

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : January 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.

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. Policy Changes and Updates
 - b. Holiday and Weather Closings
6. Action Items
 - a. Policy Changes and Updates
 - b. Holiday and Weather Closings
7. Director's Report
 - a. Collection Maintenance Update
 - b. Backstage Update
 - c. Contract Cataloger Update
 - d. Accreditation Update
 - e. Library Foundation Update
 - f. Summer Reading Update
 - g. Programming Update
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, January 28, 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 – 11/23/2015

- 1) The Van Meter Public Library Board met for a regular board meeting on Monday, November 23, 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: John Seefeld, Rachel Backstrom. Via phone conference: Gene Gabus and Nancy Lacy.
- 3) There were no emergency additions to the agenda. Acting as Chair for the Meeting, John Seefeld asked for a motion to approve the agenda. Moved by Gabus, supported by Backstrom. Passed unanimously.
- 4) John Seefeld 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 October 26, 2015 Van Meter Public Library Board meeting.
 - b. October Claims List
 - c. October Stats
 - d. October Financial StatementsMoved by Backstrom, supported by Lacy. Passed unanimously.
- 5) Discussion Items:
 - Surpass/Backstage: The director gave a review of the proposal to expedite the completion of the Surpass project and answered questions from the board members.
 - Library Clerk Hours: The director reviewed current and upcoming working hours for the Clerk position and assigned projects.
 - PC Reservation: The director gave a review for the potential addition of the program in the future and answered questions from the board members.
- 6) Action Items:
 - John Seefeld asked for motion to approve the proposed course of action for the expedited completion of the Surpass project. Moved by Gabus, supported by Lacy
- 7) The Director provided a review of October's activities, as well as discussed the upcoming accreditation application and budget proposal, and necessary steps that would need to be taken to complete these tasks over the course of the upcoming months.
- 8) Having no further business Lacy motioned to adjourn, supported by Backstrom. Passed unanimously.

There will be no meeting the month of December. Regular meetings will resume on January 25th, 2016

Van Meter Public Library
CirculationSummary

Transactions 12/1/2015 through 12/31/2015, VMPL

Totals for This Period

Checked out	366
Checked in	407
Renewed	55
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 1/22/2016, 4:15 pm

Materials checked out	207
Materials overdue	76
Patrons overdue	40

Van Meter Public Library
CirculationSummary

Transactions 11/1/2015 through 11/30/2015, VMPL

Totals for This Period

Checked out	386
Checked in	341
Renewed	31
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 2/19/2016, 8:26 pm

Materials checked out	217
Materials overdue	72
Patrons overdue	34

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 12/1/2015 through 1/31/2016, VMPL

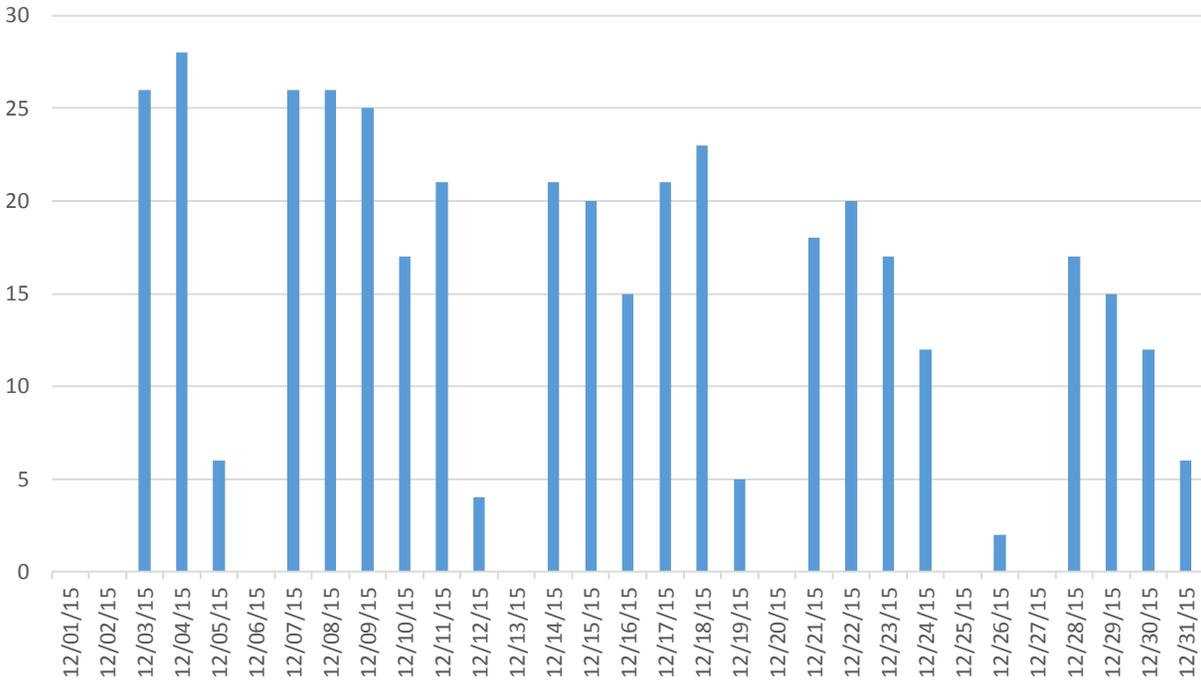
Date	Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday							
01-Dec-2015							
Wednesday							
02-Dec-2015							
Thursday	31	20	2				
03-Dec-2015							
Friday	48	39					
04-Dec-2015							
Saturday	21	8					
05-Dec-2015							
Sunday							
06-Dec-2015							
Monday	8	29	5				
07-Dec-2015							
Tuesday	10	29	1				
08-Dec-2015							
Wednesday	13	12	9				
09-Dec-2015							
Thursday	2	13					
10-Dec-2015							
Friday	13	18					
11-Dec-2015							
Saturday	1	2					
12-Dec-2015							
Sunday							
13-Dec-2015							
Monday	14	12	3				
14-Dec-2015							
Tuesday	19	39	2				
15-Dec-2015							
Wednesday	17	23	4				
16-Dec-2015							
Thursday	15	5					
17-Dec-2015							
Friday	10	11	4				
18-Dec-2015							
Saturday	8	4	9				
19-Dec-2015							
Sunday							
20-Dec-2015							
Monday	6	14	2				
21-Dec-2015							
Tuesday	8	17					
22-Dec-2015							
Wednesday	17	8	5				
23-Dec-2015							
Thursday	23	26	2				
24-Dec-2015							
Friday							
25-Dec-2015							
Saturday		8					
26-Dec-2015							
Sunday							
27-Dec-2015							
Monday	22	24					
28-Dec-2015							
Tuesday	27	19	4				
29-Dec-2015							
Wednesday	16	13					
30-Dec-2015							
Thursday	17	14	3				
31-Dec-2015							
Friday							
01-Jan-2016							
Saturday	11	12					
02-Jan-2016							
Sunday							
03-Jan-2016							
Monday	25	11	1				
04-Jan-2016							
Tuesday	13	32					
05-Jan-2016							
Wednesday	10	6					
06-Jan-2016							
Thursday	18	14	2				
07-Jan-2016							
Friday	19	3	9				
08-Jan-2016							
Saturday	11	13					
09-Jan-2016							
Sunday							
10-Jan-2016							
Monday	11	10	6				
11-Jan-2016							

Van Meter Public Library
Multi-Day Circulation Statistics

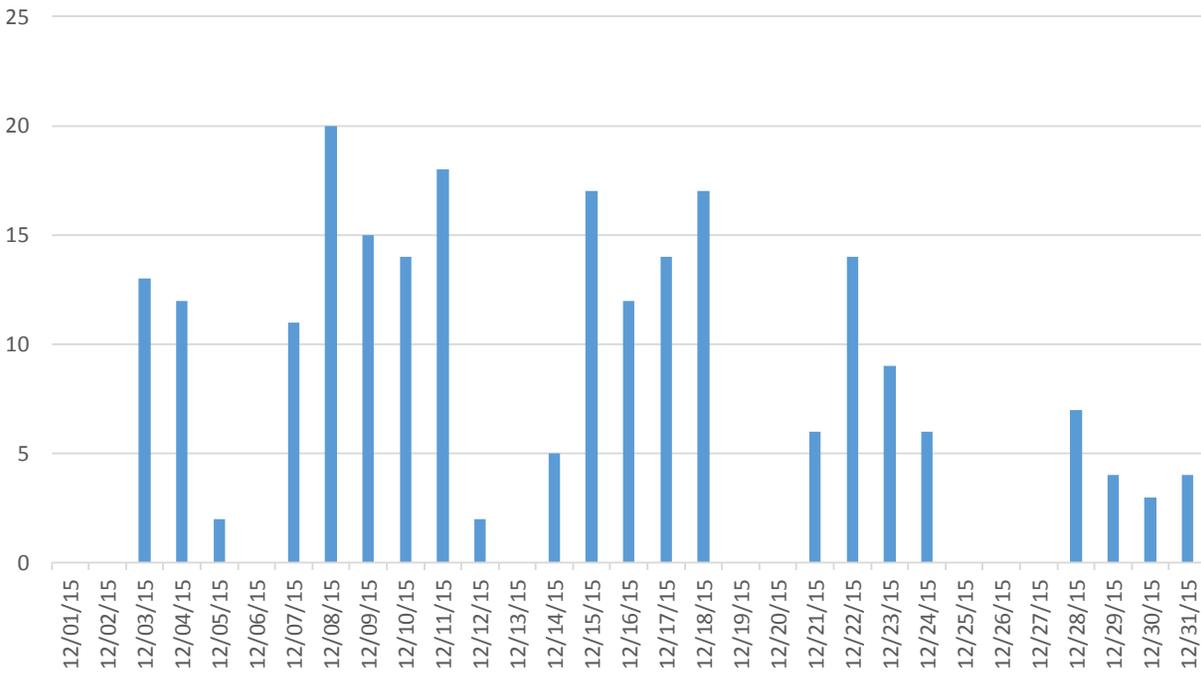
Transactions 12/1/2015 through 1/31/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	12-Jan-2016	7	16	4		53.99		
Wednesday	13-Jan-2016	11	11	3				
Thursday	14-Jan-2016	11	12	4				
Friday	15-Jan-2016	18	18					
Saturday	16-Jan-2016	18	9					
Sunday	17-Jan-2016							
Monday	18-Jan-2016	12	14					
Tuesday	19-Jan-2016	19	26	4		16.95		
Wednesday	20-Jan-2016	9	9					
Thursday	21-Jan-2016	33	19	2				
Friday	22-Jan-2016	13	13	1				
Saturday	23-Jan-2016							
Sunday	24-Jan-2016							
Monday	25-Jan-2016							
Tuesday	26-Jan-2016							
Wednesday	27-Jan-2016							
Thursday	28-Jan-2016							
Friday	29-Jan-2016							
Saturday	30-Jan-2016							
Sunday	31-Jan-2016							
Totals		635	655	91	0	0.00	0.00	0.00

December Library Visits: 403



Computer Usage: 255 Hours



CITY OF VAN METER
BUDGET REPORT
CALENDAR 12/2015, FISCAL 6/2016

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	32,000.00	4,402.88	20,479.82	64.00	11,520.18
182-410-6020	WAGES - PART TIME	12,000.00	447.57	2,035.71	16.96	9,964.29
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	68.00	143.00	71.50	57.00
182-410-6215	PROGRAMMING	.00	.00	1,920.63	.00	1,920.63
182-410-6220	SUBSCRIPTION	.00	185.00	918.44	.00	918.44
182-410-6230	TRAINING	250.00	.00	100.00	40.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	104.51	177.86	44.47	222.14
182-410-6371	UTILITIES	1,700.00	73.43	521.29	30.66	1,178.71
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.44	290.75	48.46	309.25
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	.00	.00	.00	200.00
182-410-6502	LIBRARY MATERIALS	6,100.00	511.81	1,467.68	24.06	4,632.32
182-410-6506	OFFICE SUPPLIES	600.00	118.70	1,393.12	232.19	793.12
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	5,960.34	30,420.30	55.26	24,629.70
	PROOF	55,050.00	5,960.34	30,420.30	55.26	24,629.70

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 12/2015, FISCAL 6/2016

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	39,488.76	27,525.14	5,960.34	320.37	61,373.93
Report Total	39,488.76	27,525.14	5,960.34	320.37	61,373.93

CITY OF VAN METER
BUDGET REPORT
CALENDAR 11/2015, FISCAL 5/2016

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	16,076.94	50.24	15,923.06
182-410-6020	WAGES - PART TIME	12,000.00	185.63	1,588.14	13.23	10,411.86
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	369.23	1,920.63	.00	1,920.63
182-410-6220	SUBSCRIPTION	.00	.00	733.44	.00	733.44
182-410-6230	TRAINING	250.00	100.00	100.00	40.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	73.35	18.34	326.65
182-410-6371	UTILITIES	1,700.00	60.87	447.86	26.34	1,252.14
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	48.44	242.31	40.39	357.69
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	132.00	972.00	486.00	772.00
182-410-6499	OTHER CONTRACTUAL SERV	200.00	.00	.00	.00	200.00
182-410-6502	LIBRARY MATERIALS	6,100.00	.00	955.87	15.67	5,144.13
182-410-6506	OFFICE SUPPLIES	600.00	285.57	1,274.42	212.40	674.42
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	4,104.82	24,459.96	44.43	30,590.04
	PROOF	55,050.00	4,104.82	24,459.96	44.43	30,590.04

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 11/2015, FISCAL 5/2016

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	43,410.21	183.37	4,104.82	.00	39,488.76
Report Total	43,410.21	183.37	4,104.82	.00	39,488.76

Agenda Item #5 - Discussion Items

- a. Policy Changes and Updates - Please review attached documents.
- b. Holiday and Weather Closings

Holiday Hours as stated in the City Handbook:

"4.2 PAID HOLIDAYS

The City provides paid time off to all full-time regular and part-time regular employees on the following holidays:

- New Year's Day, January 1
- Presidents' Day, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve, December 24
- Christmas Day, December 25

Two floating holidays - two days will be added to vacation in January of each year."

* Note: When a holiday falls on a Friday or Monday, the library still has to be open on Saturday, as that does not fall under "Paid Holiday".

In order to better meet the needs of our patrons, we might consider adjusting our holiday hours:

- New Year's Day, January 1
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Thanksgiving Day, the fourth Thursday in November

- Friday after Thanksgiving Day
- Christmas Eve, December 24 – Close early: 3 pm
- Christmas Day, December 25
- New Year's Eve, December 31 – Close early: 3 pm

Are there any other recommendations?

Weather Closings

Recommendation:

Van Meter Public Library's service to the public is paramount, and our Library facilities will remain open for normal hours if at all possible. On occasion, however, weather conditions or other situations may require closing during some or all of our library hours. We are committed to the safety of our staff and the public and maintain open communications when weather concerns arise. There are a number of factors that will inform our decision process:

- City and County Closures: As a general rule, we will close our buildings when city or county services close in all or part of the area. When inclement weather is pervasive and city or county offices close, the Van Meter Public Library will most likely close as well.
- Time of Day: When inclement weather conditions arise overnight, we seek to make an informed decision about closing or delaying opening as early as possible. On occasions where weather conditions occur late in the day, we may decide to close facilities early to accommodate safe travel of patrons and staff after dark.

Notifications

When the library chooses to delay opening or to close, it makes this information available to the public in a number of ways. A message will appear on vanmeteria.gov/library, alerting the public of library closures. In addition, a posting will be made on social media, as well as the exterior of the library.

Agenda Item #6 - Action Items

- a. Policy Changes and Updates
- b. Holiday Hours

Agenda Item #7 - Director's Report

- a. Collection Maintenance Update
 - Weeding is complete.
 - Materials were shifted as space increased on the shelves.
 - New Book Club books were donated to the collection
- b. Backstage Update

- Backstage received our updated list after weeding was complete, and has begun processing the records.

c. Contract Cataloger Update

- I have received two applications for the position so far. I have scheduled phone conference interviews for both over the next two weeks.

d. Accreditation Update

- The application is underway, and it looks as if we may achieve a Tier 2 status this year.

e. Library Foundation Update

- The first meeting went very well, and we already have our state materials ready to go, all we are waiting on is approval and tax ID from federal.

f. Summer Reading Update

- With summer reading coming up I have been working to collaborate with both Alex from Parks and Rec and Kim from the school library.

- I am also working with Alex, Jake, Mayor Adams, and Dallas County Health to get the community garden going, which will be a great learning asset for the Summer Reading program this year. (The theme is all about health, wellness, and getting active.)

g. Programming Update

- Friday Early Out Movies: These have been a big hit, and I have at least 10-15 kids in every Friday for the movies.

- Book Clubs (3rd Tuesday of the Month): Attendance is low, but I'm hopeful that we may see more interest when the weather improves, especially for the kids who walk here from school.

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.