



Van Meter Public Library Board of Trustees Regular Board Meeting

Date: May 19, 2021 Time: 6:00 PM Place: Van Meter Public Library (505 Grant Street)

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
 - A. Minutes April 21 meeting
 - B. Finances & Claims
5. Discussion Items
 - A. Review of Re-opening Plan
 - B. Proposed Revisions of Hours and Closings Policy
 - C. \$5000 American Rescue Plan Act Re-imbusement Grant
6. Action Items
 - A. Proposed Public Survey Summer 2021
 - B. Proposed Revisions of Financial Policy
 - C. Proposed Revisions of Bulletin Board Policy
 - D. Proposed Revision of Line-item allocations for FY21 Budget
7. Director's Report
8. President's Report
9. Adjourn

Van Meter Public Library

4/21/2021 Board Meeting Minutes

On April 21st 2021, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:01pm by President Backstrom.

In attendance were Backstrom, Warwick, McCombs, and Kendall. Miller joined via phone call. Nancy Studebaker and Joe Herman was also in attendance.

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

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

Discussion Items:

The proposed reopening plan was presented by Backstrom, discussion was held.

A review of the strategic plan was presented by Backstrom, discussion was held.

A review of the city goal setting session was presented by Studebaker, discussion was held.

A review of the summer reading program was presented by Studebaker, discussion was held.

The public survey for summer 2021 was presented by Studebaker, discussion was held.

Proposed revisions of the financial policy was presented by Backstrom, discussion was held.

Proposed revision of the bulletin board policy was presented by Backstrom, discussion was held.

Proposed revision of line-item allocations for the FY21 budget was presented by Backstrom, discussion was held.

McCombs motioned to adjust the proposed opening hours to 10-5 on Fridays with a occupancy limit of 10. Seconded by Miller, passed unanimously.

Director and President reports were given.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, McCombs seconded. Passed unanimously. Adjured at 7:06 pm.

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

BUDGET REPORT
CALENDAR 5/2021, FISCAL 11/2021

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	43,749.00	1,692.31	37,047.47	84.68	6,701.53
182-410-6020	WAGES - PART TIME	11,000.00	410.00	9,317.15	84.70	1,682.85
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	75.00	.00	.00	.00	75.00
182-410-6215	PROGRAMMING	3,500.00	.00	1,467.20	41.92	2,032.80
182-410-6220	SUBSCRIPTION	750.00	.00	614.84	81.98	135.16
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	184.77	46.19	215.23
182-410-6371	UTILITIES	1,650.00	85.79	1,071.89	64.96	578.11
182-410-6373	TELEPHONE/COMMUNICATIONS	1,000.00	53.91	593.30	59.33	406.70
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,000.00	198.98	2,444.32	48.89	2,555.68
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	.00	1,200.00	100.00	.00
182-410-6502	LIBRARY MATERIALS	8,526.00	347.48	3,833.84	44.97	4,692.16
182-410-6506	OFFICE SUPPLIES	3,000.00	.00	941.00	31.37	2,059.00
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	10,000.00	.00	10,000.00-
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	80,000.00	2,788.47	68,715.78	85.89	11,284.22
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	80,000.00	2,788.47	68,715.78	85.89	11,284.22
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
FROM 04/01/2021 TO 4/30/2021

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
4/16/21	PR1320				PR DT: 4/11/21	1692.31
4/30/21	PR1324				PR DT: 4/25/21	1692.31
	ACCOUNT TOTAL					3,384.62
182-410-6020	WAGES - PART TIME					
4/02/21	PR1314				PR DT: 3/28/21	502.25
4/16/21	PR1320				PR DT: 4/11/21	492.00
4/30/21	PR1324				PR DT: 4/25/21	430.50
	ACCOUNT TOTAL					1,424.75
182-410-6030	WAGES - SEASONAL/TEMP					
182-410-6210	DUES					
182-410-6215	PROGRAMMING					
4/12/21	AP1926	SYNCB/AMAZON	2021-04	30182	LIB PROGRAMMING	126.93
	ACCOUNT TOTAL					126.93
182-410-6220	SUBSCRIPTION					
182-410-6230	TRAINING					
182-410-6311	OPERATION & MAINTENANCE					
4/12/21	AP1926	CULLIGAN	106513 & LIB	30153	LIB & CITY WA/AUTO RENEWAL	8.50
	ACCOUNT TOTAL					8.50
182-410-6371	UTILITIES					
4/12/21	AP1926	MIDAMERICAN ENERGY	2021-04	30172	GAS/ELEC	92.43
	ACCOUNT TOTAL					92.43
182-410-6373	TELEPHONE/COMMUNICATIONS					
182-410-6408	INSURANCE					
182-410-6413	PAYMENTS - OTHER AGENCIES					
182-410-6419	TECHNOLOGY					
4/12/21	AP1926	VC3 INC	60178	30184	IT N BOX	235.89
	ACCOUNT TOTAL					235.89
182-410-6424	COMMUNITY INTERSET					
182-410-6499	OTHER CONTRACTUAL SERV					
182-410-6502	LIBRARY MATERIALS					
4/12/21	AP1926	BAKER & TAYLOR	2035793305	30148	ADULT MATERIALS	41.58

G/L EXPENSE HISTORY REPORT
FROM 04/01/2021 TO 4/30/2021

ACCOUNT NUMBER DATE JRNL	ACCOUNT NAME NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT
182-410-6502	LIBRARY MATERIALS			
	ACCOUNT TOTAL			----- 41.58
182-410-6506	OFFICE SUPPLIES			
182-410-6511	MEMORIAL MATERIALS			
182-910-6910	TRANSFERS OUT			
182-999-9999	PROFIT HANDLER			
			REPORT TOTAL	=====
				5,314.70

REVENUE & EXPENSE REPORT
CALENDAR 5/2021, FISCAL 11/2021

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
182-410-4440	STATE GRANTS	.00	1,387.95	2,500.00	1,112.05
182-410-4470	LIBRARY SERVICE	.00	5,389.13	5,389.00	.13-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	1,500.00	1,500.00
182-410-6010	WAGES - FULL TIME	1,692.31	37,047.47	43,749.00	6,701.53
182-410-6020	WAGES - PART TIME	410.00	9,317.15	11,000.00	1,682.85
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	75.00	75.00
182-410-6215	PROGRAMMING	.00	1,467.20	3,500.00	2,032.80
182-410-6220	SUBSCRIPTION	.00	614.84	750.00	135.16
182-410-6230	TRAINING	.00	.00	150.00	150.00
182-410-6311	OPERATION & MAINTENANCE	.00	184.77	400.00	215.23
182-410-6371	UTILITIES	85.79	1,071.89	1,650.00	578.11
182-410-6373	TELEPHONE/COMMUNICATIONS	53.91	593.30	1,000.00	406.70
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	198.98	2,444.32	5,000.00	2,555.68
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	.00	1,200.00	1,200.00	.00
182-410-6502	LIBRARY MATERIALS	347.48	3,833.84	8,526.00	4,692.16
182-410-6506	OFFICE SUPPLIES	.00	941.00	3,000.00	2,059.00
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	.00	68,000.00	68,000.00	.00
182-910-6910	TRANSFERS OUT	.00	10,000.00	.00	10,000.00-
182-950-4300	INTEREST	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00
		=====	=====	=====	=====
	DIFFERENCE	2,788.47-	6,061.30	2,611.00-	8,672.30-
		=====	=====	=====	=====
		=====	=====	=====	=====
	PROOF	2,788.47-	6,061.30	2,611.00-	8,672.30-
		=====	=====	=====	=====

REVENUE REPORT
CALENDAR 5/2021, FISCAL 11/2021

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	2,500.00	.00	1,387.95	55.52	1,112.05
182-410-4470	LIBRARY SERVICE	5,389.00	.00	5,389.13	100.00	.13-
182-410-4705	DONATIONS - LIBRARY TRUST	1,500.00	.00	.00	.00	1,500.00
182-910-4830	TRANSFERS IN	68,000.00	.00	68,000.00	100.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	77,389.00	.00	74,777.08	96.62	2,611.92
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	77,389.00	.00	74,777.08	96.62	2,611.92
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
FROM 04/01/2021 TO 4/30/2021

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID			
182-410-4440	STATE GRANTS			
182-410-4470	LIBRARY SERVICE			
4/05/21	RM6429 DALLAS CO AUDITOR	36031	COUNTY LIBRARY FY20-21 ALLOCATION	5,389.13
	ACCOUNT TOTAL			----- 5,389.13
182-410-4705	DONATIONS - LIBRARY TRUST			
182-910-4830	TRANSFERS IN			
182-950-4300	INTEREST			
			REPORT TOTAL	=====
				5,389.13

TREASURER'S REPORT
CALENDAR 5/2021, FISCAL 11/2021

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	52,489.10	.00	2,788.47	393.69	50,094.32
Report Total	52,489.10	.00	2,788.47	393.69	50,094.32



As Approved by the Library Board of Trustees on April 21, 2021

ReOpening Plan

The library will resume normal operations beginning May 10,2021 with the following exceptions and restrictions:

Hours: Monday, Wednesday and Friday 10:00am – 5:00pm
Tuesday & Thursday 12:00pm – 8:00pm
Saturday 10:00am – 3:00pm

- Continue offering curbside pick-up.
- Occupancy limited to 10 people in the library at any time.
- Time in library limited to half-hour.
- Summer programming outdoors to the greatest extent possible.
- Facemasks required by all persons (staff and public) over the age of 2 years old.
- Staff encouraged to wear gloves while serving the public.
- Provide hand sanitizer for public and staff.
- All surfaces wiped down as needed (at least twice daily).
- Restrooms closed to the public. (with exceptions compassionate use).
- Only “active” library use. Chairs not available for use.
- Note: no special precautions regarding returned items.
- Review plan each month.

May 2021 Director’s Recommendation for Revisions

Director has no recommendation for changes at this time.

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. (Note: paid holidays are established in the City's employee handbook.) will follow the City of Van Meter policy for 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

NOTE: The City of Van Meter holidays are:

New Year's Eve

New Year's Day

Friday Before Easter

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve

Christmas Day

Hours & Closings

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



Inclement Weather

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 City of Van Meter website and 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

DRAFT AS PRESENTED TO BOARD MAY 2021

A link to this survey is also available on the Library's page on the City's website.
<https://vanmeteria.gov/LibraryServices.aspx>

How old are you?	<input type="checkbox"/> Under 18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 50+
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Are there children in your household? (mark all that apply)	<input type="checkbox"/> Yes, under 5 years old	<input type="checkbox"/> Yes, ages 5-11	<input type="checkbox"/> Yes, ages 12-14	<input type="checkbox"/> Yes, ages 15-18	<input type="checkbox"/> No
----------------------------------------------------------------	-------------------------------------------------	-----------------------------------------	------------------------------------------	------------------------------------------	-----------------------------

The services provided to our community make the library worth the investment that I make with my tax dollars. (Van Meter citizens pay approximately \$75 per person annually to support the library.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
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An attractive new library building with community meeting space is important to the vitality of our community?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
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On average how often did you come to the library in a month before it closed in early 2020?	<input type="checkbox"/> Less than 1 time per month on average	<input type="checkbox"/> About 1-2 times per month on average	<input type="checkbox"/> 2 or more times per month on average
---------------------------------------------------------------------------------------------	----------------------------------------------------------------	---------------------------------------------------------------	---------------------------------------------------------------

Now that we are re-opened, do you expect to come to the library more or less than you did in the past?	<input type="checkbox"/> More	<input type="checkbox"/> Less	<input type="checkbox"/> About the same
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Now that we are re-opened, do you expect to check-out more items at the library or online?	<input type="checkbox"/> In the Library	<input type="checkbox"/> Online	<input type="checkbox"/> Not Sure
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Do you have high-speed Internet access at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
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If the library were open both days, would you be more likely to come to the library on Sunday or Monday?	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Not Sure
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Which of these services have you used in the <i>past two years</i> ?		
I have come to the library and checked out books.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have checked out e-books online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have come to the library and checked out audiobooks on CD.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have checked out downloadable audiobooks online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have checked out DVDs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have used the library's computers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How could the library improve our service? (use back as needed)

Financial Policy

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



PURPOSE

This policy is established by the Library Board to ensure fiscal accountability and appropriate use of funds in compliance with state statutes and municipal ordinances.

AUTHORITY

The Library Board of Trustees, herein referred to as “the Board”, has final authority over all equipment, materials and property owned by the library and over the expenditures of all funds available to the library. See Chapter 22.44.060 of the Code of Ordinances of the City of Van Meter, Iowa, 2007.

ANNUAL OPERATING BUDGET

The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data which shall be presented to the Board by December 31st each year. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Administrator. The City Council approves the total annual operating budget while the Board approves allocation and expenditure of those funds on a line item basis.

To ensure ongoing monitoring of the budget and to meet requirements of the local ordinance, all disbursements must be approved by the Board. The Library Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.

PURCHASING

Only the Library Director is authorized to make purchases. The Library Director shall provide written explanation of any spending which exceeds \$500 in a single line allocation in a single month. It is the

Library Director's responsibility to research alternative suppliers on a regular basis to ensure that library materials are purchased at a competitive price.

GIFTS AND BEQUESTS

All donations accepted for a special purpose shall be honored and used for these purposes. The Library Director shall keep detailed records to show the expenditures of these restricted funds. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Library Director shall seek the approval of the Board before accepting the gift. The Library Director shall report on the activity of the Gifts and Bequests at least quarterly. All expenditures from the Gifts and Bequests shall be listed on the disbursement list at the monthly Board meetings. All monetary donations that are not allocated to a special purpose shall be deposited to the Library Foundation.

CONTRACTS FOR SERVICE

Both new and renewing contracts shall be presented to the Board for approval.

GRANTS

The Library Director is responsible for identifying grant opportunities and writing grant applications. Applications for grants shall have the approval of the Board before submission. The Library Director is also responsible for ensuring grant monies are received, tracked and allocated appropriately.

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DISPOSAL OF PROPERTY

Surplus property valued at less than \$500 shall be disposed of by any of the following methods at the Library Director's discretion: sold to a resale shop, donated to a local non-profit organization, or given to the Library Foundation for sale to benefit the Library. Surplus property valued at \$500 or more shall be disposed of by sale at public auction or sale by sealed bid following approval by the Board. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased and reported at monthly Board meetings.

Books shall be withdrawn from the Library's collection as outlined in the Library Board's Collection Development Policy and shall either be donated to local nonprofits or sold to a resale book store at the Library Director's discretion. All monies received from the sale of withdrawn library books shall be deposited to the "Library Materials" fund line of the budget.

ANNUAL REPORT

The Board delegates to the Library Director the responsibility for the preparation of the Annual Report during the Board's monthly July Board meeting. The Library Director and Board President shall present the annual report to the City Council at the Council's August monthly meeting. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, and the amount of money expended in the maintenance of the Library during the year.

Library Board of Trustees

Adopted: April 17, 2019

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DRAFT WITH PROPOSED REVISIONS DISCUSSED APRIL 2021

Bulletin Boards Policy

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



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

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

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

Approved 8/28/19

Proposed Revision of Line-item allocations for FY21 Budget.



April 21, 2021

Proposed Revisions to the Line-Item Budget Allocations

Wages PT: I am proposing an increase in this line item because Jennifer worked additional hours during pandemic

Programming: I am proposing an increase in this line item because I feel it is important to have a very robust and successful summer reading program this year. My goal is to draw people back to the library.

Technology: I am proposing a decrease in this line item because I do not believe we will need as much as is allocated.

Materials: I am proposing a decrease in this line item because I am unable to effectively spend the amount currently allocated between now and the end of the fiscal year.

Office Supplies: I am proposing an increase in this line item because I spent a good deal of money organizing and improving the physical appearance of the library.

	Current Budget	Proposed Budget
Wages FT	\$43,749.00	\$43,749.00
Wages PT	\$11,000.00	\$13,000.00
Wages Seasonal	\$0.00	\$0.00
Dues	\$75.00	\$75.00
Programming	\$3,500.00	\$4,000.00
Subscriptions	\$750.00	\$750.00
Training	\$150.00	\$150.00
Operating & Maintenance	\$400.00	\$400.00
Utilities	\$1,650.00	\$1,650.00
Telephone	\$1,000.00	\$1,000.00
Insurance	\$0.00	\$0.00
Payments- Other Agencies	\$0.00	\$0.00
Technology	\$5,000.00	\$4,500.00
Library Materials	\$8,526.00	\$6,000.00
Office Supplies	\$3,000.00	\$3,526.00
Memorial Materials	\$0.00	\$0.00
	\$80,000.00	\$80,000.00



Director's Report
 Submitted by Nancy Studebaker, May 10, 2021

Statistics for April 2021

	This Month	Year to Date	Last Year to Date
VISITORS	0	2	
CIRCULATION			
Books- Adult	50	174	329
Books- Teen	10	45	25
Books- Juvenile	59	209	540
Misc	40	132	42
Audio	0	1	0
DVD	9	66	366
E-Books & Audio Books	159	535	390
Total Circulation	168	1162	1692
PROGRAMMING			
Juvenile Programs Offered	0	0	0
Juvenile Program Attendance	0	0	0
Adult Programs Offered	0	0	0
Adult Program Attendance	0	0	0
Total Attendance	0	0	0
OTHER SERVICES			
Reference Questions	3	7	
Wireless Usage	0	5	
Computer Usage	0	0	
MATERIALS			
Items Added	24	218	178
Items Deleted	373	732	108



The following reflects work accomplished April 16 – May 15

Spaces & Places: The library will be attractive, clean and well maintained.

Spaces and Places Accomplishments

Made plans with the Foundation to have a book sale on June 5 (Saturday of Raccoon River Days) in order to get rid of boxes (and boxes) of donated and withdrawn books.

Developed schedule to maintain cleanliness.

Got a recycling bin for boxes, paper etc.

Spaces and Places Next Steps

Go-Fund-Me Campaign for new library furnishings.

Civic & Community Engagement: The library will have a deep understanding of the community we serve. The library will be a resource for community information. The community will be informed about library services and events.

Civic & Community Accomplishments

Created first draft of Community Survey to be distributed throughout June.

Added postings to the City's Facebook page (2-3 per week) to promote the library's upcoming events and services.

Had library's pages on the City's website updated.

Met with Shannon Miller to discuss ways the library and school can collaborate.

Seeking volunteers to work through the summer months; promoting on Facebook.

Civic & Community Next Steps

SRP will be all consuming over the next few months.

Collection Development & Maintenance: The library will maintain a collection of materials which meets the recreational reading and informational needs of our community.

Collection Development & Maintenance Accomplishments

Established weeding and inventory schedule, and a schedule for accepting donations and having book sales. This schedule will allow us to do all our weeding February – May, then have a book sale in June. We will only accept donations in May of each year. This will limit the time we have boxes of discarded books to deal with. The inventory schedule will allow us to complete a full inventory of all the library's materials on a two-year cycle. This will keep our catalog up-to-date and accurate.



Signed up for OverDrive Advantage. This program will allow us to purchase additional ebook copies of bestselling authors that will be available only to our patrons.

Cataloged new tablets (Playaway Launchpads) and put them on display for May 10 re-opening. Over half of our ten tablets went out the first week. I ordered an additional 6 tablets.

Duplicate copies were weeded; DVDs with low circulation were weeded.

Collection Development & Maintenance Next Steps

Continue weeding through end of month.

Make selections and place orders for \$5000 ARPA reimbursement grant.

Experiential and Learning Opportunities: The library will provide access to online information resources and in-person learning opportunities.

Information & Learning Opportunities Accomplishments

Jennifer prepared bird house Take-n-Make craft for May. They are going out fast!

Planned Children's Summer Reading 2021; ordered materials and supplies for June programming.

Information & Learning Opportunities Next Steps

SRP will be all consuming over the next few months.

Administration: The library will be run efficiently and be financially sound.

Administration Accomplishments

Provided a written report for the May 10 City Council. Due to ongoing back problems, I skipped the May 10 meeting.

Jennifer and I are using Trello to manage projects. This should help to keep things moving smoothly.

Administration Next Steps