

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : October 26th, 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
6. Action Items
 - a. Surpass
 - b. Library Clerk part-time hours
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.

Van Meter Public Library

Library Board Minutes – 09/28/2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, September 28, 2015 at the Van Meter Public Library. President Gene Gabus called the meeting to order at 6:31 PM.
- 2) Members present at roll call: Gene Gabus, Nancy Lacy, John Seefeld, Rachel Backstrom, and Amanda Durflinger.
- 3) There were no emergency additions to the agenda. President Gabus asked for a motion to approve the agenda. Moved by Backstrom, supported by Lacy. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. President Gabus asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the August 24, 2015 Van Meter Public Library Board meeting.
 - b. August Claims List
 - c. August Stats
 - d. August Financial StatementsMoved by Seefeld, supported by Backstrom. Passed unanimously.
- 5) Discussion Items: No items were discussed
- 6) Action Items: No action items
- 7) The Director provided a verbal report and discussed upcoming projects for the month of October and discussed the Surpass Project
- 8) Liaison's Report – Nothing to report.
- 9) Having no further business Seefeld motioned to adjourn, supported by Durflinger. Passed unanimously.

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	10,230.78	31.97	21,769.22
182-410-6020	WAGES - PART TIME	12,000.00	284.63	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	575.93	1,551.40	.00	1,551.40-
182-410-6220	SUBSCRIPTION	.00	467.44	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	114.00	290.00	17.06	1,410.00
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.47	145.40	24.23	454.60
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	840.00	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	145.55	929.41	15.24	5,170.59
182-410-6506	OFFICE SUPPLIES	600.00	413.78	805.93	134.32	205.93-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	5,812.88	17,077.22	31.02	37,972.78
	PROOF	55,050.00	5,812.88	17,077.22	31.02	37,972.78

GLTREARP 10/23/15
4:13

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 9/2015, FISCAL 3/2016

PAGE 1
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	51,055.71	1,445.16	5,812.88	.00	46,687.99
Report Total	51,055.71	1,445.16	5,812.88	.00	46,687.99

Van Meter Public Library
CirculationSummary
Transactions 9/1/2015 through 9/30/2015, VMPL

Totals for This Period

Checked out	400
Checked in	423
Renewed	80
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

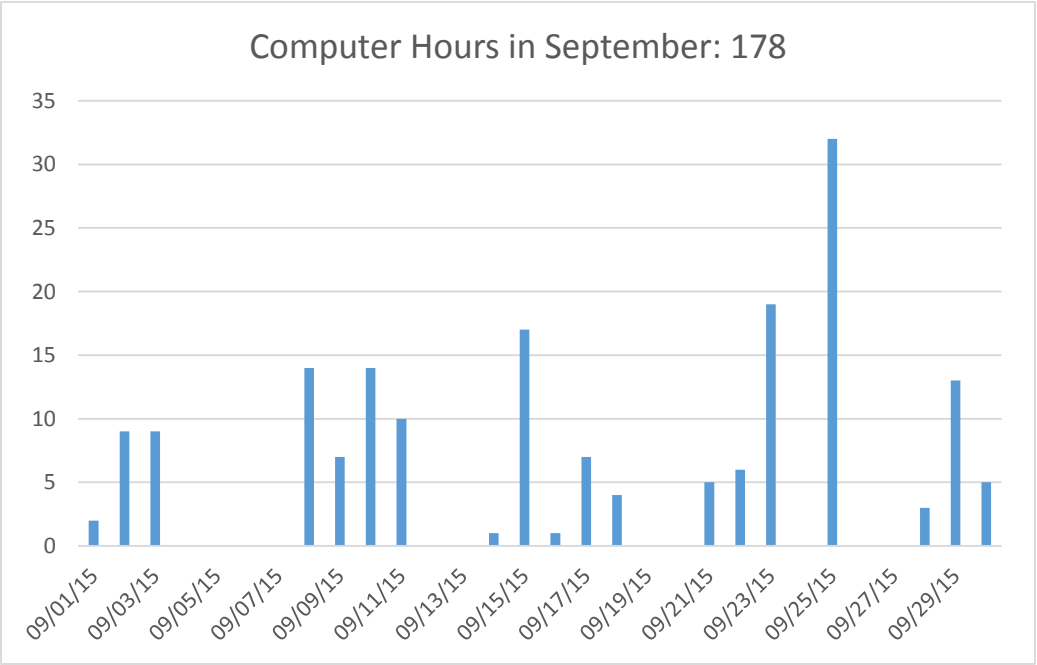
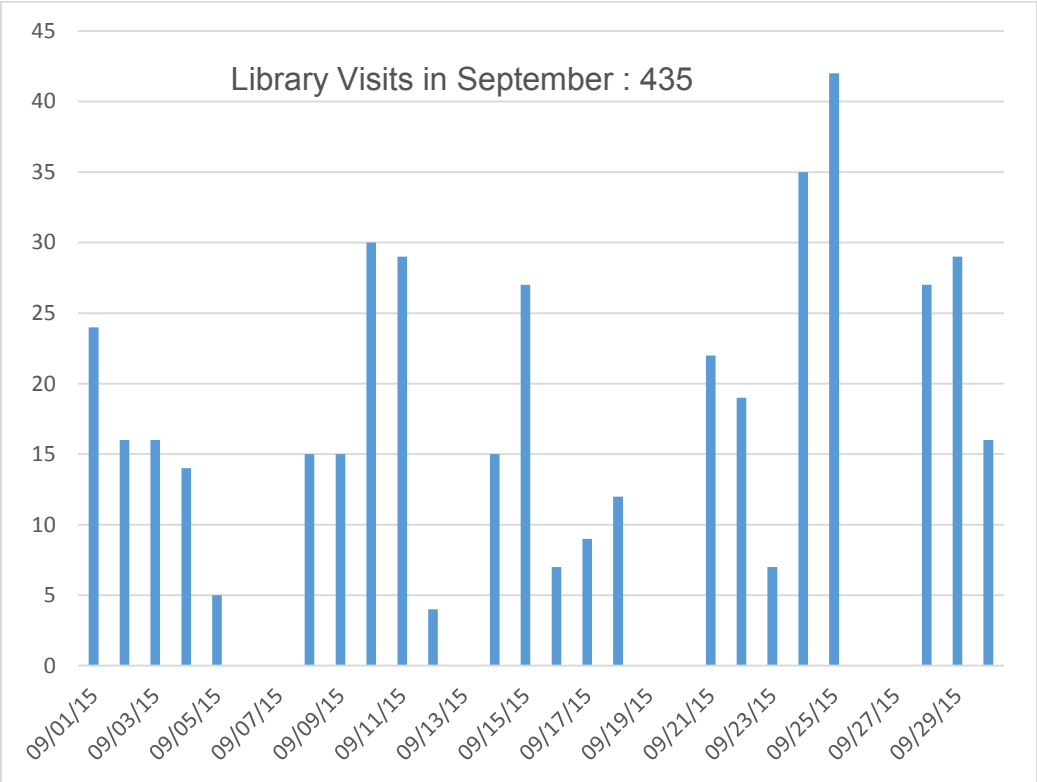
As of 10/9/2015, 10:49 am

Materials checked out	205
Materials overdue	76
Patrons overdue	36

Van Meter Public Library
Multi-Day Circulation Statistics

Transactions 9/1/2015 through 9/30/2015, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	01-Sep-2015	31	28	3				
Wednesday	02-Sep-2015	4	10	8				
Thursday	03-Sep-2015	45	26					
Friday	04-Sep-2015	17	11					
Saturday	05-Sep-2015	3						
Sunday	06-Sep-2015							
Monday	07-Sep-2015							
Tuesday	08-Sep-2015	16	24	7				
Wednesday	09-Sep-2015	14	26	7				
Thursday	10-Sep-2015	39	28	3				
Friday	11-Sep-2015	23	13	6				
Saturday	12-Sep-2015	5	1					
Sunday	13-Sep-2015							
Monday	14-Sep-2015	11	23	7				
Tuesday	15-Sep-2015	27	50	4				
Wednesday	16-Sep-2015	6	10					
Thursday	17-Sep-2015	5	16	4				
Friday	18-Sep-2015	27	2	1				
Saturday	19-Sep-2015	5	9					
Sunday	20-Sep-2015							
Monday	21-Sep-2015	13	20	1				
Tuesday	22-Sep-2015	9	16	12				
Wednesday	23-Sep-2015	5	9					
Thursday	24-Sep-2015	25	11					
Friday	25-Sep-2015	33	15	4				
Saturday	26-Sep-2015							
Sunday	27-Sep-2015							
Monday	28-Sep-2015	6	28	2				
Tuesday	29-Sep-2015	19	25	4				
Wednesday	30-Sep-2015	12	22	7				
Totals		400	423	80	0	0.00	0.00	0.00



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.

Solution Proposal

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 MARC Record, 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.

Once the Surpass record project is complete, I can begin the labeling project (which is a quick and easy process) and go through the collection putting on barcode labels, spine labels, and genre labels. This process will flush out any materials that are not cataloged in the system.

There are a couple of ways to complete this project:

1. 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 keep me from dedicating time to other projects, like programming, but it would allow us to get started right away, be less costly than hiring someone, and ensure consistent and accurate authority control over the entire collection. This would take approximately 40 weeks (4 minutes per item at 20 hours per week).
2. We create a "Temp. Position" for a Cataloger, Data Input Specialist, or perhaps a Library Science Intern. We could either pay hourly or per record, dependent upon applicant expertise. They would need initial training on how to use Surpass Circulation, Cataloging, and Toolbox elements, as well as training in our collection management

standards and in the organization of the collection, and training in how to find and determine call numbers when none are present in the MARC record. After training, they could work on their own mostly from home. Work in Surpass would need to be done outside library hours. I would need to review the records to ensure accuracy and consistency, but the majority of my focus would be directed towards library operations and other projects. The hire could potentially work 40 hours per week, thus completing the project in approximately 20 weeks after the initial training. (4 minutes per item at 40 hours per week.)

3. We do a combination of options 1 and 2 hiring a temporary position at 20-40 hours per week and shortening the library hours so I can work on the project 20 hours a week. Offering flexible work hours would open this up to more people, and could potentially get the project done even faster than with just one person working on it.

b. Library Clerk part-time hours : Saturdays and Sundays, 8-10 hours per week.

Agenda Item #6 - Action Items

- a. Surpass : Selection of one of the discussed options and begin moving forward immediately.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve?

Board Member _____: So moved. Board Member _____: Second.

- b. Library Clerk part-time hours : Temporary adjustment of hours for the position.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve?

Board Member _____: So moved. Board Member _____: Second.

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.