

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

Governmental Body : Van Meter Public Library

Date : July 19, 2018

Time/Place : 6:00 PM – 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
  - b. Claims
  - c. Stats
  - d. Finances
5. Discussion Items
  - a. Committee reports
    - i. Volunteer & community outreach – Rachel D.
    - ii. City council & documentation – Molly M.
    - iii. Policy – Erin F.
    - iv. Building – Molly M. & Erin F.
    - v. Fundraising – Megan W.
  - b. Personnel policy update
6. Directory's report
7. President's report
8. Meet with representatives of ISG
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Thursday, July 19, 2018. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Maguire \_\_\_; Devick \_\_\_; Freeman \_\_\_; Durflinger \_\_\_; Warwick \_\_\_;

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. Committee reports

- a. Volunteer & community outreach – Rachel D.
- b. City council & documentation – Molly M.
- c. Policy – Erin F.
- d. Building – Molly M. & Erin F.
- e. Fundraising – Megan W.

B. Personnel policy update

Agenda Item #6 – Director's report

Agenda Item #7 – President's report

Agenda Item #8 – Meet with representatives of ISG

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 – 6/20/18

The Van Meter Public Library Board met on Wednesday, June 20, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:02 PM. Members present at roll call: Molly Maguire, Megan Warwick, and Erin Freeman, Rachel Devick and Amanda Durflinger. Also in attendance was Suzanne Lindaman.

Emergency additions to the agenda were the discussion of the Personnel Policy and voting on Library Board of Trustee sub-committees, President Maguire asked for a motion to approve the Agenda. Moved by Freeman, supported by Durflinger. Passed unanimously.

After reviewing the Consent Agenda and correcting the date on the May minutes to Ay 16th, President Maguire asked for a motion to approve the Consent Agenda. Moved by Devick, supported by Warwick. Passed unanimously.

As a follow-up to Raccoon River Days an e-mail detailing the monies raised was read and discussed. The board was also informed about the status of the Van Meter Library Foundation and the need to refile the paperwork to change to a public foundation and not a private one. Sub-committees were discussed and narrowed to the following - volunteer & community outreach, city council & documentation, policy, building, and fundraising. Freeman made a motion to appoint the following members to these committees. Rachel Devick will lead the volunteer and community outreach committee. Molly Maguire will lead the city council and documentation committee. The policy committee will be led by Erin Freeman. Both Molly Maguire and Erin Freeman will lead the building committee. The fundraising committee will be led by Megan Warwick. Durflinger seconded the motion and it passed unanimously. The director informed the board of the trustee education session taught by Maryann Mori to be held before the August board meeting, on August 15<sup>th</sup> at 6:00. Members from other library boards in the county will be guests. Durflinger motioned to go into closed session at 6:50 p.m. for the performance evaluation of the library director and Devick seconded, it passed unanimously. At 7:25 Freeman motioned to leave the closed session and Warwick seconded, it passed unanimously.

Nominations were opened for election of officers. Devick nominated and Freeman seconded Maguire to continue as board president, it was passed unanimously. Warwick nominated and Freeman seconded Devick to continue as board vice-president, the motion passed unanimously. Discussion of the Personal Policy was whether to follow the city handbook or adopt a policy for the library. No further action was taken. Devick motioned to adopt the Internet Policy as it is with Durflinger seconding. The vote passed unanimously.

The Library Director's report was given.

Molly Maguire gave her President's report.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Warwick. Passed unanimously. Adjourned at 7:54 p.m.

Van Meter Public Library  
**CirculationSummary**  
Transactions 6/1/2018 through 6/30/2018, VMPL

***Totals for This Period***

Checked out	964
Checked in	824
Renewed	94
Used in-library	12
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 7/5/2018, 12:05 pm***

Materials checked out	463
Materials overdue	129
Patrons overdue	48

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 6/1/2018 through 6/30/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Friday	01-Jun-2018	27	33		1			
Saturday	02-Jun-2018	98	7	4				
Sunday	03-Jun-2018							
Monday	04-Jun-2018	59	34	3	1			
Tuesday	05-Jun-2018	57	19					
Wednesday	06-Jun-2018	22	6		2			
Thursday	07-Jun-2018							
Friday	08-Jun-2018							
Saturday	09-Jun-2018	40	66					
Sunday	10-Jun-2018							
Monday	11-Jun-2018	66	58		2			
Tuesday	12-Jun-2018	43	35	2				
Wednesday	13-Jun-2018	29	18	4	1			
Thursday	14-Jun-2018	29	40	6				
Friday	15-Jun-2018	19	7	1				
Saturday	16-Jun-2018	18	26	1				
Sunday	17-Jun-2018							
Monday	18-Jun-2018	47	33					
Tuesday	19-Jun-2018	53	53	3	2			
Wednesday	20-Jun-2018	37	15					
Thursday	21-Jun-2018	36	23	3				
Friday	22-Jun-2018	27	35	34				
Saturday	23-Jun-2018	33	9	2				
Sunday	24-Jun-2018							
Monday	25-Jun-2018	35	87	4				
Tuesday	26-Jun-2018	89	60	10				
Wednesday	27-Jun-2018	26	31	8	3			
Thursday	28-Jun-2018	29	37	4				
Friday	29-Jun-2018	8	47	1				
Saturday	30-Jun-2018	37	45	4				
<b>Totals</b>		<b>964</b>	<b>824</b>	<b>94</b>	<b>12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 6/2018, FISCAL 12/2018**

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	38,000.00	4,580.75	37,090.15	97.61	909.85
182-410-6020	WAGES - PART TIME	10,500.00	1,133.19	10,175.41	96.91	324.59
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	1,449.55	724.78	1,249.55-
182-410-6215	PROGRAMMING	1,500.00	.00	2,616.87	174.46	1,116.87-
182-410-6220	SUBSCRIPTION	800.00	.00	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	410.67	102.67	10.67-
182-410-6371	UTILITIES	1,500.00	284.50	1,725.59	115.04	225.59-
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	79.70	1,339.83	223.31	739.83-
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	1,799.00	89.95	201.00
182-410-6502	LIBRARY MATERIALS	5,000.00	1,851.11	11,386.42	227.73	6,386.42-
182-410-6506	OFFICE SUPPLIES	2,500.00	105.15	3,099.90	124.00	599.90-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	10,500.00	.00	10,500.00-
182-999-9999	PROFIT HANDLER	.00	46,171.23-	46,171.23-	.00	46,171.23
		=====	=====	=====	=====	=====
	DIFFERENCE	64,150.00	38,136.83-	35,801.12	55.81	28,348.88
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	64,150.00	38,136.83-	35,801.12	55.81	28,348.88
		=====	=====	=====	=====	=====

**G/L EXPENSE HISTORY REPORT**  
**FROM 06/01/2018 TO 6/30/2018**

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
6/01/18	PR0942				PR DT: 5/27/18	1554.02
6/15/18	PR0946				PR DT: 6/11/18	1445.60
6/29/18	PR0950				PR DT: 6/24/18	1581.13
ACCOUNT TOTAL						4,580.75
182-410-6020	WAGES - PART TIME					
6/01/18	PR0942				PR DT: 5/27/18	408.73
6/15/18	PR0946				PR DT: 6/11/18	364.68
6/29/18	PR0950				PR DT: 6/24/18	359.78
ACCOUNT TOTAL						1,133.19
182-410-6371	UTILITIES					
6/11/18	AP1286	MIDAMERICAN ENERGY	062018	27908	GAS/ELEC	54.56
6/11/18	AP1286	POPULAR SUBSCRIPTION SERV	KA00138	27917	MAGAZINE SUBSCRIPTIONS	229.94
ACCOUNT TOTAL						284.50
182-410-6373	TELEPHONE/COMMUNICATIONS					
6/11/18	AP1286	CENTURY LINK	062018	27865	LIB PHONE LINE/FD FAX LINE	49.38
6/11/18	AP1286	WELLS FARGO CC	062018	27939	POSTAGE	30.32
ACCOUNT TOTAL						79.70
182-410-6502	LIBRARY MATERIALS					
6/11/18	AP1286	CENTER POINT LARGE PRINT	1587355	27863	BOOKS	22.50
6/11/18	AP1286	SYNCB/AMAZON	062018	27928	LIB MATERIALS/PROGRAMMING	1473.72
6/11/18	AP1286	IDA GROVE PUBLIC LIBRARY	062018	27883	BOOKS & DVDS	15.00
6/11/18	AP1286	MADRID PUBLIC LIBRARY	062018	27903	BOOKS	19.25
6/11/18	AP1286	EDUCATIONAL DEV CORP	2816175	27876	BOOKS	293.64
6/11/18	AP1286	THORNTON PUBLIC LIBRARY	062018	27929	BOOKS	12.00
6/11/18	AP1286	UPHAM MEMORIAL LIBRARY	062018	27934	BOOKS	15.00
ACCOUNT TOTAL						1,851.11
182-410-6506	OFFICE SUPPLIES					
6/11/18	AP1286	OFFICE DEPOT	138441120001	27914	LIB OFFICE SUPPLIES	51.40
6/11/18	AP1286	CULLIGAN	LIB062018	27872	LIB WA COOLER RENTAL/WATER	53.75
ACCOUNT TOTAL						105.15
182-999-9999	PROFIT HANDLER					
6/30/18	GLO185				YEAR END ADJ.	46171.23-
ACCOUNT TOTAL						46,171.23-
REPORT TOTAL						38,136.83-



**TREASURER'S REPORT**  
**CALENDAR 6/2018, FISCAL 12/2018**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	28,081.99	.00	8,034.40	.00	20,047.59
Report Total	28,081.99	.00	8,034.40	.00	20,047.59

**REVENUE REPORT**  
**CALENDAR 6/2018, FISCAL 12/2018**

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	934.65	155.78	334.65-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	6,852.49	195.79	3,352.49-
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	.00	3,488.98	697.80	2,988.98-
182-910-4830	TRANSFERS IN	49,050.00	.00	24,525.00	50.00	24,525.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
	DIFFERENCE	53,650.00	.00	35,801.12	66.73	17,848.88
	PROOF	53,650.00	.00	35,801.12	66.73	17,848.88

**G/L REVENUE HISTORY REPORT**  
FROM 06/01/2018 TO 6/30/2018

ACCOUNT NUMBER	ACCOUNT NAME				
DATE	JOURNAL	RECEIVED FROM/ALPHA ID	RECEIPT NO	REF/DESCRIPTION	AMOUNT

---

				REPORT TOTAL	=====
					.00

# Van Meter Public Library Director's Report

July 2018

## June Statistics

	2017	2018
Visitors	499	908
Programs	N/A	19
Programming attendance	N/A	196
Outreach attendance	N/A	136
Computer usage	100	65
Wireless usage	N/A	58
Reference questions	31	72
Fax/Scan	3	1
Copy/Print	12	8
Library checkouts	404	964
Renewals	94	94
Materials borrowed from other libraries	4	3
Materials loaned to other libraries	0	3
E-books & e-audiobooks usage	51	134

## A few facts

- Collection
  - In the 2017-2018 fiscal year, 1,591 new materials were added to the library.
- Circulation
  - We have circulated 5,781 materials in the last fiscal year, as well as 1,181 e-books.
- Programing
  - Over the last 12 months we have offered 167 programs attended by 1,220 people.

## A Look at the Summer

- We have had 129 sign-ups for the summer reading program, whereas in 2017 we had 84 sign up during the whole summer.
- There have been 57 reading logs turned in so far. Readers will have through the first week in August to keep reading!
- We had 39 people for the taiko drum presentation.



- The Blank Park Zoo program brought 57 visitors to the library!



- We had a record breaking 83 people at our “Nature Rocks! Kid’s Concert”. Dallas County naturalist, Mike Havlik, hosted the program and did a fabulous job getting the kids involved.

- Story Times



- Special events in July

- On July 25<sup>th</sup> at 10:30 a.m. we will be having the members of the Des Moines Symphony visiting us with their instruments. The kids will have the opportunity to listen to the difference between stringed instruments, like the violin and cello. They will also have hands-on experience with the instruments.

# June 2018 Bills

	A	B	C
	DATE PAID	COMPANY	AMOUNT
1	7/2/2018	Amazon - materials and programming	\$2,626.22
2	7/2/2018	ISG - architectural fees	\$5,000.00
3	7/2/2018	Pocahontas Public Library - books & DVD	\$38.50
4	7/2/2018	Office Depot - supplies	\$90.09
5	7/2/2018	Swank Movie Licensing, USA - movie license	\$301.00
6	7/2/2018	Columbus Junction Public Library - large print book	\$20.00
7	7/5/2018	Culligan - water bottles	\$54.60
8	7/5/2018	Demco - library supplies	\$216.67
9	7/2/2018	Century Link - phone	\$49.38
10	7/13/2018	Wells Fargo Credit Card - postage	\$19.50