

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : March 28, 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

Board Member Terms

Library Operating Hours

Surpass Project

Redefining Library Space

Action Items

Library Operating Hours

Director's Report

Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six-thirty PM on Monday, February 22, 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 – 02/22/2016

The Van Meter Public Library Board met for a regular board meeting on Monday, January 25th, 2015 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, and Rachel Backstrom

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.

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 January 25, 2016 Van Meter Public Library Board meeting.
- b. January Claims List
- c. January Stats
- d. January Financial Statements

Moved by Lacy, supported by Backstrom. Passed unanimously.

Discussion Items:

- Board Members discussed potential trustee nominees. It was agreed that more outreach needed to be done to find interested parties for the upcoming open position.
- Board Members discussed the potential changes that may come should the Department of Labor's proposed changes to exempt status for fulltime employees be approved. This discussion included shortening library hours, hiring another part-time employee, and adjusting the hourly salary of the director to account for 3 hours of overtime every week.
- Members discussed trustee continuing education and it's importance, and would be open to participating.
- Members discussed the requirements for making the entrance and bathrooms more handicap accessible.
- Members reviewed the proposed 5 year plan.
- Members discussed the proposed fine system and the possibility of implementing it within the next month.

Action Items:

- President Gabus asked for a motion to approve the handicap accessibility changes for the bathrooms and entrance. Moved by Backstrom, supported by Lacy.
- President Gabus asked for a motion to approve the proposed 5 year strategic plan. Moved by Lacy, supported by Backstrom.
- President Gabus asked for a motion to approve the proposed fine system and its implementation in April. Moved by Lacy, supported by Backstrom.

The Director provided a review of January's activities, and gave updates on the Backstage and Contract Cataloger projects, Accreditation, and Programming projects.

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 2/1/2016 through 2/29/2016, VMPL

Totals for This Period

Checked out	459
Checked In	460
Renewed	52
Used In-library	0
Fines and charges	\$7.95
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 3/24/2016, 2:32 pm

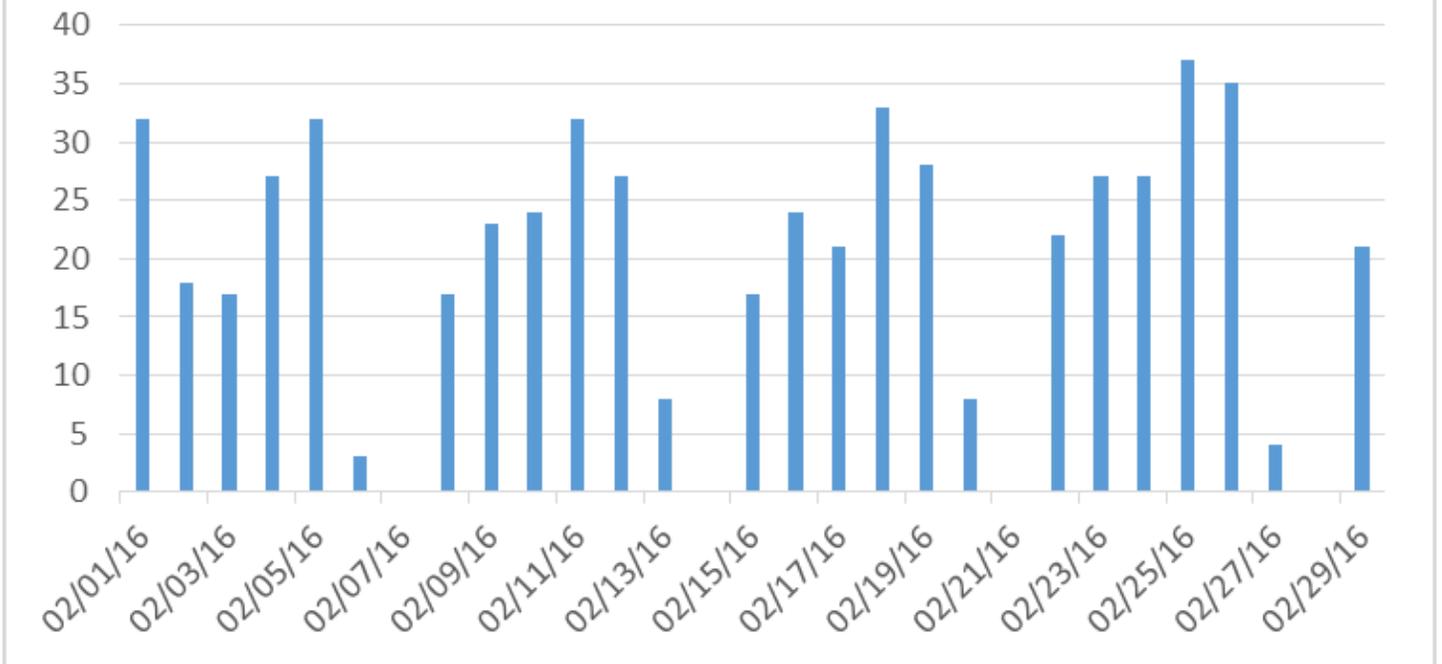
Materials checked out	220
Materials overdue	76
Patrons overdue	37

Van Meter Public Library
Multi-Day Circulation Statistics

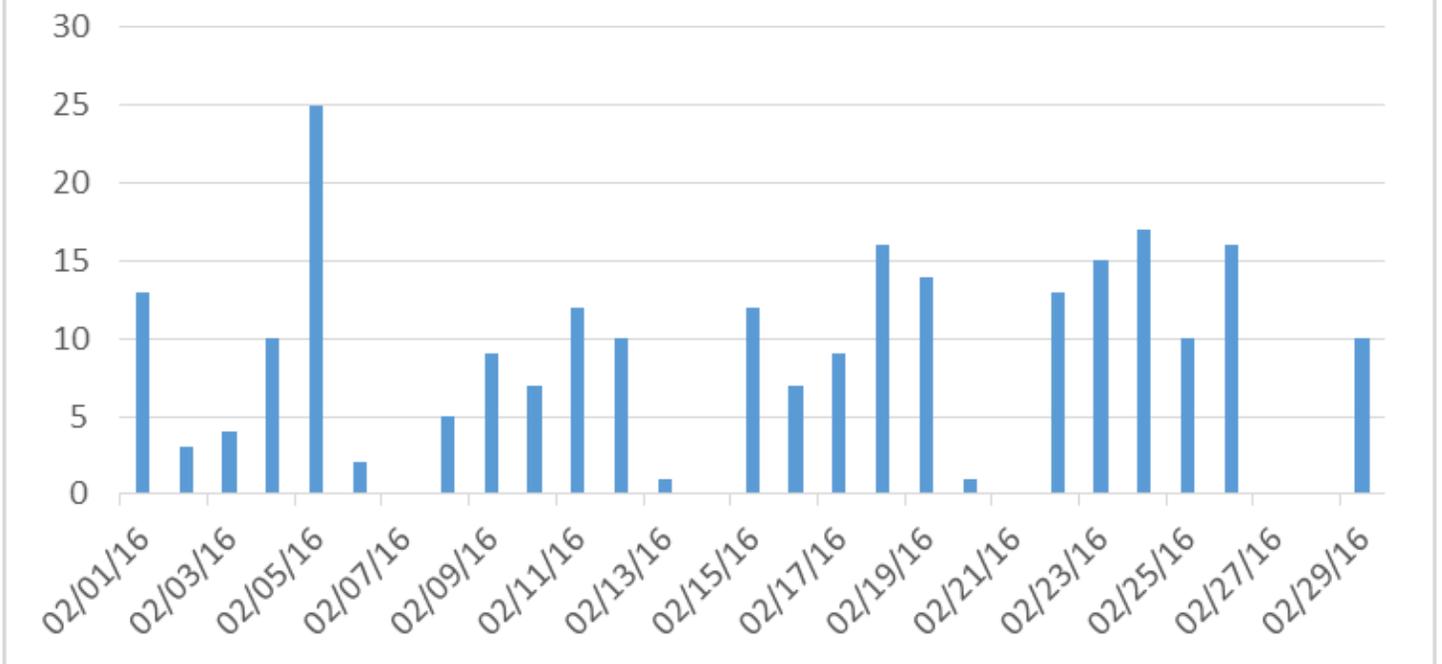
Transactions 2/1/2016 through 2/29/2016, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Monday	01-Feb-2016	41	27					
Tuesday	02-Feb-2016	9	11	13				
Wednesday	03-Feb-2016	24	27					
Thursday	04-Feb-2016	9	18	8				
Friday	05-Feb-2016	28	12	3		15.99		
Saturday	06-Feb-2016	9	16					
Sunday	07-Feb-2016							
Monday	08-Feb-2016	10	8					
Tuesday	09-Feb-2016	26	6	2				
Wednesday	10-Feb-2016	9	33	1		-15.99		
Thursday	11-Feb-2016	28	16	7				
Friday	12-Feb-2016	4	26	1				
Saturday	13-Feb-2016	34	9					
Sunday	14-Feb-2016							
Monday	15-Feb-2016	17	21					
Tuesday	16-Feb-2016	8	21	7				
Wednesday	17-Feb-2016	24	16	1				
Thursday	18-Feb-2016							
Friday	19-Feb-2016	12	39	3				
Saturday	20-Feb-2016	10	4					
Sunday	21-Feb-2016							
Monday	22-Feb-2016	24	36					
Tuesday	23-Feb-2016	21	20					
Wednesday	24-Feb-2016	27	14					
Thursday	25-Feb-2016	33	25	4		7.95		
Friday	26-Feb-2016	24	22	1				
Saturday	27-Feb-2016	2	9	1				
Sunday	28-Feb-2016							
Monday	29-Feb-2016	26	24					
Totals		459	460	52	0	0.00	0.00	0.00

February Library Visits 564 Visitors



February Computer Usage 241 Hours



CITY OF VAN METER
BUDGET REPORT
CALENDAR 2/2016, FISCAL 8/2016

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	26,325.98	82.27	5,674.02
182-410-6020	WAGES - PART TIME	12,000.00	579.56	3,234.02	26.95	8,765.98
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	.00	1,920.63	.00	1,920.63
182-410-6220	SUBSCRIPTION	.00	30.00	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	.00	215.84	53.96	184.16
182-410-6371	UTILITIES	1,700.00	198.53	855.05	50.30	844.95
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	96.97	436.16	72.69	163.84
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	264.39	4,124.70	67.62	1,975.30
182-410-6506	OFFICE SUPPLIES	600.00	118.40	1,683.44	280.57	1,083.44
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	55,050.00	4,210.93	40,959.26	74.40	14,090.74
	PROOF	55,050.00	4,210.93	40,959.26	74.40	14,090.74

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
2/10/16	PR0646				PR DT: 2/07/16	1,461.54
2/24/16	PR0651				PR DT: 2/21/16	1,461.54
ACCOUNT TOTAL						2,923.08
182-410-6020	WAGES - PART TIME					
2/10/16	PR0646				PR DT: 2/07/16	288.75
2/24/16	PR0651				PR DT: 2/21/16	290.81
ACCOUNT TOTAL						579.56
182-410-6220	SUBSCRIPTION					
2/12/16	AP0939	WELLS FARGO CC	022016	25949	LIBRARY SUBSCRIPTIONS	30.00
ACCOUNT TOTAL						30.00
182-410-6371	UTILITIES					
2/08/16	AP0937	MIDAMERICAN ENERGY	022016	25928	GAS/ELEC	198.53
ACCOUNT TOTAL						198.53
182-410-6373	TELEPHONE/COMMUNICATIONS					
2/08/16	AP0937	CENTURY LINK	022016	25909	PHONE CHARGES	96.97
ACCOUNT TOTAL						96.97
182-410-6502	LIBRARY MATERIALS					
2/08/16	AP0937	BAKER & TAYLOR	2031547663	25903	BOOK	14.39
2/08/16	AP0937	POPULAR SUBSCRIPTION SERV	KG00481	25931	MAG SUBSCRIPTION RENEWAL	250.00
ACCOUNT TOTAL						264.39
182-410-6506	OFFICE SUPPLIES					
2/08/16	AP0937	OFFICE DEPOT	8187825450	25930	OFFICE & CLEANING SUPPLIES	69.30
2/12/16	AP0939	WELLS FARGO CC	022016	25949	LIBRARY POSTAGE	49.10
ACCOUNT TOTAL						118.40
REPORT TOTAL						4,210.93

ACCOUNT NUMBER	ACCOUNT NAME			AMOUNT
DATE	JOURNAL	RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST			
2/01/16	RM2933	MAGUIRE/LOUNSBURY	17202 LIBRARY DONATIO LIBRARY DONATION	10.00
2/01/16	RM2933	GERI RICHARDS	17203 LIBRARY DONATIO 2 BOOKS	25.00
		ACCOUNT TOTAL		35.00
			REPORT TOTAL	35.00

CITY OF VAN METER
REVENUE REPORT
CALENDAR 2/2016, FISCAL 8/2016

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	.00	.00	581.75	.00	581.75-
182-410-4470	LIBRARY SERVICE	680.00	.00	3,702.85	544.54	3,022.85-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	35.00	1,475.50	.00	1,475.50-
182-910-4830	TRANSFERS IN	52,950.00	.00	27,525.00	51.98	25,425.00
182-950-4300	INTEREST	.00	.00	.87	.00	.87-
	DIFFERENCE	53,630.00	35.00	33,285.97	62.07	20,344.03
	PROOF	53,630.00	35.00	33,285.97	62.07	20,344.03

GLTREARP 3/28/16
2:06

CITY OF VAN METER
TREASURER'S REPORT
CALENDAR 2/2016, FISCAL 8/2016

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OPER: JA

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	54,725.53	35.00	4,210.93	.00	50,549.60
Report Total	54,725.53	35.00	4,210.93	.00	50,549.60

Agenda Item #5 - Discussion Items

a. Board Member Terms (6 years)

- Gene Gabus (took over for Lisa Boyd—whose term was 2012 - 2018?)
- Rachel Backstrom 2012 - 2018 (?)
- Amanda Durflinger 2012 - 2018 (?)
- John Seefeld (took over for Dan Koster in July of 2014?)

- It is still unclear what the exact terms are. For example, it states in the minutes when President Gabus was introduced as a new trustee, but says nothing for when John Seefeld began.

- Minutes of January 26 of last year state that Gene was voted President and Nancy voted as Vice President, offices to be held through June 30th, 2015.

Recommendation: Once terms are defined, place the term next to the trustee's name on the contact sheet in the Trustee Handbook.

b. Library Operating Hours

After reviewing the library visitor statistics over the past year, the current operating hours should be evaluated to better suit the needs of the community. The busiest hours for the library are between 10am and 7pm. The following changes are proposed:

Monday: 10am—5pm
Tuesday: 10am—7pm
Wednesday: 10am—7pm
Thursday: 10am—7pm
Friday: 10am—5pm
Saturday: 10am—1pm

This would provide more evening hours for patrons who may want to stop by the library after work, and there would be an hour before opening where maintenance tasks could be accomplished by staff. However, this change would increase the library's operating hours from 43 hours a week to 44 hours a week.

c. Surpass Project

Last month the Backstage portion of the project was completed and the contract with Leo Kriz began. In the span of 1 month Leo was able to process over 5,000 records (almost half of the collection), assigning Call Numbers and Categories to all the materials that were missing them (as well as identifying records that need more attention.)

Shannon has been assigned the task of going through the list of fixed materials and placing labels and barcodes on all the items – she is also fixing most of issues identified by Leo during this process. Once this project is finished, the next steps will be to perform an inventory of materials to identify the remaining materials missing from the system and while doing so, flag materials that need either barcode or spine labels so that staff can fix them after inventory is complete.

d. Redefining the Library Space

(Director will discuss ideas and progress.)

- Defining the children's space
- Centralizing the circulation desk
- Relocating computers

Agenda Item #6 - Action Items

a. Library Operating Hours:

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?

VMPL Foundation:

As you know, we have been working on creating a 501c3 foundation to help raise funds for the new library project. We were approved by the state and materials were sent off to federal government. We received a binder with IRS policies in February. I worked on editing these policies to include correct information about the foundation and assure they reflected the goals of the foundation. Final drafts will be approved soon and resubmitted to the IRS.

State Accreditation:

Recap: our application for attaining a Tier 3 State Accredited Library was sent (currently we are a Tier 1) and during that time we had to do some significant changes to the library. Here is just a few of the changes that had to be made.

A. Increased Handicap Accessibility:

- 36in. between stacks
- Wrapped water pipes
- Barrier free entrance

B. Newly revised policies

C. 5 Year strategic plan

I have received feedback and I am revising the strategic plan to include city data and prior surveys from the city. (The state just needs to see that this plan was not created arbitrarily.) Everything else so far has been approved.



Summer Reading:

With summer creeping up on us, I have been working hard to plan lots of programs for all ages. Here's some of the events and programs I have been working on.

- "Olympics" Kickoff Event
- Board Game Blitz (all ages)
- Wii Wars (all ages)
- Clue—Live! (scavenger hunt style)
- Live Action Mario Kart (teen)
- Activi-Days (every Wednesday)
- Garden Explorers (youth, meets weekly)
- Garden Club (adult, meets weekly)
- Master Gardener Classes
- "Flight Club" Event (youth & teen)
- Blank Park Zoo - Animal Athletes! (all ages)
- (Ninja) Glow Warrior (teen)
- Healthy Living Classes (adult)
- Mehndi in the Park (all ages)
- Table-top Game Night (all ages)
- Live Action Pac-Man (youth & teen)
- Movies (youth)
- After-hours Movies (teen)
- Color Happy (adults, meets monthly)
- Book Club (adults, meets monthly)

There are still more programs in the planning stages that I hope to add to our calendar. I am also getting ready to recruit volunteers to help with these many programs - a big part of making these programs possible is having people to help!

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!

Annual Membership :

*Give \$10 or Pledge 10 Hours - You choose!

Contact the library today to find out how to become a Friend!



The 2016 Summer Reading Program is Coming!

Summer is just around the corner, and along with it our Summer Reading program! This year's theme is "On your mark, get set... Read!" We will explore different subjects and activities, including: athletics/sports, all kinds of gaming, fueling your engine (health), exercising the mind (mental wellness), and more!

Summer Reading begins May 23rd with our Summer Kickoff event during Raccoon River Days. More details to come in the next month, so be sure to check out website!

GET IN THE GAME
READ

News

The staff at the library have been working hard to make our library more accessible for all our patrons! We are moving stacks and rearranging materials to make the library more ADA complaint and easier to use for everyone. There's quite a bit left to do, but great progress is being made every day.

If you haven't seen the changes yet, stop by and have a look for yourself!



Hours

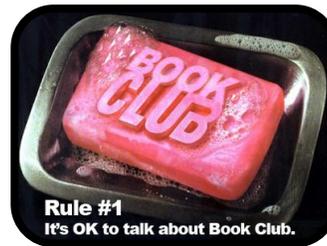
Mon. / Wed. / Fri. : 9-5 PM

Tue. / Thur. : 12-8 PM

Sat. : 9-12 PM

What's Going on in April?

(Get a Sneak Peek at our Newsletter)



Library Book Club

Every 3rd Tuesday the library hosts a book discussion. This month we will be reading "People of the Book" by Geraldine Brooks on April 19th at 7pm. Stop by to grab

your copy today!

Early-out Movies:

Every Friday @ 1:45 PM the library will be showing a different movie on the big screen! Pop-corn and refreshments will be served.



Coloring for Adults



Color Happy

Adults are invited to the library to try out the new adult coloring and relaxation program! Coloring for adults has become a popular trend in libraries all over the state, and research has shown it to be beneficial to one's health! Join us and find some fun stress relief on Monday, April 18th, at 5:30 PM. Coloring pages and colored pencils will be provided, or you can bring your own. Tea and coffee will be served.

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.