

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : June 26th, 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. Book sale booth at Farmer's Market
 - b. Update on building project
 - c. Nominations for President
 - d. Nominations for Vice President
6. Action Items
 - a. Elect President
 - b. Elect Vice President
7. Director's report
8. 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. Book sale booth at Farmer's Market
- b. Update on building project
- c. Nominations for President
- d. Nominations for Vice President

Agenda Item #6 - Discussion Items

- a. Elect President
- b. Elect Vice President

Agenda Item #7 – Director'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 – 5/22/17

The Van Meter Public Library Board met on Monday, May 22th, 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. Also in attendance: Kim James, Maryann Mori, and 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 Durflinger. Passed unanimously.

Introductions were made and Maryann Mori discussed the steps of facility planning, requirements, and provided resources.

Scheduling a work session regarding facility planning was discussed as well as individual assignments. The board will be meeting June 12th at 6:00 p.m. at the Van Meter Public Library.

Discussion of possible locations for a future library were discussed.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Maguire, supported by Durflinger. Passed unanimously. Adjourned at 8:24 p.m.

Van Meter Public Library

Library Board Minutes – 6/12/17

The Van Meter Public Library Board met on Monday, May 22th, 2017 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:05 PM. Members present at roll call: Rachel Backstrom, Molly Maguire, Amanda Durflinger and Erin Freeman. Also in attendance: Suzanne Lindaman.

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

There was discussion about a separate account for facilities money. A conversation about the vision for the new library and the space needs. Also, a dialogue about the property options and the need for a library consultant. There was an update on the Library Foundation, fundraising ideas, and grants.

Freeman made a motion to set up an account entitled Facilities Fund with the purpose of planning, building, maintaining, and purchasing for library facilities with a deposit of \$10,000. The motion was seconded by Maguire and approved by all. Maguire made a motion to hire George Lawson as library consultant, seconded by Durflinger and approved by all.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Freeman, supported by Maguire. Passed unanimously. Adjourned at 7:55 p.m.

TREASURER'S REPORT
CALENDAR 5/2017, FISCAL 11/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	43,010.67	32,138.63	4,553.63	317.66	70,913.33
Report Total	43,010.67	32,138.63	4,553.63	317.66	70,913.33

BUDGET REPORT
CALENDAR 5/2017, FISCAL 11/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	2,666.00	29,550.49	73.88	10,449.51
182-410-6020	WAGES - PART TIME	10,500.00	1,175.64	9,369.42	89.23	1,130.58
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	71.35	1,279.04	85.27	220.96
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.16	540.43	90.07	59.57
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	4,291.79	.00	4,291.79
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	452.85	683.62	97.66	16.38
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	76.08	1,856.08	92.80	143.92
182-410-6502	LIBRARY MATERIALS	4,000.00	62.55	4,052.14	101.30	52.14
182-410-6506	OFFICE SUPPLIES	1,500.00	.00	1,400.37	93.36	99.63
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	63,850.00	4,553.63	54,889.00	85.97	8,961.00
		=====	=====	=====	=====	=====
	PROOF	63,850.00	4,553.63	54,889.00	85.97	8,961.00
		=====	=====	=====	=====	=====

REVENUE REPORT
CALENDAR 5/2017, FISCAL 11/2017

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	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	113.63	707.72	.00	707.72-
182-910-4830	TRANSFERS IN	59,550.00	32,025.00	59,550.00	100.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	63,650.00	32,138.63	67,655.10	106.29	4,005.10-
		=====	=====	=====	=====	=====
	PROOF	63,650.00	32,138.63	67,655.10	106.29	4,005.10-
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
FROM 05/2017 TO 5/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2017 TO 11/2017)			AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6010	WAGES - FULL TIME				
5/17/17 PR0820				PR DT: 5/14/17	1,333.00
5/31/17 PR0824				PR DT: 5/28/17	1,333.00
	ACCOUNT TOTAL				2,666.00
182-410-6020	WAGES - PART TIME				
5/03/17 PR0816				PR DT: 4/30/17	401.38
5/17/17 PR0820				PR DT: 5/14/17	382.38
5/31/17 PR0824				PR DT: 5/28/17	391.88
	ACCOUNT TOTAL				1,175.64
182-410-6371	UTILITIES				
5/16/17 AP1115	MIDAMERICAN ENERGY	052017		26849 GAS/ELEC	71.35
	ACCOUNT TOTAL				71.35
182-410-6373	TELEPHONE/COMMUNICATIONS				
5/16/17 AP1115	CENTURY LINK	052017		26811 LIB PHONE	49.16
	ACCOUNT TOTAL				49.16
182-410-6424	COMMUNITY INTERSET				
5/16/17 AP1115	DEMCO	6095346		26819 BOOKS & SUPPLIES	452.85
	ACCOUNT TOTAL				452.85
182-410-6499	OTHER CONTRACTUAL SERV				
5/16/17 AP1115	CULLIGAN	LIBRARY		26816	27.10
5/16/17 AP1115	INDIANOLA PUBLIC LIB	052017		26832 REPLACEMENT COST	48.98
	ACCOUNT TOTAL				76.08
182-410-6502	LIBRARY MATERIALS				
5/16/17 AP1115	BAKER & TAYLOR	2032796810		26802 LIBRARY BOOKS	37.04
5/16/17 AP1115	BAKER & TAYLOR	B46872250		26802 LIBRARY BOOKS	25.51
	ACCOUNT TOTAL				62.55
				REPORT TOTAL	4,553.63

G/L REVENUE HISTORY REPORT
 FROM 05/2017 TO 5/2017

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2017 TO 11/2017)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
5/24/17	RM3944 JERI RICHARDS	21802 LIBRARY DONATIO DONATION	50.00
5/24/17	RM3944 CASH	21804 LIBRARY DONATIO CASH	20.00
5/24/17	RM3944 COINS	21805 LIBRARY DONATIO LIB CASH	43.63
	ACCOUNT TOTAL		----- 113.63
182-910-4830	TRANSFERS IN		
5/22/17	GL0174 PER BUDGET		32,025.00
	ACCOUNT TOTAL		----- 32,025.00
	REPORT TOTAL		=====
			32,138.63

Van Meter Public Library
CirculationSummary

Transactions 5/1/2017 through 5/31/2017, VMPL

Totals for This Period

Checked out	404
Checked in	356
Renewed	133
Used in-library	5
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 6/5/2017, 4:07 pm

Materials checked out	383
Materials overdue	144
Patrons overdue	45

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 5/1/2017 through 5/31/2017, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Monday	01-May-2017	1	8					
Tuesday	02-May-2017	21	20	19				
Wednesday	03-May-2017	7	6	39				
Thursday	04-May-2017							
Friday	05-May-2017							
Saturday	06-May-2017							
Sunday	07-May-2017							
Monday	08-May-2017	20	29	5				
Tuesday	09-May-2017	45	5	3				
Wednesday	10-May-2017	10	7	2				
Thursday	11-May-2017	29	17	3				
Friday	12-May-2017	15	12	1				
Saturday	13-May-2017	5	12	5				
Sunday	14-May-2017							
Monday	15-May-2017	14	39					
Tuesday	16-May-2017	17	17	1				
Wednesday	17-May-2017	12	5					
Thursday	18-May-2017	18	6					
Friday	19-May-2017	13	5	3				
Saturday	20-May-2017	13	17					
Sunday	21-May-2017							
Monday	22-May-2017	11	33					
Tuesday	23-May-2017	18	17	2				
Wednesday	24-May-2017	6	1					
Thursday	25-May-2017	31	24	11				
Friday	26-May-2017	29	19	4				
Saturday	27-May-2017	24	1					
Sunday	28-May-2017							
Monday	29-May-2017							
Tuesday	30-May-2017	42	44	13	5			
Wednesday	31-May-2017	3	12	22				
Totals		404	356	133	5	0.00	0.00	0.00

Van Meter Public Library Director's Report

June 2017

May Statistics

- Visitors – 499
- Computer usage – 100
- Reference questions – 31
- Fax/Scan – 3
- Copy/Print – 12
- Library checkouts – 404
- Books borrowed from other libraries – 4
- E-books & e-audiobooks usage – 51

April-May Comparison

	May	June
Visitors	279	449
Computer Usage	54	100
Reference Questions	11	31
Library Checkouts	261	404

June Activities

- Library Utilization Grant approved
- Other grants
 - Carver Iowa Public Library Grant Award Program
 - Up to \$60,000, but need to have a minimum of 50% of the total project cost secured or pledged before application
 - Enhance Iowa Grant
 - Again, at least 50% of the project funds must be raised
- Meeting with Jake and Bill about joint Morton building plan
- Webinars
 - 3 Secrets to Raising Major Gifts You Can't Survive Without
 - How to Use Facebook's Free Fundraising Tools to Drive Donation (handouts)
 - Get to Know Your State Library of Iowa's Gale Resources for Public Libraries

- Foundation
 - Talked to Rachel Devick about joining and invited her to meetings
- Organizing back room
 - Donated books sold at Half-Price Books for \$56.00
- Summer Reading
 - During the school visits, I spoke with 280 students
 - On Raccoon River Days, we had 136 people in the library and 40 sign up for the summer reading program
 - Visiting Kids Care and University Kids day cares for outreach story times, biweekly.
 - Programming
 - Wednesday morning story time
 - Wednesday afternoon tween crafting
 - Friday afternoon movie matinees
 - Special guests (at no cost)
 - June 14th – Chief Daggett and Fire Chief Bruen
 - July 5th – Serviceperson from Camp Dodge
 - July 19th – Dallas County Farm Bureau
 - 78 signed up so far
 - 46 kids
 - 24 tween/teens
 - 8 adults
- Programming for the fall?

June 2017 Bills

DATE PAID	COMPANY	AMOUNT
5/24/2017	Office Depot - vacuum & supplies	182.05
5/25/2017	Century Link - phone service	98.32
5/25/2017	Ode Designs - Iowa book	44.00
5/30/2017	Baker & Taylor - books	71.39
5/30/2017	Office Depot - supplies	137.66
5/31/2017	Post Office - ILL	2.97
6/5/2017	Culligan - water	62.21
6/5/2017	Demco - supplies	27.53
6/5/2017	Popular Subscription Service - magazines	227.79
6/5/2017	Office Max - bookmarks	51.56
6/8/2017	Office Depot - supplies	90.28