

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : February 27th, 2016

Time/Place : 6:00 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. Volunteer Policy
 - b. Volunteer Application
 - c. Door Counter
 - d. Board Member Replacement
6. Action Items
 - a. Volunteer Policy
 - b. Volunteer Application
 - c. Door Counter
7. Director's Report
8. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is Six PM on Monday, February 27th, 2017. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Backstrom___; Lacy ___; Seefeld ___; Durflinger ___; Maguire ___;

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 – 11/28/2016

The Van Meter Public Library Board met for a regular board meeting on Monday, November 28th, 2016 at the Van Meter Public Library. President Backstrom called the meeting to order at 6:30 PM.

Members present at roll call: Rachel Backstrom, Nancy Lacy Amanda Durflinger, and Molly Maguire. John Seefeld was absent

There were no emergency additions to the agenda. President Backstrom reviewed the agenda and financials. President Backstrom asked for a motion to approve the agenda. Moved by Lacy, supported by Durflinger. Passed unanimously.

President Backstrom 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 2016 Van Meter Public Library Board meeting.
- b. October Claims List
- c. October Stats
- d. October Financial Statements

Moved by Durflinger, supported by Lacy. Passed unanimously.

Discussion Items: Board members were updated on potential changes in the Salary Exemption Status laws and discussed whether this would have any effect on the current salary status of the director. It was concluded that no changes would need to be put forth.

Action Items: There were no action items.

The Director provided a review of October's activities and upcoming events.

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

Van Meter Public Library

Library Board Minutes – 2/15/17

The Van Meter Public Library Board met for a regular board meeting on Monday, February 15th, 2017 at the Van Meter Public Library. President Backstrom called the meeting to order at 7:00 PM.

Members present at roll call: Rachel Backstrom, Nancy Lacy, John Seefeld, Amanda Durflinger. Absent: Molly Maguire.

There were no emergency additions to the agenda. President Backstrom reviewed the agenda and financials. President Backstrom asked for a motion to approve the agenda. Moved by Seefeld, supported by Lacy. Passed unanimously.

Discussion Items:

A—C : Board members reviewed the updates for the Director’s job description and job posting, as well as the current screening process. Additional edits were made to the job description and posting regarding qualifications, salary, where submissions should be sent, and elaboration on other elements of the job description.

D : The Board then discussed changing the library hours temporarily until a new director is hired to: Monday 10-4pm, Tuesday 12-4pm, Wednesday 12-7pm, and Saturday 10-1pm.

E :The Board then reviewed the new budget proposal from the director.

Action Items:

A : President Backstrom asked for a motion to accept the resignation of the current Director. Moved by Seefeld, seconded by Durflinger. Approved unanimously.

B : No action was taken on the Director’s job description.

C : President Backstrom asked for a motion to approve the screening process for the Director position. Moved by Lacy, seconded by Durflinger. Approved unanimously.

D : President Backstrom asked for a motion to approve the method for posting the Director position. Moved by Seefeld, supported by Lacy. Approved unanimously.

E : President Backstrom asked for a motion to approve the new temporary library hours: Monday 10-4pm, Tuesday 12-4pm, Wednesday 12-7pm, and Saturday 10-1pm. Moved by Durflinger, supported by Lacy. Approved unanimously.

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

Van Meter Public Library

Library Board Minutes – 2/21/17

The Van Meter Public Library Board met for a regular board meeting on Monday, February 21st, 2017 at the Van Meter Public Library. President Backstrom called the meeting to order at 6:00 PM.

Members present at roll call: Rachel Backstrom, Nancy Lacy, Molly Maguire. Absent: Amanda Durflinger & John Seefeld,

There were no emergency additions to the agenda. President Backstrom reviewed the agenda. President Backstrom asked for a motion to approve the agenda. Moved by Lacy, supported by Maguire. Passed unanimously.

Discussion Items:

A—B: Board members reviewed the updates for the Director’s job description and job posting.

Action Items:

A : President Backstrom asked for a motion to approve the new Director’s Job Description. Moved by Maguire, seconded by Lacy. Approved unanimously.

B : President Backstrom asked for a motion to approve the new Director’s Job Posting. Moved by Lacy, seconded by Maguire. Approved unanimously.

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

Van Meter Public Library CirculationSummary

Transactions 11/1/2016 through 11/30/2016, VMPL

Totals for This Period

Checked out	396
Checked in	464
Renewed	51
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 2/24/2017, 3:10 pm

Materials checked out	304
Materials overdue	101
Patrons overdue	46

CirculationSummary

Transactions 1/1/2017 through 1/31/2017, VMPL

Totals for This Period

Checked out	306
Checked in	341
Renewed	47
Used in-library	0
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 2/24/2017, 3:01 pm

Materials checked out	304
Materials overdue	101
Patrons overdue	46

CirculationSummary

Transactions 12/1/2016 through 12/30/2016, VMPL

Totals for This Period

Checked out	399
Checked in	340
Renewed	61
Used in-library	0
Fines and charges	(\$10.99)
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 2/24/2017, 3:01 pm

Materials checked out	304
Materials overdue	101
Patrons overdue	46

CirculationSummary

Transactions 2/1/2017 through 2/24/2017, VMPL

Totals for This Period

Checked out	339
Checked in	313
Renewed	57
Used in-library	0
Fines and charges	\$4.99
Payments collected	\$0.00
Ledger adjustments	(\$4.99)

As of 2/24/2017, 4:37 pm

Materials checked out	292
Materials overdue	101
Patrons overdue	46

November Expense Report

ACCOUNT NUMBER	ACCOUNT TITLE	CALENDAR 11/2016, FISCAL 5/2017		YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
		TOTAL BUDGET	MTD BALANCE			
182-410-6010	WAGES - FULL TIME	40,000.00	4,384.62	17,538.48	43.85	22,461.52
182-410-6020	WAGES - PART TIME	10,500.00	1,104.38	4,533.88	43.18	5,966.12
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	130.00	65.00	70.00
182-410-6215	PROGRAMMING	1,500.00	111.31	610.49	40.70	889.51
182-410-6220	SUBSCRIPTION	800.00	.00	746.24	93.28	53.76
182-410-6230	TRAINING	150.00	18.45	18.45	12.30	131.55
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	189.14	47.29	210.86
182-410-6371	UTILITIES	1,500.00	71.99	530.73	35.38	969.27
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.15	245.64	40.94	354.36
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	139.69	139.69	19.96	560.31
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	1,775.00	1,780.00	89.00	220.00
182-410-6502	LIBRARY MATERIALS	4,000.00	283.18	2,492.75	62.32	1,507.25
182-410-6506	OFFICE SUPPLIES	1,500.00	68.25	1,115.84	74.39	384.16
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	8,006.02	30,071.33	47.10	33,778.67
	PROOF	63,850.00	8,006.02	30,071.33	47.10	33,778.67

November Trust Fund Report

ACCOUNT TITLE	CALENDAR 11/2016, FISCAL 5/2017		CHANGE IN LIABILITY	ENDING BALANCE
	LAST MONTH END BALANCE	RECEIVED		
182 LIBRARY TRUST FUND	36,358.35	.00	8,006.02	28,680.70
Report Total	36,358.35	.00	8,006.02	28,680.70

December Expense Report

CALENDAR 12/2016, FISCAL 6/2017

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	2,749.67	20,288.15	50.72	19,711.85
182-410-6020	WAGES - PART TIME	10,500.00	743.38	5,277.26	50.26	5,222.74
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	130.00	65.00	70.00
182-410-6215	PROGRAMMING	1,500.00	41.23	651.72	43.45	848.28
182-410-6220	SUBSCRIPTION	800.00	.00	746.24	93.28	53.76
182-410-6230	TRAINING	150.00	.00	18.45	12.30	131.55
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	189.14	47.29	210.86
182-410-6371	UTILITIES	1,500.00	70.49	601.22	40.08	898.78
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.15	294.79	49.13	305.21
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	.00	139.69	19.96	560.31
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,780.00	89.00	220.00
182-410-6502	LIBRARY MATERIALS	4,000.00	162.83	2,655.58	66.39	1,344.42
182-410-6506	OFFICE SUPPLIES	1,500.00	77.33	1,193.17	79.54	306.83
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	=====	=====	=====	=====	=====
		63,850.00	3,894.08	33,965.41	53.20	29,884.59
		=====	=====	=====	=====	=====
	PROOF	63,850.00	3,894.08	33,965.41	53.20	29,884.59

December Revenue Report

FROM 12/2016 TO 12/2016

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2017 TO 6/2017)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-910-4830	TRANSFERS IN		
12/22/16	GL0173 RES 2016-26	RESOLUTION TO TRANSFER	27,525.00
	ACCOUNT TOTAL		----- 27,525.00
		REPORT TOTAL	=====
			27,525.00

December Trust Fund Report

CALENDAR 12/2016, FISCAL 6/2017

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	28,680.70	27,525.00	3,894.08	328.37-	51,983.25
Report Total	----- 28,680.70	27,525.00	3,894.08	328.37-	51,983.25

January Expense Report

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	40,000.00	2,431.17	22,719.32	56.80	17,280.68
182-410-6020	WAGES - PART TIME	10,500.00	667.38	5,944.64	56.62	4,555.36
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	130.00	65.00	70.00
182-410-6215	PROGRAMMING	1,500.00	.00	651.72	43.45	848.28
182-410-6220	SUBSCRIPTION	800.00	.00	746.24	93.28	53.76
182-410-6230	TRAINING	150.00	.00	18.45	12.30	131.55
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	189.14	47.29	210.86
182-410-6371	UTILITIES	1,500.00	156.72	757.94	50.53	742.06
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	49.15	343.94	57.32	256.06
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	700.00	91.08	230.77	32.97	469.23
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,780.00	89.00	220.00
182-410-6502	LIBRARY MATERIALS	4,000.00	444.18	3,099.76	77.49	900.24
182-410-6506	OFFICE SUPPLIES	1,500.00	89.85	1,283.02	85.53	216.98
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	63,850.00	3,929.53	37,894.94	59.35	25,955.06
	PROOF	63,850.00	3,929.53	37,894.94	59.35	25,955.06

January Revenue Report

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	.00	.00	600.00
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	594.09	.00	594.09
182-910-4830	TRANSFERS IN	59,550.00	.00	27,525.00	46.22	32,025.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
	DIFFERENCE	63,650.00	.00	28,119.09	44.18	35,530.91
	PROOF	63,650.00	.00	28,119.09	44.18	35,530.91

January Trust Fund Report

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	51,983.25	.00	3,929.53	.00	48,053.72
Report Total	51,983.25	.00	3,929.53	.00	48,053.72

Statistics

	November	December	January	February
Library Visitors	654	548	479	759
Computer Hours	342	227	209	216
Interlibrary Loans	4	3	9	3
E-book Circulation	36	49	64	31

Agenda Item #5 - Discussion Items

a. Volunteer Policy

VOLUNTEERS

The Van Meter public library needs volunteers to fill a wide range of duties. Anyone interested in volunteering at the library may complete the following. Volunteer Application Form. The Library Director will contact the applicant and will match interests, skill and available working hours to the library's needs. If there are no current needs for the volunteer applicant, the director will notify the person and retain the application.

The Van Meter Public Library makes every effort to place interested, qualified volunteers and does not discriminate in any way with regard to race, religion, creed, sex, age, disability or national origin.

The Van Meter Public Library will follow the same requirements as set by the City of Van Meter. There will be a full background check required.

Adopted 1982

Reviewed May 1990

Reviewed September 2000

Reviewed August 2002

Review 2005

Reviewed 2013

b. Volunteer Application

Van Meter Public Library

Volunteer Application

Date: 2/25/2017 Name: Dorothy Knight

Parent/Guardian Name (if under 18yrs): _____

Date of Birth: 08/04/1986 Gender (circle one): Male Female

Address: 2712 SE 8th Ct, Des Moines IA 50315 Zip: _____

Phone: 515-418-1137 Alternate Phone: _____

Email: dnite333@yahoo.com

Emergency Contact Information: Jeff Knight: 515-418-1136

Please fill out the days and times you are available to volunteer:

Monday Hours Available: _____

Tuesday Hours Available: _____

Wednesday Hours Available: _____

Thursday Hours Available: _____

Friday Hours Available: _____

Saturday Hours Available: _____

Comments or additional information: Available hours will vary depending on the week.

Applicant Signature:  Date: 2/25/2017

Parent/Guardian Signature: _____ Date: _____

(Required if applicant is under 18 years of age)

c. Door Counter

http://www.thelibrarystore.com/product/ad13-04025/patron_counters_and_door_alarms



Ccam 2D People Counter

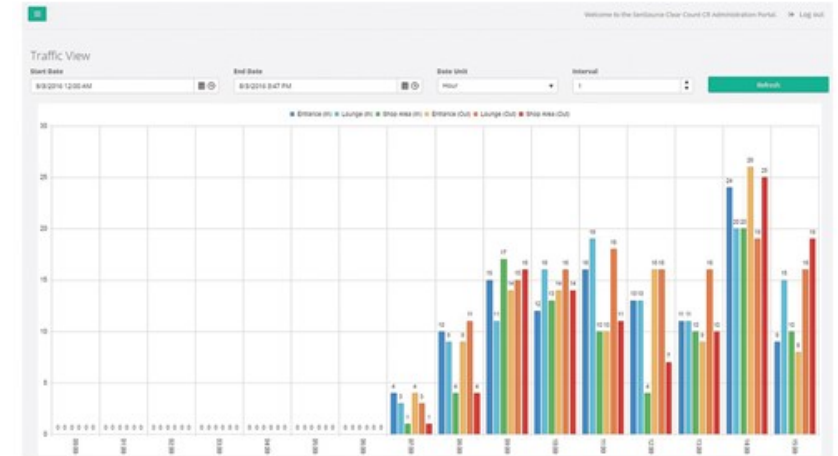
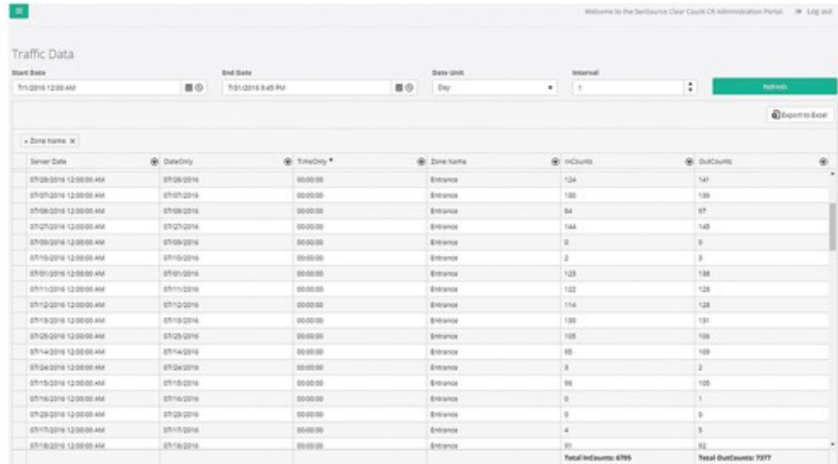
Ideal solution for monitoring and counting foot traffic

It's a directional sensor, detecting and recording both entrance and exit traffic separately. Uses single-lens video technology with algorithms to distinguish patrons walking within the detection zone. Overhead mounted with POE (Power over Ethernet) connection, the Ccam requires no maintenance once installed. Video feed is also used to calibrate the system and validate accuracy. Multiple count zones can be defined within the detection area to track a variety of traffic patterns. This people counter can monitor a double door entrance, approximately 6 feet wide, when mounted on a standard eight foot ceiling and can monitor wider areas when mounted higher with a maximum height of 14 feet.

Overhead mounted

- Power over Ethernet
- Configurable count lines
- On-board reporting via Ethernet
- Easily export data to excel
- Over 1 year of o-board data retention
- Schedule video recordings to validate accuracy
- Requires Ethernet cable connection to PoE switch or PoE injector
- 1 sensor require per single or double door entrance
- Mounting height range: 8 ft. to 14 ft.

Description	Item No.	Price
Ccam 2D People Counter	13-04025	\$895.95



c. Door Counter

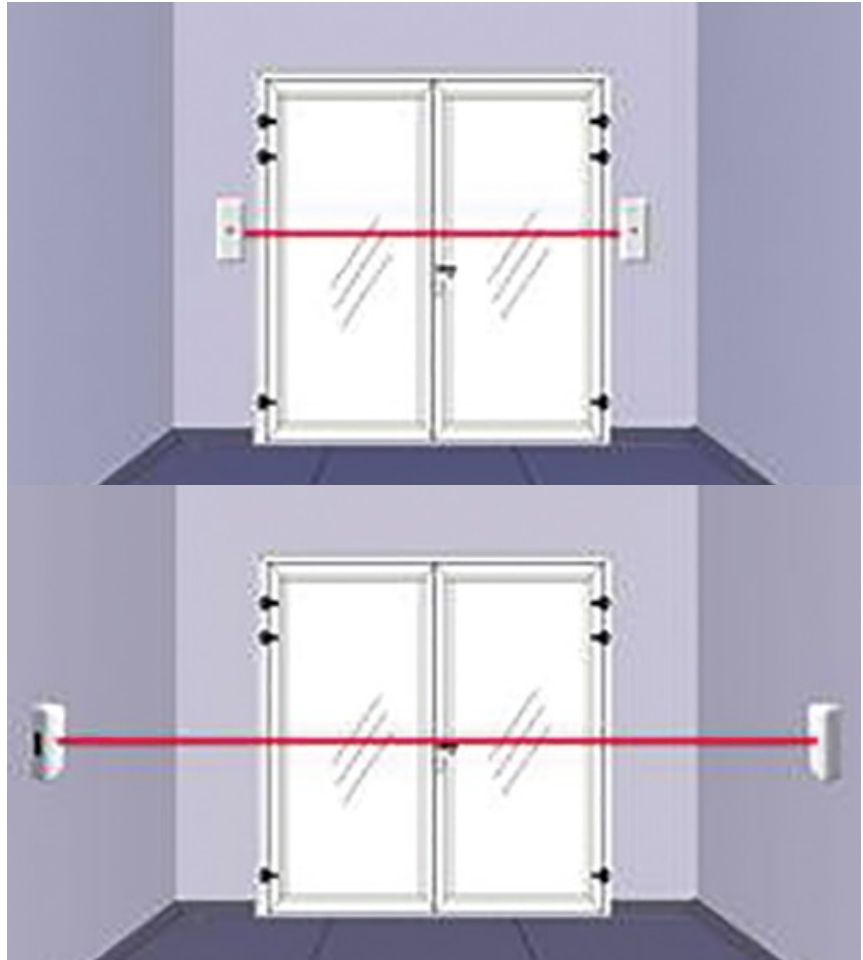
http://www.thelibrarystore.com/product/ad13-04025/patron_counters_and_door_alarms



Wireless Non-Directional People Counter

Versatile yet simple, counter is battery powered

- Battery-powered sensor installs in minutes
- Front-Firing (Opposing wall mount) or Side-Firing (Door-frame mount) in one unit
- 6-digit LCD display indicates counter value and setup parameters
- 3.6V Lithium AA battery
- 25 feet IR sensor range



Description	Item No.	Price
Wireless Photoelectric Non-Directional People Counter	13-04022	\$520.95

c. Door Counter



BoostAccount

\$642.85

Add to Cart

[Add to Wishlist](#)
[Add to Favorites](#)
[Add to Compare](#)



**CompuCount
 Patron Data
 Collector (418 &
 900 MHz)**

\$1,142.85

Add to Cart

[Add to Wishlist](#)
[Add to Favorites](#)
[Add to Compare](#)



**OmniCounter
 People Counter**

\$548.00

Add to Cart

[Add to Wishlist](#)
[Add to Favorites](#)
[Add to Compare](#)



**OmniCounter
 Pro Wireless
 People Counter**

\$395.00

Add to Cart

[Add to Wishlist](#)
[Add to Favorites](#)
[Add to Compare](#)

Wireless patron counters from <http://www.vernonlibrarysupplies.com/security-traffic-control/patron-counters/traf-sys-wireless-patron-counters.html>

- Affordable wireless patron counting solution with directional traffic detection and flexible mounting options. OmniCounter can be used as a standalone solution. The local LCD display shows current number of counts.

Flexible design allows for door-frame mount or wall-mount

- Battery operated for truly wireless installation
- Side, Front, or Dual IR Beam (user selectable)
- Low or High Power IR Range (user selectable)
- 418 MHz radio interface
- Unique serial number embedded in radio packets
- Integrated 6-digit LCD display indicating total counts
- Up to 26 ft. Infrared transmission range in high-power mode
- Small size, light weight, fast, easy and flexible installation

Can be used with Traf-Sys MIU data controller (see patron data collectors to right) and wireless repeater (BoostAccount) enabling you to view your pedestrian traffic data remotely over a network.



**OmniCounter
 People Counter**



**OmniCounter
 Pro Wireless**



BoostAccount



**CompuCount
 Patron Data**

c. Board Member Replacement

Agenda Item # 6 - Action Items

a. Volunteer Policy - No action taken.

b. Volunteer Application

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the volunteer application of Dorothy Knight?

Board Member _____: So moved. Board Member _____: Second.

c. Door Counter

Submitted for: Action

Recommendation: Approval

Sample Motion: Do I hear a motion to approve the proposed \$400.00 budget for the purchase of a door counter?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #7 - Director's Report : Video Recap of progress since 2013 and upcoming progress.

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.