

**\*NOTICE OF PUBLIC MEETING\***

Governmental Body : Van Meter Public Library

Date : October 23<sup>rd</sup>, 2017

Time/Place : 6:00 PM – Van Meter Public Library, 505 Grant St.

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
  - b. Claims
  - c. Stats
  - d. Finances
5. Discussion Items
  - a. Building Program, with George Lawson
  - b. Board education
  - c. Cookbook for sesquicentennial
6. Action Items
  - a. Meeting change in By-Laws
  - b. Collection Development Policy
7. Director's report
8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Monday, September 25<sup>th</sup>, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom \_\_\_; Freeman \_\_\_; Durflinger \_\_\_; Maguire \_\_\_; Devick \_\_\_;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Agenda Item #5 - Discussion Items

- a. Building Program, with George Lawson
- b. Board education
- c. Cookbook for sesquicentennial

Agenda Item #6 - Action Items

- a. Meeting change in By-Laws
- b. Collection Development Policy

Agenda Item #7 – Director's report

Agenda Item #8 – President's report

Agenda Item #9 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

Sample Language: The meeting is adjourned. Thank you.

Van Meter Public Library

Library Board Minutes – 9/25/17

The Van Meter Public Library Board met on Monday, September 25<sup>th</sup>, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:00 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Rachel Devick, Erin Freeman, and Amanda Durflinger. Also in attendance was Suzanne Lindaman and Barb Phillips (via phone).

An emergency addition to the agenda to discuss meeting nights for the Library Board of Trustees was proposed by Devick and seconded by Freeman. President Backstrom asked for a motion to approve the amended Agenda. Moved by Maguire, supported by Durflinger, and passed unanimously.

After reviewing the Consent Agenda, President Backstrom asked for a motion to approve the Consent Agenda. Moved by Maguire, supported by Devick. Passed unanimously.

The Request for Proposal was reviewed. It was decided to add the address of the vacant lot to the first bulleted point under the Introduction and correct an error in the Administration section to read “Seven (7) copies of the firm’s response”. President Backstrom asked for a motion to approve the corrected Request for Proposal. Freeman moved and it was supported by Maguire to approve the corrected document. Passed unanimously. The Board discussed the Collection Development Policy and it will be up for approval at the next board meeting. Director Lindaman submitted the personnel review for the library assistant and proposed a pay raise. President Backstrom asked for a motion to approve a cost of living pay for the library assistant at 3% (\$0.29). Maguire motioned and Devick seconded the pay raise, and it passed unanimously. Freeman motioned it begin at the next pay period, seconded by Durflinger, and passed unanimously.

An update on the status of the Library Foundation, thoughts on the Wells Fargo building, and ideas for fundraising were discussed. Foundation President Phillips provided information concerning bank accounts. The board discussed a change to the Library Board of Trustees meeting time and will amend the by-laws at the next meeting. President Backstrom asked for a motion to approve the policy concerning library hours, holidays, and closings. Maguire moved, supported by Durflinger. Passed unanimously.

The Library Director’s report was given.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Freeman, supported by Maguire. Passed unanimously. Adjourned at 7:01 p.m.

Van Meter Public Library

Library Board Minutes – 10/17/17

The Van Meter Public Library Board met on Tuesday, October 17<sup>th</sup>, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 7:02 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Rachel Devick, Erin Freeman, and Amanda Durflinger. Also in attendance was Barb Phillips, Joe Herman, and Suzanne Lindaman.

Having no emergency additions, President Backstrom asked for a motion to approve the Agenda. Moved by Freeman, supported by Maguire. Passed unanimously.

Discussion on the Elm Street lot and purchasing options were discussed.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Freeman, supported by Durflinger. Passed unanimously. Adjourned at 7:56 p.m.

Van Meter Public Library  
**CirculationSummary**  
Transactions 9/1/2017 through 9/30/2017, VMPL

***Totals for This Period***

Checked out	427
Checked in	401
Renewed	79
Used in-library	10
Fines and charges	\$102.94
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 10/10/2017, 12:27 pm***

Materials checked out	368
Materials overdue	149
Patrons overdue	46

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 9/1/2017 through 9/30/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Friday	01-Sep-2017	16	14	2	1			
Saturday	02-Sep-2017	1	1	2				
Sunday	03-Sep-2017							
Monday	04-Sep-2017							
Tuesday	05-Sep-2017	18	29	2				
Wednesday	06-Sep-2017	22	20	7	2			
Thursday	07-Sep-2017	26	38	1		7.99		
Friday	08-Sep-2017	13	27		1			
Saturday	09-Sep-2017	4	4					
Sunday	10-Sep-2017							
Monday	11-Sep-2017	23	26	9				
Tuesday	12-Sep-2017	41	20	2				
Wednesday	13-Sep-2017	7	7	2		94.95		
Thursday	14-Sep-2017	17	28	15				
Friday	15-Sep-2017	40	12	3				
Saturday	16-Sep-2017	5	5					
Sunday	17-Sep-2017							
Monday	18-Sep-2017	17	13	4				
Tuesday	19-Sep-2017	5	7					
Wednesday	20-Sep-2017	24	21	1	4			
Thursday	21-Sep-2017	33	16	4				
Friday	22-Sep-2017	11	9	6				
Saturday	23-Sep-2017	12	26	1				
Sunday	24-Sep-2017							
Monday	25-Sep-2017	12	24	2				
Tuesday	26-Sep-2017	2	10					
Wednesday	27-Sep-2017	13	19	4	2			
Thursday	28-Sep-2017	17	3					
Friday	29-Sep-2017	22	10	8				
Saturday	30-Sep-2017	26	12	4				
<b>Totals</b>		<b>427</b>	<b>401</b>	<b>79</b>	<b>10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 9/2017, FISCAL 3/2018**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,661.75	7,924.00	20.85	30,076.00
182-410-6020	WAGES - PART TIME	10,500.00	783.75	2,367.88	22.55	8,132.12
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	163.69	340.11	170.06	140.11-
182-410-6215	PROGRAMMING	1,500.00	85.68	100.43	6.70	1,399.57
182-410-6220	SUBSCRIPTION	800.00	85.96	378.96	47.37	421.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	50.00	12.50	350.00
182-410-6371	UTILITIES	1,500.00	109.65	373.41	24.89	1,126.59
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	81.21	358.43	59.74	241.57
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	1,000.00	.00	.00	.00	1,000.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	5,000.00	687.67	2,062.26	41.25	2,937.74
182-410-6506	OFFICE SUPPLIES	2,500.00	1,648.82	2,345.13	93.81	154.87
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	500.00	10,500.00	.00	10,500.00-
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	6,808.18	26,800.61	41.78	37,349.39
	PROOF	64,150.00	6,808.18	26,800.61	41.78	37,349.39



**G/L EXPENSE HISTORY REPORT**  
 FROM 09/2017 TO 9/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2018 TO 3/2018)	AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
182-410-6010	WAGES - FULL TIME		
9/08/17 PR0858		PR DT: 9/03/17	1,354.50
9/22/17 PR0862		PR DT: 9/22/17	1,307.25
	ACCOUNT TOTAL		2,661.75
182-410-6020	WAGES - PART TIME		
9/08/17 PR0858		PR DT: 9/03/17	399.00
9/22/17 PR0862		PR DT: 9/22/17	384.75
	ACCOUNT TOTAL		783.75
182-410-6210	DUES		
9/18/17 AP1174	DENCO	6175339 27145 LIBRARY SUPPLIES	163.69
	ACCOUNT TOTAL		163.69
182-410-6215	PROGRAMMING		
9/18/17 AP1174	SYNCB/AMAZON	092017 27183 LIB AND PARKS & REC	75.29
9/18/17 AP1174	BAKER & TAYLOR	2033025750 27134 LIBRARY BOOKS	10.39
	ACCOUNT TOTAL		85.68
182-410-6220	SUBSCRIPTION		
9/18/17 AP1174	STATE LIBRARY OF IOWA	18-192370 27181 FY18 DATABASE SUB FEE	85.96
	ACCOUNT TOTAL		85.96
182-410-6371	UTILITIES		
9/18/17 AP1174	MIDAMERICAN ENERGY	092017 27172 GAS/ELEC	109.65
	ACCOUNT TOTAL		109.65
182-410-6373	TELEPHONE/COMMUNICATIONS		
9/18/17 AP1174	CENTURY LINK	092017 27138 LIB PHONE LINE/FD FAX LINE	49.30
9/18/17 AP1174	WELLS FARGO CC	092017 27192 LIB POSTAGE	31.91
	ACCOUNT TOTAL		81.21
182-410-6502	LIBRARY MATERIALS		
9/18/17 AP1174	SYNCB/AMAZON	092017 27183 LIB BOOKS	524.51
9/18/17 AP1174	HAWKINS MEMORIAL LIB	1016 27153 AUDIOBOOKS	81.00
9/18/17 AP1174	ARLINGTON PUBLIC LIBRARY	08282017 27133 LARGE PRINT BOOKS	25.00
9/18/17 AP1174	IDA GROVE PUBLIC LIBRARY	092017 27155 BOOKS & DVDS	57.16
	ACCOUNT TOTAL		687.67
182-410-6506	OFFICE SUPPLIES		
9/18/17 AP1174	OFFICE DEPOT	092017 27175 LIB LAPTOPS X 2	1,535.98
9/18/17 AP1174	OFFICE DEPOT	092017 27175 LIB SUPPLIES	106.83
9/18/17 AP1174	CULLIGAN	092017LIB 27140 LIB WATER/RENTAL	6.01

**G/L EXPENSE HISTORY REPORT**  
 FROM 09/2017 TO 9/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2018 TO 3/2018)	AMOUNT
DATE	JRNL	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
182-410-6506	OFFICE SUPPLIES		
	ACCOUNT TOTAL		1,648.82
182-910-6910	TRANSFERS OUT		
9/29/17	GL0179 LIB TRANSFER		2017-39
	ACCOUNT TOTAL		500.00
		REPORT TOTAL	6,808.18

**G/L REVENUE HISTORY REPORT**  
FROM 09/2017 TO 9/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 3/2018 TO 3/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4440	STATE GRANTS		
9/15/17	RM4139 STATE OF IOWA WARRANT	22952 Library State LIB TREASURER OF STATE	845.40
	ACCOUNT TOTAL		----- 845.40
		REPORT TOTAL	===== 845.40

**TREASURER'S REPORT**  
CALENDAR 9/2017, FISCAL 3/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	48,757.00	845.40	6,808.18	.00	42,794.22
Report Total	48,757.00	845.40	6,808.18	.00	42,794.22

**REVENUE REPORT**  
**CALENDAR 9/2017, FISCAL 3/2018**

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	845.40	845.40	140.90	245.40-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	.00	2,530.61	506.12	2,030.61-
182-910-4830	TRANSFERS IN	49,050.00	.00	.00	.00	49,050.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
	DIFFERENCE	53,650.00	845.40	3,376.01	6.29	50,273.99
	PROOF	53,650.00	845.40	3,376.01	6.29	50,273.99

# Van Meter Public Library Director's Report

October 2017

## September Statistics

- Visitors – 725
- Programs – 15
- Programming attendance – 100
- Outreach programs – 63
- Computer usage – 127
- Reference questions – 92
- Fax/Scan – 7
- Copy/Print – 15
- Library checkouts – 427
- Books borrowed from other libraries – 6
- Books loaned to other libraries – 2
- E-books & e-audiobooks usage – 48

## Activities

- Survey
  - It will run through the end of the month and already adjusting programming according to community requests.
  - Story Time is moving from Wednesday mornings to Tuesdays at 6:30 p.m.
- Past programming
  - The bike rodeo, on September 23<sup>rd</sup> went well, thanks to Public Safety. We plan to run the program again in the spring.
  - Author Mike Flinn told some remarkable stories during his program on October 3<sup>rd</sup>.
  - Twenty people attended our Special Saturday Story Time with Honey Bee Queen Carly Vannoy on October 7<sup>th</sup>.
- Upcoming programming
  - Author Visit – Rebecca Fjelland Davis November 9<sup>th</sup> 6:30 p.m.
  - Dallas County Conservationist Program November 15<sup>th</sup> 3:30 p.m. The theme is stars.

# October 2017 Bills

DATE PAID	COMPANY	AMOUNT
10/9/2017	Century Link - phone service	\$49.30
10/9/2017	Amazon - books	\$899.00
10/9/2017	Amazon - programming	\$111.52
10/9/2017	Amazon - credit	-\$33.31
10/9/2017	Jesup Public Library - book	\$10.00
10/9/2017	Culligan	\$43.00
10/9/2017	Office Depot	\$53.06
10/9/2017	Thompson Public Library	\$8.50
10/9/2017	Monticello Public Library - DVDs	\$58.00
10/9/2017	Ida Grove Public Library - DVDs	\$30.00
10/11/2017	Wells Fargo Credit Card - postage & programming	\$74.83
10/11/2017	Demco - library supplies	\$284.48