

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

Governmental Body : Van Meter Public Library

Date : November 23rd, 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 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. Surpass
  - b. Library Clerk part-time hours
  - c. PC Reservation
  - d. Outdoor Light
6. Action Items
  - a. Surpass
  - b. Library Clerk part-time hours
  - c. PC Reservation
  - d. Outdoor Light
7. Director's Report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, October 26, 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.

Agenda Item #5 - Discussion Items

a. Surpass

Entering Data:

Approximately 8 minutes to enter an item into Surpass using the ISBN number, 15 minutes to enter an item into Surpass using the Title/Author combination. (This is the absolute maximum amount of time necessary to complete either task.)

4 minutes to correct an existing MARC record (including Call Number, Category, and Acquisition information.)

Call Numbers and Categories:

There are 11,949 items in the system, and growing.

In the report I was able to create, approximately 56% of the items do not have call numbers (and most likely do not have a category either). Of the approximately 44% that do have call numbers, I have gone through approximately 11%.

We can safely assume all new materials are cataloged and processed correctly, but because that number is so small I did not bother to exclude them from my estimates.

If we just focus on correcting existing records in the Surpass database, here are the time estimates for completion.

Systematically working through each existing record, fixing the necessary elements such as Call Number and Category for the record have the minimum requirements to be complete, would take about 4 minutes per record – approximately 18 weeks at 40 hours per week or 36 weeks at 20 hours per week for completion. \*Please note these are the maximum estimates of time, only calculating the absolute longest it might take to correct a record.

There are a couple of ways to complete this:

- a. I dedicate 20 hours per week to only fixing Surpass Records. This would require me to shorten the Library's operating hours, dedicating the hours of 9 AM – 1 PM to only working on records and nothing else. This would likely keep me from dedicating too much time to other projects, like programming, but the project would likely get done quicker than hiring someone who I would then have to train and then review their work.
- b. We create a "Temp. Position" for a Data Input Specialist or Cataloger. We could either pay hourly or per record (preferably per record). They would need to be at the library for initial training, and then could work mostly from home. I would need to take time to train them and review the records to ensure accuracy and consistency, but I would not need to adjust operating hours and my focus would be more evenly distributed. We would need to purchase a second Surpass License as well.

There is no way to unequivocally tell what items have not been catalogued in the library without doing item inventory, so I think first we should focus on fixing the existing records. Once that is finished we can systematically inventory materials in order to locate items that have not been added to Surpass.

What about barcodes, spine labels, and covers?

Barcoding, Labelling, and Covering is very important, but it is a Collection Management project that has to do with enhancing Circulation Procedure efficiency, and is not really related to the Surpass project. Surpass is strictly about having correct metadata and organizing that metadata in the database to reflect the organization of the collection.

As long as the record is present and correct in the Surpass system we can circulate materials, find materials with the online catalog, and shelve them in their correct locations.

If we just focus on the Call Number and Categories of the Surpass records, here is my estimate for completion:

Amount of time to fix the existing 11,949 MARC records, Call Numbers, and Category :  
Approximately 20 Weeks (4 minutes per item at 40 hours per week.)

SAMPLE TEMP POSITION

**Now Hiring  
Contract Cataloger**

**Purpose:**

To reassign call numbers from Dewey to the library's own hybrid classification system

**Pay:**

\$1 per record payable up to \$8400; paid per every 1200 records

**Expenses:**

Contractor is responsible for his/her own expenses

**Equipment:**

Contractor will provide computer and office space

**Time frame:**

March 1 - June 30, 2015

**Definition:**

The Contract Cataloger is responsible for reclassifying library materials according to national standards (AACR2, RDA) and a library-specific classification scheme (Dewey hybrid).

**Duties and Responsibilities:**

Duties and responsibilities are assigned by the Collection Services Librarian. Duties include:

- Editing MARC records and call number information for books in the online catalog
- Keeping a daily record of materials completed

**Qualifications:**

- MLS from an ALA-accredited institution preferred; OR
- MLS in progress; OR
- A bachelor's degree in a related field AND two years of any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Competencies:**

- Ability to gather statistical data related to job duties
- Knowledge of professional library principles, methods, techniques, and procedures
- Knowledge of computers, the Internet, and online catalogs
- Ability to communicate effectively orally and in writing

**Other:**

Contract may be terminated if work does not conform to national standards and follow JCPL cataloging practice as well as JCPL-determined benchmarks.

**Contact Information:**

Interested persons should submit an application, resume, cover letter, sample MARC records, and references by email or in person to the Collection Services Librarian, Mary Ann Abner ([mabner@jesspublib.org](mailto:mabner@jesspublib.org)) by March 13, 2015.



Surpass Software  
 517 Oothcalooga Street, Suite C  
 Calhoun, GA 30701  
 706-625-5399 Phone 706-625-2699 Fax

Quote Prepared For:

Van Meter Public Library  
 505 Grant St.  
 Van Meter, IA 50261

**Quote**

**Quote # 16282**  
 Date 10/26/2015  
 By JES

Item	Qty	Price	Total
Surpass Hosting Service Setup fee, additional seat (one time fee)	1	175.00	175.00
Surpass Hosting Service, additional seat monthly fee (prorated for three months from November 1, 2015 through February 1, 2016 in order to coincide with annual support renewal on Feb. 1, 2016 at which time the annual hosting rate for two seats will be \$720/year)	3	10.00	30.00

Permanent licensing issued upon receipt of payment unless prior arrangements are made.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Subtotal \$205.00  
 Sales Tax (0.0%) \$0.00  
**Total \$205.00**

All values quoted in US Dollars. | Quote is valid for 30 days. | Surpass Support includes software updates

## BACKSTAGE

Backstage is a company that works in mass with library MARC records. They match records to several national databases for accuracy and consistency, as well as checking for RDA content.

### BACKSTAGE - communications with representatives

Hi Dorothy,

Thank you for providing a little more information about what you're hoping to receive. Lee Ann will be working on these samples and we can make sure to focus on acquiring subject headings and Dewey numbers where available.

Out of the 11,000+ records submitted, there are 452 records that have 040 \$e rda (less than 4%). Since 33X (Content, Media, Carrier) fields have regularly been added to records over the last couple years, I checked these as well. There are 855 records (7%) with 33X fields and 530 records (4.5%) with 264 fields.

So the over 90% of your records appear to be lacking fields that are becoming more and more common with RDA enrichment & formatting. The good news is that our sample processing will add as many of these in as possible, which will be good to see when we have the results.

If Lee Ann has any questions while running the samples, she will be sure to let you know. She has a keen eye for detail in trying to find the best ways for records to get upgraded.

Thanks,  
-Nate

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Hi, Dorothy,

We've spent some time working on your data and have some (a lot!) of reports and samples for you to look through.

We completed the sample processing for both the record upgrade and AC+RDA services. I'm attaching our technician's notes, which detail the steps she took during the machine match (including match rates) and authority control/RDA portions. I've also attached the review document we created from the 1,000-record AC+RDA sample run.

Here are some links to some documents and samples for you to review:

- [v4v.ac.files.zip](#)
- [v4v.ac.reports.zip](#)
- [v4v.upgrade.zip](#)

The upgrade.zip file will show you the results of our machine match. I only included some of the available reports, but perhaps it's enough to give you a sense of what's possible if we run this through. We searched against Library of Congress and our in-house databases, trying several different options, which you'll find described in the Word doc attached. After running these samples, it looks like we have quite a few good records in your database, so you might only want to try matching your poorer records

—we could work with you to decide on the criteria. Of course, we'd be glad to match all of them, as well.

You'll see in the reports how many records were matched with LC records containing subjects and/or Dewey call numbers. For the records that didn't match, or that came back without the data you need, we also have manual services, where we give the non-matched MARC records to our Data Technicians and they do a manual search. This helps with any records that didn't match because of match points that might not be correct, when human judgment is needed. During this process, we can also clean up existing records when no match is found, as far as possible. We can also add call numbers manually. Both of these services run in the \$1.00 to \$3.00 per record range. The machine match service is \$0.10 per record.

After we did the matching, we ran all of the records through our authority control and RDA services, using our default profiles (this service is \$0.05 per record, with a \$500 set up fee). The AC results were actually very good, which the review document v4v.sampel.pdf hopefully conveys. The ac.reports.zip folder gives you all of the reports generated when we run the records through our authority control process. The ac.files.zip folder contains MARC files. If you need a MARC record viewer to see them, please let me know.

There's a lot to take in, here. If you'd like, we can set up a call with Nate and go over everything—he's very good at explaining how all of this works. Let me know what you'd like to do next.

Best,

Lara

# Van Meter Public Library

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November 4, 2015 - V4V.AC.sample.oc

## Overview

Approximately **1,000** records, delivered in MARC-8 format, were processed against the Backstage Authority Service. This is a brief overview of the ensuing **sample file** results with various items for **Van Meter Public Library (V4V)** to consider.

No e-records were processed in this sample file, which consisted entirely of print materials and other types of records. More information pertaining to various statistical details regarding specific format types can be found within the **R01-Statistical Summary** report, which is automatically delivered as part of your processing.

## Deliverables

The original records from your sample file have undergone a deep clean of various transcription fields as well as matching against your available access points. The delivered bibliographic files should be **overlaid** within your test environment, if that is available.

The unique bib identifier, located in the **001** field, has been retained as-is throughout processing and should be used as the overlay point.

National authority files can be combined or separated, depending on loading preferences usually established by your ILS. Only **Library of Congress** authorities appear in the delivered file.

Usages can be combined or separated as well. In this case, these **five** usages (**Names, Subjects, Series, Titles, Genre**) have been **combined** into the same authority file.

Similar to the bib files mentioned above, when it comes to ingesting these authorities in your test environment, the **001 or 010** field should be used as the overlay point.

## Match-Rates

Tag	Match	Tag	Match
1XX	98.8%	4XX	81.5%
6XX	97.5%	7XX	97.1%

A match-rate of **98.8%** for **1xx fields** can be indicative of superlative cataloging standards where great care is taken with either the cataloging itself or the types of vendor-records gained through acquisitions. Little to no review is advised by Backstage for these headings.

Seeing a match-rate of **81.5%** for **4xx fields** is actually about what Backstage would expect for series authorities, even though it may not be as high as the other field match-rates. Since Library of Congress officially discontinued its creation of series authorities in 2008, this means there are not nearly as many authorities actually available to match against, especially when compared against the name & subject authorities.

This match-rate of **97.5%** for **6xx fields** reflects great subject cataloging and consistent practices. This

kind of coverage helps illustrate a dedicated staff that takes care of the catalog, ensuring its overall health is regularly maintained.

When we find a match-rate of **97.1%** for **7xx fields** we think that the cataloging for these fields is excellent. Sometimes, the match-rates for 1xx and 7xx headings can differ, with the 1xx usually coming out on top. This rate is right about in the range we usually expect to see with a typical library's results, so our recommendation is not much review is necessary for these headings.

## Generic Name Headings

Our system has identified **910** generic name headings, by consulting the 100 and 700 fields in your bib records. This represents **68.37%** of your total number of 100 & 700 fields in your bib records. A majority of your 100 & 700 fields contain generic name headings.

There is a profile instruction to include generic names when matching against the authority files. As a refresher, generic name headings are headings which lack other *qualifying* information, such as alternate names or dates; a heading consisting of solely **Smith, John** would constitute a generic name heading.

As mentioned above, consulting the [\[Near Match\]](#) report can help to remedy these types of headings. We even have a process whereby **V4V** staff can review & edit the near match report, submit the revised report to Backstage, and we will then convert the acceptable entries into useable authorities. We have put together a 6-minute video tutorial to help illustrate this point: [\[Near Match Tutorial\]](#).

## RDA Enrichment

The original bib file contained **48 records** that are classified as RDA; our system checks for the presence of **040 \$e rda** to classify as RDA. Throughout processing, we would expect this number to remain the same, and this is what happened as both the pre- and post-processed files contain the same number of RDA records.

## GMD and CMC

**V4V** has chosen to use [\[AACR2 Terms\]](#) to control existing GMDs. We are also adding brackets to GMDs when they are missing.

The number of GMDs increased during processing from **3** up to **5**, which is an additional **2 GMD fields**. This is not unexpected as Backstage processing does add certain missing GMDs, based on data values within the record. Records with GMDs now total **0.5%**.

Backstage has developed over 1,400 rules governing the transformation from GMDs to CMCs (Content, Media, Character types). Our system checks a number of fields within the MARC record in order to determine the best-fitting set of 33X fields to add, as desired.

Based on the RDA enrichment profile, our system converted existing GMDs to their equivalent 33X CMCs, with **\$a terms**. The original file started with **47 records** with CMC fields already present; Backstage processing added another **953** sets of 33X fields to records which lacked them. This increased the coverage of records with CMC fields to **100%**.

When converting GMDs to CMCs, we have found that the majority of 33X fields added correspond to a specific monograph record format. Out of the file of **1,000 records** we processed, **99.3%** of those are comprised of [\[text, unmediated, volume\]](#) 33X Content, Media, and Carrier Type fields. This

represents well over half of the file and is indicative of a strongly homogenized set of records.

### 260 to 264 Conversion

All of the original file's **260 fields** were converted over to **264 fields** during processing. Now, the total coverage of records with 264 fields stands at **100%**. In fact, all records now have at least one 264 field present.

When converting 260 fields to 264 fields, our system needs to rely on information contained within the 260 field in order to make the best guess as to what type of entity the imprint is. For instance, if we find the word **Manufacture** our system will know to use a 2nd indicator value of **3** for the 264 field.

With this in mind then, here are the coverages for types of entities that our processing added when performing the 260 to 264 field conversions:

Entity	Coverage
Production	0.0%
Publication	61.5%
Distribution	1.7%
Manufacture	0.1%
Copyright	36.7%

### Relator Terms

Terms appearing in 100 or 700 \$e were not only retained, but also validated against. Backstage uses a list of relator terms derived from the [\[Open Metadata Registry\]](#) as well as checking for common typos and correcting these. Relator terms that do not validate appear on **R119-Unrecognized Relator Terms** which can be useful when checking for consistency.

### Sacred Works

There are a few options in place for coordinating the changes to your sacred works headings, such as spelling out Old & New Testament abbreviations, removing testaments when they are followed by other Biblical books, as well as changing the spelling of Koran.

**N.T.** was removed in **1 record**; it was also spelled out to **New Testament** in **2 records**. However, while there was an instruction to make these kinds of updates, there were no headings with O.T. or Koran in the **sample file**.

### Subject Access Points

For your **sample file**, our system was setup to **match** against your **Library of Congress (LC)** subject headings; **ignore** your **LC Children's** subjects; **ignore** your **MeSH** subjects; **ignore** your **Canadian** subjects; **ignore** your **Local** subjects. The following results detail what actually transpired with these headings.

### Library of Congress (LC)

**LC 6XX** fields (where 2nd indicator is 0) experienced no change during processing and remained the same at **2,038** headings. The number of *records* with LC headings experienced no change and remained the same at **1,000**.

The coverage of records with LC headings is **100%**.

When the process yields the *same* number of LC headings as what we started with, this can be unusual, but not overly so. While we still expect some de-duplication to take place amongst the headings within the records, any reductions may have been cancelled out by conversions that could have occurred with the other types of non-LC headings.

### Library of Congress Children's (LCC)

LCC 6XX fields (where 2nd indicator is 1) were completely ignored during processing.

The coverage of records with LCC headings is **31.1%**. There are still **311 records** remaining with LCC headings in the file.

### National Library of Medicine (MeSH)

MeSH 6XX fields (where 2nd indicator is 2) were completely ignored during processing.

The coverage of records with MeSH headings is **0.1%**. There are still **1 records** remaining with MeSH headings in the file.

### National Library of Canada (Canadian)

Canadian 6XX fields (where 2nd indicator is 5) were completely ignored during processing, although none existed in the original file.

### Local Bibliographic Subjects (Local)

Local 6XX fields (where 2nd indicator is 4) were completely ignored during processing.

The coverage of records with Local 6xx-4 headings is **0.1%**. There are still **1 records** remaining with Local 6xx-4 headings in the file.

## Series Processing

Series headings (4XX) within bib records were handled using our **default processing**. This entails converting the 440 fields (if they exist) over to 490-1/8XX or 490-0 fields, depending on whether the authorities are traced or untraced, respectively.

A series is considered as **traced** when the LC authority record has 645 \$a t or 008[12] = a, b, or z. Conversely, a series is considered as **untraced** when the LC authority does not have 645 \$a t and 008[12] = c.

The original records had **97 fields** that started off as 440s. The processing converted all of these over to 490s and updated the indicators to reflect traced vs untraced. No 440 fields remain in the processed records.

## Genre Forms

[FAST] records accounted for **0.2%** of your processed file. However, these headings were **not** matched against the approximately **1.7 million** records in the FAST authority file.

[GSAFD] records accounted for **30.2%** of your processed file. However, these headings were **not** matched against the approximately **160** records in the GSAFD authority file.

[RBMS] records accounted for **0.2%** of your processed file. However, these headings were **not** matched against the approximately **1,600** records in the RBMS authority file.

## Sample Files

Now that this particular **sample file** has completed processing, please let us know if you would like to tweak the profile settings and run another sample. Sending in different types of records can help determine whether specific kinds of records require different settings for processing.

## Reports

This summary review document has been created in order to **minimize** the efforts on your part regarding the review of your results. Our system generates many different kinds of reports, some informational and others more actionable, for your perusal after each processing. We have compiled a list of the most useful reports for your **sample file** run here:

No.	Description
R01	Statistical Summaries
R00	Near Match (in Excel)
R06	Partially Matched Headings
R09	Possible Invalid Tags
R11	Heading Usage Not Authorized
R25	Unrecognized \$z Subfield
R30	Updated Headings
R122	Side-by-Side Comparison

## Next Steps

Now that this file of **1,000** has completed processing, we recommend the following steps be taken on the side of **Van Meter Public Library**:

1. Load the 1,000 updated bib records into your test server (if available), using the 001 field.
2. Load the matching authority files into your test system as well, using either the 001 or 010 field.
3. Review the reports as desired, checking for specific issues or scenarios you have in mind.
4. Notify Backstage of any inconsistencies or problem areas where we may be able to resolve.
5. Decide whether it is necessary to run additional samples, as well as modify the online profiles.

## V4V Explanation & Stats

First, I did a full machine match upgrade of all records. I split the records into 3 files: Main, AV and 245h. The 245h file contained records with non-standard 245 \$h such as "large print". This can sometimes cause problems in matching so I thought it best to run them separately. I preferred matches with 6xx and/or 082 fields. Here are the results:

main:

Records Searched: 9465  
Total Matches: 6441 (68.05%)  
    Perfect Matches: 6073 (64.16%)  
    Acceptable Matches: 368 (3.89%)  
Total Non Hits/Matches: 3024

AV:

Records Searched: 1741  
Total Matches: 41 (2.35%)  
    Perfect Matches: 38 (2.18%)  
    Acceptable Matches: 3 (0.17%)  
Total Non Hits/Matches: 1700

245h:

Records Searched: 517  
Total Matches: 442 (85.49%)  
    Perfect Matches: 214 (41.39%)  
    Acceptable Matches: 228 (44.10%)  
Total Non Hits/Matches: 75

\*\*I copied 082s and 520s from the original records into the matches. Sometimes this means the output record would end up with duplicates of those fields. I left those in for the sample but would delete them if we do the actual project.

Second, I did another machine match where I tried to identify problem records from the original file rather than upgrading every record. For the sake of time, I only used "main" records, not AV or 245 \$h. From that file, I separated records that were missing a 6xx into one file and 082s into another file. For the records missing 6xx, I did a full machine upgrade. For records only missing the 082, I kept the original record and copied the 082 into it. Here are the results:

6xx:

Records Searched: 902  
Total Matches: 328 (36.36%)  
    Perfect Matches: 304 (33.70%)  
    Acceptable Matches: 24 (2.66%)  
Total Non Hits/Matches: 574

082:

Records Searched: 4066  
Total Matches: 1653 (40.65%)  
    Perfect Matches: 1653 (40.65%)

Acceptable Matches: 0 (0.00%)  
Total Non Hits/Matches: 2413

Finally, I did a default AC+RDA sample of 1,000 matched records from the 1<sup>st</sup> machine match (main, AV, and 245h). Here are the match rates:

1xx – 98.8%  
6xx – 97.5%  
7xx – 97.1%  
8xx – 81.5%

- b. Library Clerk part-time hours
- c. PC Reservation Agenda Item #6 - Action Items



# Quotation

#US-27364

11/09/2015

of

**Bill To**

Van Meter Public Library  
 505 Grant Street  
 Van Meter IA 50261  
 United States

<b>TOTAL</b>
<b>\$2,500.00</b>
Quote Expires: 02/07/2016

Federal EIN	Currency	Terms	Sales Rep	Partner	Shipping Method
58-2424595	US Dollar	*TBD: To Be Determined*	McCabe, John		

Quotation Title	Memo	Maintenance Expires
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PCR SLE / Direct

Qty	Item / Description	Rate	Amount
1	<p><b>PCR-SLE Bundle</b>            PC RESERVATION SMALL LIBRARY EDITION BUNDLE - Includes PC Reservation (PCR) Single Building License which includes (1) Management Console/Service and unlimited Staff Stations and Reservation Stations in a single building and (10) PC Reservation SLE Clients</p> <p>++ Maximum 9 additional optional Client licenses for the Small Library Edition.</p>	\$1,500.00	\$1,500.00
1	<p><b>PS-PM-BLDG</b>            ENVISIONWARE COLLABORATIVE PROJECT SERVICES -- PER BUILDING</p> <p>* Includes installation of all products ordered or guidance to install items as part of a single project/trip on a per building basis. EnvisionWare generally installs management or host components and trains customers in the deployment of Client modules.</p> <p>* A Statement of Work (SOW) will be developed collaboratively which defines the responsibilities of EnvisionWare and your staff and includes consulting services, planning, installation, training and acceptance criteria.</p> <p>++ This price does not include any of the fixed travel costs (Continental US) or billed expenses (Outside USA) items when onsite services are requested.</p>	\$1,000.00	\$1,000.00

Freight charges are estimated.

Send your purchase order or email confirmation to:  
**EMAIL:** orders@envisionware.com | **FAX:** +1 678.382.6501

**Subtotal** \$2,500.00

**Freight** \$0.00

**Total Tax (%)** \$0.00

	<b>Total</b>	\$2,500.00
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**Lease Price** \$0.00

**Lease Term**

d. Outdoor Light

Agenda Item # 6 - Action Items

a. Surpass

Submitted for: Action

Sample Language: Do I hear a motion to approve the course of action for  
Surpass as recommended?

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

Board Member: \_\_\_\_\_ Second.

b. Library Clerk hours

Submitted for: Action

Sample Language: Do I hear a motion to approve the course of action for  
the Library Clerk hours as recommended?

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

Board Member: \_\_\_\_\_ Second.

c. PC Reservation

Submitted for: Action

Sample Language: Do I hear a motion to approve the course of action for  
the PC Reservation as recommended?

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

Board Member: \_\_\_\_\_ Second.

d. Outdoor Light

Submitted for: Action

Sample Language: Do I hear a motion to approve the course of action for  
the Outdoor light as recommended?

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

Board Member: \_\_\_\_\_ Second.

Van Meter Public Library  
**Circulation Summary**

Transactions 10/1/2015 through 10/31/2015, VMPL

***Totals for This Period***

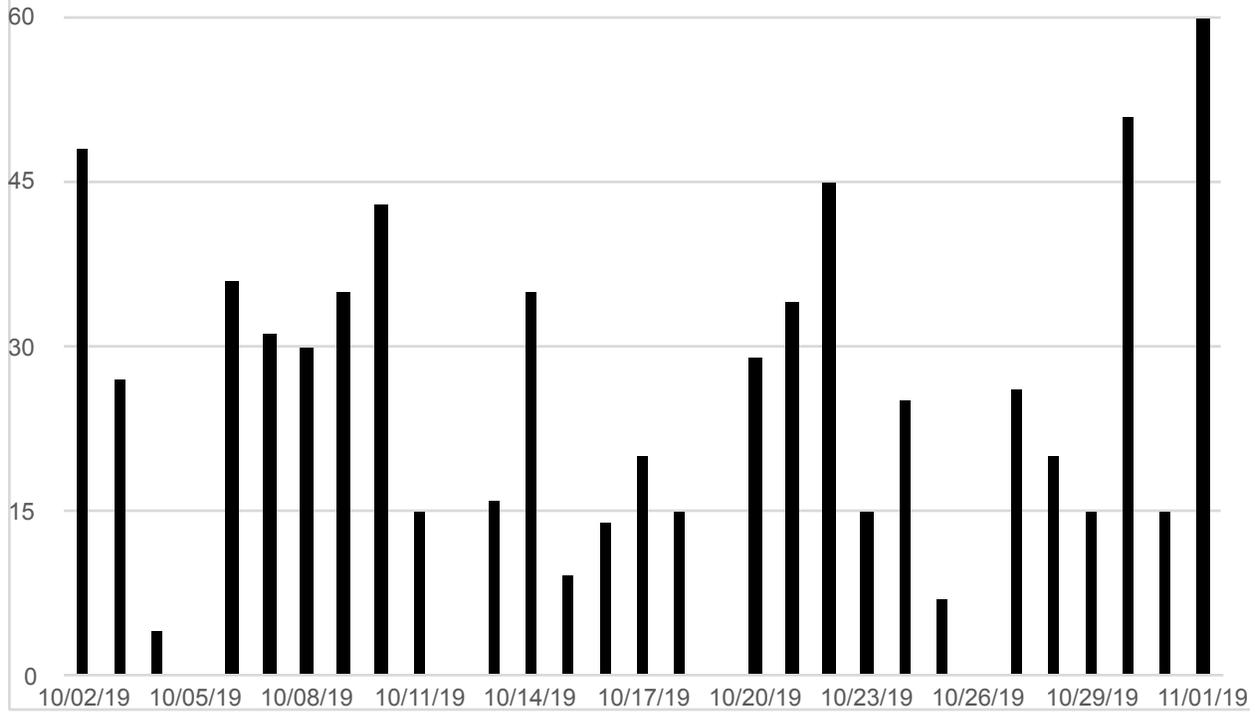
Checked out	416
Checked in	412
Renewed	43
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 11/6/2015, 11:05 am***

Materials checked out	188
Materials overdue	85
Patrons overdue	39

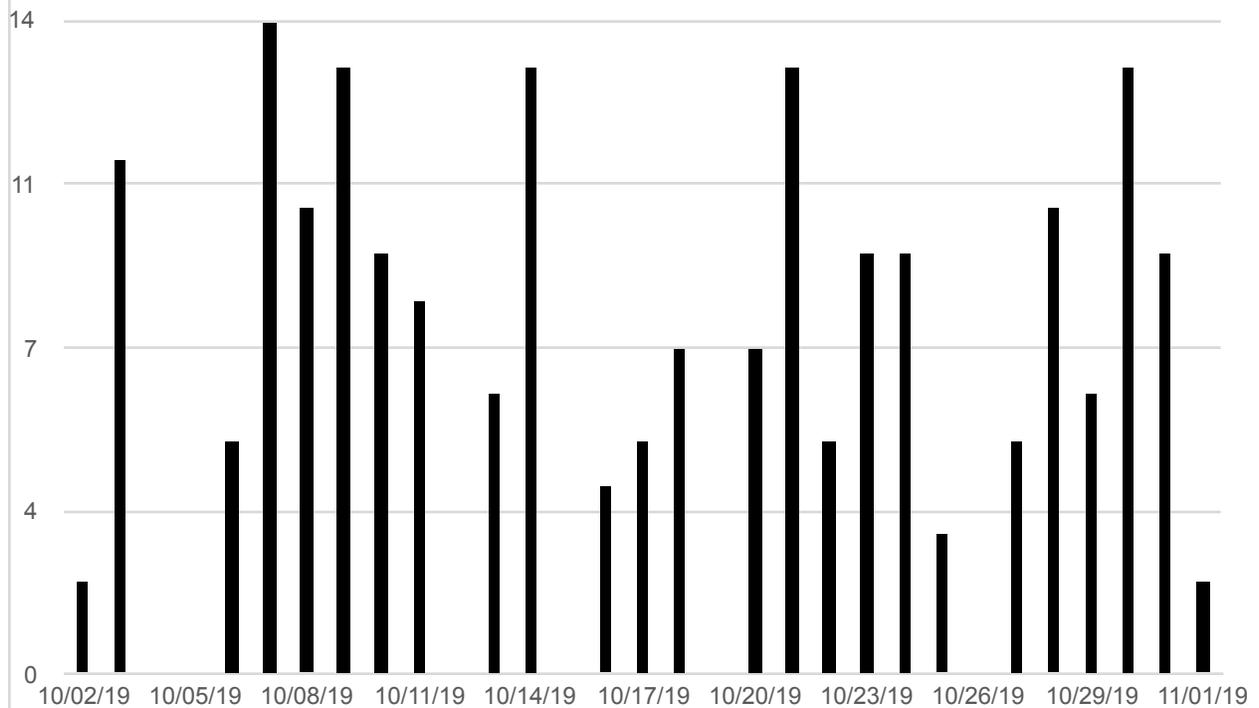


## Library Visits : October 2015 720 Visitors



Monday	19-Oct-2015	18	16	6
Tuesday	20-Oct-2015	10	11	1
Wednesday	21-Oct-2015	24	5	2
Thursday	22-Oct-2015	14	17	1
Friday	23-Oct-2015	32	22	2
Saturday	24-Oct-2015	3	32	

## Computer Use : October 2015 198 Hours



CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 10/2015, FISCAL 4/2016

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	13,153.86	41.11	18,846.14
182-410-6020	WAGES - PART TIME	12,000.00	.00	1,402.51	11.69	10,597.49
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	75.00	37.50	125.00
182-410-6215	PROGRAMMING	.00	.00	1,551.40	.00	1,551.40-
182-410-6220	SUBSCRIPTION	.00	.00	733.44	.00	733.44-
182-410-6230	TRAINING	250.00	.00	.00	.00	250.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	73.35	18.34	326.65
182-410-6371	UTILITIES	1,700.00	96.99	386.99	22.76	1,313.01
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.47	193.87	32.31	406.13
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	840.00	420.00	640.00-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	.00	.00	200.00
182-410-6502	LIBRARY MATERIALS	6,100.00	26.46	955.87	15.67	5,144.13
182-410-6506	OFFICE SUPPLIES	600.00	182.92	988.85	164.81	388.85-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	3,277.92	20,355.14	36.98	34,694.86
	PROOF	55,050.00	3,277.92	20,355.14	36.98	34,694.86

GLTREARP 11/20/15  
9:07

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 10/2015, FISCAL 4/2016

PAGE 1  
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	46,687.99	.14	3,277.92	.00	43,410.21
Report Total	46,687.99	.14	3,277.92	.00	43,410.21

GLHISTRP  
10.30.14

Fri Nov 20, 2015 9:12 AM

\*\*\* CITY OF VAN METER IA \*\*\*  
GENERAL LEDGER HISTORY REPORT  
FROM 10/2015 TO 10/2015  
(FISCAL 4/2016 TO 4/2016)

OPER: JA

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ACCOUNT NUMBER	JOB/PO ACCOUNT TITLE	CHECK NO	REFERENCE	DEBITS	CREDITS	NET CHANGE
DATE	ACCT NO	NAME	INVOICE NO			ENDING BAL
182-410-6010	WAGES - FULL TIME			10,230.78		
10/07/15			PR DT: 10/04/15	1,461.54		
10/21/15			PR DT: 10/18/15	1,461.54		
			BUDGET	32,000.00		
			ENCUMBERED	.00		
			AVAILABLE	18,846.14	2,923.08	13,153.86
182-410-6371	UTILITIES			290.00		
10/15/15	24 MIDAMERICAN EN 102015		GAS/ELEC	96.99		
			BUDGET	1,700.00		
			ENCUMBERED	.00		
			AVAILABLE	1,313.01	96.99	386.99
182-410-6373	TELEPHONE/COMMUNICATIONS			145.40		
10/15/15	122 CENTURY LINK 102015	25531	LIB LINE	48.47		
			BUDGET	600.00		
			ENCUMBERED	.00		
			AVAILABLE	406.13	48.47	193.87
182-410-6502	LIBRARY MATERIALS			929.41		
10/15/15	500 ESTERVILLE PUB 1	25543	HARDCOVER BOOK	14.37		
10/29/15	440 SYNCB/AMAZON 1015-5	25569	LIB BOOKS	12.09		
			BUDGET	6,100.00		
			ENCUMBERED	.00		
			AVAILABLE	5,144.13	26.46	955.87
182-410-6506	OFFICE SUPPLIES			805.93		
10/15/15	11 OFFICE DEPOT 7938194190	25559	LIB SIGN SUPPLIES/STENCILS	50.11		
10/15/15	180 WELLS FARGO CC 102015	25567	LIB POSTAGE	16.50		
10/15/15	414 DEMCO 5674202	25539	BOOK TAPE/BOOK LAMINATE	116.31		
			BUDGET	600.00		
			ENCUMBERED	.00		
			AVAILABLE	388.85-	182.92	988.85
182-950-4300	INTEREST				.45	
10/31/15	IPAIT INTEREST		IPAIT INTEREST		.14	
			BUDGET	.00		
			ENCUMBERED	.00		
			AVAILABLE	.59-	.00	.59
REPORT TOTALS						
TOTAL DEBITS / CREDITS				3,277.92	.14	

Van Meter Public Library

Library Board Minutes – 10/26/2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, September 28, 2015 at the Van Meter Public Library. Vice President Nancy Lacy called the meeting to order at 6:45 PM.
- 2) Members present at roll call: Nancy Lacy, John Seefeld, Rachel Backstrom, and Amanda Durflinger.
- 3) Vice President Lacy called for a continuance and postpone the agenda until next month's meeting. Moved by Seefeld, supported by Backstrom. Passed unanimously and the meeting was adjourned.
- 4) Following the meeting, board members who were present hollowed out pumpkins for the Jack-o-Lantern and Pumpkin Painting event. Here is the results of their efforts:

