

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

Governmental Body : Van Meter Public Library

Date : April 25, 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.

Call to Order

Roll Call

Emergency Additions and Approval of the Agenda

Consent Agenda

Minutes

Claims

Stats

Finances

Discussion Items

a. Clerk End-Date

Action Items

Director's Report

Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, April 25, 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 – 03/28/2016

The Van Meter Public Library Board met for a regular board meeting on Monday, March 28th, 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 asked for a motion to approve the agenda. Moved by Durflinger, supported by Lacy. Passed unanimously.

President Gabus reviewed the consent agenda, and asked for discussion. Then asked for a motion to adopt the consent agenda which included the following:

- a. Minutes of the February 22, 2016 Van Meter Public Library Board meeting.
- b. February Claims List
- c. February Stats
- d. February Financial Statements

Moved by Seefeld, supported by Lacy. Passed unanimously.

#### Discussion Items:

- Board terms were discussed and the following was determined:

Nancy Lacy            6/30/2016.    Then 6/30/2021.

Gene Gabus           6/30/2019.    Then 6/30/2025.

John Seefeld         6/30/2019.    Then 6/30/2025.

Rachel Backstrom   6/30/2017.    Then 6/30/2023.

Amanda Durflinger 6/30/2017.    Then 6/30/2023.

- Library operating hours were discussed. Based on the statistics provided by the director, it was determined the operating hours should be adjusted to accommodate the times when library patrons use the library the most:

Monday            10-5pm

Tuesday           10-7pm

Wednesday       10-7pm

Thursday          10-7pm

Friday             10-5pm

Saturday           10-1pm

## Discussion Items Cont.:

- Board members discussed the next stages of the Surpass project, identifying a plan to utilize the completed list of items provided by Leo Kriz and working methodically section by section.
- Board members discussed the upcoming library space movement: defining the children's space in a clear way with book stacks that are the appropriate height. Locating the circulation desk in a way that increases work flow. Moving materials to utilize stack space in the best way possible.

## Action Items:

- Library Hours:

President Gabus asked for a motion to approve the proposed operating hour change. Moved by Durflinger, seconded by Seefeld.

The Director provided a review of February's activities, and gave updates on the Accreditation process and Summer Reading.

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

**Van Meter Public Library**  
**Circulation Summary**  
Transactions 3/1/2016 through 3/31/2016, VMPL

***Totals for This Period***

Checked out	463
Checked in	468
Renewed	54
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 4/21/2016, 2:50 pm***

Materials checked out	234
Materials overdue	39
Patrons overdue	17

**Van Meter Public Library**  
**Multi-Day Circulation Statistics**

Transactions 3/1/2016 through 3/31/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	01-Mar-2016	27	23	11				
Wednesday	02-Mar-2016	10	13	2				
Thursday	03-Mar-2016	10	12					
Friday	04-Mar-2016	13	8	1				
Saturday	05-Mar-2016	8	4					
Sunday	06-Mar-2016							
Monday	07-Mar-2016	29	25	1				
Tuesday	08-Mar-2016	5	12					
Wednesday	09-Mar-2016	1	8					
Thursday	10-Mar-2016	38	19	8				
Friday	11-Mar-2016	15	11					
Saturday	12-Mar-2016	16	26	1				
Sunday	13-Mar-2016							
Monday	14-Mar-2016	39	51	6				
Tuesday	15-Mar-2016	3	9					
Wednesday	16-Mar-2016	16	25	3				
Thursday	17-Mar-2016	30	19					
Friday	18-Mar-2016	14	4	3				
Saturday	19-Mar-2016	3						
Sunday	20-Mar-2016							
Monday	21-Mar-2016	24	37	6				
Tuesday	22-Mar-2016	13	15					
Wednesday	23-Mar-2016	14	14	2				
Thursday	24-Mar-2016	17	11					
Friday	25-Mar-2016	40	28					
Saturday	26-Mar-2016	11	11					
Sunday	27-Mar-2016							
Monday	28-Mar-2016	12	10					
Tuesday	29-Mar-2016	21	31	5				
Wednesday	30-Mar-2016	6	2					
Thursday	31-Mar-2016	28	40	5				
<b>Totals</b>		<b>463</b>	<b>468</b>	<b>54</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 3/1/2016 through 3/31/2016, Transaction Location: VMPL, Material Location: VMPL

Circulation Category	Checked Out	Renewed	Reserved	Checked In	In-Library Use
A FIC	25	4	0	23	0
A NON	18	5	0	13	0
B	1	0	0	0	0
BB	5	0	0	7	0
BCD	2	0	0	2	0
BIO	0	0	0	1	0
BLU	2	0	0	2	0
C ER	3	0	0	5	0
C PIC	16	1	0	16	0
DVD	158	17	0	164	0
DVD S	10	1	0	14	0
ILL	8	1	4	5	0
J BIO	2	0	0	1	0
J COM	1	0	0	1	0
J FIC	8	3	0	5	0
J NON	4	1	0	6	0
J PIC	1	0	0	0	0
J REA	2	0	0	0	0
J SER	7	0	0	6	0
J TC	4	0	0	2	0
LP	28	3	0	32	0
LP NF	0	0	0	1	0
LPROT	0	0	0	1	0
MAG	5	0	0	3	0
N AF	25	0	0	23	0
N AN	6	1	0	2	0
N BCD	1	0	0	1	0
N BLU	3	0	0	3	0
N CF	26	5	0	26	0
N CN	6	0	0	3	0
N DVD	62	7	0	69	0
N JGN	2	0	0	1	0
N LP	0	0	0	3	0
N TF	4	1	0	4	0
N TGN	1	0	0	1	0
REF	0	1	0	0	0
T BIO	1	0	0	0	0
T NON	1	0	0	0	0
TEEN	9	3	0	10	0
YA	5	0	0	3	0
<b>Totals</b>	<b>462</b>	<b>54</b>	<b>4</b>	<b>459</b>	<b>0</b>

## Interlibrary Loan Statistics

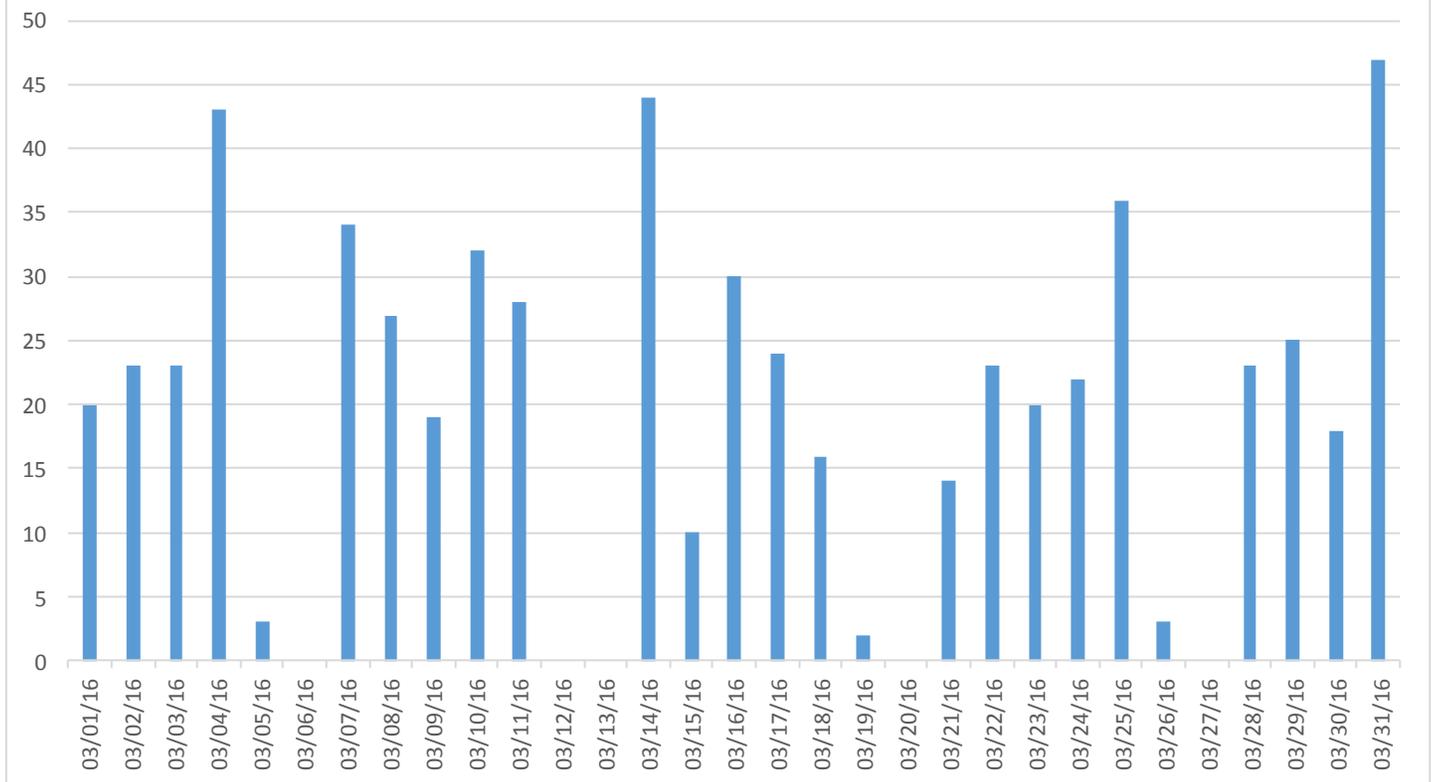
Sent to other libraries:	4
Requested from other libraries:	13

## Bridges' E-book Statistics

Electronic Checkouts:	174
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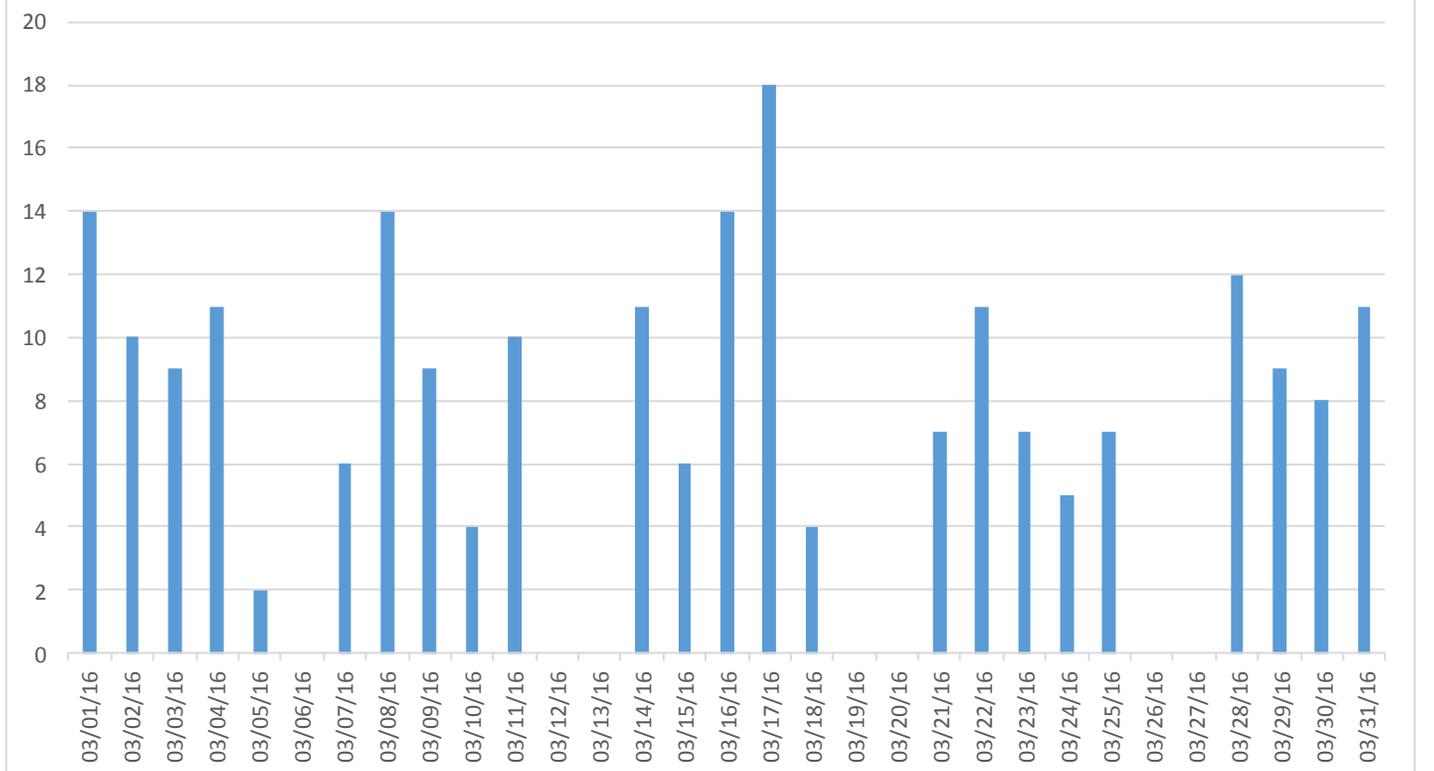
### March Library Visits

609



### March Computer Usage

219 Hours



CITY OF VAN METER  
BUDGET REPORT  
CALENDAR 3/2016, FISCAL 9/2016

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	29,249.06	91.40	2,750.94
182-410-6020	WAGES - PART TIME	12,000.00	523.88	3,757.90	31.32	8,242.10
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	57.73	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	67.64	283.48	70.87	116.52
182-410-6371	UTILITIES	1,700.00	151.71	1,006.76	59.22	693.24
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.53	484.69	80.78	115.31
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	4,424.31	4,424.31	2,212.16	4,224.31
182-410-6502	LIBRARY MATERIALS	6,100.00	503.40	4,628.10	75.87	1,471.90
182-410-6506	OFFICE SUPPLIES	600.00	287.05	1,970.49	328.42	1,370.49
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	8,987.33	49,946.59	90.73	5,103.41
	PROOF	55,050.00	8,987.33	49,946.59	90.73	5,103.41

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
3/09/16	PR0656				PR DT: 3/06/16	1,461.54
3/23/16	PR0660				PR DT: 3/20/16	1,461.54
ACCOUNT TOTAL						2,923.08
182-410-6020	WAGES - PART TIME					
3/09/16	PR0656				PR DT: 3/06/16	309.38
3/23/16	PR0660				PR DT: 3/20/16	214.50
ACCOUNT TOTAL						523.88
182-410-6215	PROGRAMMING					
3/14/16	AP0947	QUILL	2780621		26001 OFFICE & PROGRAMMING SUPPLIES	57.73
ACCOUNT TOTAL						57.73
182-410-6311	OPERATION & MAINTENANCE					
3/14/16	AP0947	LOWE'S	032016		25988 LIB DEPT SUPPLIES	24.31
3/14/16	AP0947	WELLS FARGO CC	032016		26013 LIB HANDICAP MATERIALS	43.33
ACCOUNT TOTAL						67.64
182-410-6371	UTILITIES					
3/14/16	AP0947	MIDAMERICAN ENERGY	032016		25994 GAS/ELEC	151.71
ACCOUNT TOTAL						151.71
182-410-6373	TELEPHONE/COMMUNICATIONS					
3/14/16	AP0947	CENTURY LINK	032016		25961 LIB PHONE	48.53
ACCOUNT TOTAL						48.53
182-410-6499	OTHER CONTRACTUAL SERV					
3/14/16	AP0947	BACKSTAGE LIBRARY WORKS	25783		25954 SURPASS MARC RECORD CORRECTION	1,913.81
3/14/16	AP0947	LEO KRIZ	1		25986 CONTRACT CATALOGER SERVICES	2,510.50
ACCOUNT TOTAL						4,424.31
182-410-6502	LIBRARY MATERIALS					
3/14/16	AP0947	MARSHALLTOWN PUBLIC LIB	032016		25989 AUDIO BOOKS - TWILIGHT SERIES	48.00
3/14/16	AP0947	BAKER & TAYLOR	032016		25955 BOOKS AND MOVIES	431.40
3/14/16	AP0947	KANAWHA PUBLIC LIBRARY	032016		25984 BOOK - ALERT	9.00
3/14/16	AP0947	GEORGE PUBLIC LIBRARY	032016		25974 BOOK - NYPO RED 4	15.00
ACCOUNT TOTAL						503.40
182-410-6506	OFFICE SUPPLIES					
3/14/16	AP0947	QUILL	2780621		26001 OFFICE & PROGRAMMING SUPPLIES	91.51
3/14/16	AP0947	WELLS FARGO CC	032016		26013 LIB POSTAGE	16.98
3/14/16	AP0947	DEMCO	5781912		25966 BOOK COVERS AND LABELS	171.56
3/14/16	AP0947	MONTICELLO PUBLIC LIBRARY	0316		25995 BOOK - ASK THE DARK	7.00

GLTREARP 4/22/16  
12:21

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

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OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	50,549.60	.00	8,987.33	.00	41,562.27
Report Total	50,549.60	.00	8,987.33	.00	41,562.27

Agenda Item #5 - Discussion Items

- a. Clerk End-Date

Agenda Item #6 - Action Items

- a. NONE:

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve adjusting the operating hours of the library?

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

## Director's Report

*What have we been working on?*

### **Reorganization**

While this has been a slow process in moving books, bookshelves, and furniture, it was necessary to do things in small increments to allow for patrons to continue using the library.



During the accreditation process, the state library representative noted that the children's area was not a well defined space and should have more separation. (This is actually a requirement.) The collection has now been moved to the smaller stacks on the other side of the library, making materials more accessible, and has clear separation from the rest of the library.

Moving the children's area presented a secondary challenge of where to put the circulation desk. Ultimately it was decided to move the circulation desk in front of the office/storage room. This just made sense, because it means easier access to our



supplies and office materials, and will support a better work flow.

## **Surpass Project**

We have been making our way through the collection using the completed list of fixed records and going section by section, supplying labels and adding uncat-alogued items to the system.

We are nearly done with some of the more difficult parts of the collection that have the most uncat-alogued items, which often requires original cataloging and not copy cataloging on my part. Currently working on the nonfiction dvds and picture books and will move on to the children's chapter books and nonfiction from there.

## **Programs**

March's "Book Madness" book battle was a success. It was divided into a Children's Series bracket and a Teen Series bracket. There were an average of 12 children and teens a day participating in the voting process. The winners were the Harry Potter Series and Maze Runner Series, with Maze Runner ultimately beating out Harry Potter in the final showdown.

Maker March programs were also successful, with an average of 7 children and teens participating in the program every Wednesday. We colored custom book marks, made Pouffles (as they were named by the kids, but more commonly known as pom-poms), designed "stained glass" sun catchers, and used their creative skill to make some fun origami.



### 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!

The Friends' group meets 4 times a year and hosts the annual book sale for the library.

It only takes a little effort to make a big impact for your community!



### Summer Reading— Here's the Scoop!

Summer Reading begins May 23rd with our Kickoff event on Saturday, June 4th, during Raccoon River Days.

People everywhere share a passion for play. This summer, we will explore sports, games, and movement through books, activities, science, art, and more. Challenge yourself, try new things, and most of all have fun!

#### How it works:

Sign-up and grab a reading-log starting May 23rd! You can get one online, in person at the library, or just stop by between 9-1pm June 4th during Raccoon River Days. The program goes for 8 weeks, and the last day to turn in logs for prizes is July 16th.

Reading-logs are available for all different ages and reading levels. They are minute based, with bonuses and special challenges you can complete to get ahead in the game! Prizes will be given out for reaching the half-way point, and a finisher prize for completing the entire log—Plus, your completed log gets you an entry into the Grand Prize Drawing!

#### Reading is a Team Effort!

The Summer Reading program is for everyone to enjoy, and it's more fun when the whole family gets involved!

GET IN THE GAME  
**READ**

# Get a Sneak Peek at what's going on in May!



### Library Book Club



Every 3rd Tuesday the library hosts a book discussion. This month we will be reading "A Visit from the Goon Squad" by Jennifer Egan, May 17th at 7pm.

From the publisher: "Bennie is an aging former punk rocker and record executive. Sasha is the passionate, troubled young woman he employs. Egan brilliantly reveals their pasts, along with the inner lives of a host of other characters whose paths intersect with theirs. With music pulsing on every page, it is a startling, exhilarating novel of self-destruction and redemption."



### Early-out Movies:

As school is coming to a close, so will our early-out movies! But don't worry, we will be showing lots of fun movies during summer reading, so lookout for what's coming in June! May 6th, 13th, and 20th @ 1:45 PM the library will show a different movie on the big screen! Popcorn and refreshments will be served.

### Color Happy

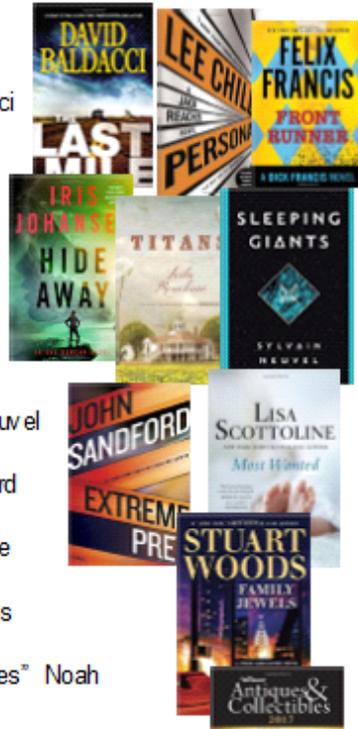
Come experience the new adult coloring and relaxation program Monday, May 16th, at 5:30 PM. Coloring pages and colored pencils will be provided, or you can bring your own. Tea and coffee will be served.



# New and Coming Soon Preview!

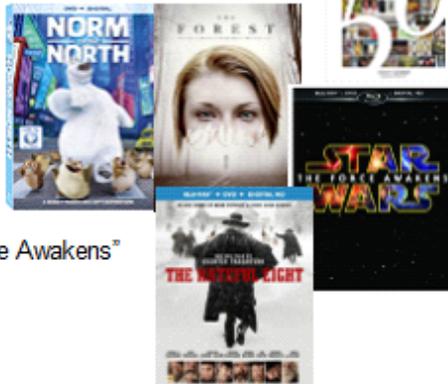
## FICTION & NONFICTION

- "The Last Mile" by David Baldacci
- "Personal" by Lee Child
- "Front Runner" by Felix Francis
- "Hide Away" Iris Johansen
- "Titans" by Leila Meacham
- "Sleeping Giants" by Sylvain Neuvel
- "Extreme Prey" by John Sandford
- "Most Wanted" by Lisa Scottoline
- "Family Jewels" by Stuart Woods
- "Warman's Antiques & Collectibles" Noah Fleisher



## MOVIES

- "Norm of the North"
- "The Forest"
- "Star Wars: The Force Awakens"
- "The Hateful Eight"



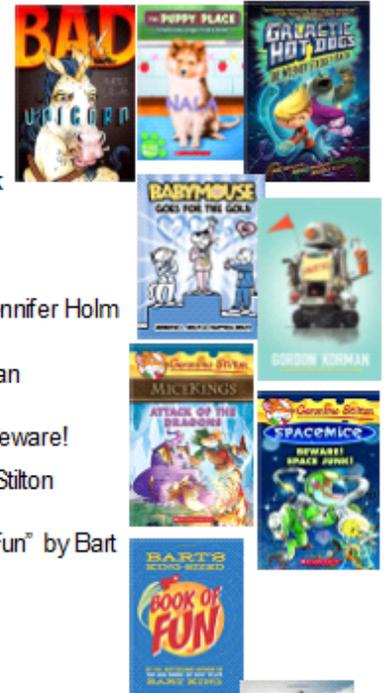
## PICTURE BOOKS & EASY READERS

- "Maggie and Michael Get Dressed" Denise Fleming
- "It's Backward Day!" Jane O'Connor
- "A Brave Bear" Sean Taylor
- "The Pirate Jamboree" Mark Teague



## CHILDREN'S FICTION & NONFICTION

- "Galactic Hot Dogs: The Wiener Strikes Back" by Max Brallier
- "Bad Unicorn" Platte F. Clark
- "Nala" Miles, Ellen
- "Babymouse: Vol. 20" by Jennifer Holm
- "Ungifted" by Gordon Korman
- "Attack of the Dragons" & "Beware! Space Junk!" by Geronimo Stilton
- "Bart's King-Sized Book of Fun" by Bart King



## TEEN FICTION

- "The Art of Not Breathing" by Sarah Alexander
- "The Crown" by Kiera Cass
- "The Unexpected Everything" by Morgan Matson
- "Girl About Town" by Adam Shankman
- "Savage" by Thomas E. Sniegoski



Want to place one of these new items on hold?  
Just call the library or visit  
<http://vanmeter.mysurpass.net/>

## 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.