



President: Rachel Backstrom (2025)  
Member: Lisa Oelke (2023)  
Secretary: Megan Warwick (2023)  
Member: Andrew Kendall (2028)  
Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees  
Regular Board Meeting  
May 17, 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 April 19, 2023 Meeting
  - B. April Financials
  - C. April Claims
5. Review FY24 Budget
6. Discuss Nancy Studebaker staying on PT
7. Review Library Board Applications
8. Approve dates of next FY Board Meetings
9. Review and discuss Chapter 8 of the Trustee's Handbook
10. Reports
  - A. Director's Report
  - B. President's Report
11. Adjourn

#### Schedule

- June 21, 2023 Chapter Nine Trustee Handbook  
Review Community Outreach Policy  
Elect Officers
- July 19, 2023 Chapter Ten Trustee Handbook  
Submit annual report to City Council  
See VM Code 22.09
- Aug 16, 2023 Chapter Eleven Trustee Handbook  
Review Bulletin Board Policy  
90 Day Review of New Director
- Sept 20, 2023 Chapter Twelve Trustee Handbook  
Review Collection Development Policy
- October 18, 2023 Chapter Thirteen Trustee Handbook  
Review Mission & Values Policy
- 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

### 4/19/2023 Board Meeting Minutes

On April 19th 2023, the Van Meter Public Library Board met at the Van Meter Public Library.

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

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

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

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

#### Discussion Items:

Introduction of new director, Jonatha Bayse, was presented by Backstrom.

Review Bylaws was presented by Backstrom. Discussion was held.

Review Chapters 5, 6, & 7 of the Trustee Handbook was presented by Backstrom. Discussion was held.

#### Action Items:

Oelke motioned to approve the Bylaw policies with the changes discussed. 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. Kendall motioned, Oelke seconded. Passed unanimously. Adjourned at 6:36pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, May 17th at 6:00pm.

# BUDGET REPORT

## CALENDAR 4/2023, FISCAL 10/2023

PCT OF FISCAL YTD 83.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	4,500.00	187.79	4,450.71	98.90	49.29
112-410-6130	IPERS - CITY PORTION	5,100.00	56.70	4,943.13	96.92	156.87
112-410-6150	GROUP INSURANCE	1,200.00	.00	1,059.34	88.28	140.66
112-410-6160	WORKMAN'S COMP	.00	.00	.00	.00	.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	47,320.00	.00	33,846.55	71.53	13,473.45
182-410-6020	WAGES - PART TIME	31,000.00	2,454.68	24,331.96	78.49	6,668.04
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,000.00	198.21	2,568.76	51.38	2,431.24
182-410-6220	SUBSCRIPTION	300.00	.00	.00	.00	300.00
182-410-6230	TRAINING	500.00	.00	.00	.00	500.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	351.16	87.79	48.84
182-410-6371	UTILITIES	1,500.00	.00	1,042.04	69.47	457.96
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	53.10	653.59	81.70	146.41
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,500.00	.00	3,808.89	69.25	1,691.11
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	9.01	1,311.06	93.65	88.94
182-410-6502	LIBRARY MATERIALS	10,000.00	758.72	8,749.93	87.50	1,250.07
182-410-6506	OFFICE SUPPLIES	1,500.00	277.56	2,008.13	133.88	508.13-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
DIFFERENCE		116,020.00	3,995.77	89,125.25	76.82	26,894.75
PROOF		116,020.00	3,995.77	89,125.25	76.82	26,894.75

**REVENUE REPORT**  
**CALENDAR 4/2023, FISCAL 10/2023****PCT OF FISCAL YTD 83.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4470	LIBRARY SERVICE	.00	.00	.00	.00	.00
051-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
051-410-4705	DONATIONS	.00	.00	.00	.00	.00
051-410-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
182-410-4440	STATE GRANTS	1,300.00	.00	6,694.36	514.95	5,394.36-
182-410-4470	LIBRARY SERVICE	5,000.00	.00	13,000.00	260.00	8,000.00-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	257.48	.00	257.48-
		=====	=====	=====	=====	=====
	DIFFERENCE	6,300.00	.00	19,951.84	316.70	13,651.84-
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	6,300.00	.00	19,951.84	316.70	13,651.84-
		=====	=====	=====	=====	=====

**TREASURER'S REPORT**  
**CALENDAR 4/2023, FISCAL 10/2023**

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

**TREASURER'S REPORT**  
**CALENDAR 4/2023, FISCAL 10/2023**

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	42,386.66	.00	3,751.28	.00	38,635.38
Report Total		42,386.66	.00	3,751.28	.00	38,635.38

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	\$ -	\$ -	\$ 4,450.71
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 822.75	\$ 539.97	\$ 534.87	\$ 520.00	\$ 579.90	\$ 417.20	\$ 479.25	\$ 56.70	\$ -	\$ -	\$ 4,943.13
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 113.60	\$ 38.06	\$ -	\$ -	\$ -	\$ -	\$ 1,059.34
<b>Total</b>	<b>\$ 10,800.00</b>	<b>\$ 1,014.76</b>	<b>\$ 1,105.87</b>	<b>\$ 1,663.20</b>	<b>\$ 1,143.63</b>	<b>\$ 1,134.45</b>	<b>\$ 1,105.93</b>	<b>\$ 1,172.64</b>	<b>\$ 824.57</b>	<b>\$ 1,043.64</b>	<b>\$ 244.49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,453.18</b>

Expenses: Library Budget	FY22 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
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Wages FT	\$ 62,500.00	\$ 3,384.62	\$ 3,257.69	\$ 5,204.21	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 5,076.93	\$ -			\$ 33,846.55
Wages PT	\$ 13,000.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44	\$ 2,523.90	\$ 2,470.50	\$ 2,292.00	\$ 2,878.50	\$ 1,442.96	\$ 2,300.65	\$ 2,454.68			\$ 24,331.96
Programming	\$ 5,500.00	\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55	\$ 366.93	\$ -	\$ 297.34	\$ 82.11	\$ 47.50	\$ 198.21			\$ 2,568.76
Subscriptions	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Training	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Operating & Maintenance	\$ 400.00	\$ -	\$ -	\$ 11.18	\$ -	\$ -	\$ -	\$ 339.98	\$ -	\$ -	\$ -			\$ 351.16
Utilities	\$ 1,900.00	\$ 82.30	\$ 100.92	\$ 103.73	\$ 86.05	\$ 64.65	\$ 101.39	\$ 208.69	\$ 147.15	\$ 147.16	\$ -			\$ 1,042.04
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17	\$ -	\$ 106.34	\$ 52.79	\$ 53.47	\$ 175.52	\$ 53.10			\$ 653.59
Technology	\$ 6,000.00	\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -	\$ 232.81	\$ 227.74	\$ 688.28	\$ 1,091.92	\$ -	\$ -			\$ 3,808.89
Other Contractual Services	\$ 1,400.00	\$ -	\$ 1,209.01	\$ 12.87	\$ 35.12	\$ -	\$ -	\$ 27.03	\$ 9.01	\$ 9.01	\$ 9.01			\$ 1,311.06
Library Materials	\$ 10,500.00	\$ 1,415.79	\$ 1,185.07	\$ 1,146.53	\$ 611.66	\$ 1,611.63	\$ 418.60	\$ 449.11	\$ 760.93	\$ 391.89	\$ 758.72			\$ 8,749.93
Office Supplies	\$ 3,000.00	\$ 301.40	\$ 140.68	\$ 939.08	\$ -	\$ 121.94	\$ -	\$ 63.95	\$ 5.12	\$ 158.40	\$ 277.56			\$ 2,008.13
<b>Total</b>	<b>\$ 105,200.00</b>	<b>\$ 8,716.23</b>	<b>\$ 8,937.72</b>	<b>\$ 11,693.36</b>	<b>\$ 7,115.07</b>	<b>\$ 8,253.08</b>	<b>\$ 6,530.69</b>	<b>\$ 8,390.29</b>	<b>\$ 6,977.29</b>	<b>\$ 8,307.06</b>	<b>\$ 3,751.28</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,672.07</b>

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)	\$ 1,300.00	\$ 4,974.20	\$ -	\$ -	\$ -	0	\$ 1,408.93	\$ 311.23	\$ -	\$ -	\$ -			\$ 6,694.36
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	0	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -			\$ 13,000.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ 15.99	\$ 160.00	\$ -	\$ -	\$ -			\$ 175.99
Transfers In	\$ 91,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,000.00	\$ 81.49	\$ -			\$ 91,081.49
Other	\$ -	\$ 4,974.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -			\$ 4,974.20
<b>Total</b>	<b>\$ 105,300.00</b>	<b>\$ 4,974.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,424.92</b>	<b>\$ 471.23</b>	<b>\$ 91,000.00</b>	<b>\$ 81.49</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 110,951.84</b>

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	\$ 15,678.34	\$ 15,678.34	\$15,678.35		
Library Trust Ending Balance (182)		\$ (2,360.62)	\$ (6,324.14)	\$ (18,017.50)	\$ (25,132.57)	\$ (33,385.65)	\$ (25,491.42)	\$ (33,410.48)	\$ 50,612.23	\$ 42,386.66	\$ 38,635.38		
<b>Total</b>		<b>\$ 13,317.72</b>	<b>\$ 9,354.20</b>	<b>\$ (2,339.16)</b>	<b>\$ (9,454.23)</b>	<b>\$ (17,707.31)</b>	<b>\$ (9,813.08)</b>	<b>\$ (17,732.14)</b>	<b>\$ 66,290.57</b>	<b>\$ 58,065.00</b>	<b>\$54,313.73</b>	<b>\$ -</b>	<b>\$ -</b>

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Baker & Taylor

**MAILING ADDRESS:**

P.O. Box 277930

Atlanta, GA 30384-7930

**DATE OF INVOICE:**

04/30/2023

**AMOUNT:**

\$ 256.75

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Acct #L4496452

Books

**PURCHASE ORDER #:**

**INVOICE #:**

**ACCOUNT CODE #:**

182-410-6502

\$ 256.75

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.05.10 12:05:59 -05'00'





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

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

**VAN METER PUBLIC LIBRARY**

7163 1 MB 0.528 P:7163 / T:23 / S1:0 / S2:0



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



**SEND PAYMENT TO:**

**Baker & Taylor**  
P.O. Box 277930  
Atlanta, GA 30384-7930

ACCOUNT #	STATEMENT DATE	PAGE #
L4496452	04/30/23	1

ACCOUNT #	STATEMENT DATE	PAGE #
L4496452	04/30/23	1

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

ITEM NUMBER	ITEM DATE	AMOUNT
2037036512	100422	77.92
2037056985	101022	32.75
2037083767	101922	6.19
2037127494	110422	49.68
2037202068	011023	38.03
2037221900	011623	87.71-
2037394988	032423	54.91
2037436684	041123	36.42
2037465723	042823	48.56

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

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

**QUESTIONS REGARDING YOUR STATEMENT?**

**CALL 704.998.3399 OR 800.340.5370**

PLEASE INCLUDE ACCOUNT # ON CHECK

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

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
84.98	54.91	0.00	116.86	256.75

STATEMENT BALANCE
<b>\$ 256.75 USD</b>

**KEEP THIS COPY FOR YOUR RECORDS**

Review invoices and statements and track orders 24/7 with Online Customer Support at [www.btol.com/ocs.cfm](http://www.btol.com/ocs.cfm)

# CLAIMS PAY REQUEST

CITY OF VAN METER

**PAYABLE TO:**

Culligan Water Adel

**MAILING ADDRESS:**

518 Greene Street

Adel, IA 50003-1811

**DATE OF INVOICE:**

04/30/2023

**AMOUNT:**

\$ 34.81

VENDOR #:

FOR OFFICE USE ONLY:

**PURCHASE DESCRIPTION:**

Water Delivery, Delivery Charge, Cooler Rental

Acct #752089

**PURCHASE ORDER #:**

**INVOICE #:**

**ACCOUNT CODE #:**

182-410-6499

\$ 34.81

\$

**SIGNATURE:**

Jonatha J Basye

Digitally signed by Jonatha J Basye  
Date: 2023.05.08 12:07:44 -05'00'



of Adel

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

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW				
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT
CARD NUMBER			V. CODE	
SIGNATURE			EX P. DATE	
DATE	PAY THIS AMOUNT	ACCOUNT NUMBER		
04/30/2023	\$34.81	752089		
PAY BY DATE: MAY 22			AMOUNT PAID \$	

ADDRESSEE:

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

REMIT PAYMENT TO:

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

BALANCE FORWARD

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	\$9.01
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
04/13/2023	-1.00	PAYMENT	31754	-9.01	0.00
04/25/2023	3.00	5 GAL BOTTLE WATER DELIVER		23.70	23.70
04/25/2023	1.00	DELIVERY CHARGE		2.10	25.80
04/30/2023	1.00	COOLER RENTAL		9.01	34.81
Service 05/01-05/31					
You may notice some small increases on certain products. Rental rates will not change at this time. Thank you for your continued business.				Balance Due	\$34.81
ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE					
FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE	
OVER \$	5	PERIOD RATE 1.50 %	ANNUAL RATE 18.00 %	MAY 22	
TO	5	0.00 %	0.00 %	MIN CHARGE 5.00	
0-30	31-60	61-90	Over 90	Next Deliveries: 05/17/23 06/15/23 07/14/23 08/11/23	
34.81	0.00	0.00	0.00		
CULLIGAN WATER ADEL 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:					
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				04/30/2023	752089
				NAME	
				VAN METER PUBLIC LIBRARY	



## **FISCAL YEAR 2024 VAN METER PUBLIC LIBRARY BUDGET REQUEST NARRATIVE**

**Summary:** We are asking for an increase of \$20,300 in funding for FY24; this is primarily for library facilities improvements.

**The library's FY2024 budget request reflects the wants and needs of our community.** The request also reflects the library's 2020-2025 Strategic Plan. People are using the library in record numbers. The library broke circulation and programming attendance records during 2022. The following data is from annual reports submitted to the State Library

Year	In Library Circulation	Online Circulation	Visitors*	Programs Offered	Program Attendance	Average Attendance
2023 (6 months)	4010	1518	2287	67	507	8
<b>2022</b>	<b>7075</b>	<b>2139</b>	<b>3276</b>	<b>88</b>	<b>958</b>	<b>11</b>
2021	1582	1690	699	4	32	8
2020	4074	1283	3933	34	326	10
2019	6374	1553	5808	145	762	5
2018	5475	1131	6924	166	1171	7

\*Visitors is the door count kept on a tally sheet by employees as people enter the library.



**Staffing Full-Time: The increased request reflects a 5% increase in salary for the Director.** This increase in salary is less than the January 2023 8.7 percent cost-of-living adjustment (COLA) set by the Social Security Administration. In FY24 we anticipate that the Director will be the only full-time employee. NOTE: This is a change from FY23 due to resignation of Katrina Brocka in January 2023. We are replacing her with a part-time employee.

From June 2021 Survey

**Staffing Part-Time: The man hours for the library supports our current service level.** We are asking for one part-time (20 hours per week) employee at a rate of \$16.50 per hour, plus another person about 5 hours per week.

**Operating and Maintenance: We anticipate being in this building in the foreseeable future.** We would like to make a number of largely cosmetic improvements to the library's facilities (noted below). We are asking for about \$25,000 to complete these improvements; we anticipate this will be adequate for most, but not all the work. We will likely ask for additional funds in FY25.

- Interior painting
- Replace all carpet and tile
- Bathroom upgrades
- Built in cabinets/storage in office and bathrooms

**Revenue: Transfer In: We are asking for a significant increase in funding from the City.** We know that the City has many competing priorities. We ask that the City make library building improvements a priority this year.

**FY24 BUDGET REQUEST TO CITY COUNCIL; APPROVED BY LIBRARY BOARD FEBRUARY 15, 2023**

					FY23 REVISED & APPROVED	FY24 APPROVED BUDGET	Difference
	EXPENSE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET			
	Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 44,000.06	\$ 62,500.00	\$ 46,200.00	\$ (16,300.00)
	Wages PT 182-410-6020	\$ 10,034.67	\$ 10,597.18	\$ 16,554.45	\$ 13,000.00	\$ 25,000.00	\$ 12,000.00
	Dues 182-410-6210	\$ -		\$ -	\$ -	\$ -	\$ -
	Programming 182-410-6215	\$ 1,797.80	\$ 2,754.38	\$ 4,291.58	\$ 5,500.00	\$ 5,500.00	\$ -
	Subscriptions 182-410-6220	\$ 672.95	\$ 614.84	\$ 75.65	\$ 100.00	\$ 100.00	\$ -
	Training 182-410-6230	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00	\$ -
	Operating & Maintenance 182-410-6311	\$ 166.51	\$ 184.77	\$ 140.00	\$ 400.00	\$ 25,000.00	\$ 24,600.00
	Utilities 182-410-6371	\$ 1,041.66	\$ 1,120.95	\$ 1,438.72	\$ 1,900.00	\$ 1,900.00	\$ -
	Telephone 182-410-6373	\$ 584.92	\$ 647.19	\$ 585.74	\$ 800.00	\$ 800.00	\$ -
	Technology 182-410-6419	\$ 3,319.74	\$ 2,643.30	\$ 4,538.48	\$ 6,000.00	\$ 5,500.00	\$ (500.00)
	Community Intersect 182-410-6424	\$ 52.74			\$ -	\$ -	\$ -
	Other Contractual Services 182-410-6499	\$ 2,000.00	\$ 1,200.00	\$ 1,224.96	\$ 1,400.00	\$ 1,400.00	\$ -
	Library Materials 182-410-6502	\$ 6,412.92	\$ 6,856.49	\$ 15,966.43	\$ 10,500.00	\$ 11,000.00	\$ 500.00
	Office Supplies 182-410-6206	\$ 1,820.24	\$ 3,084.38	\$ 1,433.73	\$ 3,000.00	\$ 3,000.00	\$ -
	Transfer Out 182-910-6910		\$ 10,000.00	\$ -			\$ -
	<b>TOTAL EXPENSE</b>	\$ 70,379.05	\$ 81,827.88	\$ 90,249.80	\$ 105,200.00	\$ 125,500.00	\$ 20,300.00

					FY23 REVISED & APPROVED	FY24 APPROVED BUDGET
	REVENUE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET	BUDGET	REQUEST
	State Grants 182-410-4440	\$ 941.50	\$ 1,387.95	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00
	Library Service 182-410-4470	\$ 3,019.83	\$ 5,389.13	\$ 4,513.00	\$ 13,000.00	\$ 13,000.00
	Donations- Library Trust 182-410-4705	\$ 416.95	\$ -	\$ -	\$ -	\$ -
	Transfers In 182-950-4300	\$ 78,000.00	\$ 68,000.00	\$ 50,000.00	\$ 91,000.00	\$ 111,200.00
	Other Grants			\$ 3,000.00	\$ 5,000.00	\$ -
	<b>TOTAL REVENUE</b>	\$ 82,378.28	\$ 74,777.08	\$ 58,813.00	\$ 110,300.00	\$ 125,500.00



# BUDGET REPORT

## CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	5,700.00	.00	.00	.00	5,700.00
112-410-6130	IPERS - CITY PORTION	6,800.00	.00	.00	.00	6,800.00
112-410-6150	GROUP INSURANCE	27,500.00	.00	.00	.00	27,500.00
112-410-6160	WORKMAN'S COMP	1,600.00	.00	.00	.00	1,600.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	46,200.00	.00	.00	.00	46,200.00
182-410-6020	WAGES - PART TIME	25,000.00	.00	.00	.00	25,000.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,500.00	.00	.00	.00	5,500.00
182-410-6220	SUBSCRIPTION	500.00	.00	.00	.00	500.00
182-410-6230	TRAINING	100.00	.00	.00	.00	100.00
182-410-6311	OPERATION & MAINTENANCE	5,000.00	.00	.00	.00	5,000.00
182-410-6371	UTILITIES	2,000.00	.00	.00	.00	2,000.00
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	.00	.00	.00	800.00
182-410-6408	INSURANCE	2,000.00	.00	.00	.00	2,000.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,500.00	.00	.00	.00	5,500.00
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	.00	.00	.00	1,400.00
182-410-6502	LIBRARY MATERIALS	11,000.00	.00	.00	.00	11,000.00
182-410-6506	OFFICE SUPPLIES	3,000.00	.00	.00	.00	3,000.00
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	149,600.00	.00	.00	.00	149,600.00
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	149,600.00	.00	.00	.00	149,600.00
		=====	=====	=====	=====	=====

**REVENUE REPORT**  
**CALENDAR 7/2023, FISCAL 1/2024****PCT OF FISCAL YTD 8.3%**

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

# Van Meter City Board and Commission Application

From time to time, the City finds itself with vacancies on the various volunteer boards and commissions that assist with carrying out the business of the City and direction of the City Council. Please use this form to apply to any board or commission that you would be interested in serving on. The City will maintain responses for up to a year and should a vacancy exist, applicants will be contacted for consideration.

Email \*

johnunderscoremoore@gmail.com

Which board/commission are you interested in serving on? \*

- ☐ Board of Adjustment - 5 year term (residency required)
- ☐ Park and Recreation Board - 5 year term (no more than 3 members shall live outside of the City)
- ☐ Planning and Zoning Commission - 5 year term (residency required)
- ☒ Library Board of Trustees - 6 year term (only 1 member shall not be a resident of the City)

Name \*

John D. Moore

Address \*

24553 347th St, Van Meter, IA 50261



Occupation \*

Assistant Director-Engineering

How long have you lived in Van Meter? \*

3 years

List any other boards/commissions you have served on in Van Meter or other communities. \*

N/A

List any additional civic activities \*

N/A

Describe why you are interested in serving on a City board or commission. \*

Joining the library board of trustees offers a unique opportunity to impact the community, promote literacy, and champion equitable access to knowledge. I aim to contribute my diverse professional background to enhance programming and expand the library's reach. By forging partnerships with local institutions, I hope to bridge the digital divide and elevate the library as a hub of creativity and learning. My dedication to ensuring the library's growth and inclusivity will help foster intellectual curiosity and empower our community to thrive in a rapidly changing world.

What knowledge, skills, or experience do you possess that would qualify you for appointment to \*  
the board or commission for which you are applying?

I feel I can provide immense value to a library board of trustees by leveraging my technical expertise and managerial experience. Currently I am employed as an assistant director of engineering, leading both an analytics program as well as finance and accounting. My path to this position has led to me having the skills I need to offer valuable insight on the library's digital strategy, streamlining processes, and expanding digital offerings. My managerial expertise also contributes to effective collaboration, fostering a unified approach within the board. Along with that, my project management skills can be applied to efficiently oversee library initiatives, ensuring timely and successful completion. With a strong understanding of emerging technologies, I can drive innovation, enhancing the library's relevance and appeal. My data-driven decision-making skills can optimize operations and resource allocation and my cybersecurity knowledge could help ensure a secure environment for users.

Use this space for any additional comments or relevant information.

This application is considered public record and will be kept on file for one year. You will be contacted should any vacancies exist on any board or commission.

For additional ways to get involved, contact City Hall at [info@vanmeteria.gov](mailto:info@vanmeteria.gov)

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# Van Meter City Board and Commission Application

From time to time, the City finds itself with vacancies on the various volunteer boards and commissions that assist with carrying out the business of the City and direction of the City Council. Please use this form to apply to any board or commission that you would be interested in serving on. The City will maintain responses for up to a year and should a vacancy exist, applicants will be contacted for consideration.

Email \*

tabkate@yahoo.com

Which board/commission are you interested in serving on? \*

- ☐ Board of Adjustment - 5 year term (residency required)
- ☐ Park and Recreation Board - 5 year term (no more than 3 members shall live outside of the City)
- ☐ Planning and Zoning Commission - 5 year term (residency required)
- ☒ Library Board of Trustees - 6 year term (only 1 member shall not be a resident of the City)

Name \*

Tabitha Slaughter

Address \*

2440 Winston Circle

Occupation \*

Hairstylist

How long have you lived in Van Meter? \*

1 year

List any other boards/commissions you have served on in Van Meter or other communities. \*

VMCDC

List any additional civic activities \*

Volunteer at community events

Describe why you are interested in serving on a City board or commission. \*

I love the library and I love books. It is so important for our community and kids. It must remain a staple.

What knowledge, skills, or experience do you possess that would qualify you for appointment to the board or commission for which you are applying? \*

Small business owner. Social media advertising. Drive and passion towards the library.

Use this space for any additional comments or relevant information.

This application is considered public record and will be kept on file for one year. You will be contacted should any vacancies exist on any board or commission.

For additional ways to get involved, contact City Hall at [info@vanmeteria.gov](mailto:info@vanmeteria.gov)

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## Chapter 8: Evaluating Service and Advocating for Advancements

### Evaluating Service

The library has a strategic plan and a budget that dictate what the library should be doing to provide service to the community. It is the board's responsibility to monitor and evaluate overall results of service and programming based on these documents. Monitoring doesn't mean that you should be in the library every day observing the kind of service provided by library staff. However, the board can survey the community to measure the satisfaction of those who use the library and to identify strengths and areas for improvement. The very term "trustee" indicates what the community expects from you. The community puts its trust in you to make sure the library is operating the way it should and the library is achieving the desired outcomes. It's your job to keep an eye on the progress of the library for the community.

**A successful library reflects the strategic plan and the annual budget working to support each other.**

### Board Evaluation

Another aspect of evaluation is gauging the effectiveness of the board itself. Successful boards pay attention to communication, relationships, and hold themselves accountable for smart decision making. The most highly functioning libraries are led by highly functioning boards.

Your group should take time every year to formally evaluate board performance. The purpose of a board evaluation exercise is not to find fault with individuals, but instead to identify strengths and areas for improvement. A board evaluation should be followed with a plan to improve. See **Appendix** for sample board assessment tools.

## Advocating For Advancements

As a library advocate, it is necessary that you understand the value and importance of public library service. And further, that you communicate that value to the community, government leaders, and other decision-makers. When you advocate for better public library service, you are promoting a better quality of life for your community today and in the future. Advocacy is a primary role of library trustees because you have statutory responsibility for your library's governance and are expected to better its services.

As a volunteer leader of the library, you can be a good advocate for the organization because your motivation is service to the community. Board members are also community leaders and influential in the community, prime qualities for an advocate. You serve as the connection between the local community and its public library and are in a unique position to promote the library and see that it meets the needs of the community.

Advocacy efforts will generally be part of a planned board effort, where the board speaks with one voice. You, as an individual board member, can speak about the board's official position on issues and can also promote the interests of the library at any time. Advocacy may include establishing a relationship with the mayor, city council, and county board of supervisors; communicating to the taxpayers the needs and plans of the library; and carrying out public relations activities for the library.

In carrying out its advocacy role, one of the main responsibilities of library boards is to obtain adequate funding for the library. As a representative of the general public, you can make a more effective case for the importance of adequate funding for the library than the director, who may be viewed as having a vested interest in a larger budget.

### Effective advocacy requires:

- ❖ A deep personal commitment to your library and the services it provides.
- ❖ A willingness to go out into your community on behalf of the library.
- ❖ A sense of what the community needs the library to be in the future.
- ❖ A willingness to work to help move the library forward.

## Telling the Library Story

Don't wait for a budget presentation to make a case for needed funding or to describe library programs and services. To make sure the library is seen as an essential community service, tell the library story all year. Invite officials to library programs and activities. Ask the director to provide reference services and assistance to city departments and officials. Share your successes with your city and county. Awards, record numbers at summer library programs, staff accomplishments and news articles should be part of regular reporting about the library to the city council.

In your community there are people who use the library and people who pay taxes to support the library but do not use it. Embrace all community members and be prepared to work with groups as well as individuals. This means not just waiting for an invitation, but initiating opportunities to meet with community groups such as Rotary, Kiwanis, school parent-teacher groups, Chamber of Commerce. Learn about community issues, interests, and concerns. Work with the director and other board members to communicate how the library can meet the needs of the community.

A successful advocate can bring new users and new revenue into the library, as well as increased awareness of library service. Legislators have been known to change their view of libraries after speaking to a trustee advocate. Or the people you talk with might become so enthused that they will leave a bequest to the library in their will, help with a fundraiser, or speak to state or federal legislators on behalf of the library.

### **Intellectual Freedom Advocate**

Finally, as a trustee advocate, you will be a defender of intellectual freedom, defined by the American Library Association as the “the right of every individual to both seek and receive information from all points of view without restriction.” Once the board has established a collection development policy and library resources are purchased which respond to community needs, trustee advocates must recognize a sacrosanct responsibility to permit people access to those materials. One of the most frequent questions asked of trustee advocates (usually in front of an audience) is whether a particular book or other item should be in the library's collection. The response must be unequivocal in defense of intellectual freedom.

See **Chapter 15: Intellectual Freedom** for more information.

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***“A library outranks any other one thing that a community can do to benefit its people.”***

Andrew Carnegie



April was a challenging month with finding a new director, not having adequate staff to remain open during normal business hours, and lack of programming.

I am happy to say that most of these issues have been rectified, and am excited to see many new faces at the library this summer.

Summer Reading will kick off on June 4th. I plan on attending Raccoon River Days on June 2nd to help advertise the challenge. There will be activities for every week of the challenge. They will be centered around this year's Summer Reading theme, Find Your Voice.

This month I have attended City Council, VMCDC, Director's Round Table, and Library Director Orientation. I also visited the school on May 15th to discuss the Summer Reading Program with grades K-5.

I will be on vacation May 22-27. Spencer and Emma will be covering the library while I am gone.

April 2023 compared to April 2022	Apr-23	Apr-22	Difference
VISITORS	191	179	7%
CIRCULATION			
Books-Adult	99	100	
Books-Teen	33	15	
Books-Juvenile	292	264	
DVD	47	34	
E-Books & Audio Books	276	150	
Misc	10	35	
Total Circulation	757	598	27%
PROGRAMMING			
Children's & Teens' Programs Offered	0	5	
Children's & Teens' Programs Attendance	0	40	*no programming in April
Adult Programs Offered	0	0	
Adult Programs Attendance	0	0	

FY23 At a Glance	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23
Visitors	665	490	367	317	188	260	304	230	236	191			3248
Library checkouts	1080	787	577	562	573	431	594	522	586	481			6193
E-books & e-audiobooks check-out	296	311	278	204	215	214	273	235	263	287			2576
Total Circulation	1376	1098	855	766	788	645	867	757	849	768	0	0	8769
Programs offered	23	2	14	16	10	2	17	11	4	0			99
Programming attendance	74	14	128	112	48	131	121	49	29	0			706
Passive program participation	1	0	0	0	0	0	0	0	0	0			1
Total Programming	75	14	128	112	48	131	121	49	29	0	0	0	707
Library visit schools/daycare	0	50	0	0	0	0	0	0	0	0			50
Groups/students visit library	0	0	0	0	0	0	0	0	0	0			0
Other Outreach	0	0	0	0	0	0	0	0	0	0			0
Total Outreach	0	50	0	0	0	0	0	0	0	0	0	0	50
Beanstack Active Readers	140	150	10	20	16	6	11	3	3	3			362
Beanstack Books Read	N/A	16	89	174	154	44	59	86	88	55			765
Reading Rewards (minutes read)	72000	48000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			120000
Computer usage	2	9	3	3	0	0	1	3	0	5			26
Wireless usage visits	104	98	136	217	116	68	45	32	38	43			897
Reference questions	4	2	5	5	0	0	0	0	0	0			16
ILL Borrow Completed	61	38	41	22	37	13	29	35	31	9			316
ILL Lender Completed	25	18	16	19	14	14	16	19	10	20			171
Website Visits	284	291	277	217	167	178	716	500	387	225			3242