

**\* NOTICE OF PUBLIC MEETING \***

Governmental Body: Van Meter Public Library

Date of Meeting: September 28, 2015

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 informational 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
6. Action Items
7. Director's Report
8. Liaison's Report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, September 28, 2015. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Gabus \_\_\_; Lacy \_\_\_; Seefeld \_\_\_; Backstrom \_\_\_; Durflinger \_\_\_;

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.

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.

Van Meter Public Library

Library Board Minutes – 08/24/2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, August 24, 2015 at the Van Meter Public Library. President Gene Gabus called the meeting to order at 6:31 PM.
- 2) Members present at roll call: Gene Gabus, Nancy Lacy, John Seefeld, Rachel Backstrom, and Amanda Durflinger.
- 3) There were no emergency additions to the agenda. President Gabus asked for a motion to approve the agenda. Moved by Backstrom, supported by Lacy. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. There was discussion about the minutes from June and discussion regarding finances and library funds. President Gabus asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the July 27, 2015 Van Meter Public Library Board meeting.
  - b. July Claims List
  - c. July Stats
  - d. July Financial StatementsMoved by Seefeld, supported by Durflinger. Passed unanimously.
- 5) Discussion Items:
  - a. Status of the Library Foundation project: The director gave a report on the current status of the project and what actions needed to be taken in order for the project to move forward.
  - b. Proposal to amend regularity of Library Board meetings: The number of required board meetings was discussed
- 6) Action Items:
  - a. Amendment of Library Board meetings: No action taken.
- 7) The Director provided a synopsis of the written report.
- 8) Liaison's Report – Nothing to report.
- 9) Having no further business Seefeld motioned to adjourn, supported by Backstrom. Passed unanimously.

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
<b>ACCOUNTS PAYABLE CLAIMS</b>				
<b>8/7 CENTRAL</b>	<b>VM VISTOR FEST TSHIRTS</b>	<b>840.00</b>		
ACCO	WATER CHEMICALS	574.00		
AGSOURCE COOPERATIVE SERVICES	PUBLIC WATER TESTING	250.50		
ALEX BRAYTON	MILEAGE	140.87		
ARNOLD MOTOR SUPPLY	REC COMPLEX PARTS & SUPPLIES	28.97		
BOB LACY	AED REPROGRAMMING	332.15		
BOB LENC	REC COMPLEX REPAIRS	225.70		
BOBS AUTO PARTS	FIRE DEPT/POLICE DEPT/PUB WORK	1,039.81		
CARPENTER UNIFORM CO	UNIFORM FOR FUNERAL	141.91		
CASEY'S GENERAL STORE	GAS/MERCH	755.34		
CASEY'S GENERAL STORE	PD GAS	989.47	25443	8/14/15
CENTURY LINK	FIRE/POLICE PLUS FAX	334.86		
CLIVE POWER EQUIPMENT	WEED WHACKER PARTS	40.97		
CONTRACTOR SOLUTIONS	STEEL PLATE FOR RD REPAIRS	90.00		
CULLIGAN	AUTOMATIC RENTAL	48.90		
DALLAS CO RECORDER	RECORD RELEASE DOCUMENT	12.00		
DALLAS CO TREASURER	REFUND TAX PAYMENT MADE IN ERR	293.97		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	375.84		
DELTA DENTAL	EMPLOYEE DENTAL INSURACE	551.16	11178525	8/31/15
<b>DEMCO</b>	<b>LIBRARY SUPPLIES</b>	<b>217.55</b>		
DICKINSON COMPANY INC	INSTALL 2 ER SIRENS	24,520.00		
DYKSTRA CONCRETE LLC	ST REPAIR LAKEVIEW & ARLINGTON	5,963.75		
EARL MAY	MATERIAL FOR KIDS CORNER	7.98		
EFTPS	FED/FICA TAX	3,760.40	11178519	8/28/15
EFTPS	FED/FICA TAX	3,696.84	11178520	9/11/15
ELECTRONIC ENGINEERING	RADIO PLUS INSTALL FOR SIREN	1,818.40		
FILLENWARTH BEACH	LODGING FALL CONFERENCE 2015	506.00	25452	9/01/15
FIRE SERVICE TRAINING BUREAU	HMO/FFI C WARWICK	50.00		
FLEET SAFETY EQUIPMENT	ORGANIZER FOR SUV	1,159.90		
FOREMOST PROMOTIONS	STICKERS & TATTOOS	178.72		
FOREST COMM PARKING LOT PAINT	PAINT CROSS WALKS/PARKING LOT	400.00		
GREATER DALLAS CO - GDCOA	SPONSORSHIP AFCDM DATA CTR SHO	2,400.00		
HEARTLAND COOP	FD DIESEL	442.54		
HEARTLAND COOP	FD DIESEL	118.36	25444	8/14/15
IFMCV	MONTHLY RENT PER LEASE/OPTION	1,000.00		
ILEA	PETITHORY BATON INSTR SCHOOL	125.00		
IMAGING TECHNOLOGIES	POLICE COPY MACHINE	213.64		
IOWA DEPARTMENT OF NATURAL RES	NPDES ANNUAL FEE FY16	210.00	25445	8/14/15
<b>IOWA LIBRARY SERVICES</b>	<b>FY2016 E-BOOK SUBSCRIPTION</b>	<b>65.00</b>		
IOWA ONE CALL	EMAIL COMMUNICATION	48.80		
IOWA PARK AND REC ASSOC	FALL WORKSHOP BRAYTON	180.00		
IOWA RURAL WATER ASSOC	FALL CONFERENCE 2015	260.00	25453	9/01/15
IPERS	IPERS	4,184.11	11178517	8/28/15
JESTER INSURANCE SERVICE	INS ON 2010 FORD CR VIC	522.00		
JW TREE SERVICE	TREE REMOVAL ELM STREET	1,500.00		
LIZ THOMPSON	CPM 23 MILEAGE/LUNCH	70.91		
LOWE'S	SHOP SUPPLIES	23.17		
MATHESON TRI GAS INC	OXYGEN	42.24		
MEDIACOM	INTERNET	205.90		
MIDAMERICAN ENERGY	GAS/ELEC	2,753.69		
<b>MODERN MARKETING</b>	<b>LOLLIPOPS</b>	<b>219.80</b>		

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
BERGANKDV	SERVER PROJECT	896.60		
OFFICE DEPOT	VACCUUM & SUPPLIES	396.42		
OVERDRIVE INC	FY2016 E BOOK SUBSCRIPTION	326.44		
PEEK SALES & SERVICE	LAWN MOWER PARTS	236.59		
PENTWORTHY COMPANY	BOOKS	62.45		
RONALD PEARCE	PATCH FELLER/GRAND/CROSS	3,500.00		
SAYLORVILLE LAKE MARINA	PARTS FOR BOAT REPAIR	39.99		
SCHEELS - DES MOINES	AMMO	59.98		
SENSUS USA	AUTOREAD SFTWR SUPPORT FY15/16	1,617.45		
SHORTEI INC	PHONE SERVICES CITY HALL	205.32		
SQUARE, INC	CREDIT CARD ACCEPTANCE FEES	65.28	11178523	8/31/15
SYNCB/AMAZON	BOOKS/MOVIES & KINDLE FIRE HD	764.51	25451	8/31/15
TASC GROUP SERVICES PLAN	SEPERATION/COBRA MGMT	445.00	11178521	8/31/15
THE HARTFORD	EMPLOYEE LIFE/DIS INSURANCE	252.96	11178526	8/31/15
THORPE WATER DEV CO	REPAIRS AT REC COMPLEX	106.25		
TREAS - STATE OF IOWA W/H	STATE TAXES	1,229.00	11178518	8/28/15
US POSTMASTER	SEPT UT BILLS/NEWSLETTER	200.79	25450	8/28/15
VAN METER COMM SCHOOL	CITY SHARE SWIM BUS 2015	1,131.40		
VAN WALL EQUIPMENT	JD TRACTOR INSPECTION & WORK	1,040.23		
VEENSTRA & KIMM INC	BUILDING INSPECTIONS	4,641.60		
VERIZON WIRELESS	PD	418.02		
VERIZON WIRELESS	CELL PHONE SERVICES	263.89		
WASTE CONNECTIONS	GARBAGE CONTRACT	681.91	25446	8/14/15
WAIKEE HARDWARE & RENT IT	STAPLE GUN KIT	6,552.51		
WELLMARK	EMPLOYEE HEALTH INSURANCE	15.98		
WELLS FARGO	BANK FEES	4,163.45	11178524	8/31/15
WELLS FARGO CC	LIB READING/CAMP	14.59	11178522	8/31/15
WELLS FARGO CC	WATER RESCUE BOAT REPAIRS	503.30		
		2,480.27	25447	8/14/15
**** PAID	TOTAL ****	24,156.08		
**** SCHED	TOTAL ****	71,405.31		
**** OPEN	TOTAL ****			
**** ON HOLD	TOTAL ****			
***** REPORT	TOTAL *****	95,561.39		

DEPT DEPT NAME	TOTAL	CHECK#	DATE
LIABILITIES	12,870.35		
POLICE	4,079.82		
EMERGENCY MANAGEMENT	25,873.06		
FIRE	3,743.96		
AMBULANCE	350.24		
ROADS, BRIDGES, SIDEWALKS	14,371.88		
STREET LIGHTING	209.06		
GARBAGE	6,552.51		
LIBRARY	4,650.90		
PARKS	1,152.36		
RECREATION	1,676.45		
CEMETERY	7.72		
MAYOR/COUNCIL/CITY MGR	24.15		
CLERK/TREASURER/ADM	1,086.91		
LEGAL SERVICES/ATTORNEY	5,316.31		
CITY HALL/GENERAL BLDGS	1,628.65		
WATER	6,637.06		
SEWER/SEWAGE DISPOSAL	5,330.00		

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	55,467.28		
059	PARK OPERATIONS	2,077.23		
110	ROAD USE TAX	13,017.64		
112	EMPLOYEE BENEFITS	3,413.76		
182	LIBRARY TRUST FUND	5,050.26		
183	VM COMMUNITY BETTERMENT	110.00		
600	WATER	8,860.47		
610	SEWER	7,564.75		

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	47,232.85	15,072.82	33,597.49	.00	28,708.18
049 VEHICLE INSPECTION FUND	9,517.93	.00	.00	.00	9,517.93
051 LIBRARY TECHNOLOGY FUND	210.09	.01	75.80	.00	134.30
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	18,044.93	.00	.00	.00	18,044.93
054 VEHICLE REPLACEMENT-POL	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIR	13,903.82	.00	.00	.00	13,903.82
056 TECHNOLOGY REPLACEMENT-	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	3,429.21	40.00	.00	.00	3,469.21
059 PARK OPERATIONS	896.32	.00	3,487.02	.00	2,590.70-
110 ROAD USE TAX	71,313.97	14,075.01	7,915.48	.00	77,473.50
112 EMPLOYEE BENEFITS	100,109.92	.00	5,862.99	.00	94,246.93
119 EMERGENCY FUND	125.63	.00	.00	.00	125.63
121 LOCAL OPTION SALES TAX	.00	.00	.00	.00	.00
125 TIF-CR ESTATE	208,146.99	.00	.00	.00	208,146.99
126 TIF-WH PINES SUBDIVISIO	10,798.15	.00	.00	.00	10,798.15
127 TIF-POLK CO. BANK	41,097.19	.00	.00	.00	41,097.19
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
129 TIF ORIGINAL (420-844)	42,055.00	.00	.00	.00	42,055.00
180 PARK TRUST FUND	33,888.98	.18	.00	.00	33,889.16
181 REC TRUST	143,774.41	.00	.00	.00	143,774.41
182 LIBRARY TRUST FUND	52,667.38	3,702.99	5,314.66	.00	51,055.71
183 VM COMMUNITY BETTERMENT	2,079.03	.00	55.00	.00	2,024.03
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
185 REC CAPITAL FUND	27,431.22	.00	.00	.00	27,431.22
186 SITE CERT/WA PROJECT	156,783.10	.00	.00	.00	156,783.10
200 DEBT SERVICE	12,627.66-	.00	.00	.00	12,627.66-
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATI	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJEC	.00	.00	.00	.00	.00
500 CEMETARY-PERPETUAL CARE	20,350.00	2,150.00	.00	.00	22,500.00
600 WATER	94,166.32	19,227.02	9,811.24	.00	103,582.10
606 WATER MAIN PROJECT	37,710.29	.00	.00	.00	37,710.29
610 SEWER	3,326.81	11,900.17	11,298.99	.00	3,927.99
612 DEBT SERVICE-SEWER LAGO	.00	.00	.00	.00	.00
Report Total	1,147,063.13	66,168.20	77,418.67	.00	1,135,812.66

Van Meter Public Library  
**CirculationSummary**  
Transactions 8/1/2015 through 8/31/2015, VMPL

**Totals for This Period**

Checked out	475
Checked in	515
Renewed	83
Used in-library	8
Fines and charges	\$17.99
Payments collected	\$0.00
Ledger adjustments	\$0.00

**As of 9/14/2015, 11:47 am**

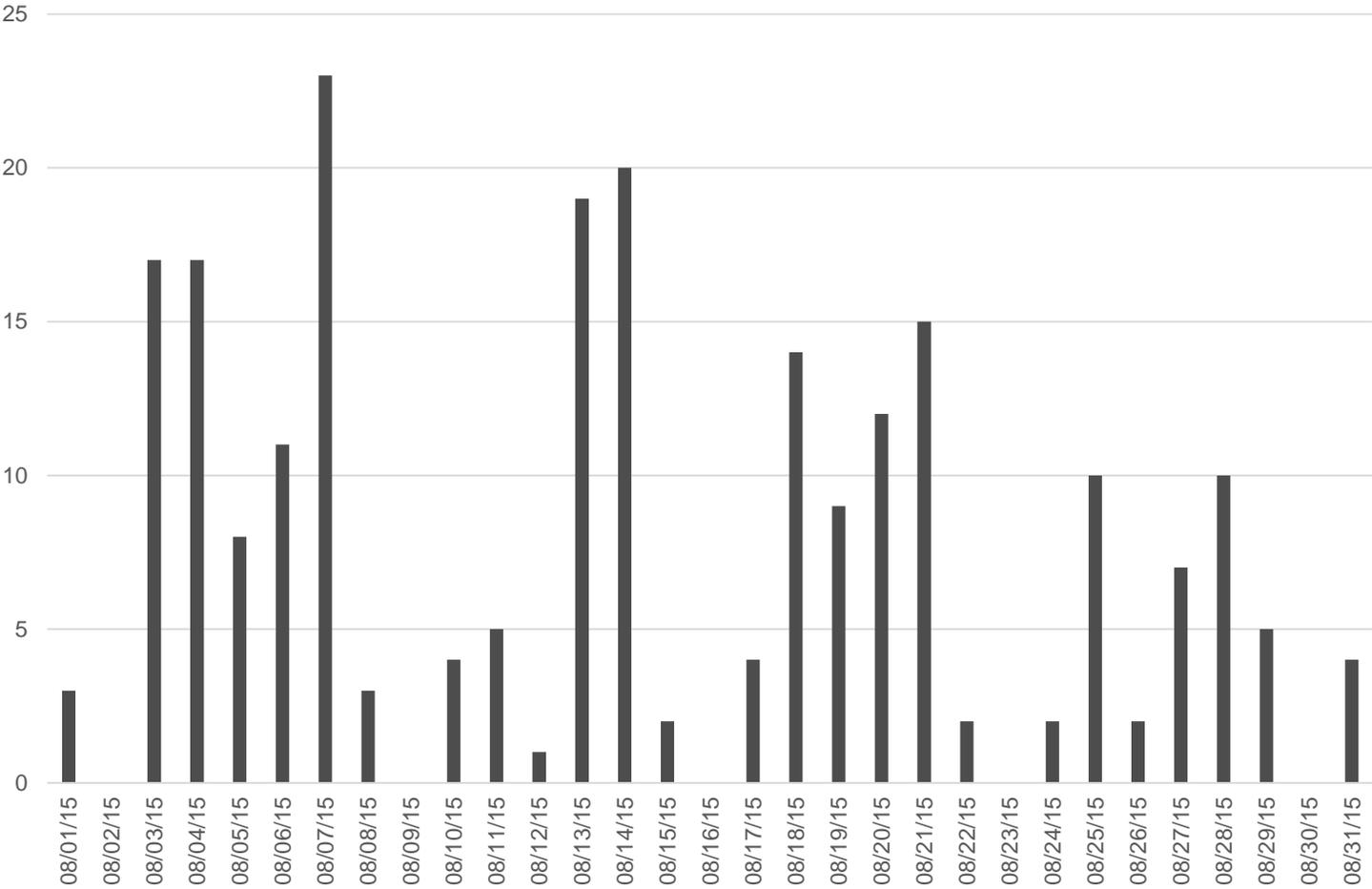
Materials checked out	235
Materials overdue	58
Patrons overdue	31

**Van Meter Public Library**  
**Multi-Day Circulation Statistics**

Transactions 8/1/2015 through 8/31/2015, VMPL

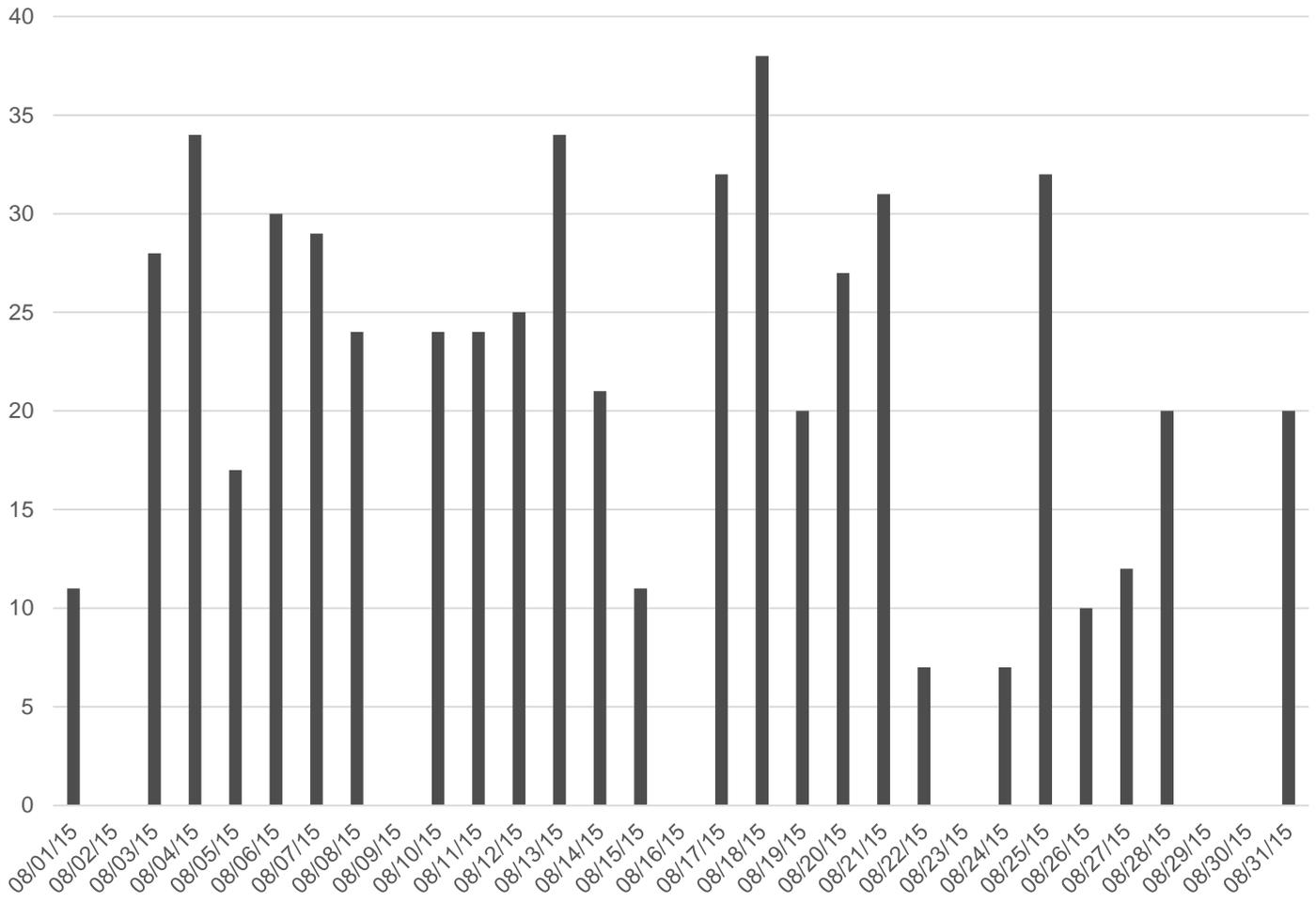
Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Saturday	01-Aug-2015	16	16	1				
Sunday	02-Aug-2015							
Monday	03-Aug-2015	42	36	2				
Tuesday	04-Aug-2015	34	44					
Wednesday	05-Aug-2015	10	10	7		17.99		
Thursday	06-Aug-2015	16	8					
Friday	07-Aug-2015	9	14					
Saturday	08-Aug-2015	26	8	1				
Sunday	09-Aug-2015							
Monday	10-Aug-2015	14	36					
Tuesday	11-Aug-2015	27	12	5				
Wednesday	12-Aug-2015	16	18	4				
Thursday	13-Aug-2015	27	37	4				
Friday	14-Aug-2015	25	34	3	8			
Saturday	15-Aug-2015	6	7					
Sunday	16-Aug-2015							
Monday	17-Aug-2015	25	41	2				
Tuesday	18-Aug-2015	21	13					
Wednesday	19-Aug-2015	15	6	1				
Thursday	20-Aug-2015	29	31	5				
Friday	21-Aug-2015	14	16	3				
Saturday	22-Aug-2015	5	8	21				
Sunday	23-Aug-2015							
Monday	24-Aug-2015	12	18	8				
Tuesday	25-Aug-2015	23	20	8				
Wednesday	26-Aug-2015	3	4					
Thursday	27-Aug-2015	13	30	2				
Friday	28-Aug-2015	20	7	5				
Saturday	29-Aug-2015		4					
Sunday	30-Aug-2015							
Monday	31-Aug-2015	27	37	1				
<b>Totals</b>		<b>475</b>	<b>515</b>	<b>83</b>	<b>8</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Computer Usage Hours - Total: 229 hours



	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	Hours	Help
08/01/15	1	2											3	
08/02/15													0	
08/03/15	1	1	2	3	3	3	2	2					17	4
08/04/15					2	3	1	4	3	2	2		17	
08/05/15	1	1	2	1			2	1					8	
08/06/15				1	1	1	1	2	2	1	2		11	4
08/07/15	6	3		4	4	2	2	2					23	1
08/08/15	1	1	1										3	
08/09/15													0	
08/10/15					1	1	1	1					4	
08/11/15					1	1	1			1	1		5	
08/12/15	1												1	
08/13/15					4	4	2	6	3				19	
08/14/15		1	3	2	1	11	2						20	5
08/15/15	2												2	
08/16/15													0	
08/17/15							2	2					4	
08/18/15				2	3	5	2			1	1		14	2
08/19/15		4	3	2									9	
08/20/15				2	6	2	1	1					12	
08/21/15		3	2	4	1	2	3						15	
08/22/15			2										2	
08/23/15													0	
08/24/15							1	1					2	
08/25/15				1	2		2		2	2	1		10	
08/26/15	1	1											2	
08/27/15								2	4	1			7	2
08/28/15	1	1		1	1	5	1						10	1
08/29/15						1	2	2					5	
08/30/15													0	
08/31/15							1	3					4	
	15	18	15	23	30	41	29	29	14	8	7	0	229	19

# Library Visits - Total: 568



	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	Patrons	
08/01/15	2	7	2										11	
08/02/15													0	Closed
08/03/15		3	5	4	3	5	4	4					28	
08/04/15				6	6	3	6	4	5	2	2		34	
08/05/15	1	3	2	2	3	2	1	3					17	
08/06/15				8	2	2	1	2	6	1	8		30	
08/07/15	9		1	4	6	5	2	2					29	
08/08/15	2	8	14										24	Grand Prize Drawing
08/09/15													0	Closed
08/10/15		3	2	1	4	3	6	5					24	
08/11/15					3	5	4	4	4	4			24	
08/12/15	1	3	1	1	3	5	7	4					25	
08/13/15				2	5	6	6	1	7	4	3		34	
08/14/15		4	9	2	6								21	
08/15/15	4	3	4										11	
08/16/15													0	Closed
08/17/15	2	3	2	9	7	5	2	2					32	First Day of School
08/18/15				8	9	7	5	5	2	2			38	
08/19/15		5	6	9									20	
08/20/15				7	11	5	3	1					27	
08/21/15		4	4	10	2	2	9						31	
08/22/15	1	4	2										7	
08/23/15													0	Closed
08/24/15					1	1	2	3					7	
08/25/15				6	2	4	6	4	5	1	4		32	
08/26/15			2	1			3	4					10	
08/27/15					4	2	6						12	
08/28/15				1	2	11	5	1					20	
08/29/15													0	Closed
08/30/15													0	Closed Labor Day
08/31/15	1	2	3		1	3	5	5					20	
	23	52	59	81	80	76	83	54	29	14	17	0	568	Total Patrons

Agenda Item #5 - Discussion Items

Agenda Item #6 - Action Items

Agenda Item #7 - Director's Report

Agenda Item #8 - Liaison'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.