

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : March 21st, 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.

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. Welcome new board member
 - b. Review completed budget worksheets
 - c. Review Personnel Policy
 - d. Update on ISG and the building project
6. Action Items
 - a. Vote on new Circulation Policy
7. Director's report
8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock PM on Wednesday, February 21st, 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. Welcome new board member
- b. Review completed budget worksheets
- c. Review Personnel Policy
- d. Update on ISG and the building project

Agenda Item #6 - Action Items

- a. Vote on new Circulation Policy

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 – 2/21/18

The Van Meter Public Library Board met on Wednesday, February 21st, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:00 PM. Members present at roll call: Molly Maguire, Rachel Devick, Erin Freeman, and Amanda Durflinger. Also in attendance was Suzanne Lindaman.

Freeman motioned to add an action item to the Agenda about moving funds from the Library Trust Fund to the Library Building Fund. Seconded by Devick. Passed unanimously.

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

The Library Board of Trustees reviewed the new Library Card Application and the Circulation Policy. They will be voted on at the next meeting. There was a review of the completed budget worksheets from City Hall. Freeman asked to have clarification on the amount paid in Dues in this fiscal year. Making a change to the hours the library is open and closing the library while the Director is attending Public Library Management II class was discussed. Devick made a motion to approve the changes, it was supported by Durflinger and approved by all. A motion was made by Freeman to move \$10,000 Durflinger from the Library Trust Fund to the Library Building Fund. It was approved by all. There was discussion of the building project and the hiring of ISG as architect.

The Library Director's report was given.

Molly Maguire gave her President's report.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Durflinger. Passed unanimously. Adjourned at 7:23 p.m.

Van Meter Public Library
CirculationSummary
Transactions 2/1/2018 through 2/28/2018, VMPL

Totals for This Period

Checked out	401
Checked in	342
Renewed	80
Used in-library	22
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 3/5/2018, 12:54 pm

Materials checked out	337
Materials overdue	102
Patrons overdue	30

Van Meter Public Library
Multi-Day Circulation Statistics

Transactions 2/1/2018 through 2/28/2018, VMPL

Date	Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments	
Thursday	01-Feb-2018	19	2	3				
Friday	02-Feb-2018	12	4	1			1	
Saturday	03-Feb-2018	14	12					
Sunday	04-Feb-2018							
Monday	05-Feb-2018	38	14				1	
Tuesday	06-Feb-2018	13	25				3	
Wednesday	07-Feb-2018	11	25					
Thursday	08-Feb-2018	19	11	6				
Friday	09-Feb-2018	11					1	
Saturday	10-Feb-2018	2	8					
Sunday	11-Feb-2018							
Monday	12-Feb-2018	18	24	2				
Tuesday	13-Feb-2018	20	15	2				
Wednesday	14-Feb-2018	14	13	3			4	
Thursday	15-Feb-2018	14	5	13				
Friday	16-Feb-2018	10	16	1			1	
Saturday	17-Feb-2018		18	2			1	
Sunday	18-Feb-2018							
Monday	19-Feb-2018	53	20	18			3	
Tuesday	20-Feb-2018	5	2	1				
Wednesday	21-Feb-2018	10	13					
Thursday	22-Feb-2018	5	14	1				
Friday	23-Feb-2018	28	16	13				
Saturday	24-Feb-2018	6	7	2				
Sunday	25-Feb-2018							
Monday	26-Feb-2018	12	24	1			2	
Tuesday	27-Feb-2018	40	48	5			2	
Wednesday	28-Feb-2018	27	6	6			3	
Totals		401	342	80	22	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 2/2018, FISCAL 8/2018

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,053.83	23,347.91	61.44	14,652.09
182-410-6020	WAGES - PART TIME	10,500.00	805.23	6,580.04	62.67	3,919.96
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	85.00	992.78	496.39	792.78-
182-410-6215	PROGRAMMING	1,500.00	95.90	1,286.76	85.78	213.24
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	50.00	151.17	37.79	248.83
182-410-6371	UTILITIES	1,500.00	267.99	1,025.07	68.34	474.93
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	57.02	776.02	129.34	176.02-
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	686.54	4,915.00	98.30	85.00
182-410-6506	OFFICE SUPPLIES	2,500.00	37.35	2,697.91	107.92	197.91-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	64,150.00	5,138.86	43,926.62	68.47	20,223.38
	PROOF	64,150.00	5,138.86	43,926.62	68.47	20,223.38

G/L EXPENSE HISTORY REPORT
 FROM 02/2018 TO 2/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2018 TO 8/2018)		AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
182-410-6010	WAGES - FULL TIME			
2/09/18	PR0907			PR DT: 2/04/18 1,499.81
2/23/18	PR0911			PR DT: 2/18/18 1,554.02
ACCOUNT TOTAL				3,053.83
182-410-6020	WAGES - PART TIME			
2/09/18	PR0907			PR DT: 2/04/18 398.94
2/23/18	PR0911			PR DT: 2/18/18 406.29
ACCOUNT TOTAL				805.23
182-410-6210	DUES			
2/12/18	AP1236	IOWA LIBRARY ASSOCIATION	022018	27478 IA LIB ASSOC 2018 MEMBERSHIP 85.00
ACCOUNT TOTAL				85.00
182-410-6215	PROGRAMMING			
2/12/18	AP1236	SYNCB/AMAZON	022018	27507 PROGRAMMING AND MATERIALS 95.90
ACCOUNT TOTAL				95.90
182-410-6311	OPERATION & MAINTENANCE			
2/12/18	AP1236	STATE LIBRARY OF IOWA	022018	27505 PUBLIC LIB MANAGEMENT CLASS 2 50.00
ACCOUNT TOTAL				50.00
182-410-6371	UTILITIES			
2/12/18	AP1236	MIDAMERICAN ENERGY	022018	27493 GAS/ELEC 223.04
2/12/18	AP1236	TIME	022018	27508 SUBSCRIPTION 44.95
ACCOUNT TOTAL				267.99
182-410-6373	TELEPHONE/COMMUNICATIONS			
2/12/18	AP1236	CENTURY LINK	022018	27460 LIB PHONE LINE/FD FAX LINE 49.46
2/12/18	AP1236	WELLS FARGO CC	022018	27518 CREDIT CARD EXPENSES 7.56
ACCOUNT TOTAL				57.02
182-410-6502	LIBRARY MATERIALS			
2/12/18	AP1236	SYNCB/AMAZON	022018	27507 PROGRAMMING AND MATERIALS 581.54
2/12/18	AP1236	MONTICELLO PUBLIC LIBRARY	022018	27496 DVD 10.00
2/12/18	AP1236	IDA GROVE PUBLIC LIBRARY	022018	27476 BOOKS & DVDS 20.00
2/12/18	AP1236	STUART LIBRARY FOUNDATION	022018	27506 BOOKS 40.00
2/12/18	AP1236	LAWLER PUBLIC LIBRARY	01	27487 BOOK 5.00
2/12/18	AP1236	VILLISCA PUBLIC LIBRARY	VM100	27515 BOOKS 10.00
2/12/18	AP1236	PRAIRIE CITY PUBLIC LIB	022018	27500 BOOK 20.00
ACCOUNT TOTAL				686.54
182-410-6506	OFFICE SUPPLIES			
2/12/18	AP1236	CULLIGAN	LIB022018	27462 WATER/COOLER 37.35

G/L EXPENSE HISTORY REPORT
FROM 02/2018 TO 2/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2018 TO 8/2018)	AMOUNT
DATE JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE CHECK NO REF/DESCRIPTION	
182-410-6506	OFFICE SUPPLIES		----- 37.35
	ACCOUNT TOTAL		
		REPORT TOTAL	=====
			5,138.86

TREASURER'S REPORT
CALENDAR 2/2018, FISCAL 8/2018

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	52,258.34	86.30	5,138.86	.00	47,205.78
Report Total	52,258.34	86.30	5,138.86	.00	47,205.78

REVENUE REPORT
CALENDAR 2/2018, FISCAL 8/2018

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	934.65	155.78	334.65-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	6,852.49	195.79	3,352.49-
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	86.30	3,101.44	620.29	2,601.44-
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	86.30	35,413.58	66.01	18,236.42
		=====	=====	=====	=====	=====
	PROOF	53,650.00	86.30	35,413.58	66.01	18,236.42
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
 FROM 02/2018 TO 2/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2018 TO 8/2018)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
2/22/18	RM4430 MISC	24513 LIBRARY DONATIO DONATIONS/FINES	33.30
2/22/18	RM4430 GERI RICHARDS	24514 LIBRARY DONATIO DONATIONS/FINES	35.00
2/28/18	RM4438 HALF PRICE BOOKS	24555 LIBRARY DONATIO BOOKS SOLD	18.00
	ACCOUNT TOTAL		----- 86.30
		REPORT TOTAL	===== 86.30

TREASURER'S REPORT
CALENDAR 2/2018, FISCAL 8/2018

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



505 Grant Street
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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	<u> </u>
=====	=====	=====	=====	=====	
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	<u> </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
182-410-6010 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>4,000.00</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>4,500.00</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	_____
	=====	=====	=====	=====	

Personnel Policy

The Van Meter Public Library will follow the City of Van Meter policy for personnel.

Evaluation

Evaluation of the director is made yearly by the library board at least one month before the end of the fiscal year. Evaluations of all library staff are made yearly by the director or supervisor in the month of the employee's anniversary date.

Adopted –

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 –

Van Meter Public Library Director's Report

March 2018

February Statistics

- Visitors – 464
- Programs – 12
- Programming attendance – 91
- Outreach attendance – 114
- Computer usage – 88
- Wireless usage – 55
- Reference questions – 59
- Fax/Scan – 3
- Copy/Print – 7
- Library checkouts – 401
- Renewals – 80
- Materials borrowed from other libraries – 9
- Materials loaned to other libraries – 1
- E-books & e-audiobooks usage – 74

Activities

- The Library Foundation has planned fundraisers at GroVer's Flavors on March 24, April 21, and May 19.
- Combined fundraisers, from the library and Public Safety groups, are planned for June 23, July 14, and August 4.
- Change in library hours to accommodate programming and the needs of working families.
 - Monday 10:00 – 5:00
 - Tuesday 12:00 – 8:00
 - Wednesday 10:00 – 5:00
 - Thursday 12:00 – 8:00
 - Friday 10:00 – 5:00
 - Saturday 10:00 – 3:00

- Adding a STEAM program one Saturday a month for elementary age children. (science, technology, engineering, art, and mathematics)
- Attended a workshop on March 8th to plan for the Summer Reading Program.
 - This year's theme is 'Libraries Rock'.
 - The kick-off will be the Saturday of Raccoon River Days.
- Signed up to attend a class called 'Small Change: Building Financial Security'.
 - Two components of the class are to –
 - Increase your knowledge of trusted personal finance resources and successful library programs for adults & children
 - Complete a plan for a library program, including an overview of the economics and demographics of your community that supports a need for programming
- Past programming
 - On February 14th Cindy Blobaum, from Dallas County Conservation, visited the library again.
 - People braved the cold and snow to listen to Brad Wilkening talk about what the Holocaust has taught us about standing up for what is right.



- Our Special Saturday Story Time for March had the kids in a twist! There was a crowd of 17 to learn yoga from our guest Miranda Steinfeldt.



- Upcoming programming
 - Dallas County Conservationist on Wednesday, March 21st from 3:30 – 4:15 p.m. Critter Cindy will be here for her last visit this school year. This month she will talk about bison and covered wagons.
 - STEAM Saturday, March 24th from 10:30 – 11:30 a.m. This Saturday event is geared for elementary age children and focuses on STEAM. Join us for an hour of hands-on fun!
 - It Came from the Library! Movie on Thursday, April 12th, from 7:00 – 8:30 p.m. How bad can a movie get? We will search for the worst movies to mock. Snacks will be provided, but please BYOB. Age 21 and over only.
 - Special Saturday Story Time on April 14th, from 1:00 – 2:00 p.m. Public Safety are teaming up for a bike rodeo! Have your bike and helmet inspected and try out our obstacle course.

March 2018 Bills

DATE PAID	COMPANY	AMOUNT
3/3/2018	Amazon - materials and programming	\$946.39
3/3/2018	Villisca Public Library - book	\$10.00
3/3/2018	Century Link - phone	\$49.46
3/8/2018	Emmetsburg Public Library - book	15.99
3/3/2018	Union Public Library - books	\$19.00
3/3/2018	Spillville Public Library - book	\$5.00
3/3/2018	Friends of the Perry Public Library - Toddler Fest	\$50.00
3/3/2018	Osage Public Library - books	\$30.00
3/3/2018	Orange City Public Library - audiobooks	\$82.33
3/3/2018	Culligan - water bottles	\$41.10
3/8/2018	Wells Fargo Credit Card - postage	\$13.13
3/3/2018	Linda McCann - program 2/20/18	\$25.00
3/3/2018	Hawkins Memorial Library - books	\$18.00
3/8/2018	Harlan Public Library - new book stickers	\$5.06