

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : August 15, 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. Trustee training with Maryann Mori
 - b. 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.
 - c. Library hours during Visitor Festival
 - d. Notary service
 - e. Personnel Policy
6. Action Items
 - a. Vote on any change for library hours on September 29th
 - b. Vote to have director apply for notary stamp
7. Directory's report
8. President's report
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. Trustee training with Maryann Mori
- B. 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.
- C. Library hours during Visitor Festival
- D. Notary service
- E. Personnel policy

Agenda Item #6 – Action Items

- A. Vote on any change for library hours on September 29th
- B. Vote to have director apply for notary stamp

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 – 7/19/18

The Van Meter Public Library Board met on Thursday, July 19, 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 Barb Phillips, Jane Miller, Joe Herman, Derek Johnson, Kyle Michel, and Suzanne Lindaman.

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

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

The first item to discuss were the committee reports. Devick reported on the volunteer and community outreach committee, there will be a booth for the library at the Farmer's Markets through August and asked for volunteers to man it. The booth would have the volunteer recruitment sheet and information about the building project. Devick also is planning to have a table at the Back to School night. Maguire reported that there is no new information from the city council and documentation committee. There was no new information to report by Freeman for the policy committee. Both Molly Maguire and Erin Freeman will lead the building committee. Warwick reported on the last Library Foundation meeting for the fundraising committee. It was decided that the Personnel Policy would be worked on by Freeman and Lindaman, then put before the board for discussion and approval.

The Library Director's report was given.

Molly Maguire gave her President's report.

Jane Miller came from ISG to show a more detailed plan for the interior of the library for the building project. We discussed the placement of small group rooms, how best to utilize the maker space, ensuring that the children's room has enough space, and looking at the teen and adult patron spaces.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Devick, supported by Freeman. Passed unanimously. Adjourned at 8:30 p.m.

Van Meter Public Library
Circulation Summary
Transactions 7/1/2018 through 7/31/2018, VMPL

Totals for This Period

Checked out	764
Checked in	745
Renewed	116
Used in-library	13
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 8/1/2018, 10:34 am

Materials checked out	468
Materials overdue	131
Patrons overdue	43

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 7/1/2018 through 7/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Sunday	01-Jul-2018							
Monday	02-Jul-2018	57	56	17				
Tuesday	03-Jul-2018	18	16	1				
Wednesday	04-Jul-2018							
Thursday	05-Jul-2018	26	12					
Friday	06-Jul-2018	40	48	6				
Saturday	07-Jul-2018	39	28	1				
Sunday	08-Jul-2018							
Monday	09-Jul-2018	39	57	9	2			
Tuesday	10-Jul-2018	29	30	6				
Wednesday	11-Jul-2018	21	22					
Thursday	12-Jul-2018	40	57	18				
Friday	13-Jul-2018	15	6					
Saturday	14-Jul-2018	21	7	1	2			
Sunday	15-Jul-2018							
Monday	16-Jul-2018	24	22	1	1			
Tuesday	17-Jul-2018	40	33	1				
Wednesday	18-Jul-2018	61	36	1	2			
Thursday	19-Jul-2018	12	10	6				
Friday	20-Jul-2018	22	53	6				
Saturday	21-Jul-2018	10	19	5				
Sunday	22-Jul-2018							
Monday	23-Jul-2018	17	34	6				
Tuesday	24-Jul-2018	27	29	4	5			
Wednesday	25-Jul-2018	41	41	3	1			
Thursday	26-Jul-2018	45	26	6				
Friday	27-Jul-2018	30	25	1				
Saturday	28-Jul-2018	5	19					
Sunday	29-Jul-2018							
Monday	30-Jul-2018	32	27	11				
Tuesday	31-Jul-2018	53	32	6				
Totals		764	745	116	13	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 7/2018, FISCAL 1/2019

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,110.39	3,110.39	8.19	34,889.61
182-410-6020	WAGES - PART TIME	10,500.00	795.44	795.44	7.58	9,704.56
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	216.67	216.67	108.34	16.67-
182-410-6215	PROGRAMMING	1,500.00	843.83	843.83	56.26	656.17
182-410-6220	SUBSCRIPTION	800.00	301.00	301.00	37.63	499.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	11.61	11.61	2.90	388.39
182-410-6371	UTILITIES	1,500.00	95.85	95.85	6.39	1,404.15
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	117.99	117.99	19.67	482.01
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	1,840.89	1,840.89	36.82	3,159.11
182-410-6506	OFFICE SUPPLIES	2,500.00	144.69	144.69	5.79	2,355.31
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	64,150.00	7,478.36	7,478.36	11.66	56,671.64
	PROOF	64,150.00	7,478.36	7,478.36	11.66	56,671.64

G/L EXPENSE HISTORY REPORT
FROM 07/01/2018 TO 7/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
7/13/18	PR0958				PR DT: 7/08/18	1497.42
7/27/18	PR0965				PR DT: 7/22/18	1612.97
	ACCOUNT TOTAL					3,110.39
182-410-6020	WAGES - PART TIME					
7/13/18	PR0958				PR DT: 7/08/18	391.60
7/27/18	PR0965				PR DT: 7/22/18	403.84
	ACCOUNT TOTAL					795.44
182-410-6210	DUES					
7/09/18	AP1310	DEMCO	6385048	27955	LIB SUPPLIES	216.67
	ACCOUNT TOTAL					216.67
182-410-6215	PROGRAMMING					
7/09/18	AP1310	SYNCB/AMAZON	072018	27996	LIB MATERIALS AND SUPPLIES	843.83
	ACCOUNT TOTAL					843.83
182-410-6220	SUBSCRIPTION					
7/09/18	AP1310	SWANK MOVIE LICENSING USA	2520428	27995	COPYRIGHT COMPLIANCE	301.00
	ACCOUNT TOTAL					301.00
182-410-6311	OPERATION & MAINTENANCE					
7/09/18	AP1310	LOWE'S	072018	27976	FD CONST MATERIALS/PW MOWER	11.61
	ACCOUNT TOTAL					11.61
182-410-6371	UTILITIES					
7/09/18	AP1310	MIDAMERICAN ENERGY	072018	27981	GAS/ELEC	95.85
	ACCOUNT TOTAL					95.85
182-410-6373	TELEPHONE/COMMUNICATIONS					
7/09/18	AP1310	CENTURY LINK	072018	27951	LIB PHONE LINE/FD FAX LINE	98.49
7/19/18	AP1313	WELLS FARGO CC	072018	11178938	CREDIT CARD EXPENSES	19.50
	ACCOUNT TOTAL					117.99
182-410-6502	LIBRARY MATERIALS					
7/09/18	AP1310	SYNCB/AMAZON	072018	27996	LIB MATERIALS AND SUPPLIES	1782.39
7/09/18	AP1310	POCAHONTAS PUBLIC LIBRARY	072018	27987	BOOKS & DVD	38.50
7/09/18	AP1310	COLUMBUS JCT PUB LIBRARY	0002	27952	BOOKS	20.00
	ACCOUNT TOTAL					1,840.89
182-410-6506	OFFICE SUPPLIES					
7/09/18	AP1310	OFFICE DEPOT	146637656001	27985	LIB SUPPLIES	90.09
7/09/18	AP1310	CULLIGAN	LIB072018	27953	WATER/COOLER RENTAL	54.60

G/L EXPENSE HISTORY REPORT
FROM 07/01/2018 TO 7/30/2018

ACCOUNT NUMBER DATE JRNL	ACCOUNT NAME NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT
182-410-6506	OFFICE SUPPLIES			----- 144.69
	ACCOUNT TOTAL			
			REPORT TOTAL	=====
				7,478.36

TREASURER'S REPORT
CALENDAR 7/2018, FISCAL 1/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	20,047.59	75.50	7,478.36	.00	12,644.73
Report Total	20,047.59	75.50	7,478.36	.00	12,644.73

REVENUE REPORT
CALENDAR 7/2018, FISCAL 1/2019

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	.00	.00	600.00
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	75.50	75.50	15.10	424.50
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	75.50	75.50	.14	53,574.50
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	75.50	75.50	.14	53,574.50
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
FROM 07/01/2018 TO 7/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID			
182-410-4705	DONATIONS - LIBRARY TRUST			
7/11/18	RM4704 HALF PRICE BOOKS	25948	LIBRARY DONATIO CASH - SOLD BOOKS	75.50
	ACCOUNT TOTAL			----- 75.50
		REPORT TOTAL		=====
				75.50

Van Meter Public Library Director's Report

August 2018

July Statistics

	2017	2018
Visitors	596	738
Programs	12	12
Programming attendance	49	118
Outreach attendance	142	208
Computer usage	108	84
Wireless usage	N/A	60
Reference questions	63	67
Fax/Scan	7	4
Copy/Print	14	6
Library checkouts	462	764
Renewals	62	116
Materials borrowed from other libraries	17	16
Materials loaned to other libraries	3	3
E-books & e-audiobooks usage	84	137

Activities

- Summer Reading Program 2018 – 'Libraries Rock!'
 - We provided 35 programming opportunities during our 9-week program
 - Sign-ups for the summer reading program, not including children in our daycare outreach program
 - 89 adults, 21 tween/teens, and 12 adults
 - During our summer program 42 new individuals and families signed up for library cards
 - We are already thinking about next summer and the space theme – 'A Universe of Stories'

- Dallas County naturalist, Mike Havlik, hosted a “Nature Rocks! Kid’s Concert”. We had our biggest crowd, over 70 people attended! He played his guitar and the songs were participatory and fun!



- On July 25th we had a member of the Des Moines Symphony visit and bring her instruments. The kids loved being able to play the child sized cello and violin!



- Programming for August –
 - Weekly events
 - Story Times – during the school year we will have one Story Time
 - Tuesday evenings at 6:30 p.m.
 - Tween/Teen Craft Time on Wednesday afternoons
 - Movie Matinee on Fridays at 1:45 p.m.

July 2018 Bills

A		B	C
	DATE PAID	COMPANY	AMOUNT
1	7/28/2018	Amazon - materials and programming	\$2,574.86
2	8/3/2018	Kothe Memorial Library	\$30.00
3	7/30/2018	Office Depot - supplies	\$57.65
4	7/28/2018	Cascade Public Library	\$23.00
5	8/3/2018	Hawkins Memorial Library	\$20.00
6	8/2/2018	Culligan - water bottles	\$8.50
7	8/3/2018	Monticello Community Library	\$20.00
8	7/30/2018	Century Link - phone	\$50.65
9	8/7/2018	Wells Fargo Credit Card - postage	\$13.61
10	7/18/2018	Lenox Public Library	\$10.00
11	8/3/2018	Steamboat Rock Public Library	\$12.00
12	7/28/2018	Clermont Public Library	\$7.00
13	7/28/2018	Villisca Public Library	\$23.00
14	7/28/2018	OverDrive, Inc.	\$372.08
15	7/28/2018	State Library of Iowa	\$85.96
16	7/28/2018	State Library of Iowa	\$60.00
17			