

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : September 26, 2016

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. October Events: Pumpkin Carving
6. Action Items
7. Director's Report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, June 27, 2016. 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 ___; Lacy ___; Seefeld ___; 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.

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 – 08/22/2016

The Van Meter Public Library Board met for a regular board meeting on Monday, August 22nd, 2016 at the Van Meter Public Library. President Backstrom called the meeting to order at 6:30 PM.

Members present at roll call: Molly Maguire, Nancy Lacy, Rachel Backstrom, Amanda Durflinger. Absent: John Seefeld and Gene Gabus

There were no emergency additions to the agenda. President Backstrom reviewed the agenda and financials and asked for a motion to approve the agenda. Moved by Durflinger, supported by Lacy. Passed unanimously.

President Backstrom reviewed the consent agenda, and asked for discussion. No discussion was needed, and President Backstrom asked for a motion to adopt the consent agenda which included the following:

- a. Minutes of the June and July 2016 Van Meter Public Library Board meetings.
- b. June and July Claims List
- c. June and July Stats
- d. June and July Financial Statements

Moved by Lacy, supported by Durflinger. Passed unanimously.

Discussion Items:

Farewell to President Gabus:

Former President Gabus was unable to attend, but a statement was read on his behalf by the Director thanking everyone for their hard work and dedication over these past 18 months, and encouraging everyone to keep moving forward.

Welcoming New Trustee, Molly Maguire:

President Backstrom formally welcomed Maguire to the Library Board and invited Maguire to recite the Oath of Office, which she did so. The Director and President Backstrom reviewed the basics of the Library Trusteeship, reviewed the New Trustee packet with Maguire, and discussed setting up a time to complete her formal orientation.

Future Trustee Training:

The library board discussed the available options for training sessions. It was proposed that the board select the “Building a Building Project” session for October and “Librarians’ Top 10 Legal Questions” session for November.

Action Items:

Trustee Training:

President Backstrom asked for a motion to approve the proposal for having the first Trustee Training session in October with “Building a Building Project” and the second session to be in November with “Librarians’ Top 10 Legal Questions.” Lacy moved, seconded by Durflinger. Passed unanimously.

The Director gave the July report, discussing the Library Foundation’s completion, the Assistant’s progress with the Surpass completion, new projects with the collection, and upcoming events.

Having no further business President Backstrom asked for a motion to adjourn. Moved by Durflinger, supported by Lacy. Passed unanimously.

CITY OF VAN METER
BUDGET REPORT
CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	2,923.08	7,307.70	18.27	32,692.30
182-410-6020	WAGES - PART TIME	10,500.00	760.00	2,033.00	19.36	8,467.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	.00	.00	200.00
182-410-6215	PROGRAMMING	1,500.00	81.52	81.52	5.43	1,418.48
182-410-6220	SUBSCRIPTION	800.00	746.24	746.24	93.28	53.76
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	148.04	189.14	47.29	210.86
182-410-6371	UTILITIES	1,500.00	128.20	227.04	15.14	1,272.96
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.19	98.11	16.35	501.89
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	.00	.00	.00	700.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	4,000.00	852.64	1,446.86	36.17	2,553.14
182-410-6506	OFFICE SUPPLIES	1,500.00	157.49	405.39	27.03	1,094.61
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	5,846.40	12,535.00	19.63	51,315.00
	PROOF	63,850.00	5,846.40	12,535.00	19.63	51,315.00

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 8/2016, FISCAL 2/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	51,735.06	.00	5,846.40	.00	45,888.66
Report Total	51,735.06	.00	5,846.40	.00	45,888.66

Van Meter Public Library
Circulation Summary
Transactions 8/1/2016 through 8/31/2016, VMPL

Totals for This Period

Checked out	576
Checked in	625
Renewed	62
Used in-library	0
Fines and charges	(\$34.69)
Payments collected	\$0.00
Ledger adjustments	(\$2.39)

As of 9/26/2016, 1:09 pm

Materials checked out	298
Materials overdue	113
Patrons overdue	50

Van Meter Public Library
Multi-Day Circulation Statistics

Transactions 8/1/2016 through 8/31/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Monday	01-Aug-2016	30	35	3				
Tuesday	02-Aug-2016	27	17					
Wednesday	03-Aug-2016	10	3					
Thursday	04-Aug-2016	32	30	1				
Friday	05-Aug-2016	14	10	1				
Saturday	06-Aug-2016	6	5	9				
Sunday	07-Aug-2016							
Monday	08-Aug-2016	17	36	2				
Tuesday	09-Aug-2016	33	55	8				6.60
Wednesday	10-Aug-2016	11	35	5				
Thursday	11-Aug-2016							
Friday	12-Aug-2016							
Saturday	13-Aug-2016	6	19					
Sunday	14-Aug-2016							
Monday	15-Aug-2016	39	41	1				
Tuesday	16-Aug-2016	37	26					
Wednesday	17-Aug-2016	37	33					-8.99
Thursday	18-Aug-2016	28	17					
Friday	19-Aug-2016	12	6	1				
Saturday	20-Aug-2016	51	37	2				
Sunday	21-Aug-2016							
Monday	22-Aug-2016	34	30	6				
Tuesday	23-Aug-2016	28	41	2				
Wednesday	24-Aug-2016	20	25	2				
Thursday	25-Aug-2016	24	20	1		-34.69		
Friday	26-Aug-2016	9	4	2				
Saturday	27-Aug-2016	3	22	2				
Sunday	28-Aug-2016							
Monday	29-Aug-2016	13	25	3				
Tuesday	30-Aug-2016	27	29	7				
Wednesday	31-Aug-2016	28	24	4				
Totals		576	625	62	0	0.00	0.00	-2.39

August Statistics

Interlibrary Loan Usage

Sent to other libraries = 3

Requested from other libraries = 15

Bridges' E-book Usage

Electronic Checkouts = 57

Computer Usage

Hours of Computer Time = 476

Visitors

Library Visits = 847

Agenda Item #5 - Discussion Items

- a. October Events: Pumpkin Carving



Agenda Item #6 - Action Items

No Action Items.

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.



Director's Report

News

Weekly programs are well under way, with good attendance for the Wednesday afterschool program of around 10-15 kids and teens and attendance anywhere between 15 & 30 kids of all ages for movies on Fridays.

Processing the nonfiction has been slower than expected, as we have encountered some issues with call numbers on some of the books. A few years ago some categories were updated to reflect more modern organization trends and new subject matter, which I think may be why we are finding some call numbers are not matching what is listed in the MARC records. Luckily this is just a simple fix, but it just means an extra step in the process.

The Friends group seems to be gaining new interest and I have had several new members join recently. I'm hoping to do a kind of "Get To Know Everyone" event with hallowing out pumpkins for the pumpkin carving event in October, perhaps before the board meeting on the 24th.

I will be doing some recruiting for pumpkin donations as well for this event—my goal is to have every pumpkin donated, which means all the library has to supply is paint and carving tools. I will also be handing out candy again this Halloween during beggars night. It was a great turnout last year, and I expect it will be great again this year.

Coming in October



Book Club

October 18th



Chat & Chew

| TALK | MUNCH | SIP |

