – in comparison, the Adult McN plan is more cost effective as an allowance plan because to get 300 books at \$30 you would need 4800 points which would cost you over \$8000)

We can do 3000 points for the year at \$1.80 per point (the normal price is \$1.90 per point) which puts you at \$5,400 for the total between both YA and CH

Adult Allowance Plan (lease): \$5,505 CH/YA Points Plan (purchase): \$5,400 TOTAL: \$10,905

You also asked for a packet of information. Our best resource is our website: Link to McNaughton Lease - <u>https://www.brodartbooks.com/library-services/collection-development/popular-title-subscriptions/mcnaughton-lease</u> Link to Purchase Plus Plans (for CH/YA) - <u>https://www.brodartbooks.com/library-services/collection-development/popular-title-subscriptions/purchase-plus</u>

Let me know if you need anything beyond that

So let me know your thoughts. Again sorry for the delay and our inability to expedite invoicing before the end of your fiscal year. Hope something can still happen

Patrick



# **Table of Point Values**

	TABLE OF POINT VALUES									
PUBLISH	ER LIST PRIC	E RANGE	PUBLISH	ER LIST PRIC	CE RANGE	PUBLISH	HER LIST PRICE RANGE			
FROM	TO	POINTS	FROM	TO	POINTS	FROM	TO	POINTS		
\$0.00	\$1.99	1	\$30.00	\$31.99	16	\$60.00	\$61.99	31		
\$2.00	\$3.99	2	\$32.00	\$33.99	17	\$62.00	\$63.99	32		
\$4.00	\$5.99	3	\$34.00	\$35.99	18	\$64.00	\$65.99	33		
\$6.00	\$7.99	4	\$36.00	\$37.99	19	\$66.00	\$67.99	34		
\$8.00	\$9.99	5	\$38.00	\$39.99	20	\$68.00	\$69.99	35		
\$10.00	\$11.99	6	\$40.00	\$41.99	21	\$70.00	\$71.99	36		
\$12.00	\$13.99	7	\$42.00	\$43.99	22	\$72.00	\$73.99	37		
\$14.00	\$15.99	8	\$44.00	\$45.99	23	\$74.00	\$75.99	38		
\$16.00	\$17.99	9	\$46.00	\$47.99	24	\$76.00	\$77.99	39		
\$18.00	\$19.99	10	\$48.00	\$49.99	25	\$78.00	\$79.99	40		
\$20.00	\$21.99	11	\$50.00	\$51.99	26	\$80.00	\$81.99	41		
\$22.00	\$23.99	12	\$52.00	\$53.99	27	\$82.00	\$83.99	42		
\$24.00	\$25.99	13	\$54.00	\$55.99	28	\$84.00	\$85.99	43		
\$26.00	\$27.99	14	\$56.00	\$57.99	29	\$86.00	\$87.99	44		
\$28.00	\$29.99	15	\$58.00	\$59.99	30	\$88.00	\$89.99	45		

From: Jonatha Basye <jbasye@vanmeteria.gov>
Sent: Wednesday, June 28, 2023 11:00 AM
To: Deering, Patrick <Patrick.Deering@brodart.com>
Subject: Re: More info

Also, can you send me a packet ASAP so that I can show my board. My president is already asking for it. Thank you!

# Jonatha Basye | Library Director

VAN METER PUBLIC LIBRARY

515-996-2435 | jbasye@vanmeteria.gov

505 Grant Street | Van Meter, IA 50261

#### Van Meter Public Library

From: Jonatha Basye <jbasye@vanmeteria.gov> Sent: Wednesday, June 28, 2023 7:37 AM To: Deering, Patrick <<u>Patrick.Deering@brodart.com</u>> Subject: Re: More info

Hi Patrick--

Any updates on the numbers? Thank you!

Hope ALA went well!

# Jonatha Basye | Library Director

VAN METER PUBLIC LIBRARY

515-996-2435 | jbasye@vanmeteria.gov

505 Grant Street | Van Meter, IA 50261

Van Meter Public Library

From: Deering, Patrick <<u>Patrick.Deering@brodart.com</u>> Sent: Friday, June 23, 2023 8:14 AM To: Jonatha Basye <<u>jbasye@vanmeteria.gov</u>> Subject: Re: More info

This is great news! It's end of year fiscal time for a lot of our customers, so I know our setup team is busy. I've put the request in to them to confirm capacity to get this done this month. I can crunch the numbers for you this weekend so you have the numbers for your board meeting. I'll let you know once I hear back

Patrick

Get Outlook for iOS

From: Jonatha Basye <jbasye@vanmeteria.gov> Sent: Friday, June 23, 2023 7:56 AM To: Deering, Patrick <<u>Patrick.Deering@brodart.com</u>> Subject: More info

I have \$11,000 in my library budget for FY24. I would want an Adult Lease account, and then points system accounts for Childrens and YA. I'm guessing at least \$5,000 for the Adult account, and then I would want to know the conversion of points for about \$2,500 per account. Can you let me know? I would want to set an emergency board meeting to discuss this and get it approved. I know you are at ALA, but just let me know as soon as you can what you can do. Thank you so much!

Jonatha Basye | Library Director

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Van Meter Public Library





# GIVE THEM WHAT THEY WANT, WHEN THEY WANT IT!

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CHOOSE WITH CONFIDENCE Librarians know that if it made the McNaughton list, it's going to circulate

LOST/STOLEN PROTECTION

Libraries aren't penalized

for items that have been

lost or stolen during a

subscription period; items are simply deducted from your

inventory and treated as returned



Get shelf-ready materials into your patrons' hands quickly with McNaughton's expedited handling and annual invoicing.



Keep 20% of the books you lease during each subscription period at no extra charge



FREE SHIPPING & EASY RETURNS

# Bibz

TRACK YOUR ALLOWANCES IN REAL TIME using Bibz, Brodart's free online selection tool – the only system specifically engineered to support leased materials

# BINDING

Any paperbacks that meet the criteria to be included on McNaughton Adult lists (such as travel guides) are automatically converted to hardcover. McNaughton Bound entails the addition of sturdy binder board to increase durability and extend the circulation life of your books.

# **CHOOSE YOUR PLAN**

McNaughton plans are available for:

- ADULT
- YOUNG ADULT
- HARDCOVER GRAPHIC NOVELS (which encompasses titles for all ages)

FILL HOLDS | STAY CURRENT | MAKE SMILES.

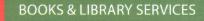
# TAKE THE NEXT STEP

For more information or to begin service, please contact us today. B95-1-23G



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# McNaughton<sup>®</sup> FAQ

**Popular Title Subscriptions** 

#### How/when are allowances/points received?

Allowances are credited according to specified invoicing intervals. For example, accounts based on annual invoicing and payments are credited for a full year's allotment at the time of invoicing. Accounts set up with monthly invoicing and payments are credited for one twelfth of the annual allotment at the time of invoicing. Allowances may be expended at any time throughout the year.



If you expend all allowances prior to the end of the subscription period, you have the option to increase your subscription plan size and/or purchase additional allowances at your current subscription price.

#### What happens to left-over annual allowances/points?

What if all allowances/points are used before subscription renewal?

Upon renewal of a McNaughton<sup>®</sup> subscription, unused allowances automatically "roll over" into the next subscription period.

#### Can plans be modified?

McNaughton<sup>®</sup> plan sizes can be increased at any time during the subscription period. Decreases in plan size are permitted only upon annual renewal. McNaughton<sup>®</sup> plans are non-refundable. Termination of services — which requires a 60-day advanced written notice — results in forfeiture of any unexpended allowances.

#### What is the return policy?

Each McNaughton<sup>®</sup> plan includes a suggested inventory level based on annual plan size. However, customers are not required to return items before ordering more. Continue ordering as long as you have allowances remaining on your account. We recommend keeping McNaughton<sup>®</sup> inventory items until they are no longer circulating. When you're ready, simply package them using the prepaid return label supplied by Brodart, and ship them back to us. Most libraries choose to refresh their McNaughton<sup>®</sup> Lease collections once or twice per year.

#### What does 20% retention mean?

You may automatically keep 20% of the books leased during a subscription period at no extra charge and add these materials to your permanent collection.



#### Are additional titles available for purchase?

Customers have the option to purchase additional inventory at a volume discount.

#### What happens if McNaughton® titles are lost or stolen?

You can claim up to 10% of shipped materials as lost or stolen during each subscription period without incurring penalty (items will be deducted from your inventory). These items should be reported to Brodart's Customer Care department. Deductions beyond 10% are charged as if you were purchasing the items for your permanent collection.

#### What does "standard cataloging and processing" include?

Standard cataloging and processing includes: a MARC record with item record, clear book jacket cover, green insert including property label and spine label data, and barcode.

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# Purchase Plus

# **Popular Title Subscriptions**

#### Browse. Select. Shelve. Repeat.

Our **Purchase Plus** subscription program is a convenient, easy way to build your collection. Delight your patrons with a selection of hot titles.

#### Benefits for Your Library:

- Fill holds
- Meet patron demand
- Increase circulation
- Encumber funds: Hedge against year-end budget shortfalls or freezes

#### **Plan Features:**

- · Pay one price, then order throughout the year
- · Selection lists are available via your free online account
- Titles arrive shelf-ready
- Free shipping
- · Replacement guarantee (see reverse for details)
- · Keep the titles for your permanent collection
- Experienced staff assigned to your account
- · Flexibility to order titles not on the lists



#### New Subscriber Incentives:

Contact your Brodart representative for an explanation of current benefits available to new Purchase Plus subscribers.

Each plan is designated with a specific number of points (or allowances), which the library expends by ordering titles throughout the subscription year. The number of points required per book is based on the publisher's list price. Unused points automatically roll over to the next subscription year, for as long as you continue your Purchase Plus service.

# Purchase Plus — Popular Title Subscriptions

#### **Purchase Plus Plan Options**

#### Adult

- High-Demand Hardcover Selections, including Bestsellers, Debut Authors, and Large Print
- · Titles available for ordering three months prepublication
- Titles chosen by Brodart's Selection Committee
- Six month replacement guarantee\*

#### **Young Adult**

- · Hot titles for Teens, including Bestsellers, Graphic Novels, and Large Print
- Titles available for ordering two months prepublication
- Six month replacement guarantee\*

#### DVD

- New Releases and Popular TV Series, including DVD and Blu-ray
- Titles available for ordering one to two months prepublication
- Six month replacement guarantee\*

#### Audiobound®

- · Sought-after Fiction and Nonfiction (unabridged format)
- Titles available for ordering three months prepublication
- Six month replacement guarantee\*

#### Español

- Hardcover and Paperback Spanish Language Titles
- · Titles available for ordering one month prepublication
- Accurate Bilindex Subject Headings ensure easy discoverability for your patrons
- 30 day replacement guarantee\*

#### Children's Hardcover

- Leisure Reading and Positive Development
- · Titles available for ordering one month prepublication
- Selection lists contain storyline annotations, bibliographic information, citations from up to 16 journals, age ranges, cover art, and more
- 30 day replacement guarantee\*

#### Paperback

- Fresh & Current Paperback Selections
- Titles available for ordering one month prepublication
- · Optional reinforcement to extend the shelf life of your books
- 30 day replacement guarantee\*

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\* Brodart offers free replacement of damaged or defective materials within the specified time period.

**BOOKS & LIBRARY SERVICES** 

# Purchase Plus FAQ Popular Title Subscriptions

#### How/when are allowances received?

Allowances are credited according to specified invoicing intervals. For example, accounts based on annual invoicing and payments are credited for a full year's allotment at the time of invoicing. Accounts set up with monthly invoicing and payments are credited for one twelfth of the annual allotment at the time of invoicing. Allowances may be expended at any time throughout the year.

#### What if all allowances are used before subscription renewal?

If you expend all allowances prior to the end of the subscription period, you have the option to increase your subscription plan size and/or purchase additional allowances at your current subscription price.

#### What happens to leftover allowances?

Upon renewal of a Purchase Plus subscription, unused allowances automatically "roll over" into the next subscription period.

#### Can plans be modified?

Purchase Plus plan sizes can be increased at any time during the subscription period. Decreases in plan size are permitted only upon annual renewal. Purchase Plus plans are non-refundable. Termination of services — which requires a 60-day advanced written notice — results in forfeiture of any unexpended allowances.

#### What does "standard cataloging and processing" include?

Standard cataloging and processing includes: a MARC record with item record, clear book jacket cover, spine label with call number, property label, and barcode.

#### Is it possible to order items that are not included in the Purchase Plus monthly lists?

Purchase Plus lists are "open" lists. As such, customers are free to search for items not included in the lists. However, not all titles are Purchase Plus eligible (search results in Bibz<sup>®</sup> contain an indicator for non-eligible titles).

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# Book Lease Plans from Baker & Taylor

#### Leshia Swaim <Leshia.Swaim@baker-taylor.com>

Fri 6/23/2023 8:42 AM

To:Jonatha Basye <jbasye@vanmeteria.gov>

1 attachments (651 KB) 2020\_BookLeasing-Brochure-F.pdf;

#### Jonatha,

As per your request I have sent a request to the Financial Services group to have the open Invoices for your account sent to you. Crystal Bailey is your AR for that department and she will be the person sending that information. Also, per our conversation I am sending the Book Lease plan information we discussed. The Brochure is attached and the plan details are below.

I did ask the Book Lease Manager about the points question you asked. He said that we have something similar that if you cancel a plan and have quota left, you can use the left over quota to keep books from your collection.

Let me know if I can be of further assistance concerning this program, or if you would like to move forward in setting up this type program for your library. I am happy to assist in any way I can.

#### Adult Lease Plan Pricing:

			Annual 2%
		Annual	Prepay
Month	Year	Payment	Discount
10	120	\$2,338.80	\$2,292.02
15	180	\$3,508.20	\$3,438.04
20	240	\$4,677.60	\$4,584.05
25	300	\$5,847.00	\$5,730.06
30	360	\$7,016.40	\$6,876.07

\$19.49-Cutoff \$29/\$39/\$49

1 Bonus Month of Free Quota, Year 1

#### Plan Details and Guidelines:

Cataloging and processing included: mylar jacket, ownership label, spine label, MARC record, program logo label, BT barcode.

20% of items slated for return kept free-Core size = 10 x monthly quota amount (Example: 20 x 10 = 200)

Returns made when exceed core by 25% - FAST and SIMPLE B&T Quick Returns Form utilized

Items may be purchased from the core collection for \$3.00 per Unit

Freight both directions included in cost. Inbound and rotational returns paid.

<u>NO Penalty</u> for Lost, Stolen or Damaged Items. Report with return. Does not count against 20% kept free percentage. NO LIMIT!

2% prepayment discount may be taken if annual invoice I paid within 60 days of invoice date.

Order using B&T's Title Source 360 Web Based ordering Tool. We will assist new Subscribers in registration for a login and password!

#### CATS (Children's and Teens) Lease Plan Pricing:

		Annual	Annual Prepay
Month	Year	Payment	Discount

https://outlook.office.com/mail/inbox/id/AAQkAGY2NTUxYWU4LTI3ZTAtNDE0NS1iM2E4LTU1Y2E1ZmJjMTVjNAAQABpsgqT%2BuE0Ssj3Eigfv1Sw%... 1/2

Mail - Jonatha Basye - Outlook

	10	120	\$ 1,618.80	\$ 1,586.42
	15	180	\$ 2,428.20	\$ 2,379.64
	20	240	\$ 3,237.60	\$ 3,172.85
	25	300	\$ 4,047.00	\$ 3,966.06
	30	360	\$ 4,856.40	\$ 4,759.27
	35	420	\$ 5,665.80	\$ 5,552.48
	40	480	\$ 6,475.20	\$ 6,345.70
\$13.49 per quota and				
\$20/\$30/\$40 cutoff				
2%annual prepay discount				

CATS plan does not include the 1 Months free Quota.

Have a lovely rest of your day!

Leshia Swaim Inside Sales Consultant Baker & Taylor 706.423.2260, www.baker-taylor.com BAKER&TAYLOR

# ROTATING READS

Book Leasing Circulate... Rotate... Celebrate!

# Get the titles when they're hot, return them when they're not.

Baker & Taylor content experts produce a monthly prepublication and a key current titles list to help simplify high demand selection. Additional trade title selections may also be added to your B&T Book Leasing orders through Title Source 360! Your library will benefit greatly from our vast array of suppliers and extensive inventory!

#### **Popular Adult**

- → Adventure and Suspense
- → Biography
- → Historical Novels
- → Horror
- → Large Print
- → Mystery

→ Romance

- → Science Fiction
- Scoop Lists
- → Seasonal
- → Spanish Language
- → Western

#### Popular Children's and Teen (CATS)

- → Graphic Novels
- → Nonfiction
- → Fiction
- $\rightarrow$  Easy Readers
- → Picture Books
- → Chapter Books

- → Popular Genres
- $\rightarrow$  Award Winners and Honors
- $\rightarrow$  Summer Reading

#### Computer/Technology

- → Business & Finance
- → Databases
- → Programming & Coding
- → Internet & Web Development
- → Operating Systems
- → Client Server

- → Groupware
- → Integrated Software
- → Utilities
- → Networking
- → Professional Reference/ Electronics

Each month you will receive **CompuBook**, our prepublication list of new computer titles, as well as QuickClick, a listing of the current best-selling computer titles. Other high demand trade paperback selections may be requested as well!

#### Large Print

- $\rightarrow$  Popular Adult Fiction
- → Popular Adult Non-Fiction
- → Seasonal Titles and more

#### Spiritual

- → Christian
- → Religions
- $\rightarrow$  Inspirational Fiction
- $\rightarrow$  Inspirational Nonfiction

# 1. Simple and Strategic!

Choose the size of your annual lease plan and begin selecting titles. Books are delivered to your library, ready for use. After titles peak in popularity, return a portion to make room for new titles. A percentage may also be retained as part of your permanent collection.

# 2. Affordable and Efficient!

Your book lease plan may be invoiced annually, semi-annually or quarterly. This billing process greatly reduces the number of invoices that must be processed and paid significantly reducing library administrative costs!

# 3. Selection Made Easy!

Baker & Taylor content experts produce comprehensive lists of new and forthcoming releases. Lists are accessible via Title Source 360 providing robust title data needed for selection decision making.

# 4. FAST and Shelf Ready!

Books are shipped free of charge within the continental U.S. and on a priority basis! Book Leasing orders receive special and expedited handling to ensure your library is able to meet patron demand quickly. Books are available processed and cataloged through TechXpress, the most sophisticated and comprehensive system of cataloging and processing available in the industry, or via our Customized Library Services program upon request.

### 5. Informed and up to date!

Each month Baker & Taylor emails two reports designed to help track your leased book collection. The Monthly Quota Status Report details monthly quota allotment and usage. The Inventory Status Report reflects on-hand inventory volume.

# 6. Simplified Rotational Returns!

When your library's basic collection is exceeded by 25%, you're ready to rotate older inventory and refresh your collection with exciting new titles! A percentage of the number of units returned may be retained from your remaining collection at no additional charge.



# Sign up today and start celebrating!

Join the thousands of libraries worldwide now aggressively responding to patron needs while saving time and administrative dollars through Baker & Taylor's book leasing program. To find out more, call 800-775-3800 x1 or e-mail leasing@baker-taylor.com

BAKER & TAYLOR

www.baker-taylor.com

#### Pest Extermination in Library Building

- Having an issue with bugs and other pests inside library.
- City does not have contract with anyone to spray.
- Need to consider option for this.
- Hire a company.
- Ask public works if they can do this.
- Also concerned about mice; have had issues in the past.
- Have found mice droppings in office.
- Ideas? Solutions?

#### **Deep Clean of Library**

- Feel that the library is in desperate need of a deep clean
- Bathrooms need some extra TLC
- Books need to be removed from shelves and dusted
- Clean carpets? Especially if we are not going to get new carpet
- Clean windows
- Do we have money in the budget for this?
- Do we need to wait until next fiscal year?
- Is there someone local who cleans facilities?



# Chapter 10: Evaluating the Library Director

Looking back to **Chapter 2: The Five Primary Responsibilities of Iowa's Public Library Boards**, one of the responsibilities listed is to evaluate service and advocate for advancements. An important part of evaluating the effectiveness of library service is to evaluate the library director's job performance. Iowa's **Public Library Standards** require that boards conduct the director's job evaluation annually.

Trustees evaluate the director all the time--informally--by what they see happening in the library, by what they hear from the public, and by what they perceive as the library's reputation in the community. But such informal observations do not take the place of a formal job review process. The best way to evaluate the director's job performance is to use the current job description. Then develop a written evaluation based on specific criteria, determining how well the director is meeting the job description and accomplishing management goals.

There are many benefits to providing an annual evaluation of the director's work:

- Provides the director with a clear understanding of the board's expectations
- Ensures the director is aware of how well the expectations are being met
- Serves as a formal vehicle of communication between the board and director
- Identifies the board's actual concerns so that corrective action can be taken
- Creates an opportunity to review and acknowledge the director's accomplishments
- Documents annual accomplishments in meeting the library's strategic plan
- Demonstrates sound management practices and accountability to municipal officials and the community

A written evaluation allows the board and the director a system to communicate about

how to improve library service. An annual evaluation provides a method to acknowledge and reward good performance as well as work with the director to correct inadequate areas of performance. If problems arise with the director's performance during the year, the board should discuss these problems with the director at that time, along with possible solutions. At the time of the annual evaluation, there should be no surprises.

A new director will need goals that assist in learning the position and should be evaluated more frequently than once per year. Typical practice is to provide a probationary evaluation after 6 months. If a director has been on the job for a long time, goals might reflect broader ideas such as providing new services.

#### **Director Evaluation Considerations**

Before creating a new evaluation form, check with your city to see if there is a job evaluation form already in use for other city employees or for other department heads. If so, discuss adapting that form; it may require revising the form to fit the library director's specific job duties. The following list provides points to consider when developing or adapting an evaluation form for the library director:

#### **Implementing Board Decisions**

- Are board decisions implemented on a timely basis?
- Once board decisions have been made, does the director support and not undermine them?

#### Preparing and Managing the Budget

- Is the preparation work completed in a timely manner for the board?
- Does the budget cover all necessary expenses?
- Are funds allocated or reserved for unanticipated contingencies?
- Are the funds allocated effectively?
- Are major corrections to the budget during the fiscal year avoided?

#### **Hiring and Supervising Staff**

- Are positive management/staff relations maintained?
- Are fair and equitable HR policies proposed for board adoption and then fairly administered?
- Is the hiring process designed to ensure that the best person is hired?
- Is the hiring process consistent with legal requirements?

- Does staff receive training adequate to perform their jobs?
- Is staff development encouraged for learning new skills? Is it supported with funding?
- Have peak service hours been identified and staff assigned accordingly?
- Are job descriptions current? Are staff functions analyzed periodically with the objective of combining or eliminating tasks or creating new assignments?
- Are staff workloads equitable?
- Does the director conduct staff performance evaluations regularly?

#### **Managing the Collection**

- How adequately does the library identify needs and interests in the community and translate these into the library's collection and services?
- Have priorities been established to enable the library to respond to a potential budget cut?

#### Implementing the Library's Strategic Plan

- Does the library have a current plan and does the plan reflect board priorities?
- Is the plan updated to reflect changing circumstances?
- Are the director's activities and accomplishments consistent with the plan?
- Is the plan flexible enough to allow for changing circumstances?
- Does the director provide enough information to the board about implementing the plan?

#### **Promoting Library Services and Programming**

- How effectively are current and new services communicated to the public?
- Are circulation trends, program attendance, reference questions, Internet use and other uses of the library tracked, analyzed, and needed changes made?
- Are services and programs producing the desired impact in the community?

#### **Keeping Current**

Are innovations in service delivery and technology studied thoroughly and implemented if they fit the needs of the library and are proven to be cost effective?

- Does the director maintain current knowledge of best library practice?
- Is the staff encouraged and assisted in learning about best library practice?

#### **Demonstrating Positive Behaviors**

- Are "hard decisions" made and implemented or are they deferred or ignored?
- Does the director display initiative?
- Does the director make decisions objectively or do personal biases intrude?
- Is the director open with the board about both accomplishments and problems?
- Does the director set an example for other staff through professional conduct, high principles, good work habits, etc.?

#### **Dismissing the Library Director**

Probably the most stressful situation a library board can face is the potential dismissal of the library director. Boards that hire carefully, communicate well, nurture positive working relationships, and evaluate effectively should not have to experience this unpleasant task. Yet when all potential solutions have been exhausted and the problems still cannot be resolved, dismissal is a last resort.

Directors are usually dismissed only after serious infractions of library policy, violation of the law, or very poor performance coupled with unwillingness or inability to improve. It is essential that the reasons for dismissal have been carefully documented. The board has a responsibility to ensure that personalities and biases are not factors in any dismissal decision. The dismissal and/or appeals procedure should be described explicitly in the library's personnel policy and allow the director a fair hearing to discuss specific charges. A board should not begin a dismissal process unless it understands the implications, has consulted with the appropriate local government officials, believes its position is defensible, and has obtained appropriate legal advice from an attorney.

The following factors should be considered prior to making a final decision to dismiss a library director:

- Was there proof of a violation or a history of poor performance?
- Was there notice given to the director regarding the performance problem?
- Was the reason for termination related to library employment?
- Was there an investigation and documentation? Was the investigation fair and objective?

- Is there equal treatment of other library employees in similar situations?
- Is termination of the library director an appropriate disciplinary action? Even if the library director has done something wrong, has been given notice, and has not ceased the activity, is termination too harsh a penalty? Or would some other consequence be more reasonable?



Director's Report Statistics for June 2023 Submitted to VMPL Board by Jonatha Basye July 2023

June 2023 compared to		June-2		ne-22									
VISITORS					53	4	609						
CIRCULATION													
Books-Adult					12	0	119						
Books-Teen					2	4	17						
Books-Juvenile					66	7	847						
DVD					6	7	62						
E-Books & Audio Books					34	2	277						
Misc					1	4	24						
Total Circulation					_								
PROGRAMMING													
Children's & Teens' Programs Offered				ered	104		86						
Children's & Teens' Programs Attendance				nce	950		925						
Adult Programs Offered						0	0						
Adult Programs Attendance						0	0						
	Jul-	Aug-	Sep-	Oct-	Nov-	Dec		Feb-	Mar-	Apr-	May-	Jun-	-
FY23 At a Glance	22	22	22		22	22	_	23	23	23	23	23	FY23
Visitors	665	490	367	317	188	260	304	230	236	191	330	534	4112
Library checkouts	1080	787	577	562	573	431	594	522	586	481	679	892	7764
E-books & e-audiobooks check-out	296	311	278	204	215	214	273	235	263	287	356	342	3274
Total Circulation	1376	1098	855	766	788	645	867	757	849	768	1035	1234	11038
Programs offered	23	2	14	16	10	2	17	11	4	0	1	4	104
Programming attendance	74	14	128	112	48	131	121	49	29	0	0	231	937
Passive program										-			
participation	1	0	0	0	0	0	0	0	0	0	12	0	13
Total Programming	75	14	128	112	48	131	121	49	29	0	12	231	950
Library visit schools/daycare	0	50	0	0	0	0	0	0	0	0	1	0	51
Groups/students visit library	0	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	0	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	94	463
Beanstack Books Read	N/A	16	89	174	154	44	59	86	88	55	94	439	1298
Reading Rewards (minutes	70000	40000	N1/A	N1/A	N1/A		N1/A	N1/A	N1/A	N1/A	N1/A	21000	454000
read)	72000		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	31066	151066
Computer usage	2	9	3	3	0	0	1	3	0	5	11	30	67
Wireless usage visits	104	98	136	217	116	68	45	32	38	43	58	50	1005
Reference questions	4	2	5	5	0	0	0	0	0	0	38	32	86
ILL Borrow Completed	61	38	41	22	37	13	29	35	31	9	9	2	327
ILL Lender Completed	25	18	16	19	14	14	16	19	10	20	16	17	204
Website Visits	284	291	277	217	167	178	716	500	387	225	377	300	3919





515 996 2435



Work reflected took place between June 6th through July 19th

- Week of June 12<sup>th</sup>—Black Out Poetry/Found Poetry Summer Reading Activity
- June 12<sup>th</sup>—Attended City Council Meeting
- June 16<sup>th</sup>—Met with sales rep from McNaughton about possible switch to lease plan
- Week of June 19<sup>th</sup>—Chicka Chicka Boom Boom Summer Reading Activity
- June 21<sup>st</sup>—Attended Library Board Meeting
- June 21<sup>st</sup>—Attended Introduction to WhoFi's Question Sets Webinar through State Library of Iowa
- Week of June 26<sup>th</sup>—Our Family Words Summer Reading Activity
- June 26<sup>th</sup>—Attended City Council Workshop
- Week of July 3<sup>rd</sup>—Doodle Your Way Out Summer Reading Activity
- July 3<sup>rd</sup>—Attended Friending the Public Library: How Friends and Foundations Invest in the Library's Future Webinar through State Library of Iowa
- July 7<sup>th</sup>—Attended Van Meter Farmer's Market
- Week of July 10th--Make Some Noise! Musical Crafts Summer Reading Activity
- Week of July 17th--Kindness Rocks Summer Reading Activity

Because I have only been here for two months, it is somewhat difficult to gage patron interaction at the library for FY23. I will say that I have met many local families who are clearly regulars and love utilizing the library. Many of the same faces appear; however, we have also seen quite an increase in the number of new patrons and library cards being issued. As of 18 July, we have 172 kids signed up for Summer Reading, which I feel is a tremendous success. We still have two weeks left, and I am eager to see if more families will continue to sign up, and how many minutes will be logged.

I am already planning on Fall programming and what that will look like at the library. I also have plans for recataloging the current collection to make it more accessible to our patrons. I would like to focus on Adult programming for the Fall, and am reaching out to several community entities to assist in making this happen.