

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : April 18th, 2018

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. Update on ISG and the building project
 - b. Policy review
 - c. New forms
6. Director's report
7. President's report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Wednesday, April 18th, 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. Policy review
- c. New forms

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 – 3/21/18

The Van Meter Public Library Board met on Wednesday, March 21st, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:03 PM. Members present at roll call: Molly Maguire, Megan Warwick, Erin Freeman, and Amanda Durflinger; Rachel Devick 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 Durflinger, supported by Freeman. Passed unanimously.

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

We welcomed Megan Warwick as the newest member of the Library Board of Trustees. We reviewed the council approved budget worksheets. An update was given about the building project and ISG. We discussed a Personnel Policy and we plan to revisit that at the next meeting after reviewing the city's policy book. A motion was made by Freeman and seconded by Durflinger to approve the new Circulation Policy and Library Card Application. Barb Phillips gave an update on the work of the Library Foundation via phone.

The Library Director's report was given.

Molly Maguire gave her President's report and we discussed board training.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Durflinger, supported by Freeman. Passed unanimously. Adjourned at 7:30 p.m.

Van Meter Public Library

Library Board Minutes – 4/5/18

The Van Meter Public Library Board met on Thursday, April 5th, 2018 at Van Meter Public Safety.

President Maguire called the meeting to order at 4:00 p.m. Members present at roll call: Molly Maguire, Megan Warwick, Erin Freeman, and Amanda Durflinger; Rachel Devick was absent. Also in attendance was Barb Phillips, Bill Daggett, Joe Herman, Jerney Feldman, Derek Johnson, Jan Miller by phone, and Suzanne Lindaman.

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

Derek Johnson updated those present with the steps going forward with the Public Safety and Library building project.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Warwick. Passed unanimously. Adjourned at 4:47 p.m.

Van Meter Public Library
Circulation Summary
Transactions 3/1/2018 through 3/31/2018, VMPL

Totals for This Period

Checked out	469
Checked in	492
Renewed	81
Used in-library	13
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 4/5/2018, 1:50 pm

Materials checked out	298
Materials overdue	92
Patrons overdue	33

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 3/1/2018 through 3/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Thursday	01-Mar-2018	33	21	5				
Friday	02-Mar-2018	16	29	1	1			
Saturday	03-Mar-2018	17	17		1			
Sunday	04-Mar-2018							
Monday	05-Mar-2018	9	21	16				
Tuesday	06-Mar-2018	7	9	1	2			
Wednesday	07-Mar-2018	23	19	3	1			
Thursday	08-Mar-2018	13	15					
Friday	09-Mar-2018	31	9					
Saturday	10-Mar-2018	5	7	1				
Sunday	11-Mar-2018							
Monday	12-Mar-2018	17	45	3	2			
Tuesday	13-Mar-2018	17	8	1				
Wednesday	14-Mar-2018	8	20					
Thursday	15-Mar-2018	26	51	21				
Friday	16-Mar-2018	28	10					
Saturday	17-Mar-2018	13	18	4				
Sunday	18-Mar-2018							
Monday	19-Mar-2018	16	17	4	2			
Tuesday	20-Mar-2018	15	15	1				
Wednesday	21-Mar-2018	18	8					
Thursday	22-Mar-2018	5	8	12				
Friday	23-Mar-2018	34	23		1			
Saturday	24-Mar-2018	21	32	3				
Sunday	25-Mar-2018							
Monday	26-Mar-2018	16	14	1				
Tuesday	27-Mar-2018	19	8		3			
Wednesday	28-Mar-2018	23	21	1				
Thursday	29-Mar-2018	35	16	2				
Friday	30-Mar-2018							
Saturday	31-Mar-2018	4	31	1				
Totals		469	492	81	13	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 3/2018, FISCAL 9/2018

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,108.04	26,455.95	69.62	11,544.05
182-410-6020	WAGES - PART TIME	10,500.00	822.36	7,402.40	70.50	3,097.60
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	211.01	1,497.77	99.85	2.23
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	199.15	1,224.22	81.61	275.78
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	62.59	838.61	139.77	238.61-
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	995.76	5,910.76	118.22	910.76-
182-410-6506	OFFICE SUPPLIES	2,500.00	197.88	2,895.79	115.83	395.79-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	5,596.79	49,523.41	77.20	14,626.59
	PROOF	64,150.00	5,596.79	49,523.41	77.20	14,626.59

G/L EXPENSE HISTORY REPORT
 FROM 03/2018 TO 3/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 9/2018 TO 9/2018)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
182-410-6010		WAGES - FULL TIME		
3/09/18	PR0915			PR DT: 3/04/18 1,554.02
3/23/18	PR0919			PR DT: 3/18/18 1,554.02
		ACCOUNT TOTAL		3,108.04
182-410-6020		WAGES - PART TIME		
3/09/18	PR0915			PR DT: 3/04/18 411.18
3/23/18	PR0919			PR DT: 3/18/18 411.18
		ACCOUNT TOTAL		822.36
182-410-6215		PROGRAMMING		
3/12/18	AP1245	SYNCB/AMAZON	032018	27564 LIB MATERIALS/PD 136.01
3/12/18	AP1245	FRIENDS OF PERRY PUB LIB	022018	27531 PROGRAMMING FOR TODDLER FEST 50.00
3/12/18	AP1245	LINDA BETSINGER MCCANN	032018	27545 MILEAGE FOR PROGRAMMING 25.00
		ACCOUNT TOTAL		211.01
182-410-6371		UTILITIES		
3/12/18	AP1245	MIDAMERICAN ENERGY	032018	27550 GAS/ELEC 199.15
		ACCOUNT TOTAL		199.15
182-410-6373		TELEPHONE/COMMUNICATIONS		
3/12/18	AP1245	CENTURY LINK	032018	27525 LIB PHONE LINE/FD FAX LINE 49.46
3/12/18	AP1245	WELLS FARGO CC	032018	27572 LIB POSTAGE 13.13
		ACCOUNT TOTAL		62.59
182-410-6502		LIBRARY MATERIALS		
3/12/18	AP1245	SYNCB/AMAZON	032018	27564 LIB MATERIALS/PD 810.38
3/12/18	AP1245	HAWKINS MEMORIAL LIB	1021	27535 BOOKS 18.00
3/12/18	AP1245	UNION PUBLIC LIBRARY	032018	27565 BOOKS 19.00
3/12/18	AP1245	VILLISCA PUBLIC LIBRARY	VM101	27569 BOOK 10.00
3/12/18	AP1245	OSAGE PUBLIC LIBRARY	032018	27556 BOOKS 30.00
3/12/18	AP1245	SPILLVILLE PUBLIC LIBRARY	032018	27562 BOOKS 5.00
3/12/18	AP1245	ORANGE CITY PUBLIC LIB	032018	27555 BOOKS 82.33
3/12/18	AP1245	EMMETSBURG PUBLIC LIB	097	27530 BOOKS 15.99
3/12/18	AP1245	HARLAN COMMUNITY LIB	022018	27534 BOOK STICKERS 5.06
		ACCOUNT TOTAL		995.76
182-410-6506		OFFICE SUPPLIES		
3/12/18	AP1245	OFFICE DEPOT	21595181	27553 OFFICE SUPPLIES 156.78
3/12/18	AP1245	CULLIGAN	022018LIB	27526 LIB WATER COOLER/WATER 41.10
		ACCOUNT TOTAL		197.88
				REPORT TOTAL
				5,596.79

TREASURER'S REPORT
CALENDAR 3/2018, FISCAL 9/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	47,205.78	113.87	5,596.79	.00	41,722.86
Report Total	47,205.78	113.87	5,596.79	.00	41,722.86

REVENUE REPORT
CALENDAR 3/2018, FISCAL 9/2018

PCT OF FISCAL YTD 75.0%

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	113.87	3,215.31	643.06	2,715.31-
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	113.87	35,527.45	66.22	18,122.55
	PROOF	53,650.00	113.87	35,527.45	66.22	18,122.55

G/L REVENUE HISTORY REPORT
 FROM 03/2018 TO 3/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 9/2018 TO 9/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
3/19/18	RM4479 HALF PRICE BOOKS	24828 LIBRARY DONATIO BOOKS	17.00
3/23/18	RM4488 JOHN STEWART	24845 LIBRARY DONATIO MARY GEBHARDT	50.87
3/29/18	RM4497 RENEE MARTIN	24872 LIBRARY DONATIO LIB DONATION	13.00
3/29/18	RM4497 FINES/DONATIONS	24873 LIBRARY DONATIO CASH	33.00
	ACCOUNT TOTAL		----- 113.87
		REPORT TOTAL	=====
			113.87

The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. All policies are available to all staff members and for public inspection. If a union contract or your city defines the library's personnel policy, the library board must be aware of the details of the policy and must review the policy at least every three years.

The following list gives suggested content for each required policy. Items listed under each required policy are suggestions only; they are not all required to meet this standard.

1. Circulation (Required)

- a. Borrowers' responsibilities and eligibility
- b. Custodian of record
- c. Equipment use
- d. Fines and fees
- e. Interlibrary loan services
 - i. Participation in state and national networks
 - ii. Protocols and procedures
 - iii. Fees
 - iv. ILL Reimbursement Program (State Library)
- f. Loan periods
- g. Lost and damaged materials
- h. Open Access
- i. Registration
- j. Renewals and reserves

2. Collection development (Required)

- a. Cataloging, maintenance
- b. Community and clientele descriptions
- c. Evaluation of collection
- d. Gifts and donations including requests for appraisals; disposal of unwanted donations
- e. Challenges
- f. Purchase and withdrawal of materials
- g. Purpose of collection

- h. Selection criteria and procedures
 - i. Staff responsibilities
 - 3. Personnel (Required)
 - a. Benefits
 - i. Family and Medical Leave Act
 - ii. Insurance
 - iii. Retirement plan
 - iv. Travel expenses
 - v. Vacations and leaves
 - vi. Worker's compensation
 - b. Personnel Procedures
 - i. Appointment
 - ii. Disciplinary procedures
 - iii. Grievance procedure
 - iv. Performance evaluation
 - v. Personnel records
 - vi. Promotions and demotions
 - vii. Recruitment
 - viii. Resignation and dismissals
 - ix. Retirement
 - x. Staff development and training
 - xi. Staff dress code
 - xii. Staff on-the-job conduct
 - xiii. Vacancies
 - c. Salaries and Position Classifications
 - i. Job descriptions
 - ii. Organization chart
 - iii. Salary schedules and information
- 4. Internet use (Required)
 - a. Confidentiality of records
 - b. Privacy of users with respect to public terminals
 - c. Prohibit downloading of illegal materials such as child pornography

- d. Prohibit the display of pornography where it may be seen by children (consistent with any applicable state or local law)
- e. Rules of use

In addition to the four required, at least others two are needed to meet this standard:

- Bulletin board and displays
- Customer conduct in the library
- Customer service
- Disaster preparedness and recovery
- Emergencies and evacuation
- Friends groups
- Gaming
- Gifts and donations
- Hours, including holiday and weather closings
- Library foundation
- Meeting rooms
- Proctoring
- Programs for youth and adults
- Public access computers
- Public relations
- Reference and readers' advisory services
- Sex offender
- Tablet checkout
- Unattended children
- Volunteers
- Wireless use
- Other policies (Please List) _____

Van Meter Public Library Director's Report

April 2018

February Statistics

- Visitors – 522
- Programs – 13
- Programming attendance – 77
- Outreach attendance – 65
- Computer usage – 72
- Wireless usage – 47
- Reference questions – 67
- Fax/Scan – 2
- Copy/Print – 12
- Library checkouts – 469
- Renewals – 81
- Materials borrowed from other libraries – 14
- Materials loaned to other libraries – 2
- E-books & e-audiobooks usage – 125

Activities

- Free materials to enhance programming
 - Money Smart Week is April 21-28 and the Van Meter Public Library has received 25 cardboard piggy banks for our kids and tweens to decorate. They will be on display at E-Bank during that week and submitted on Pinterest for a chance for a child to win \$100.
 - We have also received materials from Crazy 8's for our STEAM programming. Crazy 8s is a recreational math club that helps kids enjoy the math behind their favorite activities!
- Fundraising
 - The 'Egg Your House' event was an enormous success, and the DIY events at GroVer Flavors are well attended also.
 - Planning, with Public Safety, for Raccoon River Days is also underway.

- Programming in March

- Prohibition! on Tuesday, March 20th from 6:30 – 7:30 p.m. Author and speaker Linda McCann will discuss the 13-year period when it was illegal to manufacture, sell, or transport liquor in the U.S.



- Dallas County Conservationist on Wednesday, March 21st from 3:30 – 4:15 p.m. Critter Cindy will be here for her last visit this school year.

- Programming for April

- STEAM Saturday on April 21st, from 10:30 – 11:30 a.m. This Saturday event is geared for elementary age children and focuses on STEAM – science, technology, engineering, art, and mathematics. Join us for an hour of hands-on fun!

April 2018 Bills

DATE PAID	COMPANY	AMOUNT
3/28/2018	Amazon - materials and programming	\$452.41
3/28/2018	Amazon - materials and programming	\$2,381.61
3/28/2018	Barnes & Noble - STEAM games	\$119.91
3/28/2018	Century Link - phone	\$49.46
3/28/2018	Britt Public Library - audiobooks	\$60.00
3/28/2018	Carnegie-Evans Public Library - books	\$23.00
3/28/2018	Cascade Public Library - book	\$16.25
3/28/2018	Center Point Large Print	\$65.42
3/28/2018	George Public Library - book	\$15.00
3/28/2018	Office Depot - supplies	\$76.46
3/28/2018	Linda McCann - books	\$40.00
3/28/2018	Ida Grove Public Library - book	\$10.00
3/28/2018	Harlan Public Library - new book stickers	\$5.06
4/4/2018	Culligan - water bottles	\$14.00
4/9/2018	Wells Fargo Credit Card - postage & summer reading	\$178.55