

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : May 22nd, 2017

Time/Place : 6:30 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. Maryann Mori, State Library of Iowa – regarding facility planning
 - b. Work sessions regarding facility planning
 - c. Update on possible locations for future library
6. Director's report
7. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, May 22st, 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 – 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. MaryAnn Mori, State Library of Iowa – regarding facility planning

Submitted for: Discussion

Recommendation: Approval

Sample Motion: Do I hear a motion to approve?

Board Member _____: So moved. Board Member _____: Second.

- b. Work session regarding facility planning

Submitted for: Discussion

Recommendation: Approval

Sample Motion: Do I hear a motion to approve work sessions?

Board Member _____: So moved. Board Member _____: Second.

- c. Update on possible locations for future library
Submitted for: Discussion
Recommendation: Approval
Sample Motion: Do I hear a motion to approve update?
Board Member _____: So moved. Board Member _____: Second.

Agenda Item #6 – Director’s report

Submitted for: Action
Recommendation: Approval
Sample Motion: Do I hear a motion to approve the report?
Board Member _____: So moved. Board Member _____: Second.
Sample Language: The meeting is adjourned. Thank you.

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.

Van Meter Public Library

Library Board Minutes – 4/24/17

The Van Meter Public Library Board met on Monday, April 24th, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:30 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Amanda Durflinger and Erin Freeman. Absent: Nancy Lacy. Also in attendance: Mayor Allan Adams and Suzanne Lindaman.

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

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

Introductions were made and Mayor Adams discussed future facility planning and the City Council's expectations.

As the new director would be starting May 1, Board discussed when to return to normal operating hours and what those hours would be.

Per discussion, President Backstrom asked for a motion to approve new library hours of Monday, Wednesday, Friday 10am-5pm; Tuesday, Thursday 10am-7pm and Saturday 10am-1pm to begin May 8, 2017. Motioned by Freeman, supported by Maguire. Passed unanimously.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Maguire, supported by Freeman. Passed unanimously. Adjourned at 7:59 PM.

Van Meter Public Library
CirculationSummary
Transactions 4/1/2017 through 4/30/2017, VMPL

Totals for This Period

Checked out	261
Checked in	250
Renewed	36
Used in-library	4
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 5/16/2017, 4:14 pm

Materials checked out	309
Materials overdue	137
Patrons overdue	51

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 4/1/2017 through 4/30/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Saturday	01-Apr-2017	23	27					
Sunday	02-Apr-2017							
Monday	03-Apr-2017	24	19	3				
Tuesday	04-Apr-2017	2	10	2				
Wednesday	05-Apr-2017	20	13	2				
Thursday	06-Apr-2017							
Friday	07-Apr-2017							
Saturday	08-Apr-2017	47	21	4	1			
Sunday	09-Apr-2017							
Monday	10-Apr-2017	20	10	4				
Tuesday	11-Apr-2017	6	12					
Wednesday	12-Apr-2017	22	12		1			
Thursday	13-Apr-2017							
Friday	14-Apr-2017							
Saturday	15-Apr-2017	5	28	1				
Sunday	16-Apr-2017							
Monday	17-Apr-2017	10	5					
Tuesday	18-Apr-2017	8	11	2				
Wednesday	19-Apr-2017	8	13	7				
Thursday	20-Apr-2017							
Friday	21-Apr-2017							
Saturday	22-Apr-2017	16	21	6				
Sunday	23-Apr-2017							
Monday	24-Apr-2017	10	16	1	1			
Tuesday	25-Apr-2017	13	13	2	1			
Wednesday	26-Apr-2017	7	2	1				
Thursday	27-Apr-2017							
Friday	28-Apr-2017							
Saturday	29-Apr-2017	20	17	1				
Sunday	30-Apr-2017							
Totals		261	250	36	4	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 4/2017, FISCAL 10/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	.00	26,884.49	67.21	13,115.51
182-410-6020	WAGES - PART TIME	10,500.00	752.88	8,193.78	78.04	2,306.22
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	130.28	1,207.69	80.51	292.31
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.11	491.27	81.88	108.73
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	4,291.79	4,291.79	.00	4,291.79-
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	.00	230.77	32.97	469.23
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,780.00	89.00	220.00
182-410-6502	LIBRARY MATERIALS	4,000.00	365.98	3,989.59	99.74	10.41
182-410-6506	OFFICE SUPPLIES	1,500.00	28.32	1,400.37	93.36	99.63
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	5,618.36	50,335.37	78.83	13,514.63
	PROOF	63,850.00	5,618.36	50,335.37	78.83	13,514.63

G/L EXPENSE HISTORY REPORT
 FROM 04/2017 TO 4/2017

ACCOUNT NUMBER		ACCOUNT NAME	(FISCAL 10/2017 TO 10/2017)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE CHECK NO REF/DESCRIPTION	
182-410-6020		WAGES - PART TIME			
4/05/17	PR0808			PR DT: 4/02/17	380.00
4/19/17	PR0812			PR DT: 4/16/17	372.88
		ACCOUNT TOTAL			752.88
182-410-6371		UTILITIES			
4/13/17	AP1104	MIDAMERICAN ENERGY	042017	26775 GAS/ELEC	130.28
		ACCOUNT TOTAL			130.28
182-410-6373		TELEPHONE/COMMUNICATIONS			
4/13/17	AP1104	CENTURY LINK	042017	26747 LIB PHONE LINE	49.11
		ACCOUNT TOTAL			49.11
182-410-6413		PAYMENTS - OTHER AGENCIES			
4/13/17	AP1104	DALLAS CO TREASURER	042017	26753 COUNTY FUNDS ERROR	4,291.79
		ACCOUNT TOTAL			4,291.79
182-410-6502		LIBRARY MATERIALS			
4/13/17	AP1104	BAKER & TAYLOR	042017	26742 BOOKS AND MOVIES	328.98
4/13/17	AP1104	IOWA CITY PUBLIC LIBRARY	3197701221	26763 REPLACEMENT COST/LOST BOOK	37.00
		ACCOUNT TOTAL			365.98
182-410-6506		OFFICE SUPPLIES			
4/13/17	AP1104	CULLIGAN	97538	26752 WATER/RENTAL	20.27
4/13/17	AP1104	WELLS FARGO CC	042017	26789 LIB PER DIEM	8.05
		ACCOUNT TOTAL			28.32
				REPORT TOTAL	5,618.36

G/L REVENUE HISTORY REPORT
FROM 04/2017 TO 4/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 10/2017 TO 10/2017)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4440	STATE GRANTS		
4/17/17	RM3873 STATE OF IOWA WARRANT	21467 Library State STATE LIB FUNDING	265.18
4/20/17	RM3879 STATE OF IOWA WARRANT	21481 Library State DUP CHECK OPEN ACCESS/ILL	279.71
	ACCOUNT TOTAL		----- 544.89
		REPORT TOTAL	=====
			544.89

REVENUE REPORT
CALENDAR 4/2017, FISCAL 10/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	544.89	544.89	90.82	55.11
182-410-4470	LIBRARY SERVICE	3,500.00	.00	6,852.49	195.79	3,352.49-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	594.09	.00	594.09-
182-910-4830	TRANSFERS IN	59,550.00	.00	27,525.00	46.22	32,025.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	63,650.00	544.89	35,516.47	55.80	28,133.53
		=====	=====	=====	=====	=====
	PROOF	63,650.00	544.89	35,516.47	55.80	28,133.53
		=====	=====	=====	=====	=====

TREASURER'S REPORT
CALENDAR 4/2017, FISCAL 10/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	48,084.14	544.89	5,618.36	.00	43,010.67
Report Total	48,084.14	544.89	5,618.36	.00	43,010.67

Van Meter Public Library Director's Report

May 2017

April Statistics

- Visitors – 279
- Computer usage – 54
- Reference questions – 11
- Fax/Scan – 5
- Copy/Print – 15
- Library checkouts – 261
- E-books & e-audiobooks usage – 47

May Activities

- Normal hours
 - Monday, Wednesday, & Friday 10:00 – 5:00
 - Tuesday & Thursday 10:00 – 7:00
 - Saturday 10:00 – 1:00
- Planning Summer Reading
 - Theme – Build a Better World
 - School visits May 17th, 22nd, & 24th
 - Girl Scouts donating prizes and visiting library May 23rd
 - Kick off Saturday, June 3rd during Racoon River Days, open 9:00-1:00 that day
 - Program will run through July 28th
 - Reading logs and activities for all ages
 - Story Times – Wednesdays at 10:30
 - Movies – Fridays at 1:30
- Enrich Iowa Agreement sent in – May 8th
- Attended Dallas County Library Directors meeting – May 9th
- Webinar “Introduction to Fundraising Planning” by Grantspace – May 10th
- Director's Roundtable “The Planning Standard” by State Library of Iowa – May 23rd
- Purchased supplies for summer programming
- New vacuum
- Attended City Council meeting – May 18th

May 2017 Bills

DATE PAID	INVOICE	COMPANY	AMOUNT
5/5/2017	6095346	Demco - supplies	452.85
5/5/2017		Culligan - past due rent	27.10
5/8/2017		Indianola - lost books	48.98
5/8/2017	75043644	Baker & Taylor - books	48.98
5/10/2017		Post Office - registered letters	14.40
5/11/2017		Post Office - ILL	2.50
5/18/2017	L0435962	Baker & Taylor - books	52.15
5/18/2017		Amazon - supplies, book, & movie	219.49
5/19/2017		Office Depot - supplies	220.45