

NOTICE OF PUBLIC MEETING

Governmental Body: Van Meter Public Library

Date of Meeting: July 27, 2015

Time/Place 6:30 American Legion Reception Center

Our Mission: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and informational 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
6. Action Items
 - a. Fulfillment of part-time Library Clerk position.
7. Director's Report
8. Liaison's Report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, June 22, 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 ____; Durlinger ____;

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 – 06-22-2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, June 22, 2015 at the American Legion Reception Center. President Gene Gabus called the meeting to order at 6:30 PM.
- 2) Members present at roll call: Gene Gabus, Amanda Durflinger and John Seefeld. Those absent were: Rachel Backstrom and Nancy Lacy
- 3) There were no emergency additions to the agenda. President Gabus asked for a motion to approve the agenda. Moved by Durflinger, supported by Seefeld. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. There was none. President Gabus asked for a motion to adopt the consent agenda which included the following:
 - a. Minutes of the May 26, 2015 Van Meter Public Library Board meeting.
 - b. May Claims List
 - c. May Stats
 - d. May Financial StatementsMoved by Seefeld, supported by Durflinger. Passed unanimously.
- 5) Discussion Items:
 - a. A brief proposal was given by the Library Director for the creation of the non-profit Van Meter Public Library Foundation, which included the many benefits the library would receive by creating this foundation. This proposal was discussed by members of the board.
 - b. The Director reviewed the library branding project and the progress and direction was discussed by the board members.
- 6) Action Items:
 - a. President Gabus asked for a motion concerning the Van Meter Public Library Foundation. Seefeld moved, supported by Durflinger, a motion for the Director to establish the non-profit foundation. Passed unanimously.
- 7) The Director provided a synopsis of the written report.
- 8) Liaison's Report – A verbal report was given reviewing recent City Council activities.
- 9) Having no further business Durflinger motioned to adjourn, supported by Seefeld. Passed unanimously.

CITY OF VAN METER
BUDGET REPORT
CALENDAR 6/2015, FISCAL 12/2015

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	28,501.36	89.07	3,498.64
182-410-6020	WAGES - PART TIME	12,000.00	.00	5,337.00	44.48	6,663.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	80.00	40.00	120.00
182-410-6215	PROGRAMMING	.00	.00	.00	.00	.00
182-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
182-410-6230	TRAINING	250.00	.00	.00	.00	250.00
182-410-6311	OPERATION & MAINTENANCE	400.00	270.20	894.50	223.63	494.50-
182-410-6371	UTILITIES	1,700.00	47.29	1,374.88	80.88	325.12
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.10	587.96	97.99	12.04
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	876.47	438.24	676.47-
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	1,977.00	988.50	1,777.00-
182-410-6502	LIBRARY MATERIALS	6,100.00	31.95	2,858.84	46.87	3,241.16
182-410-6506	OFFICE SUPPLIES	600.00	167.12	1,523.83	253.97	923.83-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	3,488.74	44,011.84	79.95	11,038.16
	PROOF	55,050.00	3,488.74	44,011.84	79.95	11,038.16

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
7/03/14	PR0436				PR DT: 6/29/14	1,113.75
7/16/14	PR0447				PR DT: 7/13/14	1,147.50
7/30/14	PR0451				PR DT: 7/27/14	1,158.75
8/13/14	PR0457				PR DT: 8/06/14	1,072.50
8/27/14	PR0462				PR DT: 8/24/14	1,181.25
9/10/14	PR0466				PR DT: 9/07/14	1,593.75
9/24/14	PR0473				PR DT: 9/21/14	1,200.00
10/08/14	PR0477				PR DT: 10/05/14	1,290.00
10/22/14	PR0481				PR DT: 10/19/14	1,196.25
11/05/14	PR0485				PR DT: 11/02/14	1,222.50
11/19/14	PR0489				PR DT: 11/16/14	1,068.75
12/03/14	PR0493				PR DT: 11/30/14	1,196.25
12/17/14	PR0497				PR DT: 12/14/14	1,306.88
12/30/14	PR0501				PR DT: 12/28/14	1,200.00
1/14/15	PR0505				PR DT: 1/11/15	1,149.38
1/28/15	PR0516				PR DT: 1/25/15	1,278.75
2/11/15	PR0520				PR DT: 2/08/15	1,278.75
2/23/15	PR0525				PR DT: 2/22/15	480.00
2/28/15	PR0531				PR DT: 2/27/15	2,141.68
3/19/15	AP0779	DOROTHY KNIGHT	032015	25158	MILEAGE	840.05
5/20/15	PR0559				PR DT: 5/17/15	1,461.54
6/03/15	PR0563				PR DT: 5/31/15	1,461.54
6/17/15	PR0568				PR DT: 6/14/15	1,461.54
ACCOUNT TOTAL						28,501.36
182-410-6020	WAGES - PART TIME					
7/03/14	PR0436				PR DT: 6/29/14	720.00
7/16/14	PR0447				PR DT: 7/13/14	715.50
7/30/14	PR0451				PR DT: 7/27/14	720.00
8/13/14	PR0457				PR DT: 8/06/14	702.00
8/27/14	PR0462				PR DT: 8/24/14	720.00
9/10/14	PR0466				PR DT: 9/07/14	351.00
9/24/14	PR0473				PR DT: 9/21/14	715.50
10/08/14	PR0477				PR DT: 10/05/14	693.00
ACCOUNT TOTAL						5,337.00
182-410-6210	DUES					
1/12/15	AP0744	IOWA LIBRARY ASSOCIATION	012015	25042	2015 MEMBERSHIP DUES	80.00
ACCOUNT TOTAL						80.00
182-410-6311	OPERATION & MAINTENANCE					
9/09/14	AP0690	LOWE'S	092014	24844	FURNACE FILTERS/SHOP	7.58
12/09/14	AP0727	LOWE'S	122014	24999	LIB LOCK, SHOP, CITY HALL	26.51
3/12/15	AP0775	LOWE'S	032015	25144	SHOP/CITY HALL/LIB/FIRE DEPT	14.96
3/12/15	AP0775	BALDON HARDWARE	76723	25124	MISC LIB SUPPLIES - LOCK, KEY	53.25
3/12/15	AP0775	SURPASS SOFTWARE	19547	25152	SLIP PRINTER KIT	522.00
6/09/15	AP0828	SERVICE MASTER BY RICE	5880639	25311	LIBRARY CARPET CLEANING	270.20

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
6/03/15	PR0563				PR DT: 5/31/15	1,461.54
6/17/15	PR0568				PR DT: 6/14/15	1,461.54
ACCOUNT TOTAL						2,923.08
182-410-6311	OPERATION & MAINTENANCE					
6/09/15	AP0828	SERVICE MASTER BY RICE	5880639	25311	LIBRARY CARPET CLEANING	270.20
ACCOUNT TOTAL						270.20
182-410-6371	UTILITIES					
6/09/15	AP0828	MIDAMERICAN ENERGY	062015	25304	GAS/ELEC	47.29
ACCOUNT TOTAL						47.29
182-410-6373	TELEPHONE/COMMUNICATIONS					
6/09/15	AP0828	CENTURY LINK	062015	25280	PHONE & ALARM LINES	49.10
ACCOUNT TOTAL						49.10
182-410-6502	LIBRARY MATERIALS					
6/09/15	AP0828	SYNCR/AMAZON	2043603238	25313	SOUND OF MUSIC 50TH ANN EDITIO	12.95
6/09/15	AP0828	NORWALK EAST PUB LIBRARY	062015	25308	LOST ITEM PSION BETA	19.00
ACCOUNT TOTAL						31.95
182-410-6506	OFFICE SUPPLIES					
6/09/15	AP0828	OFFICE DEPOT	062015	25309	LIBRARY SUPPLIES	82.73
6/09/15	AP0828	OFFICE DEPOT	7704318870	25309	LIB CARD STOCK	13.29
6/09/15	AP0828	LOWE'S	062015	25300	LIBRARY SUPPLIES	48.65
6/09/15	AP0828	WELLS FARGO	062015	25319	LIBRARY POSTAGE	22.45
ACCOUNT TOTAL						167.12
REPORT TOTAL						3,488.74

ACCOUNT NUMBER	ACCOUNT NAME	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
182-410-4440	STATE GRANTS			
11/20/14	RM2278 STATE OF IOWA		12941 Library State	417.36
1/15/15	RM2347 TREAS OF STATE		13471 Library State OPEN ACCESS INTER LIB LOAN	194.37
	ACCOUNT TOTAL			611.73
182-410-4470	LIBRARY SERVICE			
10/31/14	RM2240 DALLAS CO AUDITOR		12685 COUNTY LIBRARY	3,703.67
	ACCOUNT TOTAL			3,703.67
182-410-4705	DONATIONS - LIBRARY TRUST			
9/29/14	RM2195 DIANNE EDWARDS		12368 LIBRARY DONATIO VISTOR FESTIVAL	8.00
9/29/14	RM2195 JOLENA WELKER		12369 LIBRARY DONATIO VISTOR FESTIVAL	8.00
9/29/14	RM2195 CASH		12370 LIBRARY DONATIO VISTOR FESTIVAL	580.00
9/29/14	RM2197 VISITOR FESTIVAL		12371 LIBRARY DONATIO CREDIT CARD PAYMENTS FESTIVAL	206.00
10/03/14	RM2209 MICHELLE BOREN		12416 LIBRARY DONATIO FESTIVAL TSHIRT	8.00
10/06/14	RM2211 DALLAS CO READS 1 BOOK		12443 LIBRARY DONATIO CASH REGISTRATION	20.00
10/13/14	RM2219 JOLENA WELKER		12526 LIBRARY DONATIO TICKETS FOR BOOK TALK	20.00
10/16/14	RM2224 CARLA GILLETTE		12569 LIBRARY DONATIO	50.00
10/31/14	RM2240 LISA HULSCHER		12683 LIBRARY DONATIO VM VISITOR TSHIRTS	15.95
11/14/14	RM2271 CRISTIE SULLIVAN		12859 LIBRARY DONATIO COPIES	3.00
2/16/15	RM2404 HALF PRICE BOOKS STORE		13770 LIBRARY DONATIO CASH - SOLD BOOKS	45.00
6/10/15	RM2580 Kate McCombs		14833 LIBRARY DONATIO Library Materials Replacement	27.00
	ACCOUNT TOTAL			990.95
182-910-4830	TRANSFERS IN			
7/01/14	GL0157 Per Budget			27,525.00
3/13/15	GL0159 Per Budget		Transfer Resolution	27,525.00
6/12/15	GL0160 PER BUDGET		TRANSFERS BETWEEN FUNDS	27,525.00
	ACCOUNT TOTAL			82,575.00
182-950-4300	INTEREST			
7/31/14	RM2106 IPAIT		11809 IPAIT INTEREST Interest	.17
8/29/14	RM2153 IPAIT		12086 IPAIT INTEREST Interest	.18
9/30/14	RM2204 IPAIT		12401 IPAIT INTEREST Interest	.18

GLREVHRP Wed Jul 22, 2015 12:16 PM
10.30.14

*** CITY OF VAN METER IA ***
GENERAL LEDGER REVENUE HISTORY REPORT
FROM 06/2015 TO 6/2015
(FISCAL 12/2015 TO 12/2015)

OPER: JA

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ACCOUNT NUMBER	ACCOUNT NAME			AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO	REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST			
6/10/15	RM2580 Kate McCombs	14833	LIBRARY DONATIO Library Materials Replacement	27.00
	ACCOUNT TOTAL			27.00
182-910-4830	TRANSFERS IN			
6/12/15	GL0160 PER BUDGET		TRANSFERS BETWEEN FUNDS	27,525.00
	ACCOUNT TOTAL			27,525.00
182-950-4300	INTEREST			
6/30/15	RM2621 IPAIT	15065	IPAIT INTEREST	.18
	ACCOUNT TOTAL			.18
		REPORT TOTAL		27,552.18

CITY OF VAN METER
REVENUE REPORT
CALENDAR 6/2015, FISCAL 12/2015

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	.00	.00	611.73	.00	611.73-
182-410-4470	LIBRARY SERVICE	680.00	.00	3,703.67	544.66	3,023.67-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	27.00	990.95	.00	990.95-
182-910-4830	TRANSFERS IN	52,950.00	27,525.00	82,575.00	155.95	29,625.00-
182-950-4300	INTEREST	.00	.18	2.10	.00	2.10-
	DIFFERENCE	53,630.00	27,552.18	87,883.45	163.87	34,253.45-
	PROOF	53,630.00	27,552.18	87,883.45	163.87	34,253.45-

GLTREARP 7/22/15
12:14

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 6/2015, FISCAL 12/2015

PAGE 1
OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	34,159.45	27,552.18	3,488.74	.00	58,222.89
Report Total	34,159.45	27,552.18	3,488.74	.00	58,222.89

Van Meter Public Library
Circulation Summary
Transactions 6/1/2015 through 6/30/2015, VMPL

Totals for This Period

Checked out	585
Checked in	491
Renewed	56
Used in-library	0
Fines and charges	\$40.40
Payments collected	\$8.30
Ledger adjustments	(\$40.40)

As of 7/18/2015, 10:53 am

Materials checked out	323
Materials overdue	111
Patrons overdue	54

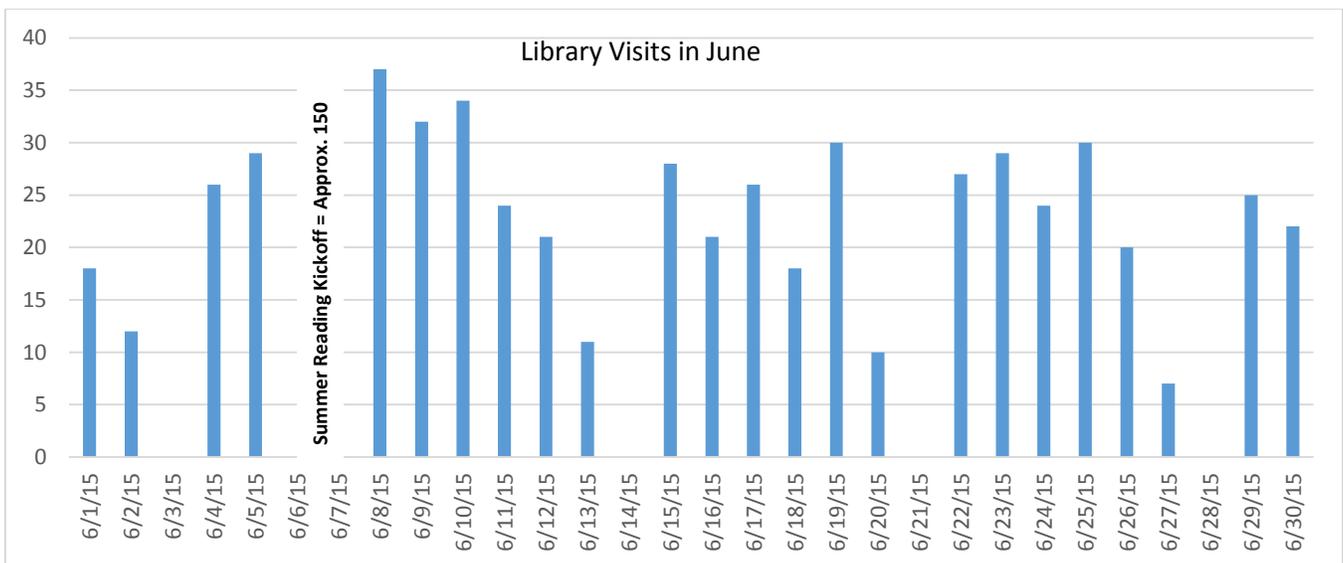
Van Meter Public Library
Multi-Day Circulation Statistics
 Transactions 6/1/2015 through 6/30/2015, VMPL

Date		Out	In	Renew	In-Lib Use	Fines &	Payments
Adjustments						Charges	
Monday	01-Jun-2015	19	10	9			
Tuesday	02-Jun-2015	11	7				
Wednesday	03-Jun-2015		9				
Thursday	04-Jun-2015	16	26	4			
Friday	05-Jun-2015	9	7				
Saturday	06-Jun-2015	23	1				
Sunday	07-Jun-2015						
Monday	08-Jun-2015	51	33	3		27.00	-27.00
Tuesday	09-Jun-2015	20	19				
Wednesday	10-Jun-2015	11	12				
Thursday	11-Jun-2015	27	15				
Friday	12-Jun-2015	26	20	6			8.30
Saturday	13-Jun-2015	18	5				
Sunday	14-Jun-2015						
Monday	15-Jun-2015	56	27	3			
Tuesday	16-Jun-2015	29	22	3			
Wednesday	17-Jun-2015	21	36	4			
Thursday	18-Jun-2015	29	21	1			
Friday	19-Jun-2015	9	7	1			
Saturday	20-Jun-2015	7	13				
Sunday	21-Jun-2015						
Monday	22-Jun-2015	57	63	7			
Tuesday	23-Jun-2015	16	21	1			
Wednesday	24-Jun-2015	21	30	3			
Thursday	25-Jun-2015	27	28	1			
Friday	26-Jun-2015	16	9	1			
Saturday	27-Jun-2015	1	5	2		10.00	-10.00
Sunday	28-Jun-2015						
Monday	29-Jun-2015	40	39	6		3.00	
Tuesday	30-Jun-2015	25	6	1		0.40	
Totals		585	491	56	0	0.00	8.30 -37.00

June Stats

	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	Totals
6/1/15	18												18
6/2/15	12												12
6/4/15	26												26
6/5/15	29												29
6/6/15									Summer Reading Kickoff = Approx. 150			0	
6/8/15	12	3	4	6	4	2	4	2					37
6/9/15				2	4	5	3	4	4	3	7		32
6/10/15		5	16	2	2	3	4	2					34
6/11/15					3	5	6	3	5	2			24
6/12/15	1	3	3	4	1	4	3	2					21
6/13/15	1	5	5										11
6/15/15		2	3	4	2	3	4	4	6				28
6/16/15				1	3	1	2	6	4	2	2		21
6/17/15		1	1	2	6	8	5	3					26
6/18/15				2	1	3	2	5	1	3	1		18
6/19/15	1	2	7	4	2	6	5	3					30
6/20/15	2	5	3										10
6/22/15	2	7	8	2	2	1	3	2					27
6/23/15				2	8	4	6	2		5	2		29
6/24/15	1	2	5	2	4	5	3	2					24
6/25/15				9	4	4		2	2	5	4		30
6/26/15		3	6	1	1	3	2	4					20
6/27/15	2	3	2										7
6/29/15	2	2	2	4	6	6	3						25
6/30/15								5	3	8	6		22
Totals	109	43	65	47	53	63	55	51	25	28	22	0	561

With Summer Reading Kickoff: 711



Agenda Item #5 - Discussion Items

No discussion items at this time.

Agenda Item #6 – Action Items

- a. The hiring of Shannon Ballard for the part-time Library Clerk position.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the hiring of Shannon Ballard for the part-time Library Clerk position?

Board Member _____: So moved.

Board Member _____: Second.

Agenda Item #7 – Director's Report



DIRECTOR'S REPORT JULY 2015

Operations

Work with collection development and Surpass is taking off. We have been working hard towards setting a strong foundation for the Surpass project by reworking the way the collection is organized. Surpass will reflect this new organization, hopefully making materials easier to find and creating an easy to browse collection. The children's picture books, easy readers, and paperback series are finally organized and can now be properly labeled. We have also finished shifting the adult fiction, biographies, large print, audiobooks, teen fiction, and magazines. The next project is to finish for the collection development is shifting the junior fiction, the adult non-fiction, and reference. As for Surpass, right now the main portions of the collection that either need barcoded or need cataloged seem to be the

adult fiction, adult non-fiction, junior non-fiction, and magazines. The rest of the collections appear to have had some amount of work done, or are at the very least in the system and barcoded. It seems that not much of the collection has shelf numbers (call numbers) indicated in Surpass, which can make it almost impossible to find an item if the Dewey number is not present in MARC record. It also seems most materials do not have their categories set in Surpass (Adult Fiction, Non-fiction, Junior, etc.), which is essential if you are using the Online Catalog to search for materials, because it tells you which collection to look in. We have also come across many items with incomplete or incorrect MARC records. Even though we have CopyCat capabilities (copying other library MARC records), those

records must be edited to reflect this library and the way we manage the collection before ever being transferred to Surpass. With so much to do I believe the first step towards the completion of this project will be to get all the materials properly barcoded, labeled, and covered. Not a small project in the least, but once that is done I can begin to systematically go through materials collection by collection, reviewing the MARC records, assigning categories, and ensuring shelf location (call numbers) are present. We will also continue to address every item that is circulated in and out of the system to ensure accuracy of the MARC record, call number, subject categories, and check that it has been covered and labeled properly.

Projects and Programming

August is going to be very busy for us! August 6th we will be at the farmers' market doing the kids' corner, and the next day is the last day to turn in reading logs, and Saturday, August 8th I will be drawing for winners that morning. August 10th I will be giving the Annual Presentation to the City

Council, and the week prior will likely be spent preparing for that. August 11th the Iowa Library Association is hosting an Interlibrary Loan Roundtable Workshop and I will be attending to learn more about transferring MARC records, using the out-of-state ILL system, and more. August 17th - 19th the Library

will be collaborating with Parks & Rec. and the Safety departments to provide Day Camps. I will also be reaching out to the school very soon and hopefully do some back to school displays and offer some resources for school readiness.

Agenda Item #8 - Liaison'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.