

## NOTICE OF PUBLIC MEETING

Governmental Body: Van Meter Public Library

Date of Meeting: August 24, 2015

Time/Place: 6:30 PM, Van Meter Public Library

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
  - a. Status of Library Foundation project.
  - b. Proposal to amend the regularity of Library Board meetings
6. Action Items
  - a. Amend the regularity of Library Board meetings.
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 \_\_\_\_; 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 – 07/27/2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, July 27, 2015 at the American Legion Reception Center. President Gene Gabus called the meeting to order at 6:31 PM.
- 2) Members present at roll call: Gene Gabus, Nancy Lacy, and Rachel Backstrom. Those absent were: Amanda Durflinger and John Seefeld.
- 3) There were no emergency additions to the agenda. President Gabus asked for a motion to approve the agenda. Moved by Lacy, supported by Backstrom. Passed unanimously.
- 4) President Gabus reviewed the consent agenda, and asked for discussion. There was discussion about the minutes from June and discussion regarding finances and library funds. President Gabus asked for a motion to adopt the consent agenda which included the following:
  - a. Minutes of the June 22, 2015 Van Meter Public Library Board meeting.
  - b. June Claims List
  - c. June Stats
  - d. June Financial StatementsMoved by Backstrom, supported by Lacy. Passed unanimously.
- 5) Discussion Items:

No items were discussed.
- 6) Action Items:
  - a. President Gabus asked for a motion concerning the fulfillment of the part-time Library Clerk position. Lacy moved, supported by Backstrom, a motion to hire Shannon Ballard. Passed unanimously.
- 7) The Director provided a synopsis of the written report.
- 8) Liaison's Report – Nothing to report.
- 9) Having no further business Durflinger motioned to adjourn, supported by Seefeld. Passed unanimously.

CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 7/2015, FISCAL 1/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	4,384.62	4,384.62	13.70	27,615.38
182-410-6020	WAGES - PART TIME	12,000.00	330.00	330.00	2.75	11,670.00
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	.00	.00	200.00
182-410-6215	PROGRAMMING	.00	777.47	777.47	.00	777.47
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	33.23	33.23	8.31	366.77
182-410-6371	UTILITIES	1,700.00	78.02	78.02	4.59	1,621.98
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.46	48.46	8.08	551.54
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	.00	.00	200.00
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	.00	.00	200.00
182-410-6502	LIBRARY MATERIALS	6,100.00	217.35	217.35	3.56	5,882.65
182-410-6506	OFFICE SUPPLIES	600.00	80.53	80.53	13.42	519.47
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	5,949.68	5,949.68	10.81	49,100.32
	PROOF	55,050.00	5,949.68	5,949.68	10.81	49,100.32

GLTREARP 8/24/15  
9:36

CITY OF VAN METER  
TREASURER'S REPORT  
CALENDAR 7/2015, FISCAL 1/2016

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OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	58,222.89	394.17	5,949.68	.00	52,667.38
Report Total	58,222.89	394.17	5,949.68	.00	52,667.38

GLREVNRP 8/24/15  
9:37

CITY OF VAN METER  
REVENUE REPORT  
CALENDAR 7/2015, FISCAL 1/2016

PAGE 1  
OPER: JA

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
182-410-4470	LIBRARY SERVICE	680.00	.00	.00	.00	680.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	394.00	394.00	.00	394.00-
182-910-4830	TRANSFERS IN	52,950.00	.00	.00	.00	52,950.00
182-950-4300	INTEREST	.00	.17	.17	.00	.17-
	DIFFERENCE	53,630.00	394.17	394.17	.73	53,235.83
	PROOF	53,630.00	394.17	394.17	.73	53,235.83

GLREVHRP Mon Aug 24, 2015 9:39 AM  
10.30.14

\*\*\* CITY OF VAN METER IA \*\*\*  
GENERAL LEDGER REVENUE HISTORY REPORT  
FROM 07/2015 TO 7/2015  
(FISCAL 1/2016 TO 1/2016)

OPER: JA

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ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
182-410-4705	DONATIONS - LIBRARY TRUST			
7/07/15	RM2629 GERI RICHARDS	15103	LIBRARY DONATIO BOOKS	25.00
7/30/15	RM2655 DONATION	15345	LIBRARY DONATIO	50.00
7/30/15	RM2655 FRIENDS OF THE LIB	15346	LIBRARY DONATIO SUMMER READING PROGRAM	99.00
7/30/15	RM2655 DONATION	15347	LIBRARY DONATIO DONATION FOR PRIZES	100.00
7/30/15	RM2655 DONATION	15348	LIBRARY DONATIO CASH - SUMMER READING PROGRAM	100.00
7/30/15	RM2655 CASH DONATION	15349	LIBRARY DONATIO SUMMER READING PROGRAM	20.00
	ACCOUNT TOTAL			394.00
182-950-4300	INTEREST			
7/31/15	RM2662 IPAIT	15360	IPAIT INTEREST Interest	.17
	ACCOUNT TOTAL			.17
	REPORT TOTAL			394.17

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
7/01/15	PR0572				PR DT: 6/28/15	1,461.54
7/15/15	PR0576				PR DT: 7/12/15	1,461.54
7/29/15	PR0581				PR DT: 7/27/15	1,461.54
ACCOUNT TOTAL						4,384.62
182-410-6020	WAGES - PART TIME					
7/29/15	PR0581				PR DT: 7/27/15	330.00
ACCOUNT TOTAL						330.00
182-410-6215	PROGRAMMING					
7/15/15	AP0850	COAST TO COAST SOLUTIONS	66663	25344	SUMMER READING PROGRAM	713.52
7/15/15	AP0850	SYNCB/AMAZON	072015	25386	LIB SUPPLIES/MATERIAL	63.95
ACCOUNT TOTAL						777.47
182-410-6311	OPERATION & MAINTENANCE					
7/15/15	AP0850	LOWE'S	072015	25369	LIB LIGHTING/PW SHOP MISC	33.23
ACCOUNT TOTAL						33.23
182-410-6371	UTILITIES					
7/15/15	AP0850	MIDAMERICAN ENERGY	072015	25372	GAS/ELEC	78.02
ACCOUNT TOTAL						78.02
182-410-6373	TELEPHONE/COMMUNICATIONS					
7/15/15	AP0850	CENTURY LINK	072015	25342	LIBRARY PHONE	48.46
ACCOUNT TOTAL						48.46
182-410-6502	LIBRARY MATERIALS					
7/15/15	AP0850	SYNCB/AMAZON	072015	25386	LIB SUPPLIES/MATERIAL	207.35
7/15/15	AP0850	MONTICELLO PUBLIC LIBRARY	072015	25374	BOOK - THE HEIST J EVANOVICH	10.00
ACCOUNT TOTAL						217.35
182-410-6506	OFFICE SUPPLIES					
7/15/15	AP0850	OFFICE DEPOT	7777342660	25379	LIB - LINER	12.80
7/15/15	AP0850	OFFICE DEPOT	7777344490	25379	TAPE, SCISSOR, PAPER TOWELS	40.35
7/15/15	AP0850	WELLS FARGO CC	072015LIB	25392	LIBRARY POSTAGE	27.38
ACCOUNT TOTAL						80.53
REPORT TOTAL						5,949.68

**Van Meter Public Library**  
**CirculationSummary**  
Transactions 7/1/2015 through 7/31/2015, VMPL

***Totals for This Period***

Checked out	586
Checked in	619
Renewed	85
Used in-library	0
Fines and charges	\$176.20
Payments collected	\$0.30
Ledger adjustments	(\$171.90)

***As of 8/24/2015, 5:13 pm***

Materials checked out	230
Materials overdue	62
Patrons overdue	32

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 7/1/2015 through 7/31/2015, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Wednesday	01-Jul-2015	18	60	2		39.10		
Thursday	02-Jul-2015	22	18	3		23.30		
Friday	03-Jul-2015	4	7	8		1.80		-0.90
Saturday	04-Jul-2015							
Sunday	05-Jul-2015							
Monday	06-Jul-2015	44	32	1		9.00		
Tuesday	07-Jul-2015	16	9	3		4.40		
Wednesday	08-Jul-2015	8	5					
Thursday	09-Jul-2015	34	35	8		7.80		
Friday	10-Jul-2015	19	38	6		90.80	0.30	
Saturday	11-Jul-2015	12	10					
Sunday	12-Jul-2015							
Monday	13-Jul-2015	41	40	4				
Tuesday	14-Jul-2015	13	10	1				
Wednesday	15-Jul-2015	33	15	5				
Thursday	16-Jul-2015	28	20	1				
Friday	17-Jul-2015	7	10					
Saturday	18-Jul-2015	21	9	3				
Sunday	19-Jul-2015							
Monday	20-Jul-2015	26	39	2				
Tuesday	21-Jul-2015	24	31	3				
Wednesday	22-Jul-2015	25	16	2				
Thursday	23-Jul-2015	58	24	2				
Friday	24-Jul-2015	49	40	2				
Saturday	25-Jul-2015	1	24					
Sunday	26-Jul-2015							
Monday	27-Jul-2015	18	26	1				
Tuesday	28-Jul-2015	26	30	7				
Wednesday	29-Jul-2015	8	26					
Thursday	30-Jul-2015	31	39	19				
Friday	31-Jul-2015		6	2				
<b>Totals</b>		<b>586</b>	<b>619</b>	<b>85</b>	<b>0</b>	<b>0.00</b>	<b>0.30</b>	<b>-0.90</b>



## Visitors to the Library:

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	Patrons	
07/01/15		3	2	2	9	2	2	1					21	
07/02/15				2		2		4	1	2	1		12	
07/03/15		1	4	1	2	3	2	4					17	
07/04/15													0	Holiday
07/05/15													0	Closed
07/06/15	1	4	2	7	5	6	3	5					33	
07/07/15				4	4	2							10	
07/08/15	2	2	1	1	1	8	3	1					19	
07/09/15		8	4	1	2	4		1	5				25	Movie Day
07/10/15		2	1	1	4	7	4	2					21	
07/11/15	2	3	1		4								10	Movie Day
07/12/15													0	Closed
07/13/15	1	5	5	3	6	3	8	2					33	
07/14/15			3	3	1	2	1	5	2	1			18	
07/15/15	1	3	8	5	2	1	5						25	
07/16/15		8			1	3	2	4	2	1			21	Movie Day
07/17/15	3	7	1		4	2	5	1					23	
07/18/15	1	1	5										7	
07/19/15													0	Closed
07/20/15		3	12	1	1	2	2	1					22	
07/21/15			2	2	5	4							13	
07/22/15	32												32	
07/23/15			11	2	2	1	1	4	1	3	2		27	
07/24/15	4	2	1			3	5	3					18	
07/25/15	2	1	1		3								7	Movie Day
07/26/15													0	Closed
07/27/15		2	1			4	6	2					15	
07/28/15				2	2	1	4	6	3	4	3		25	
07/29/15		2	4	1	4	6	4	2					23	
07/30/15		5		4	1	4	6	3	1	5			29	Movie Day
07/31/15													0	CLOSED
	49	62	69	42	63	70	63	51	15	16	6	0	506	Total Patrons

## Computer Usage

	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	Hours	
07/01/15		1	1	1	3	3	4						13	
07/02/15				1	1	1	2	1	1	1			8	
07/03/15					1	1	1	1					4	
07/04/15													0	CLOSED
07/05/15													0	CLOSED
07/06/15		1	1	1	1	1	1	1					7	
07/07/15				1	1	1	1	1			1		6	
07/08/15				1	1	1	1						4	
07/09/15				1	1	1	2	2	1	1			9	
07/10/15		1	2	2		1	3	3					12	
07/11/15	1	1	1	1	1	1							6	
07/12/15													0	CLOSED
07/13/15		1	1	1	1	1	4	4					13	
07/14/15				1	1				1	1	1		5	
07/15/15		1	2	2	1	2							8	
07/16/15		1			1	3	1	1	1	1			9	
07/17/15		1	2	1	1	2	2	3					12	
07/18/15	1	1	1										3	
07/19/15													0	CLOSED
07/20/15		1	1	2	2	2	2	1					11	
07/21/15				1	1	3	4	4		1	1		15	
07/22/15	1	1				2	2						6	
07/23/15					1	1	1	2	2				7	
07/24/15		1	2	2		1	4	4					14	
07/25/15	1	2	2										5	
07/26/15													0	CLOSED
07/27/15		1	1	1	1		2	1					7	
07/28/15				1	1		2	1		3			8	
07/29/15		1	1		4	2	2	2					12	
07/30/15				1	2	2	1	3	1	1			11	
07/31/15													0	CLOSED
	4	16	18	22	27	32	42	35	7	9	3	0	215	Total Hours

## DIRECTOR'S REPORT AUGUST 2015

### Current Projects and Events

Summer reading ended on August 7<sup>th</sup> and we had an amazing amount of donations given to this year's program. I was thrilled to hand out so many prizes to everyone, and our winners were even more thrilled! I will a full report on summer reading next month when I have finished collecting all the data, but some numbers I have already are featured in the report to the Council.

The Annual Report to the City Council was presented on August 10<sup>th</sup>. Though portions of information were missing, it is at the very least precedent setting for future Annual Reports, so everyone will know what to expect in the coming years.

The layout of the library has changed once again to accommodate a new (smaller) Information/Circulation desk and a new table with computer stations. We are now able to accommodate more users in the space and provide more Internet access with public computers. Our usage has already increased, and feedback from the public has been positive. Labeling materials and checking MARC records continues, and we

are making great progress with barcoding and spine labels thanks to the help of Library Clerk Shannon and a few volunteers. The shifting project also continues, and we are onto the Adult Non-fiction section.

In the next week or so we will be doing a staff-training day at the library. This should help increase our efficiency with projects during normal operating hours.

Last week the Library participated in hosting Day Camps with Parks and Rec and the Safety Department. The first day was a small turnout, but by the second and third days we had several kids and had a lot of fun learning about fire safety, home alone safety, and bike safety. We made crafts and art, played games, and just had fun.

Teen Read Week is October 18-24 and we will be doing a display throughout September featuring the nominees. September will also be featuring the Dallas County Reads 1 Book. The event will take place on September 17<sup>th</sup>, and C.J. Box will be at the event to discuss the book "Blue Heaven".

## THE FALL OF THE LIBRARY FORTRESS

Christian Lauersen

*"The larger the island of knowledge,  
the longer the shoreline of wonder"*

– Ralph W. Sockman

The Fortress – the long front desk we often see in many libraries often signals to users that this is a 'them' vs. 'us' atmosphere. They (library users) are on one side of the fortress while we (the staff) are safe behind our wall. It's not a sound way to meet the very purpose of our existence – the users. It's also not very practical. Many patron queries involve some sort of looking at a computer, demonstrating a search in the catalog, instructing how to check out an E-book, and etc. This is hard to do when you stand opposite of each other on either side of the fortress. Sure, you can flip the screen and stretch you neck, but it's not the same as standing next to each other looking at the same screen.

The Island - the concept is simple: It's an open, more or less round, front desk that gives library personnel the ability to invite users to the island (so to speak) and give them the opportunity to look equally at the same screen. It enables a much better service in practice and it sends a welcoming message that this is not a 'them' vs. 'us' library but a 'we' library. We are a team: we share our space because we share their goals. We should not be the fortress that guards the gateway to information, but instead be the island that invites users to join us and bask in information and knowledge.

*Excerpt taken from The Library Lab,*

Agenda Item #5 - Discussion Items

- a. Status of Library Foundation project
- b. Proposal to amend the regularity of Library Board meetings.

Agenda Item #6 – Action Items

- a. Amend the regularity of Library Board meetings from one every month to one every three months, with a provision to allow the President of the Library Board to call additional meetings as needed.

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the amendment to change the regularity of Library Board meetings?

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

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

Agenda Item #7 – Director’s Report

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.