

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : May 16, 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. Update on ISG and the building project
 - b. Review Internet policy
 - c. Board of Trustees training
6. Director's report
7. President's report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Wednesday, May 18, 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. Update on ISG and the building project
- b. Review Internet policy
- c. Board of Trustees training

Agenda Item #6 – Director's report

Agenda Item #7 – President's report

Agenda Item #8 – 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 – 4/18/18

The Van Meter Public Library Board met on Wednesday, April 18, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:00 PM. Members present at roll call: Molly Maguire, Megan Warwick, Rachel Devick, and Amanda Durflinger; Erin Freeman was absent. Also in attendance was Barb Phillips by phone and Suzanne Lindaman.

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

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

Barb Phillips gave an update on the work of the Library Foundation via phone. We discussed the joint meeting for all library and public safety stakeholders on May 2nd at 7:00 at GroVer Flavors. We reviewed the policies that we need for accreditation in 2020 and the new forms the director has created.

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 Devick, supported by Warwick. Passed unanimously. Adjourned at 7:06 p.m.

Van Meter Public Library

Library Board Minutes – 5/2/18

The Van Meter Public Library Board met on Wednesday, May 2, 2018 at the GroVer Flavors.

President Maguire called the meeting to order at 6:54 p.m. Members present at roll call: Molly Maguire, Erin Freeman, and Amanda Durflinger; Megan Warwick and Rachel Devick were absent. Also in attendance was Barb Phillips, Bill Daggett, fire personnel, police personnel, 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.

Bill Daggett and Suzanne Lindaman discussed the importance of one message from all stakeholders. Barb Phillips talked about her work with the public relations people at ISG.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Durflinger. Passed unanimously. Adjourned at 7:52 p.m.

Van Meter Public Library
Circulation Summary
Transactions 4/1/2018 through 4/30/2018, VMPL

Totals for This Period

| | |
|--------------------|--------|
| Checked out | 346 |
| Checked in | 378 |
| Renewed | 66 |
| Used in-library | 24 |
| Fines and charges | \$0.00 |
| Payments collected | \$0.00 |
| Ledger adjustments | \$0.00 |

As of 5/2/2018, 11:24 am

| | |
|-----------------------|-----|
| Materials checked out | 267 |
| Materials overdue | 109 |
| Patrons overdue | 33 |

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 4/1/2018 through 4/30/2018, VMPL

| Date | | Out | In | Renew | In-Lib Use | Fines & Charges | Payments | Adjustments |
|---------------|-------------|------------|------------|-----------|------------|-----------------|-------------|-------------|
| Sunday | 01-Apr-2018 | | | | | | | |
| Monday | 02-Apr-2018 | 16 | 28 | 1 | | | | |
| Tuesday | 03-Apr-2018 | 33 | 19 | 1 | | | | |
| Wednesday | 04-Apr-2018 | 15 | 13 | | | | | |
| Thursday | 05-Apr-2018 | 14 | 24 | 2 | | | | |
| Friday | 06-Apr-2018 | | | | | | | |
| Saturday | 07-Apr-2018 | 23 | 5 | | | | | |
| Sunday | 08-Apr-2018 | | | | | | | |
| Monday | 09-Apr-2018 | 10 | 24 | 9 | 2 | | | |
| Tuesday | 10-Apr-2018 | 17 | 25 | 1 | 4 | | | |
| Wednesday | 11-Apr-2018 | 6 | 19 | | 2 | | | |
| Thursday | 12-Apr-2018 | 13 | 2 | 1 | | | | |
| Friday | 13-Apr-2018 | 4 | 4 | 2 | 1 | | | |
| Saturday | 14-Apr-2018 | 17 | 22 | | | | | |
| Sunday | 15-Apr-2018 | | | | | | | |
| Monday | 16-Apr-2018 | 14 | 7 | 4 | 3 | | | |
| Tuesday | 17-Apr-2018 | 38 | 31 | 10 | 2 | | | |
| Wednesday | 18-Apr-2018 | 12 | 16 | 5 | | | | |
| Thursday | 19-Apr-2018 | 5 | 18 | 2 | | | | |
| Friday | 20-Apr-2018 | 9 | 3 | 10 | | | | |
| Saturday | 21-Apr-2018 | 13 | 14 | | | | | |
| Sunday | 22-Apr-2018 | | | | | | | |
| Monday | 23-Apr-2018 | 4 | 11 | 2 | 4 | | | |
| Tuesday | 24-Apr-2018 | 22 | 27 | 1 | 3 | | | |
| Wednesday | 25-Apr-2018 | 4 | 18 | 8 | | | | |
| Thursday | 26-Apr-2018 | 11 | 11 | | | | | |
| Friday | 27-Apr-2018 | 19 | 4 | | 1 | | | |
| Saturday | 28-Apr-2018 | 10 | 19 | 4 | | | | |
| Sunday | 29-Apr-2018 | | | | | | | |
| Monday | 30-Apr-2018 | 17 | 14 | 3 | 2 | | | |
| Totals | | 346 | 378 | 66 | 24 | 0.00 | 0.00 | 0.00 |

BUDGET REPORT
CALENDAR 4/2018, FISCAL 10/2018

PCT OF FISCAL YTD 83.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | TOTAL BUDGET | MTD BALANCE | YTD BALANCE | PERCENT EXPENDED | UNEXPENDED |
|----------------|---------------------------|--------------|-------------|-------------|------------------|------------|
| 182-410-6010 | WAGES - FULL TIME | 38,000.00 | 2,999.62 | 29,455.57 | 77.51 | 8,544.43 |
| 182-410-6020 | WAGES - PART TIME | 10,500.00 | 822.36 | 8,224.76 | 78.33 | 2,275.24 |
| 182-410-6030 | WAGES - SEASONAL/TEMP | .00 | .00 | .00 | .00 | .00 |
| 182-410-6210 | DUES | 200.00 | .00 | 992.78 | 496.39 | 792.78- |
| 182-410-6215 | PROGRAMMING | 1,500.00 | 553.22 | 2,050.99 | 136.73 | 550.99- |
| 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 | 151.17 | 37.79 | 248.83 |
| 182-410-6371 | UTILITIES | 1,500.00 | 112.71 | 1,336.93 | 89.13 | 163.07 |
| 182-410-6373 | TELEPHONE/COMMUNICATIONS | 600.00 | 228.01 | 1,066.62 | 177.77 | 466.62- |
| 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 | 1,775.00 | 88.75 | 225.00 |
| 182-410-6502 | LIBRARY MATERIALS | 5,000.00 | 2,577.46 | 8,488.22 | 169.76 | 3,488.22- |
| 182-410-6506 | OFFICE SUPPLIES | 2,500.00 | 90.46 | 2,986.25 | 119.45 | 486.25- |
| 182-410-6511 | MEMORIAL MATERIALS | .00 | .00 | .00 | .00 | .00 |
| | DIFFERENCE | 64,150.00 | 7,383.84 | 56,907.25 | 88.71 | 7,242.75 |
| | PROOF | 64,150.00 | 7,383.84 | 56,907.25 | 88.71 | 7,242.75 |

G/L EXPENSE HISTORY REPORT
 FROM 04/2018 TO 4/2018

| ACCOUNT NUMBER | ACCOUNT NAME | (FISCAL 10/2018 TO 10/2018) | | AMOUNT | |
|----------------|--------------|-----------------------------|-------------------|--|----------|
| DATE | JRNL | NAME/OTHER REFERENCE | PO NUMBER INVOICE | CHECK NO REF/DESCRIPTION | |
| 182-410-6010 | | WAGES - FULL TIME | | | |
| 4/06/18 | PR0923 | | | PR DT: 4/01/18 1,499.81 | |
| 4/20/18 | PR0927 | | | PR DT: 4/15/18 1,499.81 | |
| | | ACCOUNT TOTAL | | 2,999.62 | |
| 182-410-6020 | | WAGES - PART TIME | | | |
| 4/06/18 | PR0923 | | | PR DT: 4/01/18 411.18 | |
| 4/20/18 | PR0927 | | | PR DT: 4/15/18 411.18 | |
| | | ACCOUNT TOTAL | | 822.36 | |
| 182-410-6215 | | PROGRAMMING | | | |
| 4/09/18 | AP1256 | BARNES & NOBLE BOOK SELLR | 0531 | 27581 STEAM GAMES 119.91 | |
| 4/09/18 | AP1256 | SYNCB/AMAZON | 04082018 | 27622 LIB/REC 433.31 | |
| | | ACCOUNT TOTAL | | 553.22 | |
| 182-410-6371 | | UTILITIES | | | |
| 4/09/18 | AP1256 | MIDAMERICAN ENERGY | 042018 | 27614 GAS/ELEC 112.71 | |
| | | ACCOUNT TOTAL | | 112.71 | |
| 182-410-6373 | | TELEPHONE/COMMUNICATIONS | | | |
| 4/09/18 | AP1256 | CENTURY LINK | 042018 | 27588 LIB PHONE LINE/FD FAX LINE 49.46 | |
| 4/13/18 | AP1258 | WELLS FARGO CC | 042018 | 27628 CREDIT CARD EXPENSES 178.55 | |
| | | ACCOUNT TOTAL | | 228.01 | |
| 182-410-6502 | | LIBRARY MATERIALS | | | |
| 4/09/18 | AP1256 | SYNCB/AMAZON | 04082018 | 27622 LIB SUPPLIES 452.41 | |
| 4/09/18 | AP1256 | SYNCB/AMAZON | 04082018 | 27622 LIB/REC 1,948.30 | |
| 4/09/18 | AP1256 | MONTICELLO PUBLIC LIBRARY | 042018 | 27616 BOOKS 12.50 | |
| 4/09/18 | AP1256 | CARNEGIE-EVANS PUBLIC LIB | 042018 | 27583 LARGE PRINT BOOK 23.00 | |
| 4/09/18 | AP1256 | GEORGE PUBLIC LIBRARY | 042018 | 27596 LARGE PRINT BOOK 15.00 | |
| 4/09/18 | AP1256 | IDA GROVE PUBLIC LIBRARY | 042018 | 27600 BOOKS & DVDS 10.00 | |
| 4/09/18 | AP1256 | LINDA BETSINGER MCCANN | 042018 | 27608 BOOKS 40.00 | |
| 4/09/18 | AP1256 | CASCADE PUBLIC LIBRARY | 042018 | 27585 BOOK 16.25 | |
| 4/09/18 | AP1256 | BRITT PUBLIC LIBRARY | 100 | 27582 BOOKS 60.00 | |
| | | ACCOUNT TOTAL | | 2,577.46 | |
| 182-410-6506 | | OFFICE SUPPLIES | | | |
| 4/09/18 | AP1256 | OFFICE DEPOT | 1158653520 | 27619 LIB OFFICE SUPPLIES 76.46 | |
| 4/09/18 | AP1256 | CULLIGAN | LIB042018 | 27589 WATER/COOLER RENTAL 14.00 | |
| | | ACCOUNT TOTAL | | 90.46 | |
| | | | | REPORT TOTAL | 7,383.84 |

TREASURER'S REPORT
CALENDAR 4/2018, FISCAL 10/2018

| ACCOUNT TITLE | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|------------------------|---------------------------|----------|-----------|------------------------|-------------------|
| 182 LIBRARY TRUST FUND | 41,722.86 | 26.00 | 7,383.84 | .00 | 34,365.02 |
| Report Total | 41,722.86 | 26.00 | 7,383.84 | .00 | 34,365.02 |

REVENUE REPORT
CALENDAR 4/2018, FISCAL 10/2018

PCT OF FISCAL YTD 83.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | BUDGET ESTIMATE | MTD BALANCE | YTD BALANCE | PERCENT RECVD | 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 | 26.00 | 3,241.31 | 648.26 | 2,741.31- |
| 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 | 26.00 | 35,553.45 | 66.27 | 18,096.55 |
| | PROOF | 53,650.00 | 26.00 | 35,553.45 | 66.27 | 18,096.55 |

G/L REVENUE HISTORY REPORT
FROM 04/2018 TO 4/2018

| ACCOUNT NUMBER | ACCOUNT NAME | (FISCAL 10/2018 TO 10/2018) | AMOUNT |
|----------------|--------------------------------|-------------------------------------|----------------|
| DATE | JOURNAL RECEIVED FROM/ALPHA ID | RECEIPT NO REF/DESCRIPTION | |
| 182-410-4705 | DONATIONS - LIBRARY TRUST | | |
| 4/13/18 | RM4526 HALF PRICE BOOKS | 25056 LIBRARY DONATIO SOLD BOOKS | 26.00 |
| | ACCOUNT TOTAL | | ----- 26.00 |
| | | REPORT TOTAL | ===== |
| | | | 26.00 |

Internet Policy

Van Meter Public Library
505 Grant Street, PO Box 160
Van Meter, IA 50261
(515) 996-2435



Purpose

The purpose of this policy is to provide guidelines for the use of the internet. The Van Meter Public Library provides public access to the internet to fulfill its mission to make available full and equal access to all types of information and to promote the love of reading and the joy of learning to all members of the community.

Access

The Van Meter Public Library is pleased to provide access to electronic resources via the Internet through the use of our public access computers. Computers are available for public use during regular business hours, except during times of routine or emergency maintenance. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Van Meter Public Library has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its available resources may contain material of a controversial nature. The library will not censor access to material nor protect users from offensive information and is not responsible for the availability or accuracy of information accessed from remote network sites.

The following rules govern the use of the library computers:

- There is a 45-minute time limit for the public internet computers when others are waiting. When no one is waiting, a patron may be on the computer until their task is completed. However, if use of a computer results in disruption of library services or if behavior becomes inappropriate for a library setting, the Library reserves the right to end the session at any time.

- A flash drive may be used to save information from a computer. The library is not responsible for any damage to flash drives when used in library computers. Although the library uses anti-virus software on its computers, absolute protection is not guaranteed. Software downloaded from the Internet may contain viruses. The library encourages the Internet user to install and use anti-virus software on his/her own computer and equipment.
- Individual software may not be installed or used to alter or attach equipment to the library's hardware or to attempt to bypass security features.
- Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.
- Library staff may be able to help with basic computer use and startup procedures, but may not be able to provide information on the use of each software program. If one has never used a computer or if one has specific questions about a software program, reference books and use guides are available.
- Misuse of the computer may result in suspension or loss of computer privileges.

The following rules govern access to the Internet from the library:

- Internet communications shall be considered private, and confidentiality will be encouraged within the limits of public environment, the technology of the equipment, and the requirements of law.
- The Internet user may encounter closed or restricted databases and resources for which the library accepts no responsibility:
 - The host computer has been "overloaded" by Internet visitors and has closed down or limited access.
 - The host computer is no longer maintained or has changed its address or Universal Resource Locator (URL).
 - The database or computer is only accessible to users affiliated with a specific licensed organization.
 - Van Meter Public Library's Internet connection may be temporarily closed down for maintenance or due to technical difficulties.

The library does not offer electronic mail (e-mail) accounts or access to chat rooms, news or discussion groups. However, there are many Internet providers who offer free e-mail access.

As is the case with other materials in the library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The Van Meter Public Library cannot act as a censor or substitute parent. It is the responsibility of the parents to provide the oversight to ensure their children's use of the Internet in a safe and appropriate manner, including the proper use of expensive computer equipment.

Violations of these rules may lead to the suspension or revocation of Internet access through the library.

Adopted –

Van Meter Public Library Director's Report

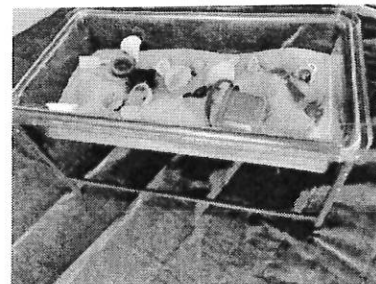
May 2018

April Statistics

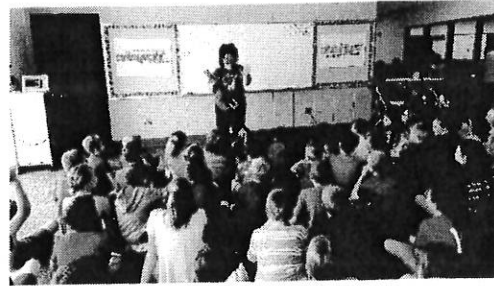
- Visitors – 489
- Programs – 12
- Programming attendance – 66
- Outreach attendance – 193
- Computer usage – 73
- Wireless usage – 46
- Reference questions – 75
- Fax/Scan – 5
- Copy/Print – 22
- Library checkouts – 346
- Renewals – 66
- Materials borrowed from other libraries – 6
- Materials loaned to other libraries – 0
- E-books & e-audiobooks usage – 107

Activities

- The Dallas County Library Association held Toddler Fest on May 5th and 1,124 people attended. I enjoyed seeing Van Meter families attend and each child went home with a free book.



- I have been attending continuing education courses through the State Library of Iowa this spring about human resources.
- Collaboration with the school –
 - During this school year I have visited the middle and high school to sign up 6th, 7th, 8th and 9th grade for digital access through our library.
 - This last week I visited all the elementary grades to talk about our summer reading program called Libraries Rock! Yes, I will do silly things to get the kids in the library!



- Programming for June – Summer Reading program
 - Weekly events
 - Story Times – we will be doing two during the week with the same theme
 - Tuesday evenings at 6:30 p.m.
 - Wednesday morning at 10:30 a.m.
 - Tween/Teen Craft Time on Wednesday afternoons
 - Movie Matinee on Fridays at 1:45 p.m.
 - Special events
 - Taiko Drum Presentation by the Japan America Society of Iowa on June 23rd at 1:00 p.m.
 - Animal Sounds and Stories by the Blank Park Zoo on June 25th at 10:30 a.m.
 - The Words You Hear, The Songs You Sing: Lyrics as Literature program for adults and teens June 28th at 7:00 p.m.

April 2018 Bills

| DATE PAID | COMPANY | AMOUNT |
|-----------|---|----------|
| 5/7/2018 | Amazon - materials and programming | \$943.09 |
| 5/7/2018 | Arlington Public Library - large print book | \$15.00 |
| 5/7/2018 | Blank Park Zoo - program | \$90.00 |
| 5/7/2018 | Century Link - phone | \$49.38 |
| 5/7/2018 | City Wide Heating & Air Conditioning - service call | \$131.00 |
| 5/7/2018 | Coast to Coast Solutions - bags | \$465.88 |
| 5/7/2018 | Fisher Whiting Public Library - DVD | \$13.00 |
| 5/7/2018 | Center Point Large Print | \$22.50 |
| 5/7/2018 | Demco - library supplies | \$456.77 |
| 5/7/2018 | The Donnellson Public Library - book | \$20.00 |
| 5/7/2018 | Fast Signs - half of sign and installation | \$259.50 |
| 5/7/2018 | Japan America Society of Iowa - program | \$10.00 |
| 5/7/2018 | Monticello Public Library - audio books | \$56.00 |
| 5/7/2018 | Pocahontas Public Library - books | \$24.00 |
| 5/7/2018 | Culligan - water bottles | \$8.50 |
| 5/8/2018 | Wells Fargo Credit Card - postage | \$13.13 |