

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : August 28st, 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. Library Director's 90-day review - closed session pursuant to Iowa Code 21.5(1)(i)
 - b. Update on the Library Foundation and fund-raising efforts
 - c. Facilities planning
 - d. Holiday and weather closings
6. Action Items
 - a. End Director's probation period and increase hourly wage per employment letter.
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, August 28st, 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. Library Director's 90-day review - closed session pursuant to Iowa Code 21.5(1)(i)
- b. Update on the Library Foundation and fund-raising efforts
- c. Facilities planning
- d. Holiday and weather closings

Agenda Item #6 - Action Items

- a. End Director's probation period and increase hourly wage per employment letter.

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 – 7/31/17

The Van Meter Public Library Board met on Monday, July 31st, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 5:58 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Rachel Devick, and Erin Freeman; absent was Amanda Durlinger. Also in attendance was Suzanne Lindaman and George Lawson.

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

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

Library consultant George Lawson was welcomed. He discussed library planning and his role in the process. The City of Van Meter employee survey was considered.

The Library Director's report was given.

The Board President's report was given.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Maguire, supported by Devick. Passed unanimously. Adjourned at 7:08 p.m.

Van Meter Public Library
CirculationSummary
Transactions 7/1/2017 through 7/31/2017, VMPL

Totals for This Period

Checked out	485
Checked in	551
Renewed	74
Used in-library	15
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 8/7/2017, 3:53 pm

Materials checked out	375
Materials overdue	122
Patrons overdue	39

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 7/1/2017 through 7/31/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Saturday	01-Jul-2017	12	6	3	9			
Sunday	02-Jul-2017							
Monday	03-Jul-2017	18	13					
Tuesday	04-Jul-2017							
Wednesday	05-Jul-2017	11	19					
Thursday	06-Jul-2017	39	57	1				
Friday	07-Jul-2017	39	23	10				
Saturday	08-Jul-2017	16	12					
Sunday	09-Jul-2017							
Monday	10-Jul-2017	10	14	3				
Tuesday	11-Jul-2017	36	18	4				
Wednesday	12-Jul-2017	32	15	5				
Thursday	13-Jul-2017	24	56	6				
Friday	14-Jul-2017	5	14	2				
Saturday	15-Jul-2017	8	9	2				
Sunday	16-Jul-2017							
Monday	17-Jul-2017	17	28	5				
Tuesday	18-Jul-2017	29	38	16	1			
Wednesday	19-Jul-2017	13	17	1				
Thursday	20-Jul-2017	19	41					
Friday	21-Jul-2017	11	16	1				
Saturday	22-Jul-2017	13	26	5	2			
Sunday	23-Jul-2017							
Monday	24-Jul-2017	13	10	1	1			
Tuesday	25-Jul-2017	26	15		1			
Wednesday	26-Jul-2017	15	14	3				
Thursday	27-Jul-2017	38	41	1				
Friday	28-Jul-2017	22	16					
Saturday	29-Jul-2017	7	14	2	1			
Sunday	30-Jul-2017							
Monday	31-Jul-2017	12	19	3				
Totals		485	551	74	15	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 7/2017, FISCAL 1/2018

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	2,619.50	2,619.50	6.89	35,380.50
182-410-6020	WAGES - PART TIME	10,500.00	793.25	793.25	7.55	9,706.75
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	.00	.00	200.00
182-410-6215	PROGRAMMING	1,500.00	.00	.00	.00	1,500.00
182-410-6220	SUBSCRIPTION	800.00	293.00	293.00	36.63	507.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	.00	.00	400.00
182-410-6371	UTILITIES	1,500.00	111.19	111.19	7.41	1,388.81
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	131.04	131.04	21.84	468.96
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	441.94	441.94	8.84	4,558.06
182-410-6506	OFFICE SUPPLIES	2,500.00	458.69	458.69	18.35	2,041.31
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	10,000.00	10,000.00	.00	10,000.00-
	DIFFERENCE	64,150.00	14,848.61	14,848.61	23.15	49,301.39
	PROOF	64,150.00	14,848.61	14,848.61	23.15	49,301.39

G/L EXPENSE HISTORY REPORT
 FROM 07/2017 TO 7/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2018 TO 1/2018)		AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE CHECK NO REF/DESCRIPTION	
182-410-6010	WAGES - FULL TIME			
7/12/17 PR0840			PR DT: 7/09/17	1,286.50
7/26/17 PR0844			PR DT: 7/23/17	1,333.00
ACCOUNT TOTAL				2,619.50
182-410-6020	WAGES - PART TIME			
7/12/17 PR0840			PR DT: 7/09/17	399.00
7/26/17 PR0844			PR DT: 7/23/17	394.25
ACCOUNT TOTAL				793.25
182-410-6220	SUBSCRIPTION			
7/19/17 AP1149	MOVIE LICENSING USA	2350260	27029 COMPLIANCE SITE LIC 17/18	293.00
ACCOUNT TOTAL				293.00
182-410-6371	UTILITIES			
7/19/17 AP1149	MIDAMERICAN ENERGY	072017	27027 GAS/ELEC	111.19
ACCOUNT TOTAL				111.19
182-410-6373	TELEPHONE/COMMUNICATIONS			
7/19/17 AP1149	CENTURY LINK	072017	26990 LIB PHONE LINE/FD FAX LINE	49.11
7/19/17 AP1149	WELLS FARGO CC	072017	27049 CREDIT CARD EXPENSES	81.93
ACCOUNT TOTAL				131.04
182-410-6502	LIBRARY MATERIALS			
7/19/17 AP1149	SYNCB/AMAZON	072017	27040 OFFICE SUPPLIES/LIB BOOKS	358.95
7/19/17 AP1149	BAKER & TAYLOR	2032910610	26988 LIB BOOKS	64.99
7/19/17 AP1149	LEONARD A GOOD COMM LIB	072017	27021 HARDBACK BOOK	18.00
ACCOUNT TOTAL				441.94
182-410-6506	OFFICE SUPPLIES			
7/19/17 AP1149	OFFICE DEPOT	930952921	27031 LIB SUPPLIES	90.28
7/19/17 AP1149	CULLIGAN	98043	26992	23.40
7/19/17 AP1149	CULLIGAN	LIB 7/17	26992 WATER/RENTAL	106.29
7/19/17 AP1149	DEMCO	6131905	26997 LIBRARY SUPPLIES	99.25
7/19/17 AP1149	SYNCB/AMAZON	072017	27040 OFFICE SUPPLIES/LIB BOOKS	139.47
ACCOUNT TOTAL				458.69
182-910-6910	TRANSFERS OUT			
7/31/17 GL0176				10,000.00
ACCOUNT TOTAL				10,000.00
REPORT TOTAL				14,848.61

G/L REVENUE HISTORY REPORT
FROM 07/2017 TO 7/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2018 TO 1/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
7/21/17	RM4039 HALF PRICE BOOKS	22396 LIBRARY DONATIO DONATIONS	19.00
	ACCOUNT TOTAL		----- 19.00
		REPORT TOTAL	=====
			19.00

TREASURER'S REPORT
CALENDAR 7/2017, FISCAL 1/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	134.34	10,000.00	.00	.00	10,134.34
Report Total	134.34	10,000.00	.00	.00	10,134.34

G/L REVENUE HISTORY REPORT
FROM 07/2017 TO 7/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 1/2018 TO 1/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
051-910-4830	TRANSFERS IN		
7/31/17	GL0176		10,000.00
	ACCOUNT TOTAL		----- 10,000.00
		REPORT TOTAL	=====
			10,000.00

TREASURER'S REPORT
CALENDAR 7/2017, FISCAL 1/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	66,218.82	19.00	14,848.61	.00	51,389.21
Report Total	66,218.82	19.00	14,848.61	.00	51,389.21

Van Meter Public Library Director's Report

August 2017

July Statistics

- Visitors – 596
- Programs – 12
- Programming attendance – 49
- Outreach programs – 142
- Computer usage – 108
- Reference questions – 63
- Fax/Scan – 7
- Copy/Print – 14
- Library checkouts – 485
- Books borrowed from other libraries – 17
- Books loaned to other libraries – 3
- E-books & e-audiobooks usage – 83

August Activities

- Donations
 - Girl Scout Troop #443, Class of 2024 gave \$740.00
 - \$500 to new building
 - \$240 for Battle of the Books books
 - Friends of the Library disbanded and gave \$1,716.43
 - \$1,535.98 for two new laptops
 - \$214.54 for Iowa Goldfinch Award books
 - Barb Phillips
 - Sees a need for books on death and dying for children
 - Requested a list and will find funds
- Our Eclipse Party: Get Mooned at the Library had 56 people attend
- Continuing outreach programs to Kids Care and University Kids, and will be adding the preschool at Van Meter Elementary School in September
- Also continuing programming at the library
 - Story Time on Wednesday mornings at 10:30 a.m.
 - Tween Crafts on Wednesday afternoons at 3:30 p.m.
 - Movie Matinee on Friday afternoons at 1:30 p.m.

- Added programming
 - Tech Tuesdays
 - September 15th Stuffed Animal Sleepover 4:00 – 6:00 p.m.
 - September 23rd Bike Rodeo 1:00 – 3:00 p.m.
 - October 3rd Author Mike Flinn 6:30 p.m.
 - Starting November 8th, Dallas County Conservationist Program 3:30 – 4:15 p.m.
 - November 9th Author Rebecca Fjelland Davis 6:30 p.m.
- Met with Shannon Miller, John Chrastka, Barb Phillips, and Amanda Durlinger about raising money and opportunities available. We plan to meet again the week of the 28th.
- Library Foundation meeting on August 31st at 6:30 p.m. in the library
 - Members
 - Mariann Colsch
 - Joe Herman
 - Potential members
 - Barb Phillips (confirmed)
 - Jolena Welker (sent message, no response)
 - Jenny Bruins (no contact information)
 - Megan Alexander (e-mailed, no response)
 - Jaime Champion (e-mailed, no response)
 - Jody Simpson (no contact information)
- Budget
 - Purchased, with donations, the Battle of the Books collection and the Iowa Goldfinch Award Books
 - Also bought the other Iowa Award books
 - Have bought audio and large print books from other libraries, at a discount
 - Charging station for electronics

August 2017 Bills

DATE PAID	COMPANY	AMOUNT
7/26/2017	Century Link - phone service	\$49.43
7/26/2017	OverDrive, Inc. - Bridges content fee	\$372.85
7/26/2017	Amazon - books	\$381.57
7/26/2017	Amazon - supplies	\$99.00
7/26/2017	Monticello Public Library - audio books	\$42.00
7/26/2017	State Library of Iowa - database subscriptions	\$85.96
7/26/2017	State Library of Iowa - Bridges subscription platf	\$59.23
8/2/2017	Pocahontas Public Library - books	\$55.00
8/2/2017	Culligan	\$48.76
8/2/2017	Office Depot - supplies	\$90.37
8/2/2017	Dori Buls - Public Library Management class	\$50.00
8/7/2017	Baker & Taylor - books	\$14.75
8/7/2017	Hawkins Memorial Library - book	\$10.00
8/7/2017	Office Depot - monitor	\$106.83
8/7/2017	Wells Fargo Credit Card - postage	\$28.95