

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

Governmental Body : Van Meter Public Library

Date : June 20, 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. Raccoon River Days follow up
  - b. Committees to form
    - i. finance
    - ii. grants & marketing
    - iii. policy
    - iv. building
    - v. fundraising
    - vi. community outreach
    - vii. volunteer committee.
  - c. Trustee education with Maryann Mori
    - i. August 15<sup>th</sup> at 6:00 p.m.
  - d. Library Director performance evaluation - closed session pursuant to Iowa Code 21.5(1)(i)
  - e. Nominations for President
  - f. Nominations for Vice-President
6. Action Items
  - a. Adopt Internet Policy
  - b. Possible action concerning the Library Director's performance evaluation.
  - c. Elect President
  - d. Elect Vice-President
7. Directory's report

8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Wednesday, June 20, 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

- 1) Raccoon River Days follow up
- 2) Committees to form
  - a) finance
  - b) grants & marketing
  - c) policy
  - d) building
  - e) fundraising
  - f) community outreach
  - g) volunteer committee.
- 3) Trustee education with Maryann Mori
  - a) August 15th at 6:00 p.m.
- 4) Library Director performance evaluation - closed session pursuant to Iowa Code 21.5(1)(i)
- 5) Nominations for President
- 6) Nominations for Vice President

Agenda Item #6 – Action Items

- 1) Adopt Internet Policy
- 2) Possible action concerning the Library Director's performance evaluation.
- 3) Elect President
- 4) Elect Vice President

Agenda Item #7 – Director's report

Agenda Item #8 – President'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.

Van Meter Public Library

Library Board Minutes – 5/18/18

The Van Meter Public Library Board met on Wednesday, May 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, and Erin Freeman; Rachel Devick and Amanda Durflinger were absent. Also in attendance was Suzanne Lindaman.

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

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

The building project progress was discussed. It was decided to add a discussion and action on sub-committees to the next meeting. The Internet Policy was discussed and will be approved at the next meeting. It was decided to have the library director's evaluation at the next board meeting, also. Board training was also discussed, and I will be talking to Maryann Mori about dates. The Personnel Policy will be reviewed at the next meeting.

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 Freeman, supported by Warwick. Passed unanimously. Adjourned at 7:57 p.m.

**Van Meter Public Library**  
**Circulation Summary**  
Transactions 5/1/2018 through 5/31/2018, VMPL

***Totals for This Period***

<b>Checked out</b>	<b>425</b>
<b>Checked in</b>	<b>343</b>
<b>Renewed</b>	<b>63</b>
<b>Used in-library</b>	<b>21</b>
<b>Fines and charges</b>	<b>(\$17.00)</b>
<b>Payments collected</b>	<b>\$0.00</b>
<b>Ledger adjustments</b>	<b>\$0.00</b>

***As of 6/6/2018, 11:14 am***

<b>Materials checked out</b>	<b>493</b>
<b>Materials overdue</b>	<b>97</b>
<b>Patrons overdue</b>	<b>30</b>

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 5/1/2018 through 5/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	01-May-2018	14	9	1	2			
Wednesday	02-May-2018	24	23	4				
Thursday	03-May-2018							
Friday	04-May-2018	9	9		1			
Saturday	05-May-2018	7	10	2				
Sunday	06-May-2018							
Monday	07-May-2018	6	5	3				
Tuesday	08-May-2018	17	14	4	7			
Wednesday	09-May-2018	14	7	5				
Thursday	10-May-2018	10	8	4				
Friday	11-May-2018	17	12	1				
Saturday	12-May-2018	17	16	3				
Sunday	13-May-2018							
Monday	14-May-2018	4	8		1			
Tuesday	15-May-2018	34	27	4	2			
Wednesday	16-May-2018	12	2	4		-17.00		
Thursday	17-May-2018	12	8					
Friday	18-May-2018	19	20					
Saturday	19-May-2018	14	8	1	1			
Sunday	20-May-2018							
Monday	21-May-2018	15	19	1				
Tuesday	22-May-2018	45	42	10	4			
Wednesday	23-May-2018	22	10		1			
Thursday	24-May-2018	10	10	3	1			
Friday	25-May-2018	12	21	1	1			
Saturday	26-May-2018		15	1				
Sunday	27-May-2018							
Monday	28-May-2018							
Tuesday	29-May-2018	8	15	5				
Wednesday	30-May-2018	51	22					
Thursday	31-May-2018	32	3	6				
<b>Totals</b>		<b>425</b>	<b>343</b>	<b>63</b>	<b>21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 5/2018, FISCAL 11/2018**

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,053.83	32,509.40	85.55	5,490.60
182-410-6020	WAGES - PART TIME	10,500.00	817.46	9,042.22	86.12	1,457.78
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	456.77	1,449.55	724.78	1,249.55-
182-410-6215	PROGRAMMING	1,500.00	565.88	2,616.87	174.46	1,116.87-
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	259.50	410.67	102.67	10.67-
182-410-6371	UTILITIES	1,500.00	104.16	1,441.09	96.07	58.91
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	193.51	1,260.13	210.02	660.13-
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	24.00	1,799.00	89.95	201.00
182-410-6502	LIBRARY MATERIALS	5,000.00	1,047.09	9,535.31	190.71	4,535.31-
182-410-6506	OFFICE SUPPLIES	2,500.00	8.50	2,994.75	119.79	494.75-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	10,500.00	.00	10,500.00-
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	6,530.70	73,937.95	115.26	9,787.95-
	PROOF	64,150.00	6,530.70	73,937.95	115.26	9,787.95-

**G/L EXPENSE HISTORY REPORT**  
 FROM 05/2018 TO 5/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2018 TO 11/2018)			AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION
182-410-6010		WAGES - FULL TIME			
5/04/18	PR0931				PR DT: 4/29/18 1554.02
5/18/18	PR0935				PR DT: 5/13/18 1499.81
		ACCOUNT TOTAL			3,053.83
182-410-6020		WAGES - PART TIME			
5/04/18	PR0931				PR DT: 4/29/18 408.73
5/18/18	PR0935				PR DT: 5/13/18 408.73
		ACCOUNT TOTAL			817.46
182-410-6210		DUES			
5/16/18	AP1270	DEMCO	6320866		27737 LIBRARY SUPPLIES 456.77
		ACCOUNT TOTAL			456.77
182-410-6215		PROGRAMMING			
5/14/18	AP1268	COAST TO COAST SOLUTIONS	86312		27654 BOOK BAGS 465.88
5/14/18	AP1268	JAPAN AMERICA SOCIETY OF	052018		27684 TAIKO DRUM PERFORMANCE 10.00
5/14/18	AP1268	BLANK PARK ZOO	1045529		27643 ZOO PROGRAM 90.00
		ACCOUNT TOTAL			565.88
182-410-6311		OPERATION & MAINTENANCE			
5/14/18	AP1268	FAST SIGNS	42-42878		27666 LIBRARY PUBLIC SAFETY SIGN 259.50
		ACCOUNT TOTAL			259.50
182-410-6371		UTILITIES			
5/14/18	AP1268	MIDAMERICAN ENERGY	052018		27701 GAS/ELEC 104.16
		ACCOUNT TOTAL			104.16
182-410-6373		TELEPHONE/COMMUNICATIONS			
5/14/18	AP1268	CENTURY LINK	052018		27649 LIB PHONE LINE/FD FAX LINE 49.38
5/14/18	AP1268	WELLS FARGO CC	052018		27733 CREDIT CARD EXPENSES 13.13
5/14/18	AP1268	CITY WIDE HEATING & AIR	434852		27652 AC DIAGNOSIS 131.00
		ACCOUNT TOTAL			193.51
182-410-6499		OTHER CONTRACTUAL SERV			
5/14/18	AP1268	POCAHONTAS PUBLIC LIBRARY	052018		27716 BOOKS 24.00
		ACCOUNT TOTAL			24.00
182-410-6502		LIBRARY MATERIALS			
5/14/18	AP1268	SYNCB/AMAZON	052018		27723 LIB SUPPLIES & PARKS & REC 943.09
5/14/18	AP1268	MONTICELLO PUBLIC LIBRARY	052018		27704 BOOKS 56.00
5/14/18	AP1268	ARLINGTON PUBLIC LIBRARY	052018		27640 LARGE PRINT BOOKS 15.00
5/14/18	AP1268	FISHER WHITING MEMORIAL	052018		27667 BOOK 13.00
5/14/18	AP1268	DONNELSON PUBLIC LIBRARY	052018		27661 BOOKS 20.00

**TREASURER'S REPORT**  
CALENDAR 5/2018, FISCAL 11/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	34,365.02	247.67	6,530.70	.00	28,081.99
Report Total	34,365.02	247.67	6,530.70	.00	28,081.99

**REVENUE REPORT**  
**CALENDAR 5/2018, FISCAL 11/2018**

PCT OF FISCAL YTD 91.6%

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	247.67	3,488.98	697.80	2,988.98-
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	247.67	35,801.12	66.73	17,848.88
	PROOF	53,650.00	247.67	35,801.12	66.73	17,848.88

**G/L REVENUE HISTORY REPORT**  
**FROM 05/2018 TO 5/2018**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2018 TO 11/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
5/03/18	RM4555 HALF PRICE BOOKS	25226 LIBRARY DONATIO CASH FOR BOOKS	40.00
5/09/18	RM4567 HALF PRICE BOOKS	25305 LIBRARY DONATIO SOLD BOOKS	100.00
5/16/18	RM4579 GERI RICHARDS	25426 LIBRARY DONATIO DONATION	35.00
5/16/18	RM4579 CASH	25427 LIBRARY DONATIO CASH DONATION/FINES	32.67
5/24/18	RM4593 erin freeman	25475 LIBRARY DONATIO donation	20.00
5/24/18	RM4593 MOLLY MACGUIRE	25476 LIBRARY DONATIO LIB DONATION	20.00
	ACCOUNT TOTAL		----- 247.67
		REPORT TOTAL	===== 247.67

G/L EXPENSE HISTORY REPORT  
FROM 05/2018 TO 5/2018

ACCOUNT NUMBER DATE JRNL	ACCOUNT NAME NAME/OTHER REFERENCE	(FISCAL 11/2018 TO 11/2018) PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION	AMOUNT
182-410-6502	LIBRARY MATERIALS			
	ACCOUNT TOTAL			----- 1,047.09
182-410-6506 5/14/18 AP1268	OFFICE SUPPLIES CULLIGAN	LIB052018	27656 COOLER RENTAL LIB	8.50
	ACCOUNT TOTAL			----- 8.50
			REPORT TOTAL	=====
				6,530.70

COMMENTS:

Keep Library in town  
Don't Take Library from  
The kids in town  
Police And fire fine to  
move

COMMENTS:

Get Rid of existing  
Library and Don't spend  
another nickel on new  
Library

Dennis Carter

COMMENTS:

Rec Center with a pool?  
Tang Class

COMMENTS: We are  
against moving the  
Library from it's  
present location -  
many families have children  
in the area. The fire  
station can be combined with  
the police station. ~~But do not~~  
move the library 0806

COMMENTS:

✓ into a regional Ent  
Rec. Levy for Funding

COMMENTS:

Plan Alternate #2  
(walkers/pedestrians  
don't have to cross  
in front of fire lanes)

COMMENTS:

No! Don't  
like moving the  
library out of  
VM proper

COMMENTS:

If we are going to put the  
library in Crestview we need  
public sidewalk access to  
Crestview from town

# Personnel Policy

Van Meter Public Library

505 Grant Street, PO Box 160

Van Meter, IA 50261

(515) 996-2435



---

The Van Meter Public Library will follow the City of Van Meter policy for personnel.

## Evaluation

Evaluation of the director is made yearly by the library board at least one month before the end of the fiscal year. Evaluations of all library staff are made yearly by the director or supervisor in the month of the employee's anniversary date.

Adopted –

# 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

June 2018

## May Statistics

	2017	2018
Visitors	499	537
Programs	N/A	14
Programming attendance	N/A	104
Outreach attendance	280	478
Computer usage	100	110
Wireless usage	N/A	59
Reference questions	31	83
Fax/Scan	3	1
Copy/Print	12	13
Library checkouts	404	425
Renewals	133	63
Materials borrowed from other libraries	4	1
Materials loaned to other libraries	0	3
E-books & e-audiobooks usage	51	112

## Activities

- We had 203 people visit the library during Raccoon River Days, in 2017 we had 136 people.
- So far, we have had over 100 sign-ups for the summer reading program whereas in 2017 we had 84 sign up during the whole summer.
- During Raccoon River Days we had 15 new library card sign-ups and 5 more in the days following.
- I completed the Small Change: Building Your Financial Security! class through ISU and the State Library of Iowa. It was a free class, but the reward for being the first 'guinea pigs' is that the library will receive \$500.00 in free books about financial literacy.

- The volunteers from the Library Foundation, the Library Board of Trustees, and the Fireman's Association worked hard and did an excellent job on Raccoon River Days. It was such a great community event!
- 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 23<sup>rd</sup> at 1:00 p.m.
  - Animal Sounds and Stories by the Blank Park Zoo on June 25<sup>th</sup> at 10:30 a.m.
  - The Words You Hear, The Songs You Sing: Lyrics as Literature program for adults and teens June 28<sup>th</sup> at 7:00 p.m.
  - Dallas County naturalist, Mike Havlik, is hosting a "Nature Rocks! Kid's Concert". Weather permitting, we will be outside and encourage people to bring lunches to enjoy after the program. He plays guitar and his songs are participatory and fun!

# May 2018 Bills

DATE PAID	COMPANY	AMOUNT
5/24/2018	Amazon - materials and programming	\$1,473.72
5/24/2018	Upham Memorial Library - book	\$15.00
5/24/2018	Ida Grove Public Library - large print book	\$15.00
5/24/2018	Office Depot - supplies	\$51.40
5/24/2018	Madrid Public Library - audiobooks	\$19.25
5/24/2018	Thornton Public Library - book	\$12.00
6/4/2018	Educational Development Corporation - books	\$293.64
6/4/2018	Popular Subscription Service - magazines	\$229.94
6/4/2018	Culligan - water bottles	\$53.75
6/4/2018	Center Point Large Print	\$22.50
6/11/2018	Century Link - phone	\$49.38
6/11/2018	Wells Fargo Credit Card - postage	\$30.32