

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

Governmental Body : Van Meter Public Library

Date : June 27, 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. New Library Assistant
  - b. Changes to the Fair Labor Standards Act Overtime Regulations
  - c. Library Board Officer Nominations
6. Action Items
  - a. Resolution of Hire for New Library Assistant
  - b. Change in Exempt Status and Wage Resolution for Library Director
  - c. Library Board Officer Elections
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.

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 – 05/23/2016

The Van Meter Public Library Board met for a regular board meeting on Monday, May 23rd, 2016 at the Van Meter Public Library. President Gabus called the meeting to order at 6:30 PM.

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

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

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

- a. Minutes of the April 25, 2016 Van Meter Public Library Board meeting.
- b. April Claims List
- c. April Stats
- d. April Financial Statements

Moved by Durflinger, supported by Seefeld. Passed unanimously.

Discussion Items: there were no discussion items.

Action Items: there were no action items.

The Director provided a review of current library activities: Summer Reading planning, hiring a new Library Assistant, the Friends' Book Sale, and the Methodist Church Book Drive.

President Gabus announced that the Board would conduct a review of Library Director Knight's performance and pursuant to Iowa Code Chapter 21.5 the review would occur in open session unless the Director requested a closed session. The Director requested a closed session. Backstrom moved supported by Lacy to adjourn into closed session. Passed unanimously, and at 6:42 PM. the Board adjourned into closed session.

~ Closed Session ~

At 6:52 PM the Board resumed session. President Gabus reported the Director received an overall score of a 3.6 "Above Average" rating. President Gabus asked for a motion to approve the final review of the Director. Lacy moved, supported by Durflinger. Passed unanimously. No other action was taken regarding the Director's performance review.

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

Van Meter Public Library  
**Circulation Summary**  
Transactions 5/1/2016 through 5/31/2016, VMPL

*Totals for This Period*

Checked out	436
Checked in	417
Renewed	70
Used in-library	0
Fines and charges	(\$35.93)
Payments collected	\$0.00
Ledger adjustments	\$0.00

*As of 6/16/2016, 6:20 pm*

Materials checked out	305
Materials overdue	27
Patrons overdue	15

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 5/1/2016 through 5/31/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Sunday	01-May-2016							
Monday	02-May-2016	19	14					
Tuesday	03-May-2016	22	15	10		-35.93		
Wednesday	04-May-2016	5	19	5				
Thursday	05-May-2016	12	13	5				
Friday	06-May-2016		12	1				
Saturday	07-May-2016							
Sunday	08-May-2016							
Monday	09-May-2016	34	35	1				
Tuesday	10-May-2016							
Wednesday	11-May-2016							
Thursday	12-May-2016							
Friday	13-May-2016							
Saturday	14-May-2016							
Sunday	15-May-2016							
Monday	16-May-2016	27	71	3				
Tuesday	17-May-2016	24	25	1				
Wednesday	18-May-2016	13	14	4				
Thursday	19-May-2016	15	14	1				
Friday	20-May-2016	25	17	3				
Saturday	21-May-2016	5	5	1				
Sunday	22-May-2016							
Monday	23-May-2016	49	27	3				
Tuesday	24-May-2016	29	15	1				
Wednesday	25-May-2016	21	21	8		6.99		
Thursday	26-May-2016	29	23	2				
Friday	27-May-2016	17	10	3		-6.99		
Saturday	28-May-2016	23	15	2				
Sunday	29-May-2016							
Monday	30-May-2016							
Tuesday	31-May-2016	67	52	16				
<b>Totals</b>		<b>436</b>	<b>417</b>	<b>70</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Van Meter Public Library Circulation Counts by Category

Transactions 5/1/2016 through 5/31/2016, Transaction Location: VMPL, Material Location: VMPL

Circulation Category	Checked Out	Renewed	Reserved	Checked In	In-Library Use
A FIC	35	6	0	30	0
A NON	11	1	1	14	0
BB	1	0	0	0	0
BC	1	0	0	0	0
BCD	3	1	0	3	0
BIO	0	0	0	2	0
BLU	6	1	0	4	0
C ER	16	1	0	11	0
C PIC	40	2	0	34	0
DVD	181	30	0	181	0
DVD S	15	3	0	4	0
EASY	1	0	0	1	0
GN J	1	0	0	0	0
ILL	5	1	0	4	0
J FIC	4	2	0	8	0
J HOR	1	0	0	0	0
J NON	7	1	0	10	0
J REA	1	0	0	1	0
J SER	14	5	0	10	0
J TC	4	0	0	2	0
LP	12	1	0	15	0
MAG	18	1	0	15	0
N BCD	0	1	0	1	0
N BK	1	0	0	1	0
N BLU	7	2	0	7	0
N CF	2	1	0	3	0
N DVD	32	5	0	28	0
N DVS	1	0	0	1	0
N LP	1	1	0	1	0
T NON	0	1	0	1	0
TEEN	9	2	0	13	0
YA	1	0	0	2	0
<b>Totals</b>	<b>431</b>	<b>69</b>	<b>1</b>	<b>407</b>	<b>0</b>

## **Interlibrary Loan Usage**

Sent to other libraries = 3

Requested from other libraries = 8

## **Bridges' E-book Usage**

Electronic Checkouts = 108

## **Computer Usage**

Hours of Computer Time = 251

## **Visitors in May**

Regular Library Use = 703

Programs = 94

CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 5/2016, FISCAL 11/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	2,923.08	35,095.22	109.67	3,095.22-
182-410-6020	WAGES - PART TIME	12,000.00	187.69	4,366.34	36.39	7,633.66
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	143.00	71.50	57.00
182-410-6215	PROGRAMMING	.00	.00	1,978.36	.00	1,978.36-
182-410-6220	SUBSCRIPTION	.00	.00	948.44	.00	948.44-
182-410-6230	TRAINING	250.00	.00	100.00	40.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	393.63	98.41	6.37
182-410-6371	UTILITIES	1,700.00	82.85	1,194.40	70.26	505.60
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.52	581.74	96.96	18.26
182-410-6408	INSURANCE	800.00	.00	.00	.00	800.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	200.00	.00	972.00	486.00	772.00-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	4,424.31	2,212.16	4,224.31-
182-410-6502	LIBRARY MATERIALS	6,100.00	681.24	5,723.99	93.84	376.01
182-410-6506	OFFICE SUPPLIES	600.00	98.65	2,214.21	369.04	1,614.21-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	4,022.03	58,135.64	105.61	3,085.64-
	PROOF	55,050.00	4,022.03	58,135.64	105.61	3,085.64-

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
5/04/16	PR0674				PR DT: 5/01/16	1,461.54
5/18/16	PR0687				PR DT: 5/15/16	1,461.54
ACCOUNT TOTAL						2,923.08
182-410-6020	WAGES - PART TIME					
5/04/16	PR0674				PR DT: 5/01/16	165.00
5/18/16	PR0687				PR DT: 5/15/16	22.69
ACCOUNT TOTAL						187.69
182-410-6371	UTILITIES					
5/09/16	AP0981	MIDAMERICAN ENERGY	5-25-16	26102	GAS/ELECTRIC	82.85
ACCOUNT TOTAL						82.85
182-410-6373	TELEPHONE/COMMUNICATIONS					
5/09/16	AP0981	CENTURY LINK	2435	26084	LIBRARY PHONE SERVICE	48.52
ACCOUNT TOTAL						48.52
182-410-6502	LIBRARY MATERIALS					
5/09/16	AP0981	DEMCO	740097066	26088	BOOK COVERING SUPPLIES	137.79
5/09/16	AP0981	BAKER & TAYLOR	B14485140	26078	BOOKS/MOVIES	158.26
5/10/16	AP0983	BARNES & NOBLE BOOK SELLR	0516-5	26127	BOOKS	28.42
5/10/16	AP0983	BAKER & TAYLOR	0516-4	26125	BOOKS/MOVIES	319.31
5/10/16	AP0983	BAKER & TAYLOR	0516-6	26125	BOOKS	37.46
ACCOUNT TOTAL						681.24
182-410-6506	OFFICE SUPPLIES					
5/09/16	AP0981	OFFICE DEPOT	8340688620	26105	OFFICE SUPPLIES	51.30
5/09/16	AP0981	WELLS FARGO CC	5-3-16	26121	POSTAGE	47.35
ACCOUNT TOTAL						98.65
REPORT TOTAL						4,022.03

GLTREARP 6/24/16  
10:48

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 5/2016, FISCAL 11/2016

PAGE 1  
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	37,395.25	27,807.50	4,022.03	.00	61,180.72
Report Total	37,395.25	27,807.50	4,022.03	.00	61,180.72

## Agenda Item #5 - Discussion Items

- a. New Library Assistant
  
- b. Change in Exempt Status for Director and Wage Resolution

### FINAL RULE Released: Fair Labor Standards Act Overtime Regulations May 2016

The Department of Labor (DOL) released its final regulations making changes to Part 541 governing overtime exemptions under the Fair Labor Standards Act (FLSA).

#### 1. Salary Threshold Changed to \$913/week (\$47,476 per year)

This threshold doubles the current salary threshold level. While this level is slightly lower than the threshold in the proposed rule, it still encompasses many employees that are currently classified as exempt.

#### 2. Automatic Salary Threshold Increases Every 3 Years (Not Annually) to Maintain Level at 40th Percentile in Lowest-Wage Census Region

DOL reduced the frequency of the automatic increases in response to concerns raised by many organizations. Instead of annual increases, the threshold will be adjusted every 3 years to maintain the level at the 40th percentile of full-time salaried workers in the lowest-wage Census region. Automatically updating the salary threshold, however, does not allow the government to take into account changing economic conditions, specific impact on certain industries, or regional differences. It also denies the public the ability to have input on the threshold as required by the regulatory process.

#### 3. Duties Test is Unchanged

The absence of a duties test change is a significant win for the thousands of industry professionals who expressed concern in this area. DOL did not make changes to the standard duties test.

#### 4. Effective Date is December 1, 2016

Industry professionals advocated for a longer implementation period than the standard 60 days and the final rule provides additional time for employers to prepare. With the rule going into effect on December 1, 2016, HR professionals should review their current workforce immediately to determine which employees are affected, whether to re-classify those employees, and execute a communications strategy. HR should keep in mind the periodic adjustments and set a regular review process.

#### 5. Highly Compensated Employee (HCE) Exemption Is Now \$134,004 Per Year

The final rule retains the methodology in the proposed rule setting the threshold at the 90th percentile of full-time salaried workers nationally.

## Agenda Item #5 - Discussion Items —Continued

### b. Change in Exempt Status for Director and Wage Resolution

The Director's current salary is below the \$47,476 threshold, and on December 1st the Director's status will change from exempt to non-exempt. Any hours worked over the 40 hours will be paid overtime. In light of this, after December 1st, the approximate hourly rate for this position will change to \$15.89 per hour at 40 hours per week totaling in \$33051.20 with 4 hours of overtime each week at a rate of 1.5 totaling in \$4957.68, for a grand total of 38008.88.

We can adjust this rate of pay more to meet exactly the \$38,000 salary budget line—the amounts shown here were calculated using numbers rounded to the 10th place.

### b. Library Board Officer Nominations

## Agenda Item #6 - Action Items

### a. Resolution of Hire for New Library Assistant

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve hiring Jennifer Bittner for the position of Library Assistant at \$9.50 per hour for 20 hours per week?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

### b. Change in Exempt Status and Wage Resolution for Library Director

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed resolution for changes to the Library Director's wage status?

Board Member \_\_\_\_\_: So moved. Board Member \_\_\_\_\_: Second.

### c. Library Board Officer Elections

## Director's Report

### **Summer Reading**

Summer reading is in full swing now, and so far we have 121 patrons signed up for the summer reading program and about 233 people came through the library during our summer reading kickoff during Raccoon River Days. Wednesday morning programs have been small, but the afternoon programs have had steady numbers, ranging from 8-12 kids.



### **New Library Assistant**

Please welcome our new library assistant, Jennifer Bittner! Jennifer is from Urbandale and holds a B.S. in Biology from Iowa State University. She recently became interested in library work. Her past experience includes volunteering for the Des Moines Public Library system and the West Des Moines Public Library.



### **Surpass**

Though our momentum has slowed down, we are still making great headway with this project.

Now that the records in the Surpass Database have consistent call numbers, categories, and full MARC records, the process of finishing this

project is looking closer than ever.

Picture Books, Children's Books, Teen Books, are at over 90% barcoded. (I'm leaving a small margin for error.) Close to 85% of these sections still need corrected spine labels, but that's a minor problem we can easily fix once the barcoding for the rest of the collection complete.

DVD's are nearly 100% barcoded and 90% have spine labels.

Adult Fiction: A—E has been fully barcoded and given correct spine labels. F—Z is in progress. We've been going through shelf by shelf, since so many of these books need spine labels, and about 40% of the collection has already received barcodes when items were circulated—so it would be wasteful to pre-print these barcodes.

Large print is at 10% barcoded, but 98% of the collection has correct spine labels, so once this collection is barcoded it will be finished.

Similarly, nonfiction (both children's and adults) is also at 20% barcoded, however spine labels will need addressed after barcoding.

The barcodes for the nonfiction and large print are printed and ready to go, since very little of the collections were barcoded it made more sense to print out barcodes and let the volunteers work on that project.

If we continue at this pace, completion of the project should be only a couple of months away.

## Become a Friend of the Library!

The Friends' Foundation is 501c3 nonprofit that supports the library by fundraising to help purchase items for the collection, materials for programs - like Summer Reading and the programs you see here - and more!

### Annual Membership :

\*Give \$10 or Pledge 10 Hours - You choose!

*Contact the library today to find out how to become a Friend!*



### Hours

Monday : 10 AM—5 PM

Tue./Wed./Thur. : 10 AM—7 PM

Friday : 10 AM—5 PM

Sat. : 10 AM—1 PM

## Final Days of Summer Reading!

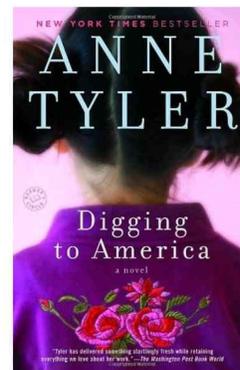
As the summer reading program comes to a close, be sure to get your reading logs turned in by July 16th! Winners will be announced the following Monday.

**END OF  
SUMMER  
READING  
PARTY**

Also, be sure to stop by on Friday, July 15th, from 2-4pm, for some cake and ice cream to celebrate everyone's reading accomplishments!

## Book Club

Every 3rd Tuesday the library hosts a book discussion. This month we will be reading "Digging to America" by Anne Tyler on July 19th at 7pm. Stop by to grab your copy today!



## News

Please welcome our new library assistant, Jennifer Bittner!

Jennifer is from Urbandale and holds a B.S. in Biology from Iowa State University. Her past library experience includes work at the Des Moines Public Library system and the West Des Moines Public Library. We are thrilled to have her on board!



## Board Game Boredom Buster!

Over the rest of the summer, the library will have lots of board games available for kids and families of all ages to play with. Come in and have a look, because they won't last long!

# Sneak Peek at July!



# VAN METER Public Library

## Hours

Monday : 10 AM—5 PM

Tue./Wed./Thur. : 10 AM—7 PM

Friday : 10 AM—5 PM

Sat. : 10 AM—1 PM

## New and Coming Soon!

### Teen

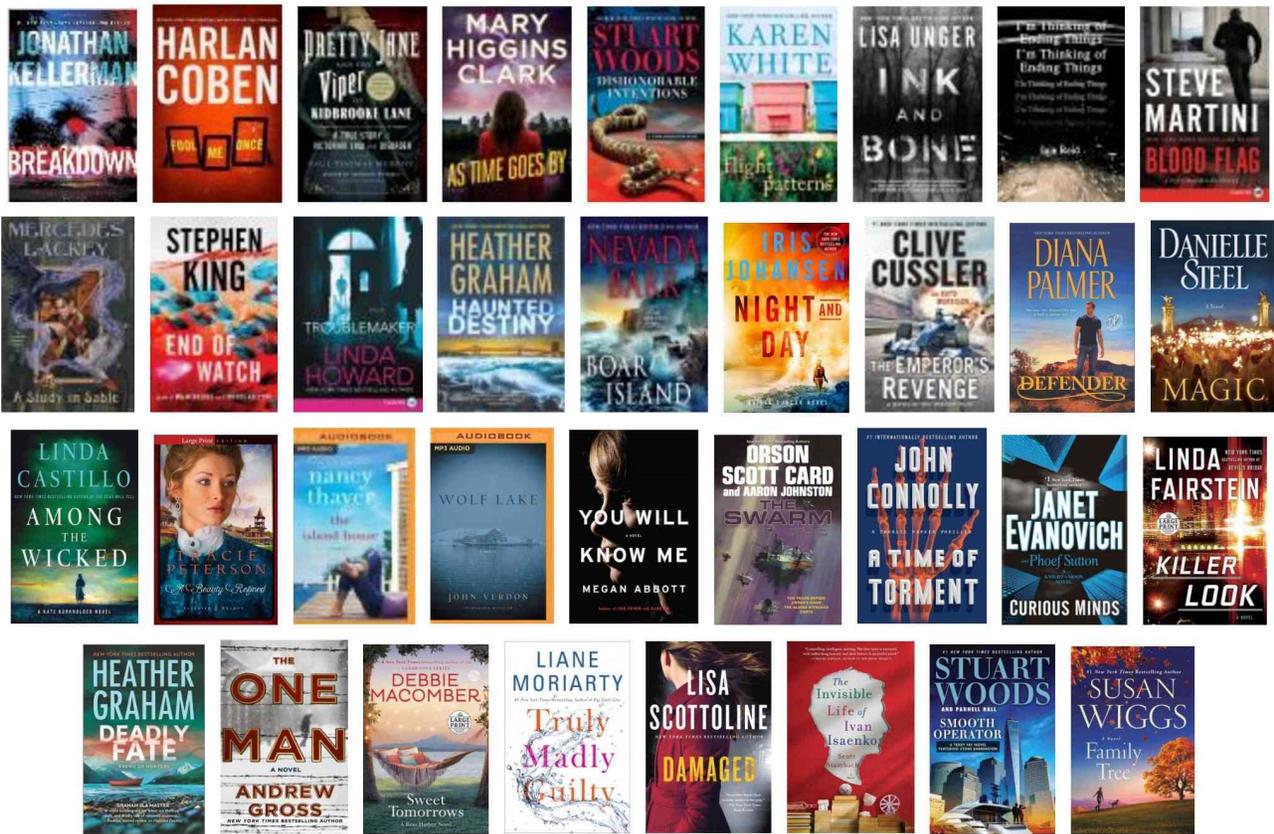


### Children's



Call or visit [vanmeter.mysurpass.net](http://vanmeter.mysurpass.net) to place one of these items on hold!

# Fiction



# Nonfiction



# Movies



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.