

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : September 25th, 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. Request for proposal
 - b. Collection Development Policy
 - c. Pay raise for library assistant
 - d. Update on the Library Foundation
 - e. Discussion about Wells Fargo building
6. Action Items
 - a. Request for proposal
 - b. Pay raise for library assistant
 - c. Hours, Holidays, and Closings Due to Inclement Weather 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 25th, 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. Request for Proposal
- b. Collection Development Policy
- c. Pay raise for library assistant
- d. Update on the Library Foundation
- e. Discussion about Wells Fargo building

Agenda Item #6 - Action Items

- a. Request for Proposal
- b. Pay raise for library assistant
- c. Hours, Holidays, and Closings Due to Inclement Weather 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 – 8/28/17

The Van Meter Public Library Board met on Monday, August 28th, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:01 PM. Members present at roll call: Rachel Backstrom, Molly Maguire (via phone), Rachel Devick, Erin Freeman, and Amanda Durflinger. Also in attendance was Suzanne Lindaman.

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

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

Present Backstrom asked for a motion to approve the Library Board of Trustees going into closed session pursuant to Iowa Code 21.5(1)(i). Maguire moved and it was supported by Durflinger to close the meeting at 6:03 p.m. for discussion concerning the Library Director's 90-day review. The Library Board of Trustees exited the closed session at 6:10 p.m., motioned by Maguire and seconded by Durflinger.

An update on the status of the Library foundation and ideas for fund raising were discussed. Facilities planning was also discussed and a meeting was scheduled for September 11, 2017 at 6:00 p.m. with the Library Board of Trustees, the Library Foundation, and George Lawson. The board discussed a policy concerning library hours, holidays, and closings. The policy will be up for approval at the next board meeting.

President Backstrom asked for a motion to end the Library Director's probationary period and increase the hourly wage per the employment letter. Freeman moved, supported by Devick. Passed unanimously.

The Library Director's report was given.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Maguire, supported by Durflinger. Passed unanimously. Adjourned at 7:19 p.m.

Van Meter Public Library

Library Board Minutes – 9/13/17

The Van Meter Public Library Board met on Wednesday, September 13th, 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, and Amanda Durflinger; absent was Erin Freeman and Rachel Devick. Also in attendance: Suzanne Lindaman, Jake Anderson, Bill Daggett, Jeremy Feldman, George Lawson, Barb Phillips, Marianne Colsch, Megan Alexander, Sara Heeley, and Shannon Jones.

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

There was a brief discussion about the vision for the new library building. A conversation was had about writing one architect proposal for both the Van Meter Public Library and Van Meter Public Safety projects and then fundraising for the projects as a team. George Lawson talked about the next steps in his process, assisting Chief Bill Daggett and Suzanne Lindaman in preparing a request for proposal for the project and writing up a program document that would assist the architects in designing the Van Meter Public Library. An update on the Library Foundation was presented.

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

Van Meter Public Library
CirculationSummary
Transactions 8/1/2017 through 8/31/2017, VMPL

Totals for This Period

Checked out	471
Checked in	468
Renewed	106
Used in-library	17
Fines and charges	\$104.97
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 9/13/2017, 11:52 am

Materials checked out	340
Materials overdue	113
Patrons overdue	40

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 8/1/2017 through 8/31/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	01-Aug-2017	17	28	5				
Wednesday	02-Aug-2017	19	10					
Thursday	03-Aug-2017	10	3					
Friday	04-Aug-2017	4	5	7				
Saturday	05-Aug-2017	18	14					
Sunday	06-Aug-2017							
Monday	07-Aug-2017	38	33					
Tuesday	08-Aug-2017	42	29	6	4			
Wednesday	09-Aug-2017	51	30	5	4			
Thursday	10-Aug-2017	15	20	6	1			
Friday	11-Aug-2017	1	11					
Saturday	12-Aug-2017	4	3					
Sunday	13-Aug-2017							
Monday	14-Aug-2017	33	28	10				
Tuesday	15-Aug-2017	26	34	16				
Wednesday	16-Aug-2017	14	2	7	3			
Thursday	17-Aug-2017	9	12	10				
Friday	18-Aug-2017	6	7		1			
Saturday	19-Aug-2017	4	2	2				
Sunday	20-Aug-2017							
Monday	21-Aug-2017	15	12	1				
Tuesday	22-Aug-2017	28	28	5	1			
Wednesday	23-Aug-2017	9	31	2	3			
Thursday	24-Aug-2017	15	19	11				
Friday	25-Aug-2017	15	23	3				
Saturday	26-Aug-2017	5	2					
Sunday	27-Aug-2017							
Monday	28-Aug-2017	28	27	3		104.97		
Tuesday	29-Aug-2017	26	29					
Wednesday	30-Aug-2017	13	16	5				
Thursday	31-Aug-2017	6	10	2				
Totals		471	468	106	17	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 8/2017, FISCAL 2/2018

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,642.75	5,262.25	13.85	32,737.75
182-410-6020	WAGES - PART TIME	10,500.00	790.88	1,584.13	15.09	8,915.87
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	176.42	176.42	88.21	23.58
182-410-6215	PROGRAMMING	1,500.00	14.75	14.75	.98	1,485.25
182-410-6220	SUBSCRIPTION	800.00	.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	50.00	50.00	12.50	350.00
182-410-6371	UTILITIES	1,500.00	152.57	263.76	17.58	1,236.24
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	146.18	277.22	46.20	322.78
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	932.65	1,374.59	27.49	3,625.41
182-410-6506	OFFICE SUPPLIES	2,500.00	237.62	696.31	27.85	1,803.69
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	64,150.00	5,143.82	9,992.43	15.58	54,157.57
		=====	=====	=====	=====	=====
	PROOF	64,150.00	5,143.82	9,992.43	15.58	54,157.57
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
 FROM 08/2017 TO 8/2017

ACCOUNT NUMBER		ACCOUNT NAME	(FISCAL 2/2018 TO 2/2018)				
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
182-410-6010		WAGES - FULL TIME					
8/11/17	PR0849					PR DT: 8/06/17	1,309.75
8/25/17	PR0854					PR DT: 8/20/17	1,333.00
ACCOUNT TOTAL							2,642.75
182-410-6020		WAGES - PART TIME					
8/11/17	PR0849					PR DT: 8/06/17	391.88
8/25/17	PR0854					PR DT: 8/20/17	399.00
ACCOUNT TOTAL							790.88
182-410-6210		DUES					
8/17/17	AP1158	DEMCO	6160843		27071	LIBRARY SUPPLIES	176.42
ACCOUNT TOTAL							176.42
182-410-6215		PROGRAMMING					
8/17/17	AP1158	BAKER & TAYLOR	2033005105		27064	BOOKS	14.75
ACCOUNT TOTAL							14.75
182-410-6311		OPERATION & MAINTENANCE					
8/17/17	AP1158	STATE LIBRARY OF IOWA	082017		27111	PULBIC LIBRARY MANAGEMENT	50.00
ACCOUNT TOTAL							50.00
182-410-6371		UTILITIES					
8/17/17	AP1158	MIDAMERICAN ENERGY	082017		27094	GAS/ELEC	152.57
ACCOUNT TOTAL							152.57
182-410-6373		TELEPHONE/COMMUNICATIONS					
8/17/17	AP1158	CENTURY LINK	082017		27068	LIB PHONE LINE/FD FAX LINE	49.43
8/17/17	AP1158	WELLS FARGO CC	082017		27120	BEST BUY & POSTAGE LIB	96.75
ACCOUNT TOTAL							146.18
182-410-6502		LIBRARY MATERIALS					
8/17/17	AP1158	STATE LIBRARY OF IOWA	18-191386		27111	FY18 BRIDGES E BOOK SUBSCRIPTI	59.23
8/17/17	AP1158	OVERDRIVE INC	18-191818		27100	FY18 BRIDGES E BOOK SUBSCRIPTI	372.85
8/17/17	AP1158	SYNCB/AMAZON	082017		27113	LIBRARY BOOKS AND SUPPLIES	381.57
8/17/17	AP1158	MONTICELLO PUBLIC LIBRARY	082017		27096	USED AUDIO BOOKS	42.00
8/17/17	AP1158	HAWKINS MEMORIAL LIB	1015		27076	HC BOOK	10.00
8/17/17	AP1158	POCAHONTAS PUBLIC LIBRARY	082017		27101	BOOKS	55.00
8/17/17	AP1158	WINTHROP PUBLIC LIBRARY	082017		27122	BOOK(S)	12.00
ACCOUNT TOTAL							932.65
182-410-6506		OFFICE SUPPLIES					
8/17/17	AP1158	OFFICE DEPOT	MULT0817		27099	LIB/CITY HALL SUPPLIES	90.37
8/17/17	AP1158	CULLIGAN	LIB082017		27069	WATER/COOLER	48.25
8/17/17	AP1158	SYNCB/AMAZON	082017		27113	LIBRARY BOOKS AND SUPPLIES	99.00

G/L EXPENSE HISTORY REPORT
FROM 08/2017 TO 8/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 2/2018 TO 2/2018)	AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
182-410-6506	OFFICE SUPPLIES		-----
	ACCOUNT TOTAL		237.62
		REPORT TOTAL	=====
			5,143.82

G/L REVENUE HISTORY REPORT
FROM 08/2017 TO 8/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 2/2018 TO 2/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
8/03/17	RM4058 GIRLS SCOUTS VM TROOP #443	22468 LIBRARY DONATIO DONATION	740.00
8/09/17	RM4070 PETTY CASH	22521 LIBRARY DONATIO LIB PETTY CASH	55.18
8/09/17	RM4070 FRIENDS OF THE LIBRARY	22522 LIBRARY DONATIO DONATIONS COLLECTED BY FRIENDS	1,716.43
	ACCOUNT TOTAL		----- 2,511.61
		REPORT TOTAL	=====
			2,511.61

TREASURER'S REPORT
CALENDAR 8/2017, FISCAL 2/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	51,389.21	2,511.61	5,143.82	.00	48,757.00
Report Total	51,389.21	2,511.61	5,143.82	.00	48,757.00

REVENUE REPORT
CALENDAR 8/2017, FISCAL 2/2018

PCT OF FISCAL YTD 16.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	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	2,511.61	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	2,511.61	2,530.61	4.72	51,119.39
	PROOF	53,650.00	2,511.61	2,530.61	4.72	51,119.39

Van Meter Public Library Director's Report

September 2017

August Statistics

- Visitors – 692
- Programs – 17
- Programming attendance – 102
- Outreach programs – 91
- Computer usage – 132
- Reference questions – 102
- Fax/Scan – 2
- Copy/Print – 15
- Library checkouts – 471
- Books borrowed from other libraries – 9
- Books loaned to other libraries – 3
- E-books & e-audiobooks usage – 58

September Activities

- Over 50 people attended our Solar Eclipse Party: Get Mooned at the Library!
- We had 17 children participate in the Stuffed Animal Sleepover.
- September was Library Card Sign-up Month! The sleepover lead to new patrons visiting the library and signing up for library cards.
- Survey to go out in the next newsletter and I will also be putting on the web site, Facebook, and the school newsletter. Some input already from parents at the sleepover and trying out a Special Saturday Story Time once a month. October – Honey Bee Queen, November – dietician (in the works), December – Polar Express, and next year stranger danger with Chief Daggett.
- Adding our schedule and news to the Dallas County and Madisonian newspapers.
- Began Public Library Management I class, the second class will be in the spring.
 - Interesting way of looking at how libraries are organized
 - State Library of Iowa is the commissioner
 - City of Van Meter is the franchise owner
 - Library Board of Trustees is the head coach
 - Library Director is the quarterback
- Membership for the Library Foundation is increasing, ten so far.

- Programming
 - Weekly
 - Tech Tuesdays – Drop by with your questions about technology or make an appointment for a more involved issue. If we cannot answer it that day, we will find the answer! If there is interest, we will schedule classes on e-books, Facebook, or Microsoft programs. Let us know what you need.
 - Story Time on Wednesdays at 10:30 a.m. – There will be stories, puppets, rhymes and songs. We will end with a craft! Starting in September, we will focus on the five senses and opposites.
 - Tween/Teen Crafting on Wednesdays at 3:30 p.m. – join us for a fun craft, all supplies will be provided.
 - Movie Matinee on Fridays at 1:45 p.m. – A child friendly movie will be shown after the early school dismissal.
 - Special programming
 - September 23rd Bike Rodeo 1:00 – 3:00 p.m. – The Van Meter Police Department and the Van Meter Public Library are teaming up for a Bike Rodeo.
 - October 3rd Author Mike Flinn 6:30 p.m. – Mike will be talking about the Adel bank robbery and his book Most Exciting Day.
 - October 7th Honey Bee Queen Carly Raye Vannoy is coming for a buzzing good time! We will be reading stories, rhyming, and finishing with a craft.

September 2017 Bills

DATE PAID	COMPANY	AMOUNT
9/5/2017	Century Link - phone service	\$49.43
9/5/2017	Amazon - books (Girl Scout and Friends money)	\$524.53
9/5/2017	Amazon - programming	\$75.29
9/5/2017	Arlington Public Library - large print books	\$25.00
9/5/2017	Culligan	\$6.01
9/5/2017	Office Depot - computers (Friends money)	\$1,535.98
9/5/2017	Baker & Taylor - books	\$10.39
9/5/2017	Hawkins Memorial Library - audiobooks	\$81.00
9/13/2017	Wells Fargo Credit Card - postage	\$13.91
9/13/2017	Ida Grove Public Library - books and DVDs	\$57.16
9/13/2017	Demco - library supplies	\$163.69