

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

Governmental Body : Van Meter Public Library

Date : June 12<sup>th</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. Discussion Items
  - a. Setting up separate account for facilities money
  - b. Facility vision, needs assessment
  - c. Consultant & architect information
  - d. Property options
  - e. Grant update from DM Public Library trip
  - f. Information on licensing rules for raffles/"gambling"
  - g. Update on Foundation
  - h. Assignments going forward
  - i. Facilities meeting schedule
  - j. Other updates
5. Action Items
  - a. Direct City to set up account for facilities money
  - b. Needs assessment by consultant
6. Adjourn

#### Agenda Item #1 - Call to Order

Sample Motions: The time is Six o'clock PM on Monday, June 12<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 \_\_\_;

#### 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 – Discussion Items

- a. Setting up separate account for facilities money
- b. Facility vision, needs assessment
- c. Consultant & architect information
- d. Property options
- e. Grant update from DM Public Library trip
- f. Information on licensing rules for raffles/"gambling"
- g. Update on Foundation
- h. Assignments going forward
- i. Facilities meeting schedule
- j. Other updates

#### Agenda Item #5 – Action Items

- a. Direct City to set up account for facilities money
- b. Needs assessment by consultant

#### Agenda Item #6 – 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.

**TREASURER'S REPORT**  
CALENDAR 5/2017, FISCAL 11/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	43,010.67	32,138.63	4,553.63	317.66	70,913.33
Report Total	43,010.67	32,138.63	4,553.63	317.66	70,913.33

**BUDGET REPORT**  
**CALENDAR 5/2017, FISCAL 11/2017**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	2,666.00	29,550.49	73.88	10,449.51
182-410-6020	WAGES - PART TIME	10,500.00	1,175.64	9,369.42	89.23	1,130.58
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	130.00	65.00	70.00
182-410-6215	PROGRAMMING	1,500.00	.00	651.72	43.45	848.28
182-410-6220	SUBSCRIPTION	800.00	.00	746.24	93.28	53.76
182-410-6230	TRAINING	150.00	.00	18.45	12.30	131.55
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	319.21	79.80	80.79
182-410-6371	UTILITIES	1,500.00	71.35	1,279.04	85.27	220.96
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.16	540.43	90.07	59.57
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	4,291.79	.00	4,291.79-
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	452.85	683.62	97.66	16.38
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	76.08	1,856.08	92.80	143.92
182-410-6502	LIBRARY MATERIALS	4,000.00	62.55	4,052.14	101.30	52.14-
182-410-6506	OFFICE SUPPLIES	1,500.00	.00	1,400.37	93.36	99.63
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	4,553.63	54,889.00	85.97	8,961.00
	PROOF	63,850.00	4,553.63	54,889.00	85.97	8,961.00