

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

Governmental Body : Van Meter Public Library

Date : February 21<sup>st</sup>, 2018

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.

- a. Call to Order
- b. Roll Call
- c. Emergency Additions and Approval of the Agenda
- d. Consent Agenda
  - a. Minutes
  - b. Claims
  - c. Stats
  - d. Finances
- e. Discussion Items
  - a. Examine new Library Card Application
  - b. Evaluate new Circulation Policy
  - c. Review completed budget worksheets
  - d. Discuss changes in library hours and possible closings for Public Library Management 2 class
  - e. Talk about next steps with ISG and the building project
- f. Action Items
  - a. Vote on changes in library hours
  - b. Vote on paying our part of the initial ISG bill from the Library Building Fund
- g. Director's report
- h. President's report
- i. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Wednesday, February 21<sup>st</sup>, 2018. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Maguire \_\_\_; Devick \_\_\_; Freeman \_\_\_; 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.

Additions:

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.

Agenda Item #5 - Discussion Items

- a. Review new Library Card Application
- b. Review new Circulation Policy
- c. Review completed budget worksheets
- d. Discuss changes in library hours and possible closings for Public Library Management 2 class
- e. Talk about next steps with ISG and the building project

Agenda Item #6 - Action Items

- a. Vote on changes in library hours
- b. Vote on paying our part of the initial ISG bill from the Library Building Fund

Agenda Item #7 – Director's report

Agenda Item #8 – President'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.

## Van Meter Public Library

### Library Board Minutes – 1/17/18

The Van Meter Public Library Board met on Wednesday, January 17<sup>th</sup>, 2018 at the Van Meter Public Library.

President Backstrom called the meeting to order at 6:01 PM. Members present at roll call: Rachel Backstrom, Rachel Devick, Erin Freeman, and Molly Maguire; absent was Amanda Durflinger. Also in attendance was Suzanne Lindaman.

Having no emergency additions, President Backstrom asked for a motion to approve the Agenda. Moved by Freeman, supported by Maguire. Passed unanimously.

After reviewing the Consent Agenda, President Backstrom asked for a motion to approve the Consent Agenda. Moved by Maguire, supported by Devick. Passed unanimously.

The next steps in the building project were discussed. There was a review of the budget worksheets from City Hall. Freeman made a motion to have Maguire move from Vice President to President, it was supported by Devick and approved by all. A motion was made by Freeman to have Devick serve as Vice President, the motion was seconded by Maguire and approved by all.

The Library Director's report was given.

Rachel Backstrom gave her President's report.

Having no further business, President Backstrom asked for a motion to adjourn. Moved by Freeman, supported by Maguire. Passed unanimously. Adjourned at 7:09 p.m.

Van Meter Public Library  
**CirculationSummary**

Transactions 1/1/2018 through 1/31/2018, VMPL

***Totals for This Period***

<b>Checked out</b>	<b>331</b>
<b>Checked in</b>	<b>321</b>
<b>Renewed</b>	<b>52</b>
<b>Used in-library</b>	<b>26</b>
<b>Fines and charges</b>	<b>\$7.99</b>
<b>Payments collected</b>	<b>\$0.00</b>
<b>Ledger adjustments</b>	<b>\$0.00</b>

***As of 2/2/2018, 10:52 am***

<b>Materials checked out</b>	<b>301</b>
<b>Materials overdue</b>	<b>110</b>
<b>Patrons overdue</b>	<b>26</b>

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 1/1/2018 through 1/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Monday	01-Jan-2018							
Tuesday	02-Jan-2018							
Wednesday	03-Jan-2018	17	30	1				
Thursday	04-Jan-2018	9	17	14				
Friday	05-Jan-2018	8	8	6	1			
Saturday	06-Jan-2018	5	6	1				
Sunday	07-Jan-2018							
Monday	08-Jan-2018	10	9	1	2			
Tuesday	09-Jan-2018	7	4					
Wednesday	10-Jan-2018	11	2	1	2			
Thursday	11-Jan-2018	1	5	2				
Friday	12-Jan-2018	11	13	2				
Saturday	13-Jan-2018	21	9	1				
Sunday	14-Jan-2018							
Monday	15-Jan-2018	21	13		3			
Tuesday	16-Jan-2018	38	9	1	2			
Wednesday	17-Jan-2018	14	20		1			
Thursday	18-Jan-2018	11	18	9				
Friday	19-Jan-2018	1	4		1			
Saturday	20-Jan-2018	13	7					
Sunday	21-Jan-2018							
Monday	22-Jan-2018	24	24	2	2			
Tuesday	23-Jan-2018	7	20		2			
Wednesday	24-Jan-2018	4	5		3			
Thursday	25-Jan-2018	24	8					
Friday	26-Jan-2018	6	3		1			
Saturday	27-Jan-2018	8	27					
Sunday	28-Jan-2018							
Monday	29-Jan-2018	15	6	1				
Tuesday	30-Jan-2018	22	41	7	6			
Wednesday	31-Jan-2018	23	13	3		7.99		
<b>Totals</b>		<b>331</b>	<b>321</b>	<b>52</b>	<b>26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 1/2018, FISCAL 7/2018**

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,108.04	20,294.08	53.41	17,705.92
182-410-6020	WAGES - PART TIME	10,500.00	599.64	5,774.81	55.00	4,725.19
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	907.78	453.89	707.78-
182-410-6215	PROGRAMMING	1,500.00	370.88	1,190.86	79.39	309.14
182-410-6220	SUBSCRIPTION	800.00	.00	378.96	47.37	421.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	101.17	25.29	298.83
182-410-6371	UTILITIES	1,500.00	128.21	757.08	50.47	742.92
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	54.41	719.00	119.83	119.00-
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	1,000.00	.00	.00	.00	1,000.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,775.00	88.75	225.00
182-410-6502	LIBRARY MATERIALS	5,000.00	381.15	4,228.46	84.57	771.54
182-410-6506	OFFICE SUPPLIES	2,500.00	31.95	2,660.56	106.42	160.56-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	64,150.00	4,674.28	38,787.76	60.46	25,362.24
		=====	=====	=====	=====	=====
	PROOF	64,150.00	4,674.28	38,787.76	60.46	25,362.24
		=====	=====	=====	=====	=====

**G/L EXPENSE HISTORY REPORT**  
 FROM 01/2018 TO 1/2018

ACCOUNT NUMBER		ACCOUNT NAME	(FISCAL 7/2018 TO 7/2018)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE CHECK NO REF/DESCRIPTION	
182-410-6010		WAGES - FULL TIME			
1/12/18	PR0899			PR DT: 1/07/18	1,554.02
1/26/18	PR0903			PR DT: 1/21/18	1,554.02
ACCOUNT TOTAL					3,108.04
182-410-6020		WAGES - PART TIME			
1/12/18	PR0899			PR DT: 1/07/18	195.80
1/26/18	PR0903			PR DT: 1/21/18	403.84
ACCOUNT TOTAL					599.64
182-410-6215		PROGRAMMING			
1/08/18	AP1226	SYNCB/AMAZON	012018	27438 PROGRAMMING & MATERIALS	370.88
ACCOUNT TOTAL					370.88
182-410-6371		UTILITIES			
1/08/18	AP1226	MIDAMERICAN ENERGY	012018	27433 GAS/ELEC	128.21
ACCOUNT TOTAL					128.21
182-410-6373		TELEPHONE/COMMUNICATIONS			
1/08/18	AP1226	CENTURY LINK	012018	27415 LIB PHONE LINE/FD FAX LINE	49.41
1/08/18	AP1226	WELLS FARGO CC	012018	27443 LIB POSTAGE	5.00
ACCOUNT TOTAL					54.41
182-410-6502		LIBRARY MATERIALS			
1/08/18	AP1226	SYNCB/AMAZON	012018	27438 PROGRAMMING & MATERIALS	364.20
1/08/18	AP1226	GRIT	012018	27422 SUBSRIPTION	16.95
ACCOUNT TOTAL					381.15
182-410-6506		OFFICE SUPPLIES			
1/08/18	AP1226	CULLIGAN	99103	27418 BALANCE ON INVOICE	2.60
1/08/18	AP1226	CULLIGAN	LIB012018	27418 LIB COOLER RENTAL/WATER	29.35
ACCOUNT TOTAL					31.95
REPORT TOTAL					4,674.28



**G/L REVENUE HISTORY REPORT**  
 FROM 01/2018 TO 1/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 7/2018 TO 7/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4470	LIBRARY SERVICE		
1/04/18	RM4324 DALLAS CO AUDITOR	23973 COUNTY LIBRARY	6,852.49
	ACCOUNT TOTAL		6,852.49
182-410-4705	DONATIONS - LIBRARY TRUST		
1/04/18	RM4324 KIM FANKHAUSER	23972 LIBRARY DONATIO MARY JEAN GEBHARDT MEM	50.00
1/10/18	RM4342 HALF PRICE BOOKS	24053 LIBRARY DONATIO SOLD BOOKS	28.00
1/31/18	RM4384 JANA TEACHOUT	24242 LIBRARY DONATIO LIB DONATION	50.00
	ACCOUNT TOTAL		128.00
	REPORT TOTAL		6,980.49

**TREASURER'S REPORT**  
**CALENDAR 1/2018, FISCAL 7/2018**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	49,952.13	6,980.49	4,674.28	.00	52,258.34
Report Total	49,952.13	6,980.49	4,674.28	.00	52,258.34

**REVENUE REPORT**  
**CALENDAR 1/2018, FISCAL 7/2018**

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	934.65	155.78	334.65-
182-410-4470	LIBRARY SERVICE	3,500.00	6,852.49	6,852.49	195.79	3,352.49-
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	128.00	3,015.14	603.03	2,515.14-
182-910-4830	TRANSFERS IN	49,050.00	.00	24,525.00	50.00	24,525.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	53,650.00	6,980.49	35,327.28	65.85	18,322.72
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	6,980.49	35,327.28	65.85	18,322.72
		=====	=====	=====	=====	=====

**TREASURER'S REPORT**  
CALENDAR 1/2018, FISCAL 7/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	10,634.34	.00	.00	.00	10,634.34
Report Total	10,634.34	.00	.00	.00	10,634.34

# Library Card Application



By completing this application I agree as a cardholder, parent, or guardian, to accept full responsibility for all materials selected and borrowed on the account listed below, including any lost, damage, or fines incurred. I agree to abide by all Library regulations.

- I agree to notify the Library if the card is lost or stolen. Failure to do so will result in my liability for all debts related to the account.
- I understand the borrowing period for most materials is three (3) weeks and one (1) week for most DVDs and magazines. Parents or guardians have the responsibility to monitor their children's access to Library materials.
- I agree to use multimedia items, including Blu-ray, DVDs, and CDs, as intended and understand that the Library assumes no responsibility for equipment damage (Blu-ray, DVD, or CD player) that may result from use.
- I will notify the Library of any change in contact information, including address or telephone number.
- Interlibrary loan (ILL) items must be returned to the Van Meter Public Library. Borrowing period for ILL items may be shorter than three weeks.
- Library cards expire every two (2) years. Lost cards incur a \$2.00 replacement fee.
- Courtesy notifications regarding due dates and overdues will be sent by email or by phone.

APPLICANT NAME: (Please print)

CARD NUMBER:

\_\_\_\_\_

APPLICANT ADDRESS:

\_\_\_\_\_

CITY:

STATE:

ZIP CODE:

\_\_\_\_\_

TELEPHONE #1: \_\_\_\_\_

TELEPHONE #2: \_\_\_\_\_

EMAIL: \_\_\_\_\_

VAN METER RESIDENT: \_\_\_\_\_

RURAL RESIDENT: \_\_\_\_\_

RESIDENT OF ANOTHER TOWN: \_\_\_\_\_

# **Circulation Policy**

## **Purpose**

The purpose of this policy is to provide guidelines for the circulation of materials from the Van Meter Public Library.

## **Registration – Library Cards**

Library cards are issued immediately if you have a photo identification and proof of current residential address at the time of application.

Persons eligible for library cards must be a resident of Van Meter or unincorporated Dallas and Madison Counties. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program.

Children who fit the residence requirements and are at least 7 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 16. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children (age 16 and up) not accompanied by a parent need to have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable). If a parent is not present at the time of application, checkout may be limited to two items until the child receives a physical library card.

Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

## **Materials**

Circulating books and books on CD are loaned for a period of three weeks and may be renewed for another three weeks. There are no renewals for items on hold or reserved for another patron.

Circulating Blu-ray, DVDs, and magazines are loaned for a period of one week, series DVDs may be checked out for two weeks. There are no renewals for items on hold or reserved for another patron.

If materials are not returned a notice will be sent by mail. This will be followed by a letter outlining charges for the materials and legal implications of retaining library materials for materials not returned in 30 days from date due. The outside book drop can be used to return materials when the library is closed. Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost plus \$3.00 processing fee.

Persons with overdue materials or unpaid lost materials will not be permitted to check out additional library materials. Materials may continue to be used in the library.

Patrons may request that an item be held for them. The patron will be notified by phone or e-mail. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

### Inter-Library Loan Policy (ILL)

If the Van Meter Public Library does not have certain material requested by a patron, the librarians will be glad to request the materials from SILO (State of Iowa Libraries Online).

Limits: Patrons will be limited to 3 items requested at one time. The total amount could go up to 5 items depending on the type of materials and usage intended. For example: a school teacher could request up to 5 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the number of items a person may request in the course of a fiscal year (July-June).

Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will e-mail the lending library and request an extension; then contact the patron with the answer.

### Audiovisual Loan Policy

The Van Meter Public Library cannot deny anyone the right to use sources it offers. The Motion Picture Association of America (MPAA) ratings for videos are guidelines to assist patrons in deciding which movies to watch. Parents are urged to learn about films they want their children to see by reading reviews and feature articles or speaking with those who have seen or heard of the movie. Library staff may also provide information on movies in the collection.

Borrowers may not charge any fees in connection with the use of any audiovisual materials. Blu-ray and DVDs are copyrighted materials and illegal duplication is prohibited by federal law.

Audiovisual materials may be reserved on a first-come, first-served basis. If a request must be cancelled, the library will need to be notified.

Adopted –



505 Grant Street  
PO Box 160  
Van Meter, IA 50261  
515-996-2435  
vanmeteria.gov  
library@vanmeteria.gov

TO: Budget Committee  
FROM: Suzanne Lindaman, Library Director  
DATE: February 19, 2018  
RE: 2018-2019 Budget Proposal for the Van Meter Public Library

Dear Budget Committee:

What follows is the requested budget proposal for review and consideration. We are requesting the monies that were removed from the 2017-2018 budget to be reinstated.

#### 182-410-6010 Wages – Full Time

To follow the adopted Employee Compensation and Classification Plan, we are asking for the full-time wages to be increased to \$40,500.00.

#### 182-410-6020 Wages – Part-Time

The increase in programming for all ages and outreach to the school and local daycares necessitates a part time employee.

#### 182-410-6210 Dues

Dues paid to the Iowa Library Association to aide in professional development.

#### 182-410-6215 Programming

Programming costs money. Most performers, authors, and speakers charge between \$200.00-\$500.00. We have been fortunate to not spend much this year, but even having the Blank Park Zoo come is \$90.00.



182-410-6220 Subscription

We are evaluating the usage of the subscriptions the library currently has and recommend adding the Dallas County newspaper and the Des Moines Register.

182-410-6230 Training

A token \$100.00 in this fund is for the cost of any professional development.

182-410-6311 Operation and Maintenance

This item will remain the same as last year.

182-410-6371 Utilities

This item will remain the same as last year.

182-410-6373 Telephone/Communications

This item will remain the same as last year.

182-410-6419 Technology

Monies added to this line will be for replacement of broken equipment.

182-410-6499 Other Contractual Services

These funds pay for the annual subscription to our library management system, Bridges, and Gale (online materials).

182-410-6502 Library Materials

This increased to \$7,000.00 to be at least 10% of our total budget. We need to spend this much to maintain a Tier Status Level III. This is the Highest Tier Level Status. This amount includes fiction and non-fiction book for all ages, DVDs, and audiobooks.

182-410-6506 Office Supplies

We raised this number slightly to reflect the amount being spent.

This comes to spending power of \$70,700.00. We are asking for funding to revert back to the amount in the 2016-2017 fiscal year, \$59,550.00. I thank you for looking this request over and I am available to discuss any of these library budget items with you.

Again, I thank you for your consideration of this request and will continue to use funds wisely to the city and public's benefit.

Respectfully Submitted,

Suzanne Lindaman, Library Director

**BUDGET WORKSHEET**  
**CALENDAR 12/2017, FISCAL 6/2018**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
182-410-4440 STATE GRANTS	581.75	544.89	600.00	934.65	<u>1,000.00</u>
182-410-4470 LIBRARY SERVICE	3,702.85	6,852.49	3,500.00	.00	<u>3,000.00</u>
182-410-4705 DONATIONS - LIBRARY TRUST	1,758.00	1,122.72	500.00	2,887.14	<u>1,000.00</u>
182-910-4830 TRANSFERS IN	55,050.00	59,550.00	49,050.00	24,525.00	<u>59,550.00</u>
182-950-4300 INTEREST	.87	.00	.00	.00	
	=====	=====	=====	=====	
DIFFERENCE	61,093.47	68,070.10	53,650.00	28,346.79	<u>64,550.00</u>
	=====	=====	=====	=====	
	=====	=====	=====	=====	
PROOF	61,093.47	68,070.10	53,650.00	28,346.79	_____
	=====	=====	=====	=====	

**BUDGET WORKSHEET**  
**CALENDAR 12/2017, FISCAL 6/2018**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
182-410-6010 WAGES - FULL TIME	38,018.30	32,169.99	38,000.00	17,186.04	<u>40,500.00</u>
182-410-6020 WAGES - PART TIME	4,366.34	10,129.42	10,500.00	5,175.17	<u>10,500.00</u>
182-410-6030 WAGES - SEASONAL/TEMP	.00	.00	.00	.00	<u>-</u>
182-410-6210 DUES	143.00	157.53	200.00	907.78	<u>100.00</u>
182-410-6215 PROGRAMMING	1,978.36	1,125.61	1,500.00	819.98	<u>2,000.00</u>
182-410-6220 SUBSCRIPTION	948.44	797.80	800.00	378.96	<u>1,000.00</u>
182-410-6230 TRAINING	100.00	18.45	150.00	.00	<u>100.00</u>
182-410-6311 OPERATION & MAINTENANCE	451.97	319.21	400.00	101.17	<u>400.00</u>
182-410-6371 UTILITIES	1,264.93	1,574.25	1,500.00	628.87	<u>1,500.00</u>
182-410-6373 TELEPHONE/COMMUNICATIONS	630.26	589.59	600.00	664.59	<u>600.00</u>
182-410-6408 INSURANCE	.00	.00	.00	.00	<u>-</u>
182-410-6413 PAYMENTS - OTHER AGENCIES	.00	4,291.79	.00	.00	<u>-</u>
182-410-6419 TECHNOLOGY	.00	.00	.00	.00	<u>1,500.00</u>
182-410-6424 COMMUNITY INTERSET	972.00	683.62	1,000.00	.00	<u>-</u>
182-410-6499 OTHER CONTRACTUAL SERV	4,424.31	1,993.74	2,000.00	1,775.00	<u>2,500.00</u>
182-410-6502 LIBRARY MATERIALS	5,929.49	4,367.78	5,000.00	3,847.31	<u>7,000.00</u>
182-410-6506 OFFICE SUPPLIES	2,259.39	1,462.07	2,500.00	2,628.61	<u>3,000.00</u>
					<u>70,700.00</u>

**BUDGET WORKSHEET**  
**CALENDAR 12/2017, FISCAL 6/2018**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
182-410-6511 MEMORIAL MATERIALS	.00	.00	.00	.00	_____
182-910-6910 TRANSFERS OUT	.00	.00	.00	10,500.00	_____
	=====	=====	=====	=====	
DIFFERENCE	61,486.79	59,680.85	64,150.00	44,613.48	_____
	=====	=====	=====	=====	
	=====	=====	=====	=====	
PROOF	61,486.79	59,680.85	64,150.00	44,613.48	_____
	=====	=====	=====	=====	

**BUDGET WORKSHEET**  
**CALENDAR 12/2017, FISCAL 6/2018**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
051-410-4440 STATE GRANTS	.00	.00	.00	3,000.00	_____
051-410-4705 DONATIONS	.00	.00	.00	.00	_____
051-410-4710 REIMBURSEMENTS	.00	.00	.00	.00	_____
051-910-4830 TRANSFERS IN	.00	.00	.00	10,500.00	_____
051-950-4300 INTEREST	.06	.00	.00	.00	_____
	=====	=====	=====	=====	
DIFFERENCE	.06	.00	.00	13,500.00	_____
	=====	=====	=====	=====	
	=====	=====	=====	=====	
PROOF	.06	.00	.00	13,500.00	_____
	=====	=====	=====	=====	

**BUDGET WORKSHEET**  
**CALENDAR 12/2017, FISCAL 6/2018**

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
051-410-6220 SUBSCRIPTION	75.80	.00	.00	.00	_____
051-410-6419 TECHNOLOGY SERVICES	.00	.00	.00	.00	_____
051-410-6499 OTHER CONTRACTUAL SERV	.00	.00	.00	3,000.00	<u>5,000.00</u> (ISG)
051-410-6502 LIBRARY MATERIALS	.00	.00	.00	.00	_____
051-910-6910 TRANSFERS OUT	.00	.00	.00	.00	_____
	=====	=====	=====	=====	
DIFFERENCE	75.80	.00	.00	3,000.00	_____
	=====	=====	=====	=====	
	=====	=====	=====	=====	
PROOF	75.80	.00	.00	3,000.00	_____
	=====	=====	=====	=====	

# Van Meter Public Library Director's Report

February 2018

## January Statistics

- Visitors – 456
- Programs – 15
- Programming attendance – 108
- Outreach attendance – 216
- Computer usage – 86
- Wireless usage – 64
- Reference questions – 70
- Fax/Scan – 5
- Copy/Print – 11
- Library checkouts – 331
- Renewals – 52
- Materials borrowed from other libraries – 5
- Materials loaned to other libraries – 2
- E-books & e-audiobooks usage – 108

## Activities

- Public Library Management 2 class starts April 6<sup>th</sup> with an all-day class and continues from 9:00 – 12:00 for the next seven Fridays.
- Attending the Summer Reading Workshop on Thursday, March 8<sup>th</sup> from 10:00 – 1:00.
  - Have two performers booked for the summer
  - Asking local businesses to donate funds or in-kind for prizes.
- Two more visits to the school this past month.
  - All the middle school students are signed up to use e-books and audiobooks through the public library and we have seen an increase in usage of over 25%.
  - Signed up the 9<sup>th</sup> graders to use our research database for their projects.
- Past programming
  - On January 10<sup>th</sup> Cindy Blobaum, from Dallas County Conservation, visited the library again. We will have two more visits from her and have scheduled a program for summer reading with them.



- We had eight people attend the program with Al Perales about frauds and scams that are affecting our citizens. He encourages people to call their office with any issues, they are here to help.
- Our Special Saturday Story Time for February was a hit! There was a crowd of 18 to learn about healthy eating from our ISU Extension guests, and afterward we made yogurt parfaits.



- Upcoming programming
  - Dallas County Conservationist program on February 14<sup>th</sup>.
  - On February 22<sup>nd</sup> we will have Brad Wilkening, a member of the Iowa Holocaust Council, visit the library. He will talk about the Holocaust and how it still affects us today.
  - The Special Saturday Story Time on March 3<sup>rd</sup> will have a special guest, Miranda Steinfeldt, who will teach the children yoga poses.



# February 2018 Bills

DATE PAID	COMPANY	AMOUNT
1/30/2018	Amazon - materials and programming	\$677.44
1/30/2018	Villisca Public Library - book	\$10.00
1/30/2018	Century Link - phone	\$49.46
1/30/2018	Stuart Public Library - large print books	\$40.00
1/30/2018	Prairie City Public Library - ILL not returned 12/16	\$20.00
1/30/2018	Monticello Public Library - DVD	\$10.00
1/30/2018	Lawler Public Library - book	\$5.00
1/30/2018	Ida Grove Public Library - books	\$20.00
1/31/2018	State Library of Iowa, Dori Buls - class	\$50.00
2/1/2018	Culligan - water bottles	\$37.35
2/6/2018	Wells Fargo Credit Card - postage	\$7.56
2/6/2018	Iowa Library Association - library membership	\$85.00
2/12/2018	Time Magazine - subscription	\$44.95
2/12/2018	Office Depot - SRP prizes	\$156.78