



Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: July 22, 2021

Time: 6:00 PM

Place: Van Meter Public Library (505 Grant Street)

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. Approval of the Agenda
4. Consent Agenda
  - A. Minutes May 19, 2021 meeting
  - B. June Finances & Claims
  - C. July Financial & Claims
5. Election of Officers - Discussion and Action
6. Director's Ninety-Day Review – Discussion and Action
7. Proposed Revisions to Re-opening Plan - Discussion and Action
8. Proposed Revisions of Hours and Closings Policy - Discussion and Action
9. Proposed Mission and Values Policy – Discussion and Action
10. 2021 Survey Results and Analysis – Discussion and Action
11. FY22 Library Closing Dates – Informational Only
12. FY22 Library Board Dates – Informational Only
13. Reports
  - A. Director's Report
  - B. President's Report
14. Adjourn

Van Meter Public Library

5/19/2021 Board Meeting Minutes

On May 19<sup>th</sup> 2021, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:00pm by President Backstrom.

In attendance were Backstrom, Warwick, McCombs, and Kendall. Miller was absent. Nancy Studebaker and Joe Herman were also in attendance.

President Backstrom asked for an approval for the agenda, Warwick motioned, McCombs seconded. Passed unanimously.

President Backstrom reviewed the consent agenda; McCombs motioned to approve, Kendall seconded; passed unanimously.

Discussion Items:

The proposed reopening plan was presented by Studebaker, discussion was held. Proposed revisions of hours and closings were presented by Studebaker, discussion was held.

\$5000 American Rescue Plan Act Reimbursement Plan was presented by Studebaker, discussion was held.

Action Items:

McCombs motioned to approve the public survey. Seconded by Kendall, passed unanimously.

Warwick motioned to approve the financial policy. McCombs seconded, passed unanimously.

Kendall motioned to approve the bulletin board policy. Seconded by McCombs, passed unanimously.

McCombs motioned to approve the line-item allocations. Seconded by Warwick, passed unanimously.

Director and President reports were given.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, Kendall seconded. Passed unanimously. Adjured at 6:35 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, June 16th at 6:00pm.

**JUNE FINANCIALS**

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	43,749.00	1,692.31	40,432.09	92.42	3,316.91
182-410-6020	WAGES - PART TIME	11,000.00	393.40	10,179.49	92.54	820.51
182-410-6210	DUES	75.00				75.00
182-410-6215	PROGRAMMING	3,500.00		1,467.20	41.92	2,032.80
182-410-6220	SUBSCRIPTION	750.00		614.84	81.98	135.16
182-410-6230	TRAINING	150.00				150.00
182-410-6311	OPERATION & MAINTENANCE	400.00		184.77	46.19	215.23
182-410-6371	UTILITIES	1,650.00		1,071.89	64.96	578.11
182-410-6373	TELEPHONE/COMMUNICATIONS	1,000.00		593.30	59.33	406.70
182-410-6419	TECHNOLOGY	5,000.00		2,444.32	48.89	2,555.68
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00		1,200.00	100.00	
182-410-6502	LIBRARY MATERIALS	8,526.00		3,833.84	44.97	4,692.16
182-410-6506	OFFICE SUPPLIES	3,000.00		941.00	31.37	2,059.00
	LIBRARY TOTAL	80,000.00	2,085.71	62,962.74	78.70	17,037.26
182-910-6910	TRANSFERS OUT			10,000.00		10,000.00-
	TRANSFERS IN/OUT TOTAL	.00	.00	10,000.00	.00	10,000.00-
	LIBRARY TRUST FUND TOTAL	80,000.00	2,085.71	72,962.74	91.20	7,037.26
	TOTAL EXPENSES	80,000.00	2,085.71	72,962.74	91.20	7,037.26

**GENERAL LEDGER REPORT**  
FROM 5/2021 TO 6/2021

**JUNE FINANCIALS**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 11/2021 TO 12/2021)			DEBITS	CREDITS	NET CHANGE	
JOURNAL	DATE	PERIOD	ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	ENDING BAL	
182-000-1110				CHECKING - LIBRARY TRUST			35,618.19		
AP1945	5/10/21	11/21		4 VERIZON WIRELE	2021-05	7	AP CHECK UPDATE	53.91	
AP1945	5/10/21	11/21		24 MIDAMERICAN EN	2021-05	4	30247 AP CHECK UPDATE	85.79	
AP1945	5/10/21	11/21		352 OVERDRIVE INC	06497C021162732				
						1	30252 AP CHECK UPDATE	245.48	
AP1945	5/10/21	11/21		516 BAKER & TAYLOR	2021-04	1	30203 AP CHECK UPDATE	102.00	
AP1945	5/10/21	11/21		1036 VC3 INC	61029	5	30273 AP CHECK UPDATE	198.98	
PR1329	5/14/21	11/21					PR DT: 5/09/21	353.49	
PR1329	5/14/21	11/21					PR DT: 5/09/21	2,062.11	
PR1334	5/28/21	11/21					PR DT: 5/23/21	363.56	
PR1334	5/28/21	11/21					PR DT: 5/23/21	2,918.50	
							-----		
							717.05	5,666.77	30,668.47
PR1338	6/11/21	12/21					PR DT: 6/06/21	350.65	
PR1338	6/11/21	12/21					PR DT: 6/06/21	2,046.28	
							-----		
							350.65	2,046.28	28,972.84
				BUDGET		.00			
				ENCUMBERED		.00			
				AVAILABLE	28,972.84-		1,067.70	7,713.05	28,972.84
182-000-1150				IPAIT				.00	
182-000-1160				SAVINGS/CD'S				16,870.91	
182-050-2020				ACCOUNTS PAYABLE				957.48	
182-050-2120				FEDERAL W/H PAYABLE				73.90	
PR1329	5/14/21	11/21					PR DT: 5/09/21	115.64	
PR1329	5/14/21	11/21					PR DT: 5/09/21	115.64	
PR1334	5/28/21	11/21					PR DT: 5/23/21	115.64	
PR1334	5/28/21	11/21					PR DT: 5/23/21	115.64	
							-----		
							231.28	231.28	73.90
PR1338	6/11/21	12/21					PR DT: 6/06/21	115.64	
PR1338	6/11/21	12/21					PR DT: 6/06/21	115.64	
							-----		
							115.64	115.64	73.90
				BUDGET		.00			
				ENCUMBERED		.00			
				AVAILABLE	73.90-		346.92	346.92	73.90
182-050-2121				FICA W/H PAYABLE				270.12	
PR1329	5/14/21	11/21					PR DT: 5/09/21	310.08	
PR1329	5/14/21	11/21					PR DT: 5/09/21	310.08	
PR1334	5/28/21	11/21					PR DT: 5/23/21	319.08	
PR1334	5/28/21	11/21					PR DT: 5/23/21	319.08	

**GENERAL LEDGER HISTORY REPORT**  
FROM 5/2021 TO 6/2021

**JUNE FINANCIALS**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 11/2021 TO 12/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME			INVOICE NO CHECK NO REFERENCE				ENDING BAL
182-050-2121		FICA W/H PAYABLE				270.12	
					629.16	629.16	270.12
PR1338 6/11/21 12/21			PR DT: 6/06/21		307.52		
PR1338 6/11/21 12/21			PR DT: 6/06/21			307.52	
					307.52	307.52	270.12
			BUDGET .00				
			ENCUMBERED .00				
			AVAILABLE 270.12-		936.68	936.68	270.12
182-050-2122		STATE W/H PAYABLE				.00	
PR1329 5/14/21 11/21			PR DT: 5/09/21			63.00	
PR1334 5/28/21 11/21			PR DT: 5/23/21		128.00		
PR1334 5/28/21 11/21			PR DT: 5/23/21			65.00	
					128.00	128.00	.00
PR1338 6/11/21 12/21			PR DT: 6/06/21			62.00	
					.00	62.00	62.00
			BUDGET .00				
			ENCUMBERED .00				
			AVAILABLE 62.00-		128.00	190.00	62.00
182-050-2123		IPERS W/H PAYABLE				.00	
PR1329 5/14/21 11/21			PR DT: 5/09/21			330.69	
PR1334 5/28/21 11/21			PR DT: 5/23/21		670.66		
PR1334 5/28/21 11/21			PR DT: 5/23/21			339.97	
					670.66	670.66	.00
PR1338 6/11/21 12/21			PR DT: 6/06/21			328.08	
					.00	328.08	328.08
			BUDGET .00				
			ENCUMBERED .00				
			AVAILABLE 328.08-		670.66	998.74	328.08
182-050-2124		INSURANCE W/H PAYABLE				30.92-	
182-050-3950		FUND BALANCE				42,368.75	
182-410-4440		STATE GRANTS				1,387.95	
182-410-4470		LIBRARY SERVICE				5,389.13	
182-410-4705		DONATIONS - LIBRARY TRUST				.00	
182-410-6010		WAGES - FULL TIME			35,355.16		

**GENERAL LEDGER HISTORY REPORT**  
FROM 5/2021 TO 6/2021

**JUNE FINANCIALS**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 11/2021 TO 12/2021)		DEBITS	CREDITS	NET CHANGE
JOURNAL DATE PERIOD ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE				ENDING BAL
182-410-6010		WAGES - FULL TIME			35,355.16		
PR1329 5/14/21 11/21			PR DT: 5/09/21		1,692.31		
PR1334 5/28/21 11/21			PR DT: 5/23/21		1,692.31		
					-----		
					3,384.62	.00	38,739.78
PR1338 6/11/21 12/21			PR DT: 6/06/21		1,692.31		
					-----		
					1,692.31	.00	40,432.09
			BUDGET	43,749.00			
			ENCUMBERED	.00			
			AVAILABLE	3,316.91	5,076.93	.00	40,432.09
182-410-6020		WAGES - PART TIME			8,907.15		
PR1329 5/14/21 11/21			PR DT: 5/09/21		410.00		
PR1334 5/28/21 11/21			PR DT: 5/23/21		468.94		
					-----		
					878.94	.00	9,786.09
PR1338 6/11/21 12/21			PR DT: 6/06/21		393.40		
					-----		
					393.40	.00	10,179.49
			BUDGET	11,000.00			
			ENCUMBERED	.00			
			AVAILABLE	820.51	1,272.34	.00	10,179.49
182-410-6030		WAGES - SEASONAL/TEMP			.00		
182-410-6210		DUES			.00		
182-410-6215		PROGRAMMING			1,467.20		
182-410-6220		SUBSCRIPTION			614.84		
182-410-6230		TRAINING			.00		
182-410-6311		OPERATION & MAINTENANCE			184.77		
182-410-6371		UTILITIES			986.10		
AP1945 5/10/21 11/21		24 MIDAMERICAN EN 2021-05	4 30247 GAS/ELEC		85.79		
			BUDGET	1,650.00			
			ENCUMBERED	.00			
			AVAILABLE	578.11	85.79	.00	1,071.89
182-410-6373		TELEPHONE/COMMUNICATIONS			539.39		
AP1945 5/10/21 11/21		4 VERIZON WIRELE 2021-05	7 30275 LIB PHONE SERVI		53.91		
			BUDGET	1,000.00			
			ENCUMBERED	.00			
			AVAILABLE	406.70	53.91	.00	593.30
182-410-6408		INSURANCE			.00		

**GENERAL LEDGER HISTORY REPORT**  
**FROM 5/2021 TO 6/2021**

**JUNE FINANCIALS**

ACCOUNT NUMBER	JOB/PO	ACCOUNT TITLE	(FISCAL 11/2021 TO 12/2021)			DEBITS	CREDITS	NET CHANGE
JOURNAL DATE	PERIOD	ACCT NO NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
182-410-6413		PAYMENTS - OTHER AGENCIES				.00		
182-410-6419		TECHNOLOGY				2,245.34		
AP1945	5/10/21 11/21	1036 VC3 INC	61029	5	30273 IT N BOX	198.98		
					BUDGET	5,000.00		
					ENCUMBERED	.00		
					AVAILABLE	2,555.68	198.98	.00
								2,444.32
182-410-6424		COMMUNITY INTERSET				.00		
182-410-6499		OTHER CONTRACTUAL SERV				1,200.00		
182-410-6502		LIBRARY MATERIALS				3,486.36		
AP1945	5/10/21 11/21	352 OVERDRIVE INC	06497C021162732	1	30252 EBOOKS	245.48		
AP1945	5/10/21 11/21	516 BAKER & TAYLOR	2021-04	1	30203 LIB MATERIALS	102.00		
					BUDGET	8,526.00		
					ENCUMBERED	.00		
					AVAILABLE	4,692.16	347.48	.00
								3,833.84
182-410-6506		OFFICE SUPPLIES				941.00		
182-410-6511		MEMORIAL MATERIALS				.00		
182-910-4830		TRANSFERS IN					68,000.00	
182-910-6910		TRANSFERS OUT				10,000.00		
182-950-4300		INTEREST					.00	
182-999-9999		PROFIT HANDLER				.00		
REPORT TOTALS						10,185.39	10,185.39	
TOTAL DEBITS / CREDITS								

**JUNE FINANCIALS**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2021 TO 12/2021)		CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE		
182-410-6010		WAGES - FULL TIME				
5/14/21	PR1329				PR DT: 5/09/21	1692.31
5/28/21	PR1334				PR DT: 5/23/21	1692.31
6/11/21	PR1338				PR DT: 6/06/21	1692.31
		ACCOUNT TOTAL				5,076.93
182-410-6020		WAGES - PART TIME				
5/14/21	PR1329				PR DT: 5/09/21	410.00
5/28/21	PR1334				PR DT: 5/23/21	468.94
6/11/21	PR1338				PR DT: 6/06/21	393.40
		ACCOUNT TOTAL				1,272.34
182-410-6030		WAGES - SEASONAL/TEMP				
182-410-6210		DUES				
182-410-6215		PROGRAMMING				
182-410-6220		SUBSCRIPTION				
182-410-6230		TRAINING				
182-410-6311		OPERATION & MAINTENANCE				
182-410-6371		UTILITIES				
5/10/21	AP1945	MIDAMERICAN ENERGY	2021-05		30247 GAS/ELEC	85.79
		ACCOUNT TOTAL				85.79
182-410-6373		TELEPHONE/COMMUNICATIONS				
5/10/21	AP1945	VERIZON WIRELESS	2021-05		30275 LIB PHONE SERVICES	53.91
		ACCOUNT TOTAL				53.91
182-410-6408		INSURANCE				
182-410-6413		PAYMENTS - OTHER AGENCIES				
182-410-6419		TECHNOLOGY				
5/10/21	AP1945	VC3 INC	61029		30273 IT N BOX	198.98
		ACCOUNT TOTAL				198.98
182-410-6424		COMMUNITY INTERSET				
182-410-6499		OTHER CONTRACTUAL SERV				
182-410-6502		LIBRARY MATERIALS				
5/10/21	AP1945	OVERDRIVE INC	06497C021162732		30252 EBOOKS	245.48
5/10/21	AP1945	BAKER & TAYLOR	2021-04		30203 LIB MATERIALS	102.00



**G/L EXPENSE HISTORY REPORT**  
**FROM 05/2021 TO 6/2021**

**JUNE FINANCIALS**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 11/2021 TO 12/2021)	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER INVOICE
		CHECK NO REF/DESCRIPTION	
182-410-6502		LIBRARY MATERIALS	
		ACCOUNT TOTAL	347.48
182-410-6506		OFFICE SUPPLIES	
182-410-6511		MEMORIAL MATERIALS	
182-910-6910		TRANSFERS OUT	
182-999-9999		PROFIT HANDLER	
		REPORT TOTAL	7,035.43

**JUNE FINANCIALS**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	47,539.38	.00	2,085.71	390.08	45,843.75
Report Total	47,539.38	.00	2,085.71	390.08	45,843.75

From				
Statement		From Invoices	Total	
\$ 744.43	\$ 668.45	\$ 1,412.88	4506 Office Supplies	
\$ 500.11	\$ 593.27	\$ 1,093.38	6215 Programming	
\$ 352.77	\$ -	\$ 352.77	6205 Materials	
\$ 186.32	\$ -	\$ 186.32	Police Department	
		\$ 3,045.35		

Account: 60457 8781 034056 8 Statement Date: 05/10/21 Page: 1 of 10

Account: 60457 8781 034056 8

CITY OF VAN METER  
ATTN: ACCOUNTS PAYABLES  
PO BOX 160  
VAN METER, IA 50261-0160

CITY OF VAN METER  
ATTN: ACCOUNTS PAYABLES  
PO BOX 160  
VAN METER, IA 50261-0160

PLEASE INDICATE ADDRESS CHANGES

**PAYMENT ADDRESS**  
SYNCB/AMAZON  
P.O. BOX 530958  
ATLANTA, GA 30353-0958

Customer Service Online at amazon.com/creditline  
This account is not registered.  
The authentication code is: S3GYV865

**DUE UPON RECEIPT**

**Payments Received**

04/15/21 0030182 (126.93) PAYMENT RECEIVED - THANK YOU

**Current Invoices (Details for Current Month's Invoices Enclosed)**

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
04/10/21	457958986933	7.98	07/05/21		4506 457958986933 <input checked="" type="checkbox"/>	04/10 7.98
04/10/21	448854685368	69.99	07/05/21		4506 448854685368 <input checked="" type="checkbox"/>	04/10 69.99
04/10/21	885577839586	72.42	07/05/21		4506 885577839586 <input checked="" type="checkbox"/>	04/10 72.42
04/10/21	697736867464	334.97	07/05/21		4506 697736867464 <input checked="" type="checkbox"/>	04/10 334.97
04/12/21	647935746448	44.98	07/05/21		4506 647935746448 <input checked="" type="checkbox"/>	04/12 44.98
04/12/21	436477573786	182.10	07/05/21		4506 436477573786 <input checked="" type="checkbox"/>	04/12 182.10
04/12/21	457838486883	17.82	07/05/21		Bill D. 457838486883 <input checked="" type="checkbox"/>	04/12 17.82
04/13/21	457934499689	31.99	07/05/21		4506 457934499689 <input checked="" type="checkbox"/>	04/13 31.99
04/13/21	733754459568	51.55	07/05/21		6215 733754459568 <input checked="" type="checkbox"/>	04/13 51.55
04/21/21	665884737956	33.95	07/05/21		Bill D. 665884737956 <input checked="" type="checkbox"/>	04/21 33.95
04/21/21	764956379474	28.55	07/05/21		Bill D. 764956379474 <input type="checkbox"/>	04/21 28.55
04/21/21	987838536459	106.00	07/05/21		Bill D. 987838536459 <input type="checkbox"/>	04/21 106.00
04/23/21	435374595944	20.31	07/05/21		6215 435374595944 <input checked="" type="checkbox"/>	04/23 20.31
04/23/21	698668347833	15.81	07/05/21		6215 698668347833 <input checked="" type="checkbox"/>	04/23 15.81
04/23/21	677976377766	34.19	07/05/21		6215 677976377766 <input checked="" type="checkbox"/>	04/23 34.19

-Continue-

Account: 60457 8781 034056 8 Statement Date: 05/10/21 Page: 2 of 10

Account: 60457 8781 034056 8

**Current Invoices (Details for Current Month's Invoices Enclosed) (continued)**

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
04/24/21	953964676755	289.98	07/05/21		<u>6502</u> 953964676755 <input checked="" type="checkbox"/> Invoices Paid	04/24 289.98
04/26/21	565476674549	12.59	07/05/21		<u>6215</u> 565476674549 <input checked="" type="checkbox"/> Invoices Paid	04/26 12.59
04/26/21	735894334664	133.08	07/05/21		<u>6215</u> 735894334664 <input checked="" type="checkbox"/> Invoices Paid	04/26 133.08
04/26/21	637578385495	20.33	07/05/21		<u>6215</u> 637578385495 <input checked="" type="checkbox"/> Invoices Paid	04/26 20.33
04/26/21	958468775987	62.99	07/05/21		<u>6215</u> 958468775987 <input checked="" type="checkbox"/> Invoices Paid	04/26 62.99
04/26/21	959678764359	15.99	07/05/21		<u>6215</u> 959678764359 <input checked="" type="checkbox"/> Invoices Paid	04/26 15.99
04/28/21	446877973966	133.27	07/05/21		<u>6215</u> 446877973966 <input checked="" type="checkbox"/> Invoices Paid	04/28 133.27
04/29/21	946736943784	19.80	07/05/21		<u>6502</u> 946736943784 <input checked="" type="checkbox"/> Invoices Paid	04/29 19.80

**Previously Billed Invoices**

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
03/03/21	457544488368	42.99	05/05/21		<u>6502</u> 457544488368 <input checked="" type="checkbox"/> Invoices Paid	03/03 10.74



0-0  
SHG

Current Invoices:	\$ 1740.64
Previously Billed Invoices:	\$ 42.99
Unapplied Payments & Credits:	\$ 0.00

**\$** Send payments to:  
P.O. Box 530958  
Atlanta GA 30353-0958

For billing/general inquiries:  
PO Box 965055  
Orlando FL 32896

For Customer Service:  
Call 1-866-634-8381

Account: 60457 8781 034056 8

**PLEASE PAY THIS AMOUNT \$ 10.74 DUE UPON RECEIPT**

**PLEASE RETURN THIS STUB WITH YOUR PAYMENT**

AMOUNT ENCLOSED \$ \_\_\_\_\_

Purchases, returns and payments made just prior to the statement date may not appear until the next month's statement. Any payments received after 5:00 pm ET on any business day or on any day other than a business day, at the address indicated above, will be credited on the next business day. If payment is made at a location other than such address, credit may be delayed.

-Continue-

**Current Invoice Details**

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/10/21 Invoice: 448854685368 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B015AMT378	Well Woven Modern Rug Squares	1.000	EA	69.9900	69.99
Subtotal: 69.99				Tax: 0.00	Balance Due: 69.99

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/10/21 Invoice: 457958986933 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B079HFDDGF	Recycle Trash Office Supply St	2.000	EA	3.9900	7.98
Subtotal: 7.98				Tax: 0.00	Balance Due: 7.98

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/10/21 Invoice: 697736867464 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07X5761Y8	Shark Rotator Powered Lift-Awa	1.000	EA	229.0000	229.00
B01AD8XGXQ	Nicesh 2.6 Gallon Swing Top Tr	2.000	EA	17.9900	35.98
B07CB6RBSP	BISELLE Pet Hair Eraser Lithiu	1.000	EA	69.9900	69.99
Subtotal: 334.97				Tax: 0.00	Balance Due: 334.97



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AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/10/21  
Invoice: 885577839586  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B08XTLCT82	Cosco Outdoor Living 88333BGY1	1.000	EA	72.4200	72.42
Subtotal: 72.42				Tax: 0.00	Balance Due: 72.42

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/12/21  
Invoice: 436477573786  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B073XV1P16	Command Large Picture Hanging	2.000	EA	12.2200	24.44
B083JZBWCH	Roysili Spice Rack Magnetic Sp	4.000	EA	17.1800	68.72
B0881KF9SG	VASGOR 15" x 6" Acrylic Floati	2.000	EA	26.9700	53.94
B07XH74PJ7	Clear Empty Plastic Storage co	2.000	EA	17.5000	35.00
Subtotal: 182.10				Tax: 0.00	Balance Due: 182.10

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0001

Date of Sale: 04/12/21  
Invoice: 457838486883  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0017SOZ8C	Leviton 5278-C 15 Amp, 125 Vol	1.000	EA	11.8300	11.83
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 17.82				Tax: 0.00	Balance Due: 17.82



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AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/12/21 Invoice: 647935746448 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B079ZJN33V	Lovinland Outdoor Mat Rubber D	1.000	EA	44.9800	44.98
Subtotal: 44.98		Tax: 0.00		Balance Due: 44.98	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/13/21 Invoice: 457934499689 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07RZ3LBMF	Gorilla Grip Original Durable	1.000	EA	31.9900	31.99
Subtotal: 31.99		Tax: 0.00		Balance Due: 31.99	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0001			Date of Sale: 04/13/21 Invoice: 733754459568 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0399256024	You Are a Lion!: And Other Fun	1.000	EA	14.6200	14.62
1423145143	Don't Let the Pigeon Drive the	1.000	EA	19.9900	19.99
0531250784	Iowa (A True Book: My United S	1.000	EA	7.9500	7.95
1673680275	The Best Joke Book For Kids: I	1.000	EA	8.9900	8.99
Subtotal: 51.55		Tax: 0.00		Balance Due: 51.55	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/21/21 Invoice: 665884737956 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B085KBLDRR	Clorox Disinfecting Wipes Vari	1.000	EA	33.9500	33.95
Subtotal: 33.95		Tax: 0.00		Balance Due: 33.95	



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AMAZON PO BOX 530958 ATLANTA, GA 30353-0958		Date of Sale: 04/21/21 Invoice: 764956379474 P.O. :		
CITY OF VAN METER Account : 8781 034056 8 Location: 0003				
S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
B07CWG7YYT	Lime-A-Way Lime, Calcium & Rus	1.000 EA	28.5500	28.55
Subtotal: 28.55		Tax: 0.00		Balance Due: 28.55

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958		Date of Sale: 04/21/21 Invoice: 987838536459 P.O. :		
CITY OF VAN METER Account : 8781 034056 8 Location: 0003				
S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
B07LCSJJPB	LB3663 Standard Perforated Rol	2.000 EA	53.0000	106.00
Subtotal: 106.00		Tax: 0.00		Balance Due: 106.00

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958		Date of Sale: 04/23/21 Invoice: 435374595944 P.O. :		
CITY OF VAN METER Account : 8781 034056 8 Location: 0003				
S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
B00FBBJBK	Eric Carle's ABC (World of Eri	1.000 EA	16.3200	16.32
MISC	SHIPPING AND TAX	1.000 EA	3.9900	3.99
Subtotal: 20.31		Tax: 0.00		Balance Due: 20.31

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958		Date of Sale: 04/23/21 Invoice: 677976377766 P.O. :		
CITY OF VAN METER Account : 8781 034056 8 Location: 0003				
S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
B00ZQCA03E	Alphablock by Franceschelli, C	1.000 EA	30.2000	30.20
MISC	SHIPPING AND TAX	1.000 EA	3.9900	3.99
Subtotal: 34.19		Tax: 0.00		Balance Due: 34.19



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AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/23/21  
Invoice: 698668347833  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01FKS8ZL2	ABC Oceans (AMNH ABC Board Boo	1.000	EA	11.8300	11.83
MISC	SHIPPING AND TAX	1.000	EA	3.9800	3.98
Subtotal: 15.81		Tax: 0.00		Balance Due: 15.81	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0001

Date of Sale: 04/24/21  
Invoice: 953964676755  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1626726310	Black Is a Rainbow Color	1.000	EA	13.8900	13.89
0060266864	If You Give a Pig a Pancake	1.000	EA	8.7400	8.74
0613145003	ABC I Like Me! (Turtleback Sch	1.000	EA	18.8000	18.80
0358417465	Ivan: A Gorilla's True Story	1.000	EA	9.7100	9.71
0060799846	Z Is for Moose (Booklist Edito	1.000	EA	10.3900	10.39
0544391012	Yaks Yak: Animal Word Pairs	1.000	EA	16.9900	16.99
0670820628	I Like Me!	1.000	EA	16.9900	16.99
0241471753	Y is for Yak (Alphabet)	1.000	EA	7.9900	7.99
1406377732	We're Going on a Bear Hunt	1.000	EA	19.2000	19.20
0778739635	Baby Raccoons (It's Fun to Lea	1.000	EA	17.7500	17.75
0688104282	Each Orange Had 8 Slices	1.000	EA	17.9900	17.99
0803729227	The Snail and the Whale	1.000	EA	15.7900	15.79
1939100429	The Kissing Hand (The Kissing	1.000	EA	7.9900	7.99
0439443377	Alphabet Mystery	1.000	EA	14.4700	14.47
0062377000	Oops, Pounce, Quick, Run!: An	1.000	EA	17.9900	17.99
0812451899	A, My Name Is Alice (Picture P	1.000	EA	16.8900	16.89
1492654140	Inky the Octopus: The Official	1.000	EA	14.4800	14.48
0152244352	Eating the Alphabet: Fruits &	1.000	EA	12.7900	12.79
0399224459	Good Night, Gorilla	1.000	EA	12.1500	12.15
1770494944	Yak and Dove	1.000	EA	18.9900	18.99
Subtotal: 289.98		Tax: 0.00		Balance Due: 289.98	

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AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/26/21  
Invoice: 565476674549  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B000GBNXA2	Aurora World Flopsie Bandit Pl	1.000	EA	12.5900	12.59
Subtotal: 12.59				Tax: 0.00	Balance Due: 12.59

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/26/21  
Invoice: 637578385495  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00FBBJBK	Eric Carle's ABC (World of Eri	1.000	EA	16.3500	16.35
MISC	SHIPPING AND TAX	1.000	EA	3.9800	3.98
Subtotal: 20.33				Tax: 0.00	Balance Due: 20.33

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0003

Date of Sale: 04/26/21  
Invoice: 735894334664  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B000F8R0AA	Chenille Kraft WonderFoam Big	1.000	EA	13.4200	13.42
B0170QQ67C	Magic Cover Clear Cover Vinyl	1.000	EA	10.6600	10.66
B01CKXUCNE	Lsushine Craft Ink Pad Stamps	1.000	EA	12.5900	12.59
B00XYAE3MY	Living Nature Soft Toy - Small	1.000	EA	14.9900	14.99
B00132HXEK	Safari Ltd. Wildlife Wonders -	1.000	EA	16.0100	16.01
B07V351YN2	Hand Bells Set, Colorful Percu	2.000	EA	24.9900	49.98
B000GKW5C0	Educational Insights See & Sta	1.000	EA	15.4300	15.43
Subtotal: 133.08				Tax: 0.00	Balance Due: 133.08



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AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/26/21 Invoice: 958468775987 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B078GC2VLK	Norsk Non-Toxic Solid Color Fo	1.000	EA	62.9900	62.99
Subtotal: 62.99		Tax: 0.00		Balance Due: 62.99	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/26/21 Invoice: 959678764359 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01GZUJ7K2	Ola The Ostrich - 11 Inch Real	1.000	EA	15.9900	15.99
Subtotal: 15.99		Tax: 0.00		Balance Due: 15.99	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958					
CITY OF VAN METER Account : 8781 034056 8 Location: 0003			Date of Sale: 04/28/21 Invoice: 446877973966 P.O. :		
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07G5LH772	JOYIN 24 Pack 14" Big Bubble	3.000	EA	22.7900	68.37
0531250784	Iowa (A True Book: My United S	1.000	EA	7.9500	7.95
1423145143	Don't Let the Pigeon Drive the	1.000	EA	19.9900	19.99
0064435962	From Head to Toe	2.000	EA	3.9900	7.98
B08452HT5H	Gazillion Roam N' Bubbles Bubb	1.000	EA	19.9900	19.99
1673680275	The Best Joke Book For Kids: I	1.000	EA	8.9900	8.99
Subtotal: 133.27		Tax: 0.00		Balance Due: 133.27	



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AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER  
Account : 8781 034056 8  
Location: 0001

Date of Sale: 04/29/21  
Invoice: 946736943784  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0756952603	Chicka Chicka Boom Boom	1.000	EA	19.8000	19.80
Subtotal:					19.80
	Tax:	0.00			
				Balance Due:	19.80



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Final Details for Order #111-9989465-3622658

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 18, 2021
Amazon.com order number: 111-9989465-3622658
Order Total: \$119.98

Table with shipping details: Shipped on May 19, 2021. Items Ordered: 1 of INVIE 3 Drawer File Cabinet with Lock... Price: \$99.99. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY... Shipping Speed: Standard Shipping. Total for This Shipment: \$119.98.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$99.99, Shipping & Handling: \$19.99, Total before tax: \$119.98, Estimated Tax: \$0.00, Grand Total: \$119.98. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 20, 2021: \$119.98.

To view the status of your order, return to Order Summary .

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Final Details for Order #111-1477543-3857823

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** May 18, 2021  
**Amazon.com order number:** 111-1477543-3857823  
**Order Total:** \$548.47

Shipped on May 19, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>ODK Mobile Height Adjustable Standing Desk, 55" x 24" Pneumatic Airlift Power Free Sit Stand Desk for Home Office, Versatile Sturdy Computer Desk, Ins</i> Sold by: Motpk ( <a href="#">seller profile</a> ) Condition: New	\$259.99
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$259.99 Shipping & Handling: \$35.07 Free Shipping: -\$35.07 ----- Total before tax: \$259.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$259.99</b> -----

Shipped on May 20, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Safco Products Vue 24/7 Heavy Duty Stool home-office-furniture, Fabric, Black</i> Sold by: Amazon.com Condition: New	\$288.48
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$288.48 Shipping & Handling: \$40.29 Free Shipping: -\$40.29 ----- Total before tax: \$288.48 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$288.48</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$548.47 Shipping & Handling: \$75.36 Promotion applied: -\$75.36

Total before tax: \$548.47

**Estimated Tax:** \$0.00

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**Grand Total: \$548.47**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 20, 2021: \$259.99

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-4521773-8405061

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 12, 2021
Amazon.com order number: 111-4521773-8405061
Order Total: \$10.94

Business order information
GL Code: 182-410-6215
Department: Library

Shipped on May 12, 2021
Items Ordered Price
1 Of: African Marigold Seeds Crackerjack Mix - Bulk 1 Ounce Packet - Over 10,000 Seeds - Huge Orange and Yellow Blooms \$7.97
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Total for This Shipment: \$10.94

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$7.97
Shipping & Handling: \$2.97
Total before tax: \$10.94
Estimated Tax: \$0.00
Grand Total: \$10.94
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 13, 2021: \$10.94

To view the status of your order, return to Order Summary .



Final Details for Order #111-4319784-5537044

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 14, 2021
Amazon.com order number: 111-4319784-5537044
Order Total: \$19.98

Table with shipping details: Shipped on May 14, 2021. Items Ordered: 1 of: Our Finest Seed Bomb Matrix - Makes Over 100 1/2" Seed Balls, Price: \$15.00. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: Standard Shipping. Total for This Shipment: \$19.98.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$15.00, Shipping & Handling: \$4.98, Total before tax: \$19.98, Estimated Tax: \$0.00, Grand Total: \$19.98. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 15, 2021: \$19.98.

To view the status of your order, return to Order Summary .

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Final Details for Order #111-3007884-7525830

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 12, 2021
Amazon.com order number: 111-3007884-7525830
Order Total: \$29.97

Business order information
GL Code: 182-410-6215
Department: Library

Shipped on May 14, 2021
Items Ordered Price
2 of: Sakura Pigma Micron pen 08 Black felt tip artist drawing pens - 8 pen set \$11.99
Sold by: Million Seller (seller profile)
Condition: New
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$23.98
Shipping & Handling: \$5.99
Total before tax: \$29.97
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$29.97

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$23.98
Shipping & Handling: \$5.99
Total before tax: \$29.97
Estimated Tax: \$0.00
Grand Total: \$29.97
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 15, 2021: \$29.97

To view the status of your order, return to Order Summary .



Final Details for Order #111-4327459-0053063

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 12, 2021
Amazon.com order number: 111-4327459-0053063
Order Total: \$34.99

Business order information
GL Code: 182-410-6215
Department: Library

Shipped on May 13, 2021
Items Ordered Price
1 of: Outsidepride Midwest Wildflower Seed Mix - 1 LB \$34.99
Sold by: Outsidepride (seller profile)
Condition: New New Packaging
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$34.99
Shipping & Handling: \$0.00
Total before tax: \$34.99
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$34.99

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$34.99
Shipping & Handling: \$0.00
Total before tax: \$34.99
Estimated Tax: \$0.00
Grand Total: \$34.99
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 14, 2021: \$34.99

To view the status of your order, return to Order Summary .



**Final Details for Order #111-4293455-1023430**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** May 12, 2021  
**Amazon.com order number:** 111-4293455-1023430  
**Order Total:** \$46.54

<b>Shipped on May 12, 2021</b>	
<b>Items Ordered</b>	<b>Price</b>
3 of: 96 Pieces Arrow Shaped Magnetic Bookmark Colorful Magnet Page Markers Magnetic Page Clips for Students Teachers School Home Office Reading Supplies (B Sold by: Chochum ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$12.99
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$38.97 Shipping & Handling: \$7.57 ----- Total before tax: \$46.54 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$46.54</b> -----

<b>Payment information</b>	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$38.97 Shipping & Handling: \$7.57 ----- Total before tax: \$46.54 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$46.54</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 13, 2021: \$46.54

To view the status of your order, return to [Order Summary](#) .

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Final Details for Order #111-1858417-0265810

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 12, 2021
Amazon.com order number: 111-1858417-0265810
Seller's order number: 709735513
Order Total: \$48.74

Business order information
GL Code: 182-410-6215
Department: Library

Shipped on May 13, 2021
Items Ordered Price
2 Of: Fun Express Cyo Canvas Doodle Tote Bag - 12 Pieces - Educational and Learning Activities for Kids \$24.37
Sold by: Fun-Express (seller profile)
Condition: New
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$48.74
Shipping & Handling: \$0.00
Total before tax: \$48.74
Sales Tax: \$0.00
Total for This Shipment: \$48.74

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$48.74
Shipping & Handling: \$0.00
Total before tax: \$48.74
Estimated Tax: \$0.00
Grand Total: \$48.74

To view the status of your order, return to Order Summary .



Final Details for Order #111-8168595-1852250

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 13, 2021
Amazon.com order number: 111-8168595-1852250
Order Total: \$107.07

Table with shipping details and item pricing. Includes 'Shipped on May 13, 2021', 'Items Ordered' (Paragon 8-Ounce SNO-Cone Flower Drip Tray Cups), 'Shipping Address' (Nancy Studebaker, VAN METER PUBLIC LIBRARY), and a summary of costs (Item(s) Subtotal: \$107.07, Shipping & Handling: \$0.00, Total before tax: \$107.07, Sales Tax: \$0.00, Total for This Shipment: \$107.07).

Table with payment information. Includes 'Payment Method' (Amazon.com Corporate Pay-in-Full Credit Line) and a summary of costs (Item(s) Subtotal: \$107.07, Shipping & Handling: \$0.00, Total before tax: \$107.07, Estimated Tax: \$0.00, Grand Total: \$107.07).

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 14, 2021: \$107.07

To view the status of your order, return to Order Summary .



Final Details for Order #111-0196663-6451464

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: May 12, 2021
Amazon.com order number: 111-0196663-6451464
Order Total: \$295.04

Business order information
GL Code: 182-410-6215
Department: Library

Shipped on May 13, 2021
Items Ordered: 1 of: Paracord!: How to Make the Best Bracelets, Lanyards, Key Chains, Buckles, and More, Mikkelsen, Todd \$11.49; 2 of: Cat's Colours (Child's Play Library), Anderson, Airlie \$7.99
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$27.47
Shipping & Handling: \$1.95
Total before tax: \$29.42
Sales Tax: \$0.00
Total for This Shipment: \$29.42

Shipped on May 13, 2021
Items Ordered: 1 of: WEREWOLVES 550 Paracord Type III - Survival Paracord Bracelet Rope Kits - Tent Rope Parachute Cord Combo Crafting Kits, Many Colors of Outdoor Survival \$26.99; 1 of: Iowa State Parks: A Century of Stewardship, 1920-2020, Conard, Rebecca \$27.63
Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$54.62
Shipping & Handling: \$2.55
Total before tax: \$57.17
Sales Tax: \$0.00



**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$57.17**

**Shipped on May 13, 2021**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Karo Light Corn Syrup, 128-Ounce</i> Sold by: answerlookignco ( <a href="#">seller profile</a> ) Condition: New	\$24.74
1 of: <i>16 Oz Empty Plastic Juice Bottles with Tamper Evident Caps - 33 Pack Drink Containers - Great for Homemade Juices, Milk, Smoothies, Tea and Other Beve</i> Sold by: Soymerica ( <a href="#">seller profile</a> ) Condition: New	\$25.99
1 of: <i>3mm Mini Tiny Cup Sequins Black Gold Colors17500pcs Loose Sequins for Embroidery, Applique, Arts, Crafts and Embellishment</i> Sold by: ZIJING ( <a href="#">seller profile</a> ) Condition: New	\$9.99
1 of: <i>100 Pack Kraft Small Coin Envelopes Self-Adhesive Kraft Seed Envelopes Mini Parts Small Items Stamps Storage Packets Envelopes for Garden, Office or W</i> Sold by: Homtable ( <a href="#">seller profile</a> ) Condition: New	\$6.99

**Shipping Address:**

Nancy Studebaker  
VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261-7707  
United States

Item(s) Subtotal: \$67.71  
Shipping & Handling: \$10.31  
-----  
Total before tax: \$78.02  
Sales Tax: \$0.00  
-----

**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$78.02**

**Shipped on May 13, 2021**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Funnels for Kitchen Use, Food Grade Silicone Collapsible Kitchen Funnel (Blue)</i> Sold by: ANNIOCA ( <a href="#">seller profile</a> ) Condition: New	\$3.69
1 of: <i>Marvel AVENGERS Temporary Tattoos - 50 Tattoos - Iron Man, Thor, Hulk, Captain America and more! by Savvi</i> Sold by: Decade West ( <a href="#">seller profile</a> ) Condition: New Free shipping with Amazon Prime.	\$6.95
1 of: <i>Disney Princess Tattoos - 75 Assorted Temporary Tattoos</i> Sold by: Crenstone ( <a href="#">seller profile</a> ) Condition: New	\$6.95
1 of: <i>Supla 27 Set Magic Scratch Art Rainbow Scratch Paper Animal Masks Owl Rabbit Tiger Wolf Bear Squirrel Fox Bear Elephant Cutouts Face Masks with Holes</i>	\$12.99

Sold by: supla ( <a href="#">seller profile</a> )	
Condition: New	
1 Of: <i>Knaid Watercolor Stickers Set (Assorted 600+ Pieces, 36 Sheets) - Decorative Sticker for Scrapbooking, Kid DIY Arts Crafts, Album, Bullet Journaling,</i>	\$11.95
Sold by: Knaid Co., Ltd ( <a href="#">seller profile</a> )	
Condition: New	
1 Of: <i>Blank Notebook, Eusoar 24 Pack Mixed Colorful A6 3.9" x 5.5" Notebook Unlined, Travel Journal Notebook Notepad Set Bulk, Students Office Writing Diary</i>	\$18.99
Sold by: EUSOAR ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
2 Of: <i>Strathmore 105-970 300 Series Bristol Artist Tiles, Vellum, 4 x 4 Inches, White, 20 Sheets</i>	\$6.41
Sold by: Amazon ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	

<b>Shipping Address:</b>	Item(s) Subtotal:	\$74.34
Nancy Studebaker	Shipping & Handling:	\$2.55
VAN METER PUBLIC LIBRARY		-----
505 GRANT ST	Total before tax:	\$76.89
VAN METER, IA 50261-7707	Sales Tax:	\$0.00
United States		-----
<b>Shipping Speed:</b>	<b>Total for This Shipment:</b>	<b>\$76.89</b>
Standard Shipping		-----

**Shipped on May 15, 2021**

Items Ordered	Price
1 Of: <i>A Culinary History of Iowa: Sweet Corn, Pork Tenderloins, Maid-Rites &amp; More , Maulsby, Darcy Dougherty</i>	\$35.99
Sold by: Amazon.com	
Condition: New	
1 Of: <i>Iowa Off the Beaten Path®: Discover Your Fun (Off the Beaten Path Series) , Erickson, Lori</i>	\$16.49
Sold by: Amazon.com	
Condition: New	

<b>Shipping Address:</b>	Item(s) Subtotal:	\$52.48
Nancy Studebaker	Shipping & Handling:	\$1.06
VAN METER PUBLIC LIBRARY		-----
505 GRANT ST	Total before tax:	\$53.54
VAN METER, IA 50261-7707	Sales Tax:	\$0.00
United States		-----
<b>Shipping Speed:</b>	<b>Total for This Shipment:</b>	<b>\$53.54</b>
Standard Shipping		-----

**Payment information**

<b>Payment Method:</b>	Item(s) Subtotal:	\$276.62
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling:	\$18.42

-----  
Total before tax: \$295.04  
**Estimated Tax:** \$0.00  
-----  
**Grand Total: \$295.04**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: May 16, 2021: \$295.04

To view the status of your order, return to [Order Summary](#) .

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6215 Programming	iRead	\$ 35.10
6215 Programmng	iRead	\$ 158.70
6502 Materials	OverDrive	\$ 500.00
6502 Materials	Playaway	\$649.95
6502 Materials	Baker & Taylor	\$108.38

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Your order will be shipped according to our [standard shipping schedule](#). If you purchased a download, you may access it below.

## Summary

Item	Price	Quantity	Subtotal
 <b>Timed Reading Logs</b> Timed Reading Logs SKU: 21-106	\$8.00	3	\$24.00
<b>Shipping &amp; handling</b>	\$11.10		\$11.10
Total			\$35.10
Balance due			\$35.10

## Billing information

Order Date: April 12, 2021 at 12:54 PM  
 Order Number: 525TYAV9  
 Invoice Number: 196917

## Shipping information

Nancy Studebaker  
 Van Meter Public Library  
 505 Grant Street

**Remit payment via check with a copy of this page to:**

Van Meter, IA 50261  
United States

**iREAD**

33 W. Grand Ave, Suite 401  
Chicago, IL 60654-6799

**Remit payment via credit card:**

Contact iREAD Customer Service at  
(312) 644-1896 or toll free at (877) 565-1896.

---

**iREAD READING PROGRAMS**  
**Contact us toll-free: (877) 565-1896**

33 W. Grand Ave, Suite 401 Chicago, IL 60654-6799 (312) 644-1899 fax [iread@ila.org](mailto:iread@ila.org)

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Customer ID	Invoice number	Date
6497-1125	ADV-0005295	April 23, 2021

Library Materials 6502



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Sold to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Payment terms:**  
 Within 30 days

**Pay directly in Marketplace**

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** *Your saved bank account or credit card information can only be used by you.*
- Click **Confirm payment**.

**Other payment options**

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

**Pay by check**

Please make checks payable in USD to OverDrive, Inc.  
 Remittance address:  
 PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

**Pay by ACH or wire**

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit OverDrive's banking instructions in Marketplace.

#	Description	Tax rate	Tax amount	Total
1	Additioanl - Deposit On Account For Content Purchases	0.00%	\$0.00 USD	\$250.00 USD
2	Collection Credit To start your Advantage Collection	0.00%	\$0.00 USD	\$250.00 USD

<b>Subtotal:</b>	\$500.00 USD
<b>Tax amount:</b>	\$0.00 USD
<b>Total:</b>	<b>\$500.00 USD</b>

**Amount due: \$500.00 USD**

Customer ID	Invoice number	Date
6497-1125	06497CO21162732	April 21, 2021



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Sold to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Payment terms:**  
 On receipt

**Pay directly in Marketplace**

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

**Other payment options**

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

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PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

**Pay by ACH or wire**

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit OverDrive's banking instructions in Marketplace.

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9781429927840	Firefly Lane	St. Martin's Publishing Group		MA	\$40.00 USD	1	\$40.00 USD	0.00%	\$0.00 USD	\$40.00 USD	
2	9781250031808	Fly Away	St. Martin's Publishing Group		MA	\$40.00 USD	1	\$40.00 USD	0.00%	\$0.00 USD	\$40.00 USD	
3	9781501160851	Anxious People	Atria Books		MA	\$59.99 USD	1	\$59.99 USD	0.00%	\$0.00 USD	\$59.99 USD	
4	9780525559481	The Midnight Library	Penguin Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
5	9781250178626	The Four Winds	St. Martin's Publishing Group		MA	\$60.00 USD	1	\$60.00 USD	0.00%	\$0.00 USD	\$60.00 USD	
6	9780062943484	The Rose Code	William Morrow Paperbacks		MA	\$17.99 USD	1	\$17.99 USD	0.00%	\$0.00 USD	\$17.99 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	6	\$245.48 USD	\$0.00 USD	\$245.48 USD

**Total items:** 6 **Subtotal:** \$245.48 USD

**Tax amount:** \$0.00 USD

**Total:** \$245.48 USD

**Amount due:** \$245.48 USD



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8265 1 MB 0.447 P:8265 / T:26 / S1:0 / S2:0



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VAN METER IA 50261-0160



**VAN METER PUBLIC LIBRARY**

**SEND PAYMENT TO:**

Baker & Taylor  
P.O. Box 277930  
Atlanta, GA 30384-7930

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	04/30/21	1

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	04/30/21	1

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
0003223928	111620	111620	RTA2081209	15.12-	15.12-
2035815355	030221	040121	182-410-6502	67.78	52.66
2035841501	031621	041521	182-410-6502	35.55	88.21
2035867964	032621	042521	182-410-6502	13.79	102.00
2035889490	040621	050621	182-410-6502	6.38	108.38

ITEM NUMBER	ITEM DATE	AMOUNT
0003223928	111620	15.12-
2035815355	030221	67.78 ✓
2035841501	031621	35.55 ✓
2035867964	032621	13.79 ✓
2035889490	040621	6.38 ✓

*Pay \$108.38  
182 410 6502  
Library Materials*

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**FAX: 704.998.3314 ATTN: Cash or email DL-ARSupport@baker-taylor.com**

**QUESTIONS REGARDING YOUR STATEMENT?  
CALL 704.998.3399 OR 800.340.5370**

PLEASE INCLUDE ACCOUNT # ON CHECK

TO ENSURE PROPER CREDIT RETURN THIS REMITTANCE  
ADVICE WITH PAYMENT TO THE ADDRESS ABOVE

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
6.38	117.12	0.00	15.12-	108.38

STATEMENT BALANCE
<b>\$ 108.38 USD</b>

Page 41 of 130

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Library Programming 6215

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Your order will be shipped according to our [standard shipping schedule](#). If you purchased a download, you may access it below.

## Summary

Item	Price	Quantity	Subtotal
 <p><b>Timed Reading Logs</b> Timed Reading Logs SKU: 21-106</p>	\$8.00	15	\$120.00
 <p><b>DIY Watercolor Paint Sheet (12 per pack)</b> DIY Watercolor Paint Sheet SKU: 21-117</p>	\$5.00	3	\$15.00
<b>Shipping &amp; handling</b>	\$23.70		\$23.70

Total \$158.70

Balance due \$158.70

**Billing information**

**Shipping information**

Order Date: May 12, 2021 at 11:17 AM  
Order Number: I5282G5M  
Invoice Number: 198088

Nancy Studebaker  
Van Meter Public Library  
505 Grant Street  
Van Meter, IA 50261  
United States

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Chicago, IL 60654-6799

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(312) 644-1896 or toll free at (877) 565-  
1896.

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### Contact us toll-free: (877) 565-1896

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# Order #620840701

**Purchase Date:** 5/12/2021

**Order Total:** \$649.95

**Payment Method:** Invoice

**Status:** ---

**Est. Ship Date:** 5/20/2021

**Invoice:** ---

**Notes:** None

## Billing Address

505 Grant Street

Van Meter US-IA 50261

## Shipping Address

Attn: Nancy Studebaker

Van Meter Public Library

505 Grant Street

Van Meter US-IA 50261

## Items Ordered

Product List Price Your Price Qty Options



My STEAM in Between! STEAM - Ages 5-7,  
Grades K-2

**Pack Type:** Subject-Based

**ISBN:** 9781987162660

~~\$139.99~~

**\$139.99**

1

**SKU:** LP002095

**Warranty:** 1 year included

[Add to Returns](#)



One in the Sun! Adventure - Ages 5+

**Brand:** Hello Kitty; StoryToys; Touch Press;

Transformers Rescue Bots

**Pack Type:** Theme-Based

**ISBN:** 9781094291697

~~\$129.99~~

**\$129.99**

1

**SKU:** LP002407

**Warranty:** 1 year included

[Add to Returns](#)



Animal Talk!, 3rd ed. Animals - Ages 3+

**Brand:** Monkey Preschool; Sandra Boynton;

Tipitap Inc.; Wonder Bunny

**Pack Type:** Theme-Based

**ISBN:** 9781094290713

~~\$109.99~~

**\$109.99**

1

**SKU:** LP002360

**Warranty:** 1 year included

[Add to Returns](#)



STEAM Student! STEAM - Ages 5-7,  
Grades K-2

**Brand:** Wikids

**Pack Type:** Subject-Based

**ISBN:** 9781987185812

~~\$129.99~~

**\$129.99**

1

**SKU:** LP002155

**Warranty:** 1 year included

Product

List Price

Your Price

Qty

Options

Create Your Story! English Language Arts -  
Ages 5-7, Grades K-2

**Brand:** Chutes and Ladders; My Little Pony;  
Studio Pango

**Pack Type:** Subject-Based

**ISBN:** 9781094255651

**SKU:** LP002250

**Warranty:** 1 year included

[Add to Returns](#)



~~\$139.99~~

**\$139.99**

1

---

Subtotal (5 units)

\$649.95

Your Discount 

-\$0.00

Shipping & Handling

\$0.00

**Order Total**

**\$649.95**

*\*Taxes may be added to final invoice when applicable.*

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8358 1 MB 0.447 P:8358 / T:27 / S1:0 / S2:0



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 Baker & Taylor  
 P.O. Box 277930  
 Atlanta, GA 30384-7930

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	05/31/21	1

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	05/31/21	1

ITEM NUMBER	ITEM DATE	NET DUE BY	PURCHASE ORDER CROSS REFERENCE	ITEM AMOUNT	BALANCE
2035889490	040621	050621	182-410-6502	6.38	6.38
2035954982	051521	061421	AYAT	61.92	68.30
2035929133	051721	061621	AYAT	89.58	157.88
2035932430	051721	061621	AYAT	568.02	725.90

ITEM NUMBER	ITEM DATE	AMOUNT
2035889490	040621	6.38
2035954982	051521	61.92
2035929133	051721	89.58
2035932430	051721	568.02

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 CALL 704.998.3399 OR 800.340.5370**

PLEASE INCLUDE ACCOUNT # ON CHECK

**Pay this amount.**

 TO ENSURE PROPER CREDIT RETURN THIS REMITTANCE  
 ADVICE WITH THE FOLLOWING INFORMATION:

**Acct 6502 Materials**

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
719.52	6.38	0.00	0.00	725.90

STATEMENT BALANCE
<b>\$725.90 USD</b>

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 Review invoices and statements and track orders 24/7 with Online Customer Support at [www.btol.com/ocs.cfm](http://www.btol.com/ocs.cfm)

INVOICE

INVOICE #: 2035889490  
 INVOICE DATE: 04/06/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9463202

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#: 182-410-6502

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: PO BOX 160  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 310 MILL STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 310 MILL STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	FAMILIES CAN	81067147	182-410-6502	SAKS, DAN		HRD		9780593223659	0593223659	PENGJ	7.99	20.2%	6.38	6.38
1						SUB TOTAL								6.38
						USD CURRENCY								

TOTAL AMOUNT DUE 6.38

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



## INVOICE

 INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

PAGE: 001

 SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#:

 BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

 MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

 SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	THAT SUMMER		WEINER, JENNIFE	HRD	9781501133541	SIMON	28.00	44.0%	15.68	15.68
	81241290	AYAT		0000000004	1501133543					
1	TRUE STORY OF THE 3 LITTLE PIGS		SCIESZKA, JON	SAL	9780670827596	PENGJ	17.99	20.1%	14.37	14.37
	81248639	202104SRP		445329908	0670827592					
1	WHERE THE WILD THINGS ARE		SENDAK, MAURICE	HRD	9780060254926	HARJU	19.95	44.0%	11.17	11.17
	81248639	202104SRP		445327885	0060254920					
1	IN THE NIGHT KITCHEN		SENDAK, MAURICE	LIB	9780060266691	HARPZ	18.95	20.1%	15.14	15.14
	81248639	202104SRP		445327894	0060266694					
4				SUB TOTAL						56.36
				USD CURRENCY						
4	OWNERSHIP LABEL	AT		0.25 =	1.00				VAS	5.56
4	SPINE LABEL	AT		0.25 =	1.00					
4	LABEL PROTECTORS	AT		0.00 =	0.00					
4	MYLAR JACKET NON STA	AT		0.89 =	3.56					
	TOTAL				5.56					
							TOTAL AMOUNT DUE			61.92

 TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

 REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

## STATUS REPORT

 INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

PAGE: 001

THE FOLLOWING ITEMS WERE NOT IN STOCK AT THE TIME OF YOUR ORDER. STATUS REPORTS INDICATED ARE BASED ON PUBLISHER SUPPLIED INFORMATION. IF YOU BACKORDERED. THE REMAINING ITEMS WILL BE SHIPPED AS RECEIVED FROM THE PUBLISHER UNTIL YOUR CANCELLATION DATE IS REACHED. INVOICES REPRESENT ITEMS SHIPPED

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		DISPOSITION	STATUS	DUE DATE
1	APPLES NEVER FALL 81234404	AYAT	MORIARTY, LIANE	HRD 0000000019	9781250220257 1250220254	HOLTH 28.99	BACK ORDERED	NP	09/2021
1	BILLY SUMMERS 81234404	AYAT	KING, STEPHEN	HRD 0000000011	9781982173616 1982173610	SIMON 30.00	BACK ORDERED	NP	08/2021
1	BLIND TIGER 81234404	AYAT	BROWN, SANDRA	HRD 0000000001	9781538751961 1538751968	GDCTP 28.00	BACK ORDERED	NP	08/2021
1	BONE CODE 81234404	AYAT	REICHS, KATHY	HRD 0000000029	9781982139964 198213996X	SIMON 27.00	BACK ORDERED	NP	07/2021
1	BURNING 81234404	AYAT	KELLERMAN, JONA	HRD 0000000010	9780525620112 0525620117	RANDO 28.99	BACK ORDERED	NP	09/2021
1	BUTLER 81234404	AYAT	STEEL, DANIELLE	HRD 0000000036	9781984821522 1984821520	RANDO 28.99	BACK ORDERED	NP	10/2021
1	CELLIST 81234404	AYAT	SILVA, DANIEL	HRD 0000000032	9780062834867 006283486X	HARPE 28.99	BACK ORDERED	NP	07/2021
1	CHOOSE ME 81234404	AYAT	GERRITSEN, TESS	HRD 0000000008	9781542026154 1542026156	AMZNB 24.95	BACK ORDERED	NP	07/2021
1	CLASS ACT 81234404	AYAT	WOODS, STUART	HRD 0000000038	9780593331668 0593331664	PENGU 28.00	BACK ORDERED	NP	08/2021
1	COMPLICATIONS 81234404	AYAT	STEEL, DANIELLE	HRD 0000000035	9781984821492 1984821490	RANDO 28.99	BACK ORDERED	NP	08/2021
1	CUL DE SAC 81234404	AYAT	FIELDING, JOY	HRD 0000000006	9781984820259 1984820257	RANDO 28.00	BACK ORDERED	NP	08/2021
1	DARKER REALITY 81234404	AYAT	PERRY, ANNE	HRD 0000000028	9780593159361 0593159365	RANDO 28.00	BACK ORDERED	NP	09/2021
1	DEAR SANTA 81234404	AYAT	MACOMBER, DEBBI	HRD 0000000012	9781984818812 1984818813	RANDO 21.00	BACK ORDERED	NP	10/2021
1	ENEMY AT THE GATES 81234404	AYAT	FLYNN, VINCE	HRD 0000000007	9781982164881 1982164883	SIMON 28.99	BACK ORDERED	NP	09/2021
1	FORGOTTEN IN DEATH 81234404	AYAT	ROBB, J. D.	HRD 0000000030	9781250272812 1250272815	STMAR 28.99	BACK ORDERED	NP	09/2021
1	FOUL PLAY 81234404	AYAT	WOODS, STUART	HRD 0000000037	9780593331699 0593331699	PENGU 28.00	BACK ORDERED	NP	10/2021
1	HIDDEN 81234404	AYAT	MICHAELS, FERN	HRD 0000000017	9781496731456 149673145X	KNSGT 28.95	BACK ORDERED	NP	05/2021
1	IMPOSSIBLE PROMISE 81234404	AYAT	DEVERAUX, JUDE	HRD 0000000005	9780778312123 0778312127	HRLQN 28.99	BACK ORDERED	NP	09/2021
1	ITS BETTER THIS WAY 81234404	AYAT	MACOMBER, DEBBI	HRD 0000000013	9781984818782 1984818783	RANDO 27.00	BACK ORDERED	NP	07/2021
1	JACKPOT 81234404	AYAT	WOODS, STUART	HRD 0000000039	9780593188453 0593188454	PENGU 28.00	BACK ORDERED	NP	06/2021
1	JAILHOUSE LAWYER 81234404	AYAT	PATTERSON, JAME	HRD 0000000021	9780316276627 0316276626	LITTL 28.00	BACK ORDERED	NP	09/2021
1	LEGACY 81234404	AYAT	ROBERTS, NORA	HRD 0000000031	9781250272935 1250272939	STMAR 28.99	BACK ORDERED	NP	05/2021

## STATUS REPORT

 INVOICE #: 2035954982  
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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10					
1	MADNESS OF CROWDS 81234404	AYAT	PENNY, LOUISE	HRD	9781250145260	STMAR	28.99	BACK ORDERED	NP	08/2021
1	MAN WITH THE SILVER 81234404	SAAB AYAT	MCCALL SMITH, A	HRD	9780593316108	RANDO	27.00	BACK ORDERED	NP	07/2021
1	NINE LIVES 81234404	AYAT	STEEL, DANIELLE	HRD	9781984821430	RANDO	28.99	BACK ORDERED	NP	07/2021
1	NOISE 81234404	AYAT	PATTERSON, JAME	HRD	9780316499873	LITTL	28.00	BACK ORDERED	NP	08/2021
1	PRESIDENTS DAUGHTER 81234404	AYAT	PATTERSON, JAME	HRD	9780316540711	LITTL	30.00	BACK ORDERED	NP	06/2021
1	SANTA CRUISE 81234404	AYAT	MICHAELS, FERN	HRD	9781496731197	KNSGT	26.00	BACK ORDERED	NP	09/2021
1	SHADOW 81234404	AYAT	PATTERSON, JAME	HRD	9781538706008	GDCTP	29.00	BACK ORDERED	NP	07/2021
1	STATE OF TERROR 81234404	AYAT	CLINTON, HILLAR	HRD	9781982173678	SIMON	30.00	BACK ORDERED	NP	10/2021
1	TINY TALES STORIES OF ROMANCE AMBITION K 81234404	AYAT	MCCALL SMITH, A	HRD	9780593316009	RANDO	25.95	BACK ORDERED	NP	05/2021
1	UNFINISHED BUSINESS 81234404	AYAT	JANCE, J. A.	HRD	9781982131111	SIMON	27.99	BACK ORDERED	NP	06/2021
1	VIRAL 81234404	AYAT	COOK, ROBIN	HRD	9780593328293	PENGU	27.00	BACK ORDERED	NP	08/2021
1	VORTEX 81234404	AYAT	COULTER, CATHER	HRD	9780063004085	HARPE	28.99	BACK ORDERED	NP	08/2021
1	WISH 81234404	AYAT	SPARKS, NICHOLA	HRD	9781538728628	GDCTP	28.00	BACK ORDERED	NP	09/2021
1	19 YELLOW MOON ROAD 81234404	AYAT	MICHAELS, FERN	HRD	9781496731173	KNSGT	28.95	BACK ORDERED	NP	08/2021
1	2 SISTERS DETECTIVE AGENCY 81234404	AYAT	PATTERSON, JAME	HRD	9781538704592	GDCTP	31.00	BACK ORDERED	NP	10/2021
1	21ST BIRTHDAY 81234404	AYAT	PATTERSON, JAME	HRD	9780316499347	LITTL	29.00	BACK ORDERED	NP	05/2021
1	HOW HAPPINESS HAPPENS FINDING LASTING JO 81234404	INSP	LUCADO, MAX	PAP	9780718074272	HRPCR	18.99	BACK ORDERED	NP	05/2021
1	SEEDS OF CHANGE 81234404	INSP	SNELLING, LAURA	PAP	9780764235696	BAKER	15.99	BACK ORDERED	NP	06/2021
1	WHEN WOMEN PRAY 10 WOMEN OF THE BIBLE WH 81234404	INSP	JAKES, T. D.	PAP	9781546015581	GDCRL	16.99	BACK ORDERED	NP	09/2021
1	ANOTHER KIND OF EDEN 81241290	AYAT	BURKE, JAMES LE	HRD	9781982151713	SIMON	27.00	BACK ORDERED	NP	08/2021
1	BLACK ICE 81241290	AYAT	THOR, BRAD	HRD	9781982104122	SIMON	28.99	BACK ORDERED	NP	06/2021
1	BLOODLESS 81241290	AYAT	PRESTON, DOUGLA	HRD	9781538736708	GDCTP	29.00	BACK ORDERED	NP	08/2021

## STATUS REPORT

 INVOICE #: 2035954982  
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QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			DISPOSITION	STATUS	DUE DATE
1	BULLET		JOHANSEN, IRIS	HRD	9781538713198	GDCTP	28.00			
	81241290	AYAT		0000000008	1538713195			BACK ORDERED	NP	06/2021
1	FALSE WITNESS		SLAUGHTER, KARI	HRD	9780062858092	HARPE	28.99			
	81241290	AYAT		0000000003	0062858092			BACK ORDERED	NP	07/2021
1	GOLDEN GIRL		HILDERBRAND, EL	HRD	9780316420082	LITTL	29.00			
	81241290	AYAT		0000000007	0316420085			BACK ORDERED	NP	06/2021
1	HIGH STAKES		JOHANSEN, IRIS	HRD	9781538713105	GDCTP	28.00			
	81241290	AYAT		0000000009	1538713101			BACK ORDERED	NP	09/2021
1	THAT SUMMER		WEINER, JENNIFE	HRD	9781501133541	SIMON	28.00			
	81241290	AYAT		0000000004	1501133543			BACK ORDERED	NP	05/2021
1	CARNIVAL OF SNACKERY	DIARIES 2003 2020	SEDARIS, DAVID	HRD	9780316558792	LITTL	32.00			
	81241290	AYNF		0000000010	0316558796			BACK ORDERED	NP	10/2021
1	PERSONAL LIBRARIAN		BENEDICT, MARIE	HRD	9780593101537	PENGU	27.00			
	81246578	202104ADULT		442553680	0593101537			BACK ORDERED	NP	06/2021
1	BEAR IS A BEAR		STUTZMAN, JONAT	SAL	9780062880512	HARJU	18.99			
	81246583	202104CH		442964657	0062880519			BACK ORDERED	NP	09/2021
1	CAT PROBLEMS		JOHN, JORY	HRD	9780593302132	RANDJ	17.99			
	81246583	202104CH		442964650	0593302133			BACK ORDERED	NP	08/2021
1	IVY AND BEAN GET TO WORK		BARROWS, ANNIE	HRD	9781797205106	CHRNJ	14.99			
	81246583	202104CH		445289554	1797205102			BACK ORDERED	BP	
1	LILA LOUS LITTLE LIBRARY A GIFT FROM THE		BERGSTRESSER, N	HRD	9781735345116	INPBJ	16.95			
	81246583	202104CH		442964724	1735345113			BACK ORDERED	NP	10/2021
1	OPPOSITES ABSTRACT		WILLEMS, MO	SAL	9781368070973	DSYHP	14.99			
	81246583	202104CH		442964992	1368070973			BACK ORDERED	NP	10/2021
1	PLANTING A RAINBOW		EHLERT, LOIS	HRD	9780152063047	HOUGJ	11.99			
	81246583	202104CH		444997852	0152063048			BACK ORDERED	BP	
1	CHICKA CHICKA ABC		MARTIN, BILL	HRD	9780671878931	SSCMP	6.99			
	81248639	202104SRP		445328863	067187893X			BACK ORDERED	BP	
1	CHICKA CHICKA 1 2 3		MARTIN, BILL, J	HRD	9781481400565	SSCMP	7.99			
	81248639	202104SRP		445328915	1481400568			BACK ORDERED	BP	
1	IN THE NIGHT KITCHEN		SEDAK, MAURICE	LIB	9780060266691	HARPZ	18.95			
	81248639	202104SRP		445327894	0060266694			BACK ORDERED	BP	
1	TRUE STORY OF THE 3 LITTLE PIGS		SCIESZKA, JON	SAL	9780670827596	PENGJ	17.99			
	81248639	202104SRP		445329908	0670827592			BACK ORDERED	BP	
1	WHERE THE WILD THINGS ARE		SEDAK, MAURICE	HRD	9780060254926	HARJU	19.95			
	81248639	202104SRP		445327885	0060254920			BACK ORDERED	BP	
1	OVER MY DEAD BODY		ARCHER, JEFFREY	HRD	9780008476373	HARPE	28.99			
	81252873	AYAT		0000000001	0008476373			BACK ORDERED	NP	10/2021
1	BETTER OFF DEAD		CHILD, LEE	HRD	9781984818508	RANDO	28.99			
	81256564	AYAT		0000000001	1984818503			BACK ORDERED	NP	10/2021
1	JOY AND LIGHT BUS COMPANY		MCCALL SMITH, A	HRD	9780593315736	RANDO	26.99			
	81256564	AYAT		0000000002	0593315731			BACK ORDERED	NP	10/2021

## STATUS REPORT

 INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

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QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			DISPOSITION	STATUS	DUE DATE
1	SHADOW		PATTERSON, JAME	HRD	9781538703939	GDCTP	31.00			
	81261050	AYAT		0000000001	1538703939			BACK ORDERED	NP	07/2021
1	CHRISTMAS LEGACY		PERRY, ANNE	HRD	9780593159392	RANDO	21.00			
	81274417	AYAT		0000000003	059315939X			BACK ORDERED	NP	11/2021
1	CHRISTMAS PROMISE		EVANS, RICHARD	HRD	9781982177423	SIMON	21.99			
	81274417	AYAT		0000000002	198217742X			BACK ORDERED	NP	11/2021
1	STRANGER IN THE LIFEBOAT		ALBOM, MITCH	HRD	9780062888341	HARPE	23.99			
	81274417	AYAT		0000000001	006288834X			BACK ORDERED	NP	11/2021
1	ENTERTAINING RACE PERFORMING BLACKNESS I		DYSON, MICHAEL	HRD	9781250135971	STMAR	28.99			
	81274417	AYNF		0000000004	1250135974			BACK ORDERED	NP	11/2021
1	GAME ON		EVANOVICH, JANE	HRD	9781982154875	SIMON	28.99			
	81289885	AYAT		0000000001	198215487X			BACK ORDERED	NP	11/2021
1	JUDGES LIST		GRISHAM, JOHN	HRD	9780385546027	RANDO	29.95			
	81289885	AYAT		0000000002	0385546025			BACK ORDERED	NP	10/2021

INVOICE

INVOICE #: 2035929133  
 INVOICE DATE: 05/17/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9484115

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SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#:

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE		
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS				
1	21ST BIRTHDAY 81234404	AYAT			PATTERSON, JAME 0000000020	HRD 9780316499347	LITTL 031649934X	29.00	44.0%	16.24	16.24
1	LADY HAS A PAST 81241290	AYAT			QUICK, AMANDA 0000000005	HRD 9781984806888	PENGU 1984806882	27.00	44.0%	15.12	15.12
1	TINY TALES STORIES OF ROMANCE AMBITION K 81234404	AYAT			SMITH, ALEXANDE 0000000014	HRD 9780593316009	RANDO 0593316002	25.95	44.0%	14.53	14.53
1	TEARS WE CANNOT STOP A SERMON TO WHITE A 81244379	AYNF			DYSON, MICHAEL 0000000001	PAP 9781250776679	STMRP 1250776678	16.99	40.0%	10.19	10.19
1	KILLING THE MOB THE FIGHT AGAINST ORGANI 81241290	AYNF			O'REILLY, BILL 0000000011	HRD 9781250273659	STMAR 125027365X	30.00	44.0%	16.80	16.80
1	HOW HAPPINESS HAPPENS FINDING LASTING JO 81234404	INSP			LUCADO, MAX 0000000041	PAP 9780718074272	HRPCR 0718074270	18.99	40.0%	11.39	11.39
6					SUB TOTAL						84.27
					USD CURRENCY						

INVOICE

INVOICE #: 2035929133  
 INVOICE DATE: 05/17/21  
 ACCOUNT #: 207158 L043596 2 B00000  
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4 OWNERSHIP LABEL	AT	0.25	=	1.00
3 SPINE LABEL	AT	0.25	=	0.75
6 LABEL PROTECTORS	AT	0.00	=	0.00
4 MYLAR JACKET NON STA	AT	0.89	=	3.56
TOTAL				5.31

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

	VAS	5.31
TOTAL AMOUNT DUE		89.58

REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

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SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#:

BILL TO: ACCOUNT #: 207158 L043596 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: C/O CITY HALL  
 PO BOX 160  
 310 MILL STREET  
 VAN METER IA 50261

MAIL TO: NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L043596 2 000000  
 SAN #: 3057518  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: 505 GRANT STREET  
 VAN METER IA 50261

ALL CLAIMS MUST BE MADE WITHIN 45 DAYS OF INVOICE. RETURN AUTHORIZATION REQUIRED. NOT RESPONSIBLE FOR GOODS SENT UNINSURED.

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			VAS		
1	THAT SUMMER		WEINER, JENNIFE	HRD	9781501133541	SIMON	28.00	44.0%	15.68	15.68
	81241290	AYAT		0000000004	1501133543					
1	TRUE STORY OF THE 3 LITTLE PIGS		SCIESZKA, JON	SAL	9780670827596	PENGJ	17.99	20.1%	14.37	14.37
	81248639	202104SRP		445329908	0670827592					
1	WHERE THE WILD THINGS ARE		SENDAK, MAURICE	HRD	9780060254926	HARJU	19.95	44.0%	11.17	11.17
	81248639	202104SRP		445327885	0060254920					
1	IN THE NIGHT KITCHEN		SENDAK, MAURICE	LIB	9780060266691	HARPZ	18.95	20.1%	15.14	15.14
	81248639	202104SRP		445327894	0060266694					
4				SUB TOTAL						56.36
				USD CURRENCY						
4	OWNERSHIP LABEL	AT		0.25 =	1.00				VAS	5.56
4	SPINE LABEL	AT		0.25 =	1.00					
4	LABEL PROTECTORS	AT		0.00 =	0.00					
4	MYLAR JACKET NON STA	AT		0.89 =	3.56					
	TOTAL				5.56					
							TERMS: 00 NET 30 DAYS			
							AMOUNTS BILLED IN USD			
							TOTAL AMOUNT DUE			61.92
							REMIT TO:			
							BAKER & TAYLOR			
							P.O. BOX 277930			
							ATLANTA, GA 30384-7930			

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



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1	APPLES NEVER FALL 81234404	AYAT	MORIARTY, LIANE	HRD 0000000019	9781250220257 1250220254	HOLTH 28.99	BACK ORDERED	NP	09/2021
1	BILLY SUMMERS 81234404	AYAT	KING, STEPHEN	HRD 0000000011	9781982173616 1982173610	SIMON 30.00	BACK ORDERED	NP	08/2021
1	BLIND TIGER 81234404	AYAT	BROWN, SANDRA	HRD 0000000001	9781538751961 1538751968	GDCTP 28.00	BACK ORDERED	NP	08/2021
1	BONE CODE 81234404	AYAT	REICHS, KATHY	HRD 0000000029	9781982139964 198213996X	SIMON 27.00	BACK ORDERED	NP	07/2021
1	BURNING 81234404	AYAT	KELLERMAN, JONA	HRD 0000000010	9780525620112 0525620117	RANDO 28.99	BACK ORDERED	NP	09/2021
1	BUTLER 81234404	AYAT	STEEL, DANIELLE	HRD 0000000036	9781984821522 1984821520	RANDO 28.99	BACK ORDERED	NP	10/2021
1	CELLIST 81234404	AYAT	SILVA, DANIEL	HRD 0000000032	9780062834867 006283486X	HARPE 28.99	BACK ORDERED	NP	07/2021
1	CHOOSE ME 81234404	AYAT	GERRITSEN, TESS	HRD 0000000008	9781542026154 1542026156	AMZNB 24.95	BACK ORDERED	NP	07/2021
1	CLASS ACT 81234404	AYAT	WOODS, STUART	HRD 0000000038	9780593331668 0593331664	PENGU 28.00	BACK ORDERED	NP	08/2021
1	COMPLICATIONS 81234404	AYAT	STEEL, DANIELLE	HRD 0000000035	9781984821492 1984821490	RANDO 28.99	BACK ORDERED	NP	08/2021
1	CUL DE SAC 81234404	AYAT	FIELDING, JOY	HRD 0000000006	9781984820259 1984820257	RANDO 28.00	BACK ORDERED	NP	08/2021
1	DARKER REALITY 81234404	AYAT	PERRY, ANNE	HRD 0000000028	9780593159361 0593159365	RANDO 28.00	BACK ORDERED	NP	09/2021
1	DEAR SANTA 81234404	AYAT	MACOMBER, DEBBI	HRD 0000000012	9781984818812 1984818813	RANDO 21.00	BACK ORDERED	NP	10/2021
1	ENEMY AT THE GATES 81234404	AYAT	FLYNN, VINCE	HRD 0000000007	9781982164881 1982164883	SIMON 28.99	BACK ORDERED	NP	09/2021
1	FORGOTTEN IN DEATH 81234404	AYAT	ROBB, J. D.	HRD 0000000030	9781250272812 1250272815	STMAR 28.99	BACK ORDERED	NP	09/2021
1	FOUL PLAY 81234404	AYAT	WOODS, STUART	HRD 0000000037	9780593331699 0593331699	PENGU 28.00	BACK ORDERED	NP	10/2021
1	HIDDEN 81234404	AYAT	MICHAELS, FERN	HRD 0000000017	9781496731456 149673145X	KNSGT 28.95	BACK ORDERED	NP	05/2021
1	IMPOSSIBLE PROMISE 81234404	AYAT	DEVERAUX, JUDE	HRD 0000000005	9780778312123 0778312127	HRLQN 28.99	BACK ORDERED	NP	09/2021
1	ITS BETTER THIS WAY 81234404	AYAT	MACOMBER, DEBBI	HRD 0000000013	9781984818782 1984818783	RANDO 27.00	BACK ORDERED	NP	07/2021
1	JACKPOT 81234404	AYAT	WOODS, STUART	HRD 0000000039	9780593188453 0593188454	PENGU 28.00	BACK ORDERED	NP	06/2021
1	JAILHOUSE LAWYER 81234404	AYAT	PATTERSON, JAME	HRD 0000000021	9780316276627 0316276626	LITTL 28.00	BACK ORDERED	NP	09/2021
1	LEGACY 81234404	AYAT	ROBERTS, NORA	HRD 0000000031	9781250272935 1250272939	STMAR 28.99	BACK ORDERED	NP	05/2021

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10					
1	MADNESS OF CROWDS 81234404	AYAT	PENNY, LOUISE	HRD	9781250145260	STMAR	28.99	BACK ORDERED	NP	08/2021
1	MAN WITH THE SILVER 81234404	SAAB AYAT	MCCALL SMITH, A	HRD	9780593316108	RANDO	27.00	BACK ORDERED	NP	07/2021
1	NINE LIVES 81234404	AYAT	STEEL, DANIELLE	HRD	9781984821430	RANDO	28.99	BACK ORDERED	NP	07/2021
1	NOISE 81234404	AYAT	PATTERSON, JAME	HRD	9780316499873	LITTL	28.00	BACK ORDERED	NP	08/2021
1	PRESIDENTS DAUGHTER 81234404	AYAT	PATTERSON, JAME	HRD	9780316540711	LITTL	30.00	BACK ORDERED	NP	06/2021
1	SANTA CRUISE 81234404	AYAT	MICHAELS, FERN	HRD	9781496731197	KNSGT	26.00	BACK ORDERED	NP	09/2021
1	SHADOW 81234404	AYAT	PATTERSON, JAME	HRD	9781538706008	GDCTP	29.00	BACK ORDERED	NP	07/2021
1	STATE OF TERROR 81234404	AYAT	CLINTON, HILLAR	HRD	9781982173678	SIMON	30.00	BACK ORDERED	NP	10/2021
1	TINY TALES STORIES OF ROMANCE AMBITION K 81234404	AYAT	MCCALL SMITH, A	HRD	9780593316009	RANDO	25.95	BACK ORDERED	NP	05/2021
1	UNFINISHED BUSINESS 81234404	AYAT	JANCE, J. A.	HRD	9781982131111	SIMON	27.99	BACK ORDERED	NP	06/2021
1	VIRAL 81234404	AYAT	COOK, ROBIN	HRD	9780593328293	PENGU	27.00	BACK ORDERED	NP	08/2021
1	VORTEX 81234404	AYAT	COULTER, CATHER	HRD	9780063004085	HARPE	28.99	BACK ORDERED	NP	08/2021
1	WISH 81234404	AYAT	SPARKS, NICHOLA	HRD	9781538728628	GDCTP	28.00	BACK ORDERED	NP	09/2021
1	19 YELLOW MOON ROAD 81234404	AYAT	MICHAELS, FERN	HRD	9781496731173	KNSGT	28.95	BACK ORDERED	NP	08/2021
1	2 SISTERS DETECTIVE AGENCY 81234404	AYAT	PATTERSON, JAME	HRD	9781538704592	GDCTP	31.00	BACK ORDERED	NP	10/2021
1	21ST BIRTHDAY 81234404	AYAT	PATTERSON, JAME	HRD	9780316499347	LITTL	29.00	BACK ORDERED	NP	05/2021
1	HOW HAPPINESS HAPPENS FINDING LASTING JO 81234404	INSP	LUCADO, MAX	PAP	9780718074272	HRPCR	18.99	BACK ORDERED	NP	05/2021
1	SEEDS OF CHANGE 81234404	INSP	SNELLING, LAURA	PAP	9780764235696	BAKER	15.99	BACK ORDERED	NP	06/2021
1	WHEN WOMEN PRAY 10 WOMEN OF THE BIBLE WH 81234404	INSP	JAKES, T. D.	PAP	9781546015581	GDCRL	16.99	BACK ORDERED	NP	09/2021
1	ANOTHER KIND OF EDEN 81241290	AYAT	BURKE, JAMES LE	HRD	9781982151713	SIMON	27.00	BACK ORDERED	NP	08/2021
1	BLACK ICE 81241290	AYAT	THOR, BRAD	HRD	9781982104122	SIMON	28.99	BACK ORDERED	NP	06/2021
1	BLOODLESS 81241290	AYAT	PRESTON, DOUGLA	HRD	9781538736708	GDCTP	29.00	BACK ORDERED	NP	08/2021

## STATUS REPORT

 INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

PAGE: 003

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			DISPOSITION	STATUS	DUE DATE
1	BULLET		JOHANSEN, IRIS	HRD	9781538713198	GDCTP	28.00			
	81241290	AYAT		0000000008	1538713195			BACK ORDERED	NP	06/2021
1	FALSE WITNESS		SLAUGHTER, KARI	HRD	9780062858092	HARPE	28.99			
	81241290	AYAT		0000000003	0062858092			BACK ORDERED	NP	07/2021
1	GOLDEN GIRL		HILDERBRAND, EL	HRD	9780316420082	LITTL	29.00			
	81241290	AYAT		0000000007	0316420085			BACK ORDERED	NP	06/2021
1	HIGH STAKES		JOHANSEN, IRIS	HRD	9781538713105	GDCTP	28.00			
	81241290	AYAT		0000000009	1538713101			BACK ORDERED	NP	09/2021
1	THAT SUMMER		WEINER, JENNIFE	HRD	9781501133541	SIMON	28.00			
	81241290	AYAT		0000000004	1501133543			BACK ORDERED	NP	05/2021
1	CARNIVAL OF SNACKERY	DIARIES 2003 2020	SEDARIS, DAVID	HRD	9780316558792	LITTL	32.00			
	81241290	AYNF		0000000010	0316558796			BACK ORDERED	NP	10/2021
1	PERSONAL LIBRARIAN		BENEDICT, MARIE	HRD	9780593101537	PENGU	27.00			
	81246578	202104ADULT		442553680	0593101537			BACK ORDERED	NP	06/2021
1	BEAR IS A BEAR		STUTZMAN, JONAT	SAL	9780062880512	HARJU	18.99			
	81246583	202104CH		442964657	0062880519			BACK ORDERED	NP	09/2021
1	CAT PROBLEMS		JOHN, JORY	HRD	9780593302132	RANDJ	17.99			
	81246583	202104CH		442964650	0593302133			BACK ORDERED	NP	08/2021
1	IVY AND BEAN GET TO WORK		BARROWS, ANNIE	HRD	9781797205106	CHRNJ	14.99			
	81246583	202104CH		445289554	1797205102			BACK ORDERED	BP	
1	LILA LOUS LITTLE LIBRARY A GIFT FROM THE		BERGSTRESSER, N	HRD	9781735345116	INPBJ	16.95			
	81246583	202104CH		442964724	1735345113			BACK ORDERED	NP	10/2021
1	OPPOSITES ABSTRACT		WILLEMS, MO	SAL	9781368070973	DSYHP	14.99			
	81246583	202104CH		442964992	1368070973			BACK ORDERED	NP	10/2021
1	PLANTING A RAINBOW		EHLERT, LOIS	HRD	9780152063047	HOUGJ	11.99			
	81246583	202104CH		444997852	0152063048			BACK ORDERED	BP	
1	CHICKA CHICKA ABC		MARTIN, BILL	HRD	9780671878931	SSCMP	6.99			
	81248639	202104SRP		445328863	067187893X			BACK ORDERED	BP	
1	CHICKA CHICKA 1 2 3		MARTIN, BILL, J	HRD	9781481400565	SSCMP	7.99			
	81248639	202104SRP		445328915	1481400568			BACK ORDERED	BP	
1	IN THE NIGHT KITCHEN		SEDAK, MAURICE	LIB	9780060266691	HARPZ	18.95			
	81248639	202104SRP		445327894	0060266694			BACK ORDERED	BP	
1	TRUE STORY OF THE 3 LITTLE PIGS		SCIESZKA, JON	SAL	9780670827596	PENGJ	17.99			
	81248639	202104SRP		445329908	0670827592			BACK ORDERED	BP	
1	WHERE THE WILD THINGS ARE		SEDAK, MAURICE	HRD	9780060254926	HARJU	19.95			
	81248639	202104SRP		445327885	0060254920			BACK ORDERED	BP	
1	OVER MY DEAD BODY		ARCHER, JEFFREY	HRD	9780008476373	HARPE	28.99			
	81252873	AYAT		0000000001	0008476373			BACK ORDERED	NP	10/2021
1	BETTER OFF DEAD		CHILD, LEE	HRD	9781984818508	RANDO	28.99			
	81256564	AYAT		0000000001	1984818503			BACK ORDERED	NP	10/2021
1	JOY AND LIGHT BUS COMPANY		MCCALL SMITH, A	HRD	9780593315736	RANDO	26.99			
	81256564	AYAT		0000000002	0593315731			BACK ORDERED	NP	10/2021

## STATUS REPORT

 INVOICE #: 2035954982  
 INVOICE DATE: 05/15/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9491693

PAGE: 004

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			DISPOSITION	STATUS	DUE DATE
1	SHADOW		PATTERSON, JAME	HRD	9781538703939	GDCTP	31.00			
	81261050	AYAT		0000000001	1538703939			BACK ORDERED	NP	07/2021
1	CHRISTMAS LEGACY		PERRY, ANNE	HRD	9780593159392	RANDO	21.00			
	81274417	AYAT		0000000003	059315939X			BACK ORDERED	NP	11/2021
1	CHRISTMAS PROMISE		EVANS, RICHARD	HRD	9781982177423	SIMON	21.99			
	81274417	AYAT		0000000002	198217742X			BACK ORDERED	NP	11/2021
1	STRANGER IN THE LIFEBOAT		ALBOM, MITCH	HRD	9780062888341	HARPE	23.99			
	81274417	AYAT		0000000001	006288834X			BACK ORDERED	NP	11/2021
1	ENTERTAINING RACE PERFORMING BLACKNESS I		DYSON, MICHAEL	HRD	9781250135971	STMAR	28.99			
	81274417	AYNF		0000000004	1250135974			BACK ORDERED	NP	11/2021
1	GAME ON		EVANOVICH, JANE	HRD	9781982154875	SIMON	28.99			
	81289885	AYAT		0000000001	198215487X			BACK ORDERED	NP	11/2021
1	JUDGES LIST		GRISHAM, JOHN	HRD	9780385546027	RANDO	29.95			
	81289885	AYAT		0000000002	0385546025			BACK ORDERED	NP	10/2021

June Claims for Library	Pay from Invoice (have not received statement yet)
Library Materials	\$ 43.04
Library Materials	\$ 590.14
Library Materials	\$ 15.48
Library Materials	\$ 8.98
Library Materials	\$ 8.04
Library Materials	\$ 19.98
	\$ 685.66



Final Details for Order #111-3052912-9839443

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: June 1, 2021
Amazon.com order number: 111-3052912-9839443
Order Total: \$43.03

Table with 2 columns: Item Description and Price. Includes items like 'Educational Insights GeoSafari Jr. Sneak & Peek Periscope' and 'NIACONN 2Pcs 5X Handheld Magnifying Glass'. Summary row: Total for This Shipment: \$43.03.

Table with 2 columns: Payment Method and Amount. Includes 'Payment Method: Amazon.com Corporate Pay-in-Full Credit Line' and summary row: Grand Total: \$43.03.

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: June 3, 2021: \$43.03

To view the status of your order, return to Order Summary .





Details for Order #111-3387526-6169034

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** June 7, 2021  
**Amazon.com order number:** 111-3387526-6169034  
**Order Total:** \$590.14

Not Yet Shipped	
Items Ordered	Price
1 of: <i>Chicka Chicka Boom Boom (Board Book)</i> , <i>Bill Martin Jr.</i> Sold by: Amazon.com Condition: New	\$4.59
1 of: <i>Moo Baa La La La</i> , <i>Sandra Boynton</i> Sold by: Amazon.com Condition: New	\$3.47
1 of: <i>Reaching for the Moon: The Autobiography of NASA Mathematician Katherine Johnson</i> , <i>Johnson, Katherine</i> Sold by: Amazon.com Condition: New	\$14.69
1 of: <i>The Year of Billy Miller</i> , <i>Henkes, Kevin</i> Sold by: Amazon.com Condition: New	\$12.99
1 of: <i>Greystone Secrets #1: The Strangers</i> , <i>Haddix, Margaret Peterson</i> Sold by: Amazon.com Condition: New	\$11.13
1 of: <i>The Season of Styx Malone</i> , <i>Magoon, Kekla</i> Sold by: Amazon.com Condition: New	\$13.99
1 of: <i>The Truth as Told by Mason Buttle</i> , <i>Connor, Leslie</i> Sold by: Amazon.com Condition: New	\$7.79
1 of: <i>Greystone Secrets #3: The Messengers</i> , <i>Haddix, Margaret Peterson</i> Sold by: Amazon.com Condition: New	\$15.28
1 of: <i>Bloom (The Overthrow)</i> , <i>Oppel, Kenneth</i> Sold by: Amazon.com Condition: New	\$7.99
4 of: <i>When You Trap a Tiger: (Winner of the 2021 Newbery Medal)</i> , <i>Keller, Tae</i> Sold by: Amazon.com Condition: New	\$13.91
1 of: <i>Sweep: The Story of a Girl and Her Monster</i> , <i>Auxier, Jonathan</i> Sold by: Amazon.com	\$11.59



Condition: New	
1 of: <i>Forge</i> , <i>Laurie Halse Anderson</i> Sold by: Amazon.com Condition: New	\$15.19
1 of: <i>Malibu Rising: A Novel</i> , <i>Reid, Taylor Jenkins</i> Sold by: Amazon.com Condition: New	\$17.22
1 of: <i>Each Tiny Spark</i> , <i>Cartaya, Pablo</i> Sold by: Amazon.com Condition: New	\$10.99
1 of: <i>Before the Ever After</i> , <i>Woodson, Jacqueline</i> Sold by: Amazon.com Condition: New	\$14.99
1 of: <i>The Only Game (Home Team)</i> , <i>Lupica, Mike</i> Sold by: Amazon.com Condition: New	\$9.46
1 of: <i>From the Desk of Zoe Washington</i> , <i>Marks, Janae</i> Sold by: Amazon.com Condition: New	\$11.99
1 of: <i>We Dream of Space</i> , <i>Kelly, Erin Entrada</i> Sold by: Amazon.com Condition: New	\$15.29
1 of: <i>Corduroy</i> , <i>Freeman, Don</i> Sold by: Amazon.com Condition: New	\$4.41
1 of: <i>Thrive (The Overthrow)</i> , <i>Oppel, Kenneth</i> Sold by: Amazon.com Condition: New	\$17.74
1 of: <i>Small Spaces</i> , <i>Arden, Katherine</i> Sold by: Amazon.com Condition: New	\$13.79
1 of: <i>BOX: Henry Brown Mails Himself to Freedom</i> , <i>Weatherford, Carole Boston</i> Sold by: Amazon.com Condition: New	\$12.58
1 of: <i>Born to Fly: The First Women's Air Race Across America</i> , <i>Sheinkin, Steve</i> Sold by: Amazon.com Condition: New	\$13.39
1 of: <i>The Pout-Pout Fish</i> , <i>Diesen, Deborah</i> Sold by: Amazon.com Condition: New	\$5.00
1 of: <i>Starsight (The Skyward Series)</i> , <i>Sanderson, Brandon</i> Sold by: Amazon.com	\$13.10

Condition: New	
1 of: <i>Marcus Vega Doesn't Speak Spanish</i> , <i>Cartaya, Pablo</i> Sold by: Amazon.com Condition: New	\$11.29
1 of: <i>Chicka Chicka 1, 2, 3 (Chicka Chicka Book, A)</i> , <i>Bill Martin Jr.</i> Sold by: Amazon.com Condition: New	\$5.99
1 of: <i>Greystone Secrets #2: The Deceivers</i> , <i>Haddix, Margaret Peterson</i> Sold by: Amazon.com Condition: New	\$13.75
1 of: <i>The Ambrose Deception</i> , <i>Ecton, Emily</i> Sold by: Amazon.com Condition: New	\$11.49
1 of: <i>Dead Voices</i> , <i>Arden, Katherine</i> Sold by: Amazon.com Condition: New	\$9.39
1 of: <i>Brown Bear, Brown Bear, What Do You See? 50th Anniversary Edition Padded Board Book (Brown Bear and Friends)</i> , <i>Martin Jr., Bill</i> Sold by: Amazon.com Condition: New	\$5.00
1 of: <i>How to Be a Supervillain (How to Be a Supervillain, 1)</i> , <i>Fry, Michael</i> Sold by: Amazon.com Condition: New	\$10.79
1 of: <i>Pumpkin (Dumplin')</i> , <i>Murphy, Julie</i> Sold by: Amazon.com Condition: New	\$14.12
1 of: <i>Prairie Lotus</i> , <i>Park, Linda Sue</i> Sold by: Amazon.com Condition: New	\$13.29
1 of: <i>Ashes (The Seeds of America Trilogy)</i> , <i>Anderson, Laurie Halse</i> Sold by: Amazon.com Condition: New	\$11.29
1 of: <i>Other Words for Home</i> , <i>Warga, Jasmine</i> Sold by: Amazon.com Condition: New	\$10.79
1 of: <i>Bloom (The Overthrow)</i> , <i>Oppel, Kenneth</i> Sold by: Amazon.com Condition: New	\$10.68
1 of: <i>Hatch (The Overthrow)</i> , <i>Oppel, Kenneth</i> Sold by: Amazon.com Condition: New	\$9.79
1 of: <i>Hand, Hand, Fingers, Thumb (Bright &amp; Early Board Books)</i> , <i>Perkins, Al</i>	\$2.98

Sold by: Amazon.com Condition: New	
1 of: <i>Dear Sweet Pea</i> , <i>Murphy, Julie</i> Sold by: Amazon.com Condition: New	\$8.49
1 of: <i>Dumplin' (Dumplin', 1)</i> , <i>Murphy, Julie</i> Sold by: Amazon.com Condition: New	\$15.28
1 of: <i>Skyward (The Skyward Series)</i> , <i>Sanderson, Brandon</i> Sold by: Amazon.com Condition: New	\$9.83
1 of: <i>Chains (The Seeds of America Trilogy)</i> , <i>Anderson, Laurie Halse</i> Sold by: Amazon.com Condition: New	\$9.99
1 of: <i>Team Players (Home Team)</i> , <i>Lupica, Mike</i> Sold by: HashtagBooks ( <a href="#">seller profile</a> ) Condition: New	\$10.43
1 of: <i>Words on Fire</i> , <i>Nielsen, Jennifer A.</i> Sold by: Amazon.com Condition: New	\$12.59
1 of: <i>The Epic Fail of Arturo Zamora</i> , <i>Cartaya, Pablo</i> Sold by: Amazon.com Condition: New	\$12.79
1 of: <i>Epoca: The River of Sand (Epoca, 2)</i> , <i>Claire, Ivy</i> Sold by: Amazon.com Condition: New	\$8.26

**Shipping Address:**  
Nancy Studebaker  
VAN METER PUBLIC LIBRARY  
505 GRANT ST  
VAN METER, IA 50261-7707  
United States

**Shipping Speed:**  
Standard Shipping

Payment information	
<b>Payment Method:</b> Visa   Last digits: 5207	Item(s) Subtotal: \$562.59
	Shipping & Handling: \$27.55
	-----
	Total before tax: \$590.14
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$590.14</b>

To view the status of your order, return to [Order Summary](#) .

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Details for Order #111-6720654-4868232

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** June 7, 2021  
**Amazon.com order number:** 111-6720654-4868232  
**Order Total:** \$15.48

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Dark Waters</i> , Arden, Katherine Sold by: Amazon.com Condition: New	\$14.99
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	
<b>Shipping Speed:</b> Standard Shipping	

Payment information	
<b>Payment Method:</b> Visa   Last digits: 5207	Item(s) Subtotal: \$14.99
	Shipping & Handling: \$0.49
	-----
	Total before tax: \$15.48
	<b>Estimated Tax:</b> \$0.00
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	<b>Grand Total: \$15.48</b>

To view the status of your order, return to [Order Summary](#) .

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Details for Order #111-6319873-6209850

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** June 7, 2021  
**Amazon.com order number:** 111-6319873-6209850  
**Order Total:** \$8.98

Not Yet Shipped	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Point Guard (Home Team) , Lupica, Mike</i> Sold by: Treasures 4 Teachers ( <a href="#">seller profile</a> ) Condition: New	\$4.99
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$4.99 Shipping & Handling: \$3.99 ----- Total before tax: \$8.98 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$8.98</b> -----

Payment information	
<b>Payment Method:</b> Visa   Last digits: 5207	Item(s) Subtotal: \$4.99 Shipping & Handling: \$3.99 ----- Total before tax: \$8.98 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$8.98</b>

To view the status of your order, return to [Order Summary](#) .

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Details for Order #111-0407866-6758626

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: June 7, 2021
Amazon.com order number: 111-0407866-6758626
Order Total: \$8.04

Table with 2 columns: Description and Price. Includes 'Items Ordered' (The Extra Yard (Home Team) , Lupica, Mike) and 'Shipping Address' (Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States). Total for this shipment is \$8.04.

Table with 2 columns: Description and Price. Includes 'Payment Method' (Visa | Last digits: 5207) and a summary of costs: Item(s) Subtotal: \$8.04, Shipping & Handling: \$0.00, Total before tax: \$8.04, Estimated Tax: \$0.00, Grand Total: \$8.04.

To view the status of your order, return to Order Summary .

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Final Details for Order #111-5241403-3209051

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: June 2, 2021
Amazon.com order number: 111-5241403-3209051
Order Total: \$19.98

Table with shipping details: Shipped on June 2, 2021. Items Ordered: 1 of: Our Finest Seed Bomb Matrix - Makes Over 100 1/2" Seed Balls, Price: \$15.00. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: Standard Shipping. Total for This Shipment: \$19.98.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$15.00, Shipping & Handling: \$4.98, Total before tax: \$19.98, Estimated Tax: \$0.00, Grand Total: \$19.98. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: June 3, 2021: \$19.98.

To view the status of your order, return to Order Summary .

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**BUDGET REPORT**  
**CALENDAR 7/2021, FISCAL 1/2022**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	45,062.00	1,692.31	1,692.31	3.76	43,369.69
182-410-6020	WAGES - PART TIME	11,213.00	397.19	397.19	3.54	10,815.81
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	75.00	.00	.00	.00	75.00
182-410-6215	PROGRAMMING	3,800.00	773.65	773.65	20.36	3,026.35
182-410-6220	SUBSCRIPTION	800.00	.00	.00	.00	800.00
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	.00	.00	400.00
182-410-6371	UTILITIES	1,400.00	87.27	87.27	6.23	1,312.73
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	.00	.00	.00	800.00
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	4,500.00	198.98	198.98	4.42	4,301.02
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	.00	.00	.00	1,200.00
182-410-6502	LIBRARY MATERIALS	8,000.00	1,966.79	1,966.79	24.58	6,033.21
182-410-6506	OFFICE SUPPLIES	2,600.00	41.86	41.86	1.61	2,558.14
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
	DIFFERENCE	80,000.00	5,158.05	5,158.05	6.45	74,841.95
	PROOF	80,000.00	5,158.05	5,158.05	6.45	74,841.95

**TREASURER'S REPORT**  
**CALENDAR 7/2021, FISCAL 1/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	36,588.53	.00	5,158.05	390.67	31,821.15
Report Total	36,588.53	.00	5,158.05	390.67	31,821.15

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2021, FISCAL 1/2022**

**PCT OF FISCAL YTD 8.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
182-410-4440	STATE GRANTS	.00	.00	1,300.00	1,300.00
182-410-4470	LIBRARY SERVICE	.00	.00	4,500.00	4,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	1,500.00	1,500.00
182-410-6010	WAGES - FULL TIME	1,692.31	1,692.31	45,062.00	43,369.69
182-410-6020	WAGES - PART TIME	397.19	397.19	11,213.00	10,815.81
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	75.00	75.00
182-410-6215	PROGRAMMING	773.65	773.65	3,800.00	3,026.35
182-410-6220	SUBSCRIPTION	.00	.00	800.00	800.00
182-410-6230	TRAINING	.00	.00	150.00	150.00
182-410-6311	OPERATION & MAINTENANCE	.00	.00	400.00	400.00
182-410-6371	UTILITIES	87.27	87.27	1,400.00	1,312.73
182-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	800.00	800.00
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	198.98	198.98	4,500.00	4,301.02
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	.00	.00	1,200.00	1,200.00
182-410-6502	LIBRARY MATERIALS	1,966.79	1,966.79	8,000.00	6,033.21
182-410-6506	OFFICE SUPPLIES	41.86	41.86	2,600.00	2,558.14
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	.00	.00	50,000.00	50,000.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	=====	=====	=====	=====
		5,158.05-	5,158.05-	22,700.00-	17,541.95-
		=====	=====	=====	=====
	PROOF	=====	=====	=====	=====
		5,158.05-	5,158.05-	22,700.00-	17,541.95-
		=====	=====	=====	=====

**Jason Kollum Performance Agreement**  
**Van Meter Public Library, Tue 7/20/21**  
**1:30-2:30pm Performance**

Acct 6502 - Materials -3 invoices- \$1284.52  
Acct 6215 - Programming -3 invoices - \$742.00  
Please give checks for Juggler & Zoo to me.  
Do not mail.

***Please note:***

If the program needs to take place outdoors due to any restrictions still in place for having patrons inside the library, the program will still consist of the Comedy Juggling Show performed outdoors, however the interactive workshop (where kids learn balancing skills with peacock feathers that only work indoors) will be replaced by bubble making activities that works perfect outdoors, involving giant bubbles and hundreds of bubbles at a time being made by The Performer using special equipment.

If the library needed to close completely due to the pandemic and could no longer have any patrons inside the library, or host any programs outside for that matter, and thus the performance would need to be cancelled, no payment would be due and it would be best to either do a VIRTUAL performance instead on that same date/time, or reschedule for another live show in the near future.

Please notify Jason Kollum as early as possible in this situation since The Performer travels from the Chicagoland area and so an alternative could be worked out.

Should the Performer get sick, injured, be involved in a serious accident, be stuck in unusual or unsafe traffic conditions, or experience problems with his vehicle that would make driving the vehicle unsafe or impossible, and the Performer is unable to make the performance, the Venue will be notified immediately to inquire about an attempt to reschedule. If rescheduling is not an option, or is not desired, no payment amount will be owed to the Performer. If the Venue prefers a substitute entertainer, the Performer will attempt to find a replacement of a similar skill set for the Venue. If a replacement of a similar skill set cannot be found or is not available, with the Venue's permission, the Performer will attempt to find a substitute entertainer of a different skill set. If that entertainer cannot be found, no payment will be owed by the Venue to the Performer for the entertainment. If a family member of The Performer were to become ill or injured that is life-threatening, and The Performer is unable to make the performance, the same would apply.

## **Performance Agreement**

**This agreement is between Jason Kollum (The Performer)  
and Van Meter Public Library (The Venue)**

### **Event:**

**Summer Reading Performance!**

### **Location:**

**Van Meter Public Library  
505 Grant Street  
Van Meter, IA.50261**

### **Date/Time:**

**Tuesday, July 20th, 2021  
1:30-2:30pm**

### **Entertainment:**

#### **If INDOORS:**

#### **“See the Show! Become the Pro!” (For any ages, and any # of kids/families)**

It's the Super Hit, Total-Participation, Interactive Program where kids of ALL ages become the “Rock-Star” jugglers and balancers just like Pro Juggler Jason Kollum! The show will WOW all ages of kids and families, as balls, clubs, rings, spinning balls, giant beanbag chairs, and much more will all be sent flying through the air, all leading up to the big balancing and juggling finale that will have everybody on the edge of their seats! After the show, every child gets the opportunity to learn super fun and easy balancing skills with peacock feathers, just like they got to see in the show! Everybody participates!

#### **If OUTDOORS:**

#### **Comedy Juggling Show Plus Great Big Bubble Making!**

The same show as above, with some additional routines that can be performed outdoors! After the show, giant, car-sized bubbles, bigger than kids have ever seen, will be made by The Performer outside that will totally WOW the kids, plus hundreds of bubbles made at a time! This is such a crowd pleaser to kids and adults, and bubbles will literally fill the outdoor area. All specialized, custom-built professional equipment plus special bubble solution will be used by The Performer! This is not bubble equipment found in stores. Tons of fun and excitement!

**Jason Kollum Performance Agreement  
Van Meter Public Library, Tue 7/20/21  
1:30-2:30pm Performance**

**Fee: \$325**  
Payment due day of performance. Please make check payable to: Jason Kollum

Please give checks for Juggler to me.  
Do not mail. Acct 6215 - Programming

Please sign/date both pages of this agreement and return by email or mail.

Performer: Jason Kollum Date: 2/23/21

Your Name (print): Kathleen Nubel Title: Library Director

Your Signature: *Kathleen Nubel* Date: 2/24/21

**Jason Kollum**                      **847.212.4493**                      **jdkollum@yahoo.com**  
**7138 W. Greenleaf St., Niles, IL. 60714**

Let's make a difference together. Visit our website at [www.letsmakeadifference.com](http://www.letsmakeadifference.com) or call 1-800-4-A-TOUR.

Payment due day of performance. Please make check payable to: **LEAD SOLUTIONS**. Ref: 2329

Please sign this back page of this agreement and return by email or mail.

Accepted by: \_\_\_\_\_ Date: 10/12/11

Your Name (Print): \_\_\_\_\_ Title: Director

Your Signature: \_\_\_\_\_ Date: 10/12/11

Lead Solutions  
7100 SE Greenleaf St. Suite 11 40714  
844 212-4403  
lead@letsmakeadifference.com



INVOICE NO. 3030847	INVOICE DATE 6/12/2021
PURCHASE ORDER NO.	LICENSE NO. 197494001
Terms:	
<b>Invoice is due and payable upon receipt</b>	

We accept Visa, Mastercard, American Express and Discover. Please call 800-876-5445 to make your payment today.

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 Ms. Kathleen Nuble  
 Library Director  
 Van Meter Public Library  
 P.O. Box 94  
 505 Grant  
 Van Meter, IA 50261

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 Van Meter Public Library  
 Ms. Kathleen Nuble, Library Director  
 P.O. Box 94  
 505 Grant  
 Van Meter, IA 50261

LICENSE

**COPYRIGHT COMPLIANCE SITE LICENSE**  
**07/12/21 - 10/11/22**

**\$317.00**

Van Meter Public Library

<b>Pay This Total</b>	<b>\$317.00</b>
-----------------------	-----------------

Inquiries: Toll-Free (800) 876-5445 or Fax (877) 876-9873  
 Or e-mail: [libraries@movlic.com](mailto:libraries@movlic.com)

Federal Tax ID# 43-1382264

Public Performance Site License to exhibit Motion Pictures legally within your library facility. A list of the studios covered is listed on the latest copy of your Site License.

TEAR HERE



PLEASE MAIL THIS PORTION WITH YOUR REMITTANCE TO:

2844 Paysphere Circle  
 Chicago, IL 60674

Please make check payable to Swank Movie Licensing USA

SITE LICENSE NUMBER:	197494001
INVOICE NUMBER:	3030847
TOTAL DUE:	\$317.00 <b>Acct 6215 - Programming -</b>
INVOICE DATE:	6/12/2021

**Page 80 of 130**





Blank Park Zoo  
7401 SW 9th Street  
Des Moines, IA 50315

Education Program  
**INVOICE**

IOWA'S WILDEST ADVENTURE

Booking Number	Booking Name	Event Date	Start time
<b>1098491</b>	<b>Van Meter Public Library</b>	<b>Tue 08/03/21</b>	<b>01:00 pm</b>

Van Meter Public Library  
505 Grant Street  
Van Meter IOWA 50261

Jennifer Bittner  
505 Grant Street  
Van Meter IOWA 50261  
library@vanmeteria.gov

Program Type  
**Education Offsite Library Program**

Registration Fees and Extra Items	Qty	Rate	Total
4200			
Total Mileage	43	\$0.00	\$0.00
4200.5			
Ed Offsite Library Program	1	\$100.00	\$100.00
Ed Offsite Cancellation Fee	0	\$0.00	\$0.00
~Ed Offsite Library Program: Adult Audience	0	\$0.00	\$0.00
~Ed Offsite Library Program: Child Audience	0	\$0.00	\$0.00
		Sub-Total	\$100.00
Payment Terms		Sales Tax	\$0.00
<b>Approved to Invoice</b>		<b>Grand Total</b>	<b>\$100.00</b>

Please give checks for Zoo to me.  
Do not mail. Acct 6215 - Programming -

**Notes:**  
**Theme: Colors**

Please contact the Education Department if the date/time or any of the above information is incorrect. 515-974-2550

*Cancellation Policy: Any non weather related cancellations must be made at least 3 weeks prior to the program start date or a cancellation fee of 50% will apply.*



Thank you for your support of the Blank Park Zoo!

Page 1 of 1  
04/25/2021 11:20:10

**Blank Park Zoo**

7401 SW 9th Street • Des Moines, IA 50315 • 515-285-4772 • www.blankparkzoo.com • info@blankparkzoo.com

Customer ID	Invoice number	Date
6497-1125	06497CO21239403	May 26, 2021



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Sold to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Payment terms:**  
 On receipt

**Pay directly in Marketplace**

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

**Other payment options**

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

**Pay by check**

Please make checks payable in USD to OverDrive, Inc.  
 Remittance address:  
 PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

**Pay by ACH or wire**

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit [OverDrive's banking instructions](#) in Marketplace.

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780593292761	The Burning Girls	Penguin Random House Audio Publishing Group	🎧	MA	\$38.00 USD	1	\$38.00 USD	0.00%	\$0.00 USD	\$38.00 USD	
2	9781250317247	The Four Winds	Macmillan Audio	🎧	OC/OU	\$59.99 USD	1	\$59.99 USD	0.00%	\$0.00 USD	\$59.99 USD	
3	9781250789815	A Million Reasons Why	Macmillan Audio	🎧	OC/OU	\$54.99 USD	1	\$54.99 USD	0.00%	\$0.00 USD	\$54.99 USD	
4	9780063067967	We Run the Tides	HarperAudio	🎧	OC/OU	\$52.48 USD	1	\$52.48 USD	0.00%	\$0.00 USD	\$52.48 USD	
5	9780593349304	Klara and the Sun	Penguin Random House Audio Publishing Group	🎧	MA	\$42.75 USD	1	\$42.75 USD	0.00%	\$0.00 USD	\$42.75 USD	
6	9780593347317	Wild Sign	Penguin Random House Audio Publishing Group	🎧	MA	\$38.00 USD	1	\$38.00 USD	0.00%	\$0.00 USD	\$38.00 USD	
7	9781797123196	The Last Thing He Told Me	Simon & Schuster Audio	🎧	MA	\$59.99 USD	1	\$59.99 USD	0.00%	\$0.00 USD	\$59.99 USD	

Format	Items	Subtotal	Tax amount	Total
Audiobook	7	\$346.20 USD	\$0.00 USD	\$346.20 USD

**Total items:** 7 **Subtotal:** \$346.20 USD

**Tax amount:** \$0.00 USD

**Total:** **\$346.20 USD**

**Credit applied:** **(\$78.27 USD)**

**Amount due:** **Acct 6502 - Materials \$267.93 USD**

Customer ID	Invoice number	Date
6497-1125	06497CO21259327	June 11, 2021



OverDrive, Inc.  
 One OverDrive Way  
 Cleveland, OH 44125  
 United States  
 Phone: +1 216 573 6886 Fax: +1 216 672 0087  
 Email: [invoicing@overdrive.com](mailto:invoicing@overdrive.com)  
 US Tax ID number: 34-1522786

**Bill to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Sold to:**  
 Van Meter Public Library  
 505 Grant  
 Van Meter, IA 50261-0094

**Payment terms:**  
 On receipt

**Pay directly in Marketplace**

- Select one or more invoices and click **Pay invoice(s)**.
- Select your payment method, then click **Pay by bank account** (US accounts only) or **Pay by credit card**.
- Enter the required information. Bank account information will be saved automatically for future use, and credit card information can be optionally saved.
- **Note:** Your saved bank account or credit card information can only be used by you.
- Click **Confirm payment**.

**Other payment options**

When you make a payment using one of these methods, you must either include a list of invoice numbers and amounts due, or email the information separately to [invoicing@overdrive.com](mailto:invoicing@overdrive.com).

**Pay by check**

Please make checks payable in USD to OverDrive, Inc.  
 Remittance address:  
 PO Box 72117  
 Cleveland, OH 44192-0002  
 United States

**Pay by ACH or wire**

If you have a non-U.S. account and want to pay through your bank account, or if you don't want to pay directly in Marketplace, you can pay by ACH or wire. To do so, please visit [OverDrive's banking instructions](#) in Marketplace.

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9781250790071	Deep into the Dark	Macmillan Audio		OC/OU	\$33.74 USD	1	\$33.74 USD	0.00%	\$0.00 USD	\$33.74 USD	
2	9781250779748	Gone to the Woods	Macmillan Audio		OC/OU	\$29.99 USD	1	\$29.99 USD	0.00%	\$0.00 USD	\$29.99 USD	
3	9781501962813	The Russian Cage	Recorded Books, Inc.		OC/OU	\$45.50 USD	1	\$45.50 USD	0.00%	\$0.00 USD	\$45.50 USD	
4	9781980031819	All the Colors of Night	Recorded Books, Inc.		OC/OU	\$59.80 USD	1	\$59.80 USD	0.00%	\$0.00 USD	\$59.80 USD	
5	9781501983504	Triple Chocolate Cheesecake Murder	Recorded Books, Inc.		OC/OU	\$59.80 USD	1	\$59.80 USD	0.00%	\$0.00 USD	\$59.80 USD	
6	9781705296615	Betwixt	Tantor Media, Inc.		OC/OU	\$27.97 USD	1	\$27.97 USD	0.00%	\$0.00 USD	\$27.97 USD	
7	9781705296639	Bewitched	Tantor Media, Inc.		OC/OU	\$32.17 USD	1	\$32.17 USD	0.00%	\$0.00 USD	\$32.17 USD	
8	9781705026557	No Way Out	Recorded Books, Inc.		OC/OU	\$45.50 USD	1	\$45.50 USD	0.00%	\$0.00 USD	\$45.50 USD	
9	9781705296653	Beguiled	Tantor Media, Inc.		OC/OU	\$32.17 USD	1	\$32.17 USD	0.00%	\$0.00 USD	\$32.17 USD	

Format	Items	Subtotal	Tax amount	Total
Audiobook	9	\$366.64 USD	\$0.00 USD	\$366.64 USD

**Total items:** 9 **Subtotal:** \$366.64 USD

**Tax amount:** \$0.00 USD

**Total:** **\$366.64 USD**

**Amount due:** **Acct 6502 - Materials \$366.64 USD**



# Invoice

Findaway  
 31999 Aurora Road  
 Solon OH 44139  
 877-893-0808

Date 5/28/2021  
 Invoice # 351617

Terms Net 30  
 Due Date 6/27/2021  
 PO #  
 Sales Rep Kimberly Moore  
 Ship Date 5/28/2021  
 Website ID 620840701

Sales Order #330357

GSA # GS-02F-0036W  
 DUNS # 624113606  
 EIN 20-1388060

### Bill To

505 Grant Street  
 Van Meter IA 50261  
 United States

### Ship To

Nancy Studebaker  
 Van Meter Public Library  
 505 Grant Street  
 Van Meter IA 50261  
 United States

Promotion Code Applied (none if blank):

Item	ISBN	Description	Qty	BO	Unit Price	Amount	Pub
My STEAM in Between!	9781987162660	My STEAM in Between! Packaging Includes Orange Bumper.	1	0	139.99	139.99	
One in the Sun!	9781094291697	One in the Sun! Packaging Includes Orange Bumper.	1	0	129.99	129.99	
Animal Talk!, 3rd ed.	9781094290713	Animal Talk!, 3rd ed Packaging Includes Orange Bumper.	1	0	109.99	109.99	
STEAM Student!	9781987185812	STEAM Student! Packaging Includes Orange Bumper.	1	0	129.99	129.99	
Create Your Story!	9781094255651	Create Your Story! Packaging Includes Orange Bumper.	1	0	139.99	139.99	
LP-PKG		LAUNCHPAD CIRCULATION PKG-2017 Packaging includes: -AC adaptor -USB Cord-Lock/Launchpad	5	0	0.00	0.00	

### Remit To:

Findaway World LLC  
 PO Box 932295  
 Cleveland OH 44193-0010

Subtotal 649.95  
 Shipping Cost (FedEx Ground) 0.00  
 Total 649.95  
**Acct 6502 - Materials Amount Due \$649.95**

## Nancy Studebaker

---

**From:** Customer Service <customerservice@findaway.com>  
**Sent:** Tuesday, June 29, 2021 3:20 PM  
**To:** Nancy Studebaker  
**Subject:** Findaway Order Confirmation: 624998027



Order 624998027

# Thank You!

Your order has been submitted. If you have any questions, please contact our Customer Service team by emailing [customerservice@findaway.com](mailto:customerservice@findaway.com) or by calling (877) 893-0808.

Title	List Price	Your Price	Qty	Total
<b>More Ways to Learn!, 2nd ed.</b>	<del>\$129.99</del>	\$129.99	1	\$
<b>Fun Spanish!</b>	<del>\$139.99</del>	\$139.99	1	\$
<b>Read in English. Read in Spanish!</b>	<del>\$159.99</del>	\$159.99	1	\$
<b>I Speak Spanish!</b>	<del>\$139.99</del>	\$139.99	1	\$
<b>Make Letters. Make Words!</b>	<del>\$129.99</del>	\$129.99	1	\$

Subtotal \$699.95

Your Discount - \$0

Shipping & Handling \$0

**Acct 6502 - Materials Grand Total \$699.95**

## View or Manage Order

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Created by

31999 Aurora Rd Solon, OH 44139 USA



As Approved by the Library Board of Trustees on April 21, 2021 with recommended revisions presented to Board June 16, 2021.

### ReOpening Plan

The library will resume normal operations beginning May 10, 2021 with the following exceptions and restrictions:

Hours: Monday, Wednesday and Friday 10:00am – 5:00pm  
Tuesday & Thursday 12:00pm – 8:00pm  
Saturday 10:00am – 3:00pm

- ~~Continue offering curbside pick-up.~~
- ~~Occupancy limited to 10 people in the library at any time.~~
- ~~Time in library limited to half hour.~~
- Summer programming outdoors to the greatest extent possible.
- Facemasks required by all persons (staff and public) over the age of 2 years old.
- Request that facemasks be worn by all unvaccinated persons over age of 12.
- ~~Staff encouraged to wear gloves while serving the public.~~
- Provide hand sanitizer for public and staff.
- All surfaces wiped down as needed (at least twice daily).
- ~~Restrooms closed to the public. (with exceptions compassionate use).~~
- ~~Only "active" library use. Chairs not available for use.~~
- ~~Note: no special precautions regarding returned items.~~
- Review plan each month.

### June 2021 Director's Recommendation for Revisions

Director recommends eliminating most of the restrictions, as indicated above.

# Hours & Closings

Van Meter Public Library  
505 Grant Street, PO Box 160  
Van Meter, IA 50261  
(515) 996-2435



## Hours

The hours of operation for the Van Meter Public Library are as follows:

Monday – 10:00 a.m. – 5:00 p.m.

Tuesday – 12:00 a.m. – 8:00 p.m.

Wednesday – 10:00 a.m. – 5:00 p.m.

Thursday – 12:00 a.m. – 8:00 p.m.

Friday – 10:00 a.m. – 5:00 p.m.

Saturday – 10:00 a.m. – 3:00 p.m.

Sunday – closed

## Holiday Closings

The Van Meter Public Library for the following State and Federal holidays.

(Note: paid holidays are established in the City's employee handbook.)

December 31 – New Year's Eve

January 1 – New Year's Day

Third Monday in January – Martin Luther King, Jr. Day

Third Monday in February – President's Day

Friday Before Easter

Last Monday in May – Memorial Day

July 4 – Independence Day

First Monday in September – Labor Day

Second Monday in October – Columbus Day

November 11 – Veterans Day

Fourth Thursday in November – Thanksgiving Day

Friday and Saturday Following Thanksgiving

December 24 – Christmas Eve

December 25 – Christmas Day

## Unplanned Closings

NOTE: The City of Van Meter paid holidays for full time employees are:

New Year's Eve

New Year's Day

Friday Before Easter

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve

Christmas Day



## Hours & Closings

Van Meter Public Library  
505 Grant Street, PO Box 160  
Van Meter, IA 50261  
(515) 996-2435

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To fulfill its mission of public service the Van Meter Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Unplanned closings will be authorized by the Director and/or the Library Board President. The full Library Board will be informed of closings at the following regular board meeting.

Whenever possible, the library will post a sign on the exterior doors regarding unplanned closings. The library will also post information about unplanned closures on the Facebook account.

Inclement Weather: The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

Other Unplanned Closings: The library will close when it is unable to remain open due to concerns regarding the safety or health of our staff and patrons.

Adopted – September 25, 2017

Revised – December 20, 2017

Revised – February 21, 2018



### **Mission Statement**

Mission: Van Meter Public Library provides our community to access and guidance to resources that entertain and inform and offers programs that enrich and enlighten.

### **Values Statements**

**Intellectual Freedom:** All services of the Library reflect the principals of Intellectual Freedom. The library is committed to the right of individuals to unrestricted access to information and ideas. The library board affirms and adopts the American Library Association’s Library Bill of Rights (appendix A), Freedom to View (appendix B), and Freedom to Read (appendix C) statements. In addition, the Library supports the interpretations of the Library Bill of Rights, “Access to Library Resources and Services for Minors” (appendix D) and “Privacy” (appendix E).

**Confidentiality and Privacy:** We protect each library user's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. The library adheres to Public Records Law, Iowa Code Chapter 22 Section IV. Note: 22.7(13) and 22.7 (14) apply specifically to libraries. (appendix F) Exceptions to this privacy will be made for the purposes of recovering overdue materials and settling accounts for lost, late or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable under Iowa Code section 613.16. (appendix G). The Library supports the interpretation of the Library Bill of Rights “Privacy” (appendix E).

**Staff Integrity:** All library staff (whether ALA members or not) are required to adhere to the ethical principals set out in the Code of Ethics of the American Library Association. (appendix H).

**Board Integrity:** All library Board Members are required to adhere to the ethical principals set out in the Public Library Trustee Ethics Statement of United for Libraries. (appendix I). In addition, Board Members will refer to the Iowa Library Trustees Handbook in making decisions regarding the board’s relationship with the library director and staff, developing policy, funding sources and library laws.

**Parental Rights:** The Library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading, listening, or viewing behavior of their children. The library encourages parents to be interested and involved in their children’s utilization of library materials. The library provides assistance to parents and/or children in finding materials that meet the needs and interest of the child. The library does not limit children’s access to the entire library collection. In no situation does the library act in the place of the parent. The Library supports the interpretation of the Library Bill of Rights, “Access to Library Resources and Services for Minors” (appendix D).

## **Appendix A**

### **Library Bill of Rights Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

## **Appendix B**

### **Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

## Appendix C

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## Appendix D

### Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.<sup>3</sup>

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."<sup>4</sup> Libraries and their governing



bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.<sup>5</sup>

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

2 *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

3 "Privacy: An Interpretation of the Library Bill of Rights," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 "Libraries: An American Value," adopted on February 3, 1999, by ALA Council.

5 "Rating Systems: An Interpretation of the Library Bill of Rights," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

## **Appendix E**

### **Privacy: An Interpretation of the Library Bill of Rights**

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.<sup>1</sup> When users recognize or fear that their privacy or confidentiality is compromised, true freedom of inquiry no longer exists.

Privacy is essential to the exercise of free speech, free thought, and free association. Federal and state courts have established a First Amendment right to receive information in a publicly funded library.<sup>2</sup> Further, the courts have upheld the right to privacy based on the U.S. Constitution. Many states provide guarantees of privacy in their constitutions and statute law.<sup>3</sup> Numerous decisions in U.S. case law have defined and extended rights to privacy to all.<sup>4</sup>

The right to privacy includes the right to open inquiry without having the subject of one's interest examined or scrutinized by others, in person or online. Confidentiality exists when a library is in possession of personally identifiable information about its users and keeps that information private on their behalf.<sup>5</sup> Article III of the Code of Ethics of the American Library Association states that confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted," including, but not limited to, reference questions and interviews, circulation records, digital transactions and queries, as well as records regarding the use of library resources, services, programs, or facilities.

Protecting user privacy and confidentiality has long been an integral part of the mission of libraries. The American Library Association has affirmed a right to privacy since 1939.<sup>6</sup> Existing ALA policies affirm that confidentiality is crucial to freedom of inquiry. Rights to privacy and confidentiality are explicit in Article VII of the Library Bill of Rights and implicit in its guarantee of free access to library resources for all users.

#### **Rights of Library Users**

Lack of privacy and confidentiality has a chilling effect on users' selection, access to, and use of library resources. All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use. ALA and its members recognize that children and youth have the same rights to privacy as adults. Library users expect, and in many places have, a legal right to have their personally identifiable information and library-use data protected and kept private and confidential by anyone with access to that information. Libraries should never enact policies or practices that abridge users' right to privacy regardless of their age, ability, housing status, immigration status, involvement with the criminal justice system, religious affiliation, ethnicity, sexual orientation, gender identity, or other forms of identity or status unless explicitly required by law. Even then, libraries should consult with legal counsel before abridging any user's right to privacy.

Libraries have a responsibility to inform users about policies and practices governing the collection, security, and retention of personally identifiable information and library use data. Additionally, users should have the choice to opt-in to any data collection that is not essential to library operations and the opportunity to opt-out again at any future time. All nonessential data collection should be turned off by default. In all areas of librarianship, best practice leaves users in control of as many choices as possible regarding their privacy. This includes decisions about the selection of, access to, and use of information.

Information about options available to users should be prominently displayed, accessible, and understandable for a general audience.

### Responsibilities in Libraries

The library profession has a long-standing ethic of facilitating, not monitoring, access to information. Libraries implement this commitment through the adoption of and adherence to library privacy policies that are consistent with applicable federal, state, local, and where appropriate, international law. It is essential that libraries maintain an updated, publicly available privacy policy that states what data is being collected, with whom it is shared, and how long it is kept. Everyone who provides governance, administration, or service in libraries, including volunteers, has a responsibility to maintain an environment respectful and protective of the privacy of all users. It is the library's responsibility to provide ongoing privacy education and training to library workers, governing bodies, and users in order to fulfill this responsibility.

The National Information Standards Organization (NISO) Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems recognizes that the effective management and delivery of library services may require the library user to opt into the provision of personal data in order to access a library resource or receive library services. Users' personal data should only be used for purposes disclosed to them and to which they consent.<sup>7</sup>

Libraries should not monitor, track, or profile an individual's library use beyond operational needs. Data collected for analytical use should be limited to anonymous or aggregated data and not tied to individuals' personal data. Emerging biometric technologies, such as facial recognition, are inconsistent with the mission of facilitating access to library resources free from any unreasonable intrusion or surveillance.

Regardless of the technology used, everyone who collects or accesses personally identifiable information in any format has a legal and ethical obligation to protect confidentiality. Library security practices to safeguard personal information should be up to date and in compliance with state and national standards. Adherence to NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems requires that these practices include:

encryption of personal data while they are at-rest and in-motion; prompt updates of systems and software to address vulnerabilities; systems, procedures, and policies for access control of sensitive data; a procedure for security training for those with access to data; and documented procedures for breach reporting, incident response, and system, software, and network security configuration and auditing.

Libraries should follow purpose-limitation, storage-limitation, and data-minimization principles<sup>9</sup> when making decisions about collecting and retaining library-use data. In particular, libraries should collect and store only personally identifiable data required for specific purposes that are disclosed to the users.

Libraries should periodically review their data-collection and retention policies to identify situations in which the reason for collecting user data may no longer apply. Libraries may need to comply with state, institutional, or other governmental record-retention policy in addition to developing their own data-management policies. In addition, libraries should regularly review and update procedures for collecting and maintaining user data to ensure compliance with current industry privacy and security standards.

Libraries should never share users' personally identifiable information with third parties or vendors that provide resources and library services, unless the library obtains explicit permission from the user or if required by law or existing contract. Libraries or their governing institutions should negotiate agreements with vendors that retain library ownership of user data and permit independent auditing of vendor data collection, retention, and access policies and practices. Such agreements should stipulate that user data is confidential and that it may not be used or shared except with the permission of the library. Any vendor that handles user information as part of a library's service should have a publicly available privacy policy that commits to compliance with the NISO Consensus Principles. As existing contracts approach expiration, libraries should renegotiate future contracts to include these privacy safeguards.

Law enforcement agencies and officers may request library records and data that they believe contain information that would be helpful to the investigation of criminal activity. Libraries should have a procedure in place for handling law-enforcement requests. Libraries should make such records available only in response to properly executed court orders or legal process. These court orders are issued following a showing of good cause based on specific facts by a court of competent jurisdiction.

The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. The rapid pace of information collection and changes in technology means that users' personally identifiable information and library-use data are at increased risk of exposure. The use of new technologies in libraries that rely on the collection, use, sharing, monitoring and/or tracking of user data may come into direct conflict with the Library Bill of Rights and librarians' ethical responsibilities. Libraries should consider privacy in the design and delivery of all programs and services, paying careful attention to their own policies and procedures and that of any vendors with whom they work. Privacy is the foundation upon which our libraries were built and the reason libraries are such a trusted part of every community.

#### 1 Article VII, Library Bill of Rights

2 Court opinions establishing a right to receive information in a public library include *Board of Education v. Pico*, 457 U.S. 853 (1982); *Kreimer v. Bureau of Police for the Town of Morristown*, 958 F.2d 1242 (3d Cir. 1992); and *Reno v. American Civil Liberties Union*, 117 S.Ct. 2329, 138 L.Ed.2d 874 (1997).

3 Ten state constitutions guarantee a right of privacy or bar unreasonable intrusions into citizens' privacy. Forty-eight states protect the confidentiality of library users' records by law, and the attorneys general in the remaining two states have issued opinions recognizing the privacy of users' library records. See: *State Privacy Laws Regarding Library Records*.

4 Cases recognizing a right to privacy include: *NAACP v. Alabama*, 357 U.S. 449 (1958); *Griswold v. Connecticut*, 381 U.S. 479 (1965); *Lamont v. Postmaster General*, 381 U.S. 301 (1965); *Katz v. United States*, 389 U.S. 347 (1967); and *Stanley v. Georgia*, 394 U.S. 557 (1969).

5 The phrase "personally identifiable information" was adopted by the ALA in 1991. See: "ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Users."

6 Article XI of the Code of Ethics for Librarians (1939) asserted that "it is the librarian's obligation to treat as confidential any private information obtained through contact with library patrons." Article III of the current Code of Ethics of the American Library Association (2008) states: "We protect each library

user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

7 National Information Standards Organization, "NISO Consensus Principles on User's Digital Privacy in Library, Publisher, and Software-Provider Systems (NISO Privacy Principles), Principle 4, Data Collection and Use" (Baltimore: National Information Standards Organization, December 10, 2015).

8 NISO Consensus Principles on Users' Digital Privacy in Library, Publisher, and Software-Provider Systems (NISO Privacy Principles) (2015)

9 These principles, drawn from the European Union "General Data Protection Regulation (GDPR)" (2016) and reflected in other fair privacy practice principles such as the "NISO Privacy Principles" (Baltimore: National Information Standards Organization, 2015) and "Guidelines on the Protection of Privacy and Transborder Flows of Personal Data" (Paris: Organisation for Economic Co-operation and Development, 2013), provide sound guidelines for libraries to follow in their data-privacy practices. Libraries in the United States are generally not subject to the GDPR but should consult with legal counsel to determine whether GDPR applies.

Adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

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## **Appendix F**

### **Public Records Law, Iowa Code Chapter 22 Section IV Paragraphs 13 & 14**

#### 22.7 Confidential records.

(13) The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

(14) The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

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## **Appendix G**

### **Iowa Code Section 613.16 Parental responsibility for actions of children.**

1. The parent or parents of an unemancipated minor child under the age of eighteen years shall be liable for actual damages to person or property caused by unlawful acts of such child. However, a parent who is not entitled to legal custody of the minor child at the time of the unlawful act shall not be liable for such damages.
2. The legal obligation of the parent or parents of an unemancipated minor child under the age of eighteen years to pay damages shall be limited as follows:
  - a. Not more than two thousand dollars for any one act.
  - b. Not more than five thousand dollars, payable to the same claimant, for two or more acts.
3. The word “person” for the purpose of this section shall include firm, association, partnership or corporation.
4. When an action is brought on parental responsibility for acts of their children, the parents shall be named as defendants therein and, in addition, the minor child shall be named as a defendant. The filing of an answer by the parents shall remove any requirement that a guardian ad litem be required.

## **Appendix H**

### **Code of Ethics of the American Library Association**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.



## **Appendix I**

### **Public Library Trustees Ethics Statement**

Official Statement from United for Libraries

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.

Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.

Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.

Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws

Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.

A Trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.

Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.

Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.

Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.



Van Meter Public Library

### Mission Statement

The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and informational needs of the public library customer.

Roles selected, as recommended by American Library Association, include:

#### PRIMARY: POPULAR MATERIALS CENTER

The library features current, high demand, high interest materials in a variety of formats for persons of all ages. The library actively promotes and encourages the use of its collection by both community and non-community residents.

#### SECONDARY: REFERENCE LIBRARY

The library actively provides timely, accurate and useful information for community and non-community residents in their pursuit of personal/business interests. The library promotes on-site and telephone reference/information services to aid users in location needed information. Information provided may range from answering practical questions, to specialized business-related research, to providing consumer information. The library participates in interlibrary loan and cooperative reference services to meet customer's needs for information not available locally.

Collection areas of particular strength or emphasis include audio books, large print books, gardening, cookery and cemetery records.

Special emphasis is placed on promoting the appreciation of reading and learning for the pre-schooler.

The library takes pride in providing both state and federal tax forms for the general public each year.



## **June 2021 Public Survey Report**

With Contextual Data from Other Sources,  
Conclusions and Recommendations

Compiled and written by Nancy Studebaker, Library Director


# Section One: Introduction

## Purpose and Context:

In an effort to better understand how the public views the library's services a survey was distributed both in person and online in June 2021. Ninety people completed the survey.

Another aim of this survey is to better understand how patron expectations may have changed over the past year. Our library, like many others, was closed from March 2020 to May 2021 due to the global pandemic. It is also an attempt to predict future usage trends.

This survey also gauges the community's commitment to the goal of a new library building. The community is several years into a fundraising effort led by the Library Foundation. The goal is to raise funds for a new library. The city recently secured the property for the new building. However, it is likely still 5 years or more before building will begin.

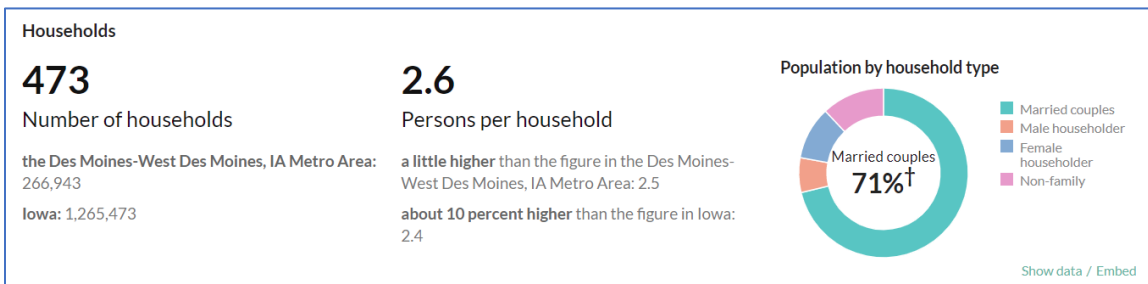
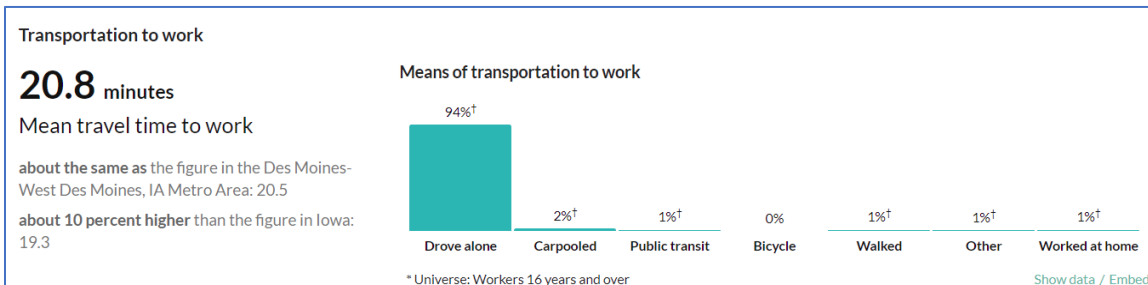
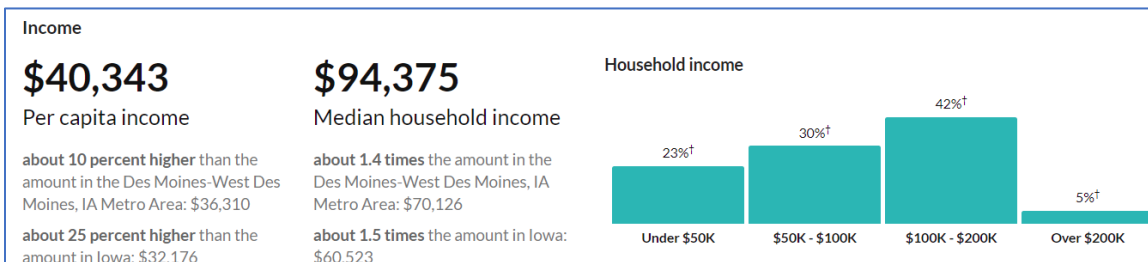
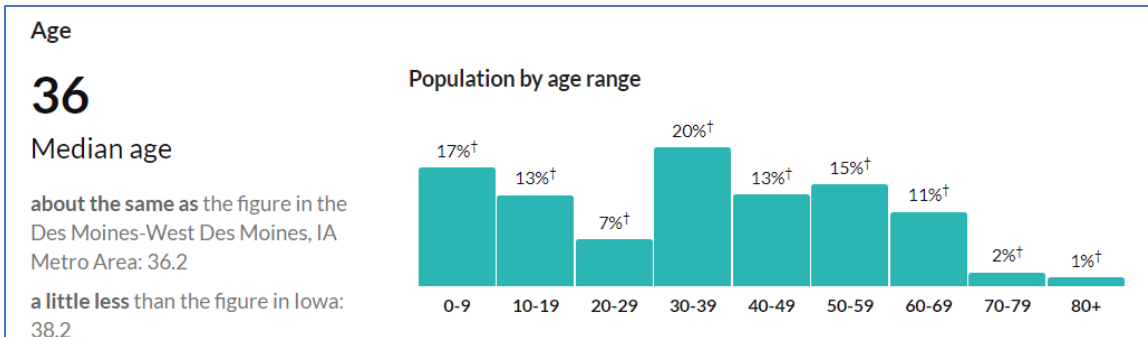
		2021 Customer Survey			
A link to this survey is also available on the Library's page on the City's website. <a href="https://vanmeteria.gov/LibraryServices.aspx">https://vanmeteria.gov/LibraryServices.aspx</a>					
How old are you?	<input type="checkbox"/> Under 18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 50+
Are there children in your household? (mark all that apply)	<input type="checkbox"/> Yes, under 5 years old	<input type="checkbox"/> Yes, ages 5-11	<input type="checkbox"/> Yes, ages 12-14	<input type="checkbox"/> Yes, ages 15-18	<input type="checkbox"/> No
The services currently provided to our community make the library worth the investment that I make with my tax dollars. (Van Meter citizens pay approximately \$75 per person annually to support the library.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure		
On average how often did you come to the library in a month before it closed in early 2020?	<input type="checkbox"/> Less than 1 time per month on average	<input type="checkbox"/> About 1-2 times per month on average	<input type="checkbox"/> 2 or more times per month on average		
Now that we are re-opened, do you expect to come to the library more or less than you did in the past?	<input type="checkbox"/> More	<input type="checkbox"/> Less	<input type="checkbox"/> About the same		
Do you have high-speed Internet access at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure		
If the library were open both days, would you be more likely to come to the library on Sunday or Monday?	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Not Sure		
Which of these services do you plan to use in the coming year? (check all that apply)					
Come to the library and check out books.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Check out e-books online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Come to the library and check out audiobooks on CD.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Check out downloadable audiobooks online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Check out DVDs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Use the library's computers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
How could the library improve our services in our current location? (use back as needed)					
An attractive new library building with community meeting space is important to the vitality of our community?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure		

In addition to survey results, this report provides socio-economic data from the U.S. Census Bureau and information about comparable libraries in the Des Moines area. This report will provide valuable information as the Library Board and Leadership plan for the next five years.

# Section Two: Data from Other Sources

## Key data points for the City of Van Meter from the 2019 ACS:

<<https://censusreporter.org/profiles/16000US1980445-van-meter-ia/>>



## Financial and Usage Statistics from Comparable Libraries:

The State Library of Iowa compiles data from all public libraries in the state each year. Libraries are broken down by “classes.” Our library is a Class C. Class C libraries serve populations of 1000-2499. I have chosen four other Class C libraries for comparison. All libraries used as comparables are located in the outskirts of the Des Moines metro area. I have used FY19, the most recent pre-pandemic data.

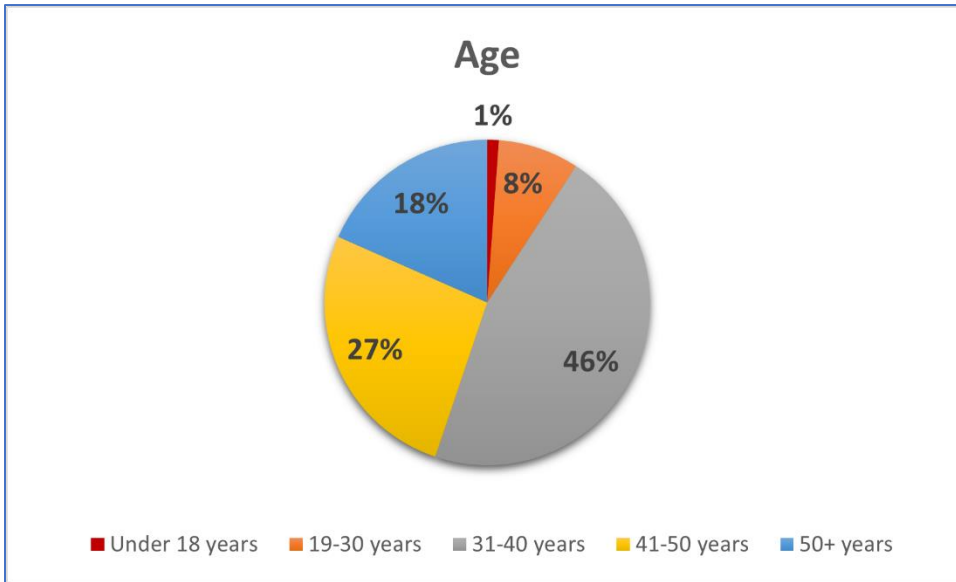
Note: Populations reflect 2010 census. The Census Bureau currently estimates Van Meter population at 1,512. (This is based on projected 2020 census results; final numbers have not yet been published.)

City (population)	Total Income	Staff Expenditures	Materials Expenditures	Total Expenditures	Physical Circulation	Downloadable Circulation	Visits Total/Per capita
Van Meter (1,016)	\$78,000	\$44,000	\$12,000	\$67,000	6,000	1,500	5,800 / 5.72
DeSoto (1,050)	\$71,000	\$57,000	\$8,000	\$79,000	17,000	500	11,600 / 11.0
Earlham (1,450)	\$95,000	\$72,000	\$15,000	\$95,000	9,000	1,500	13,200 / 9.10
Mitchellville (2,254)	\$104,000	\$66,000	\$12,000	\$102,000	11,000	2,700	9,600 / 4.25
Granger (1,244)	\$122,000	\$103,000	\$9,000	\$103,000	10,000	2,000	7,400 / 5.92
Woodward (1,466)	\$80,000	\$66,000	\$7,000	\$82,000	5,000	1,500	8,900 / 6.07
Avg of Comps (1,493)	\$94,400	\$72,800	\$10,200	\$92,200	10400	1640	10,140 / 7.27
<b>All Class C Avg (1,551)</b>	<b>\$103,000</b>	<b>\$67,000</b>	<b>\$14,000</b>	<b>\$101,000</b>	<b>17,000</b>	<b>1,800</b>	<b>15,100 / 9.61</b>

# Section Three: Survey Results

## Demographics:

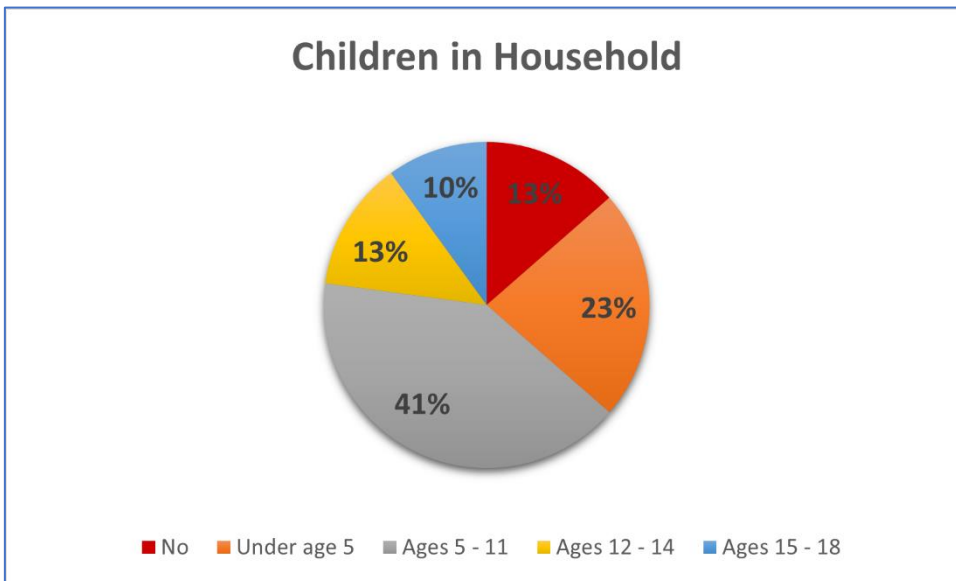
Q1					
How old are you?	<input type="checkbox"/> Under 18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 50+
Q2					
Are there children in your household? (mark all that apply)	<input type="checkbox"/> Yes, under 5 years old	<input type="checkbox"/> Yes, ages 5-11	<input type="checkbox"/> Yes, ages 12-14	<input type="checkbox"/> Yes, ages 15-18	<input type="checkbox"/> No



### Questions 1 & 2 Demographics:

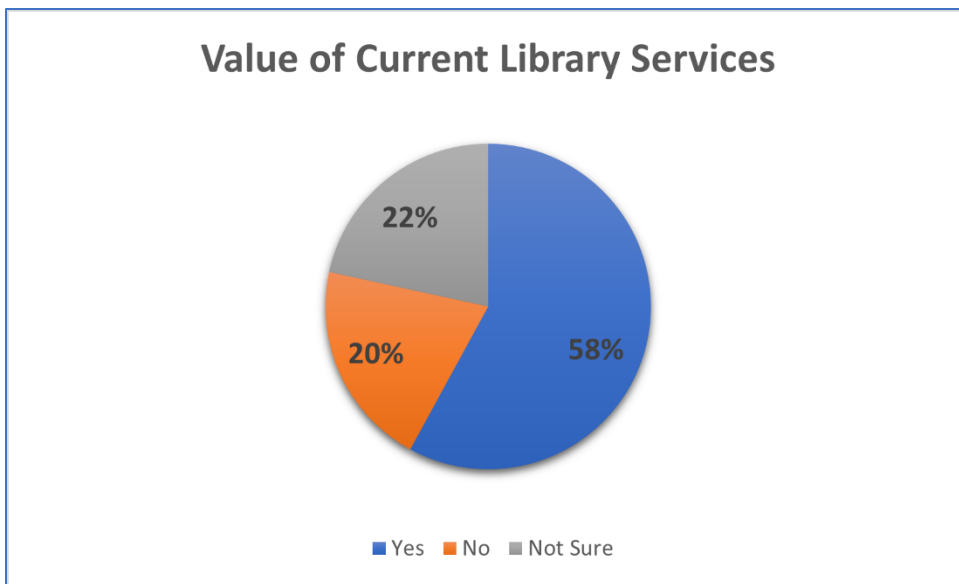
Asking these questions allowed us to correlate responses with the demographic information provided. The age of respondents generally matched the overall population of the community we serve.

87% of respondents indicated they have children in the home. Over 60% of our respondents have children ages 11 and under. This emphasizes the need to improve our services to children.



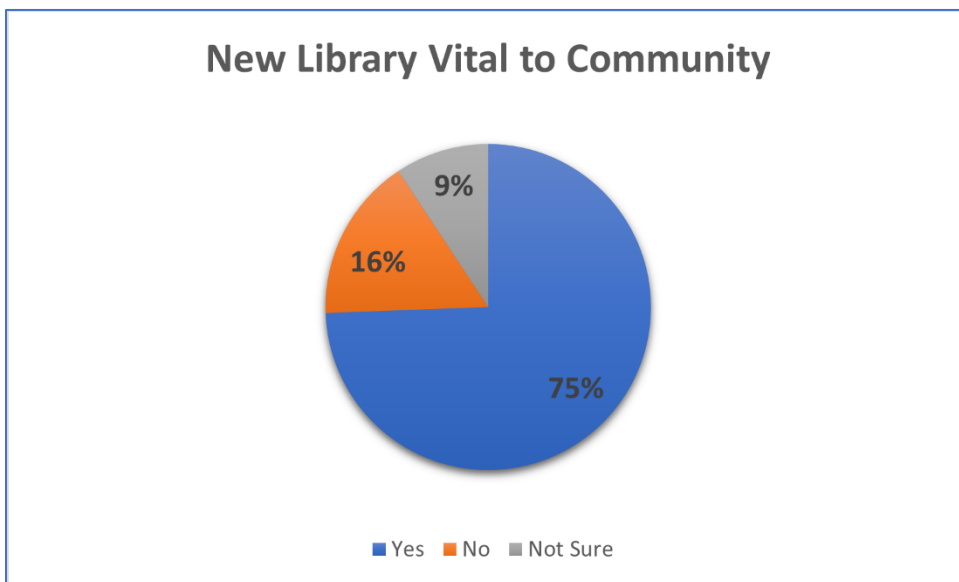
**Value of Library:** In Questions 3 and 10 we ask respondents to consider the value of library service in the community.

<b>Q3</b>			
The services currently provided to our community make the library worth the investment that I make with my tax dollars. (Van Meter citizens pay approximately \$75 per person annually to support the library.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
<b>Q10</b>			
An attractive new library building with community meeting space is important to the vitality of our community.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure



**Questions 3 & 10:** 58% of respondents feel the library is currently worth the taxpayer’s investment. 44% either are not sure or do not feel the library provides a good value for their tax dollars. 75% indicated that they believe that a new library building is vital to our community, with 25 percent not sure or disagreeing with the statement.

Previous surveys have indicated that Van Meter citizens feel there is room for improvement in the quality of library service. In 2017 and 2018 asked respondents to rate the library’s overall services as “excellent, good, fair or poor.” 27% felt the overall services were fair; 38% rated services as good.



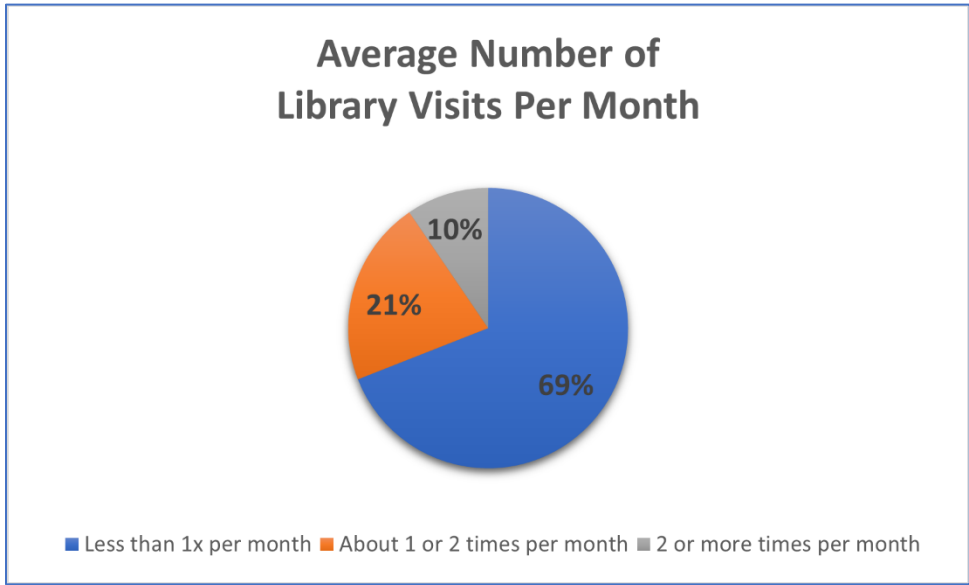
Respondents in the 31-40 age range were the least likely to believe that the library services were a sound investment of taxpayer dollars (Q3). Only 47.5% responded yes. Respondents age 50+ were the most likely to answer yes- 75%.

Previous surveys (2017 and 2018) asked respondents to rate the library’s facilities as “excellent, good, fair or poor.” 65% of respondents indicated that the facilities were “fair” or “poor.”



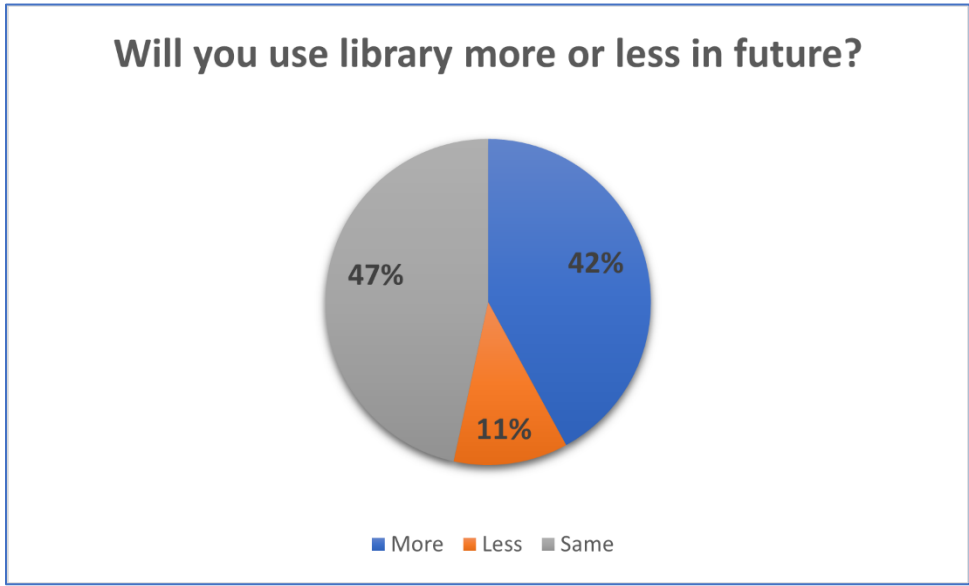
**Library Usage Trends:** Questions 4 through 8 are designed to better understand how patrons will use the library in the coming year.

<b>Q4</b>			
On average how often did you come to the library in a month before it closed in early 2020?	<input type="checkbox"/> Less than 1 time per month on average	<input type="checkbox"/> About 1-2 times per month on average	<input type="checkbox"/> 2 or more times per month on average



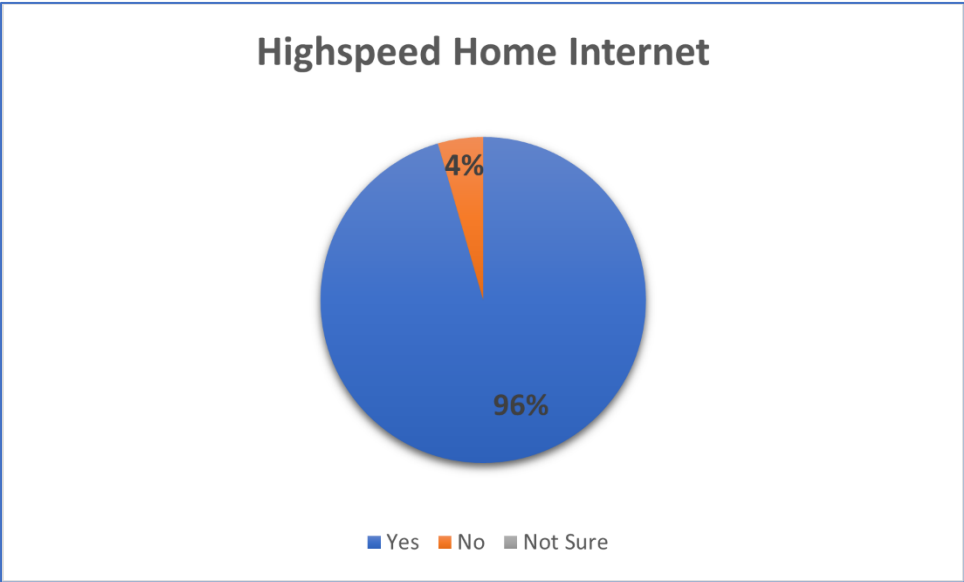
**Question 4 Library Visits:** Van Meter residents seldom find a reason to visit the library. Results from Q4 indicate that library usage is low; 69% of respondents come to the library less than once a month. This is confirmed by data from the State Library’s annual report. Our annual visits are 68% lower than the average for Class C libraries. A 2017 survey indicated that 56% of residents visit less than once a month.

<b>Q5</b>			
Now that we are re-opened, do you expect to come to the library more or less than you did in the past?	<input type="checkbox"/> More	<input type="checkbox"/> Less	<input type="checkbox"/> About the same



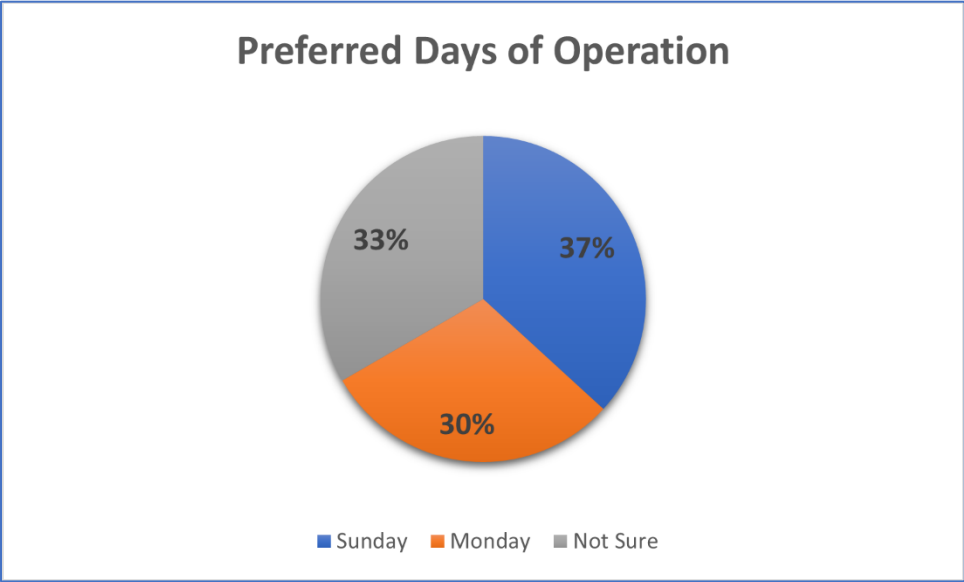
**Question 5 Future Usage:** Responses to Q5 indicate that some change in usage habits may be anticipated in the near future.

Q6			
Do you have high-speed Internet access at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure



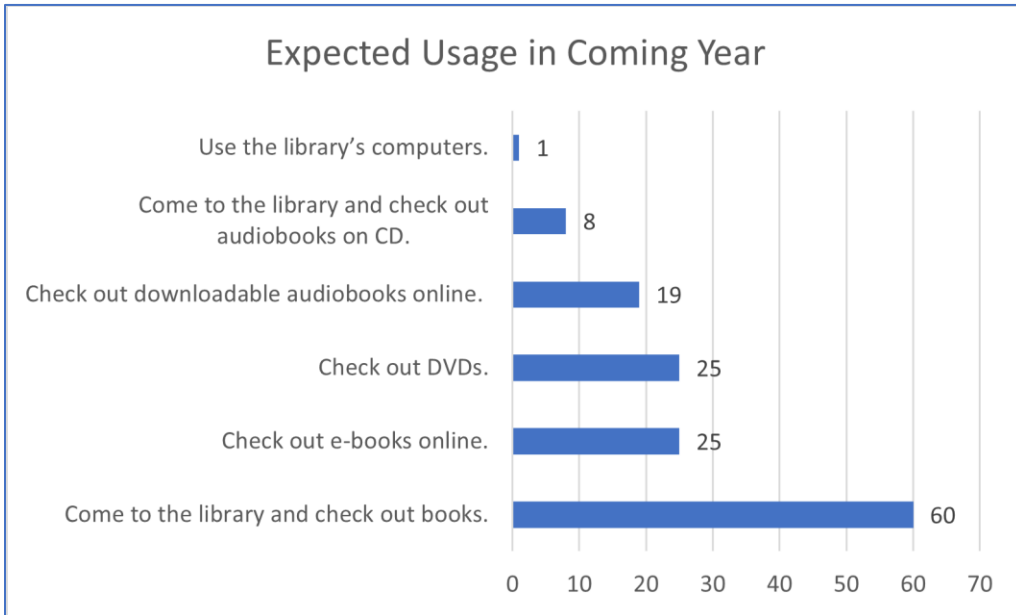
**Question 6 Home Internet Access:** Question 6 reveals that almost all homes have highspeed internet at home. This finding will guide the library’s future decisions regarding what services are appropriate for such a well-connected community.

Q7			
If the library were open both days, would you be more likely to come to the library on Sunday or Monday?	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Not Sure



**Question 7 Days Open:** Question 7 asks respondents if they would use the library more on Monday or Sunday. The results did not indicate a strong preference. Additional work will need to be done to make sure the library’s hours match the needs of the community.

Q8		
Which of these services do you plan to use in the coming year? (check all that apply)		
Come to the library and check out books.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check out e-books online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Come to the library and check out audiobooks on CD.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check out downloadable audiobooks online.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Check out DVDs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Use the library's computers.	<input type="checkbox"/> Yes	<input type="checkbox"/> No



**Question 8 Services Expected to be Used in Future:** Question 8 asks respondents what services they anticipate using in the coming twelve months. Particular emphasis was placed on identifying trends that could help guide the library in making decisions regarding collection development. Physical books are still the greatest library draw. We can anticipate e-books and DVDs to continue to be popular. Audiobooks on CD and the library's computer's usage trail far behind other services. The low response regarding using the library's computers may be due to the fact that the survey was completed by adults. Usage trends will continue to be tracked to determine future needs.

**Question 9 Suggested Improvements:**

Question #9
How could the library improve our services in <i>our current location</i> ? (use back as needed)

Question 9 invites respondents to suggest ways the library could improve its services in our current location. A complete transcript of responses is provided in Appendix A.

The most frequent suggestion was more programming; nine respondents indicated they'd like to see more children's programming; another six wanted programming for all ages.

Despite emphasizing that we wanted suggestions for our current location, the next most frequently mentioned issue was the library's building.

## Section Four: Conclusions and Recommendations

**Conclusion:** The Van Meter library facilities and services are in need of improvement. Survey respondents recognize the value of public libraries, but question the value of our current library and the services provided. The following recommendations are intended to support future improvement.

**Additional Community Information:** Focus groups should be considered to better understand the survey findings and community needs. Expected population growth trends also need to be carefully considered.

**Vision, Values and Mission:** The Library Board and leadership need to develop a strong sense of the library's future; a vision statement that outlives employees and board members; a statement of values that shape the services and culture of the library; and a mission statement that defines the primary way(s) the library works toward its preferred future and ideals.

**5 Year Strategic Plan:** The Library Board and leadership need to develop a plan that considers how to best utilize resources to better meet current community needs and expectations, while still planning and preparing for future library growth. The plan should set goals and benchmarks in areas including facilities, collection development, programming, community outreach and staffing. The plan should prepare the library to thrive and succeed by scaling up services in our current location in preparation for a larger building.

**Hours of Operation:** Additional work needs to be done to determine if the library's hours best meet the community's needs. Optimizing hours allows the library to provide the best possible service without wasted manhours.

**Staffing:** Work needs to be done to determine if the library's wage scale will allow us to attract quality applicants for current and future positions.

The strategic plan should include a goal of hiring a children's librarian within three years. With 87% of respondents indicating they have children in the home, the need for a children's librarian seems apparent. Children's Librarians have specialized training that allow them to promote and nurture the habit of reading; collaborate with other educators; and provide engaging activities that help young people develop their creativity, interests, and talents.

**Budget:** The City Council and Library Board need to consider and plan for projected operating costs for a new library and plan to gradually increase library funding over the coming 5-10 years in preparation for the new library. The 5-year strategic plan should guide the budget.

## Appendix A

Responses to Q9: How could the library improve our services in *our current location*?

Not sure.

More programs for the kids

Promote new books or happenings on social media

Programming for all ages

More new book selections. More online copies for Kindle.

A new building is desperately needed. When we come in now it's just smells musty and damp, we don't like to be in there very long. We have checked out books and once they've gotten home we can see and smell water damage on some of the books (mold). I would come for story time and be more likely to visit if the space were bigger. It's a struggle for me to fit with my 3 kids and no one else in there. I think it's vital that we upgrade this space to a large building with a nice playground attached with it.

Unsure. We just moved to VM in January and have not yet come to the library, but with a 3 & 5 year old I plan to.

Child programs, outreach. We actually choose to use the DeSoto library instead because of these reasons.

More books from current best seller lists

More children's programming

Lighten up the COVID restrictions. The school did. Think the library can too.

More community activities in the park and library

A community room

Being open and available for everyone. My kids and I have really missed the library being open

Keep planning activities for the kids

Bigger space for more community involvement.

I believe the more immediate future of a community library is going to be a technology driven resource center. I believe the long term future of books will be completely e-books. I really don't know if a library will be a community need in 10 years.

Continue adult learning sessions along with sessions for kids.

More new books, being very helpful and knowing what kind of books based on our interests

Larger building

Relocate to a MUCH bigger building, so it can have more room for books plus a 'Van Meter Visitor' display.

Less moldy smelling. I strongly think the new library should stay in town and not be across the highway.

Love the library!

Offer maybe some office services to people for example make copies, notary, ship packages and/or drop off location for UPS/Fedex .

Better hours

Merge with the school library

Add activities for adults to interact

Don't call it a library. People think libraries are waste of money. Change the name to reflect "exciting place to grow your mind and the place to be for growing your circle of friends"

More large print

The library should go away

The size makes it difficult. More children's books and take home activities, but it is so small that I'm not sure how to improve.

Always interested in events for children, including elementary age children.

Allocate more space. I like the location, more space is needed. A few meeting rooms would be a nice feature, tables to sit and work/read. And an area for kids also would be nice along with programming that would attract residents. Overall, the space could be more inviting for families to use the services.

Available printing services. Adult programming

No need to

Toddler reading time! And programming for elementary children.

Van Meter ruined the library with political bullshit. They made it clear that they hate kids. Moving it out to the highway is stupid. But as long as the employees have a pretty office, that's what matters most, right? Librarian turnover tells a lot. Get rid of your nasty library board and drain the putrid swamp in town. P.S. Find someone who knows how to ask appropriate survey questions. These are manipulative and targeted for obtaining specific answers that the city wants. More dishonesty. But that's what Van Meter wants.

Open bathrooms

More kids activities and updated website about the activities.

We'd love a storytime for kids, or a spanish option too since they teach spanish all the way through at school; maybe the high school spanish classes could do a story time for the under 5 age range in the mornings?

Offer more enticing programs.

More launch pads for all ages, (They're wonderful) Learning toys\if not covid, cozy area for reading. cozy area to sit down and read a book



**Library Closings Fiscal Year 2022  
(July 1, 2021 – June 30, 2022)**

<b>Fourth of July (Observation)</b>	<b>Monday, July 5, 2021</b>
<b>Labor Day</b>	<b>Monday, September 6, 2021</b>
<b>Columbus Day</b>	<b>Monday, October 11, 2021</b>
<b>Veteran's Day</b>	<b>Thursday, November 11, 2021</b>
<b>Thanksgiving Day &amp; Weekend</b>	<b>Thursday, November 25, 2021 – Saturday November 27, 2021</b>
<b>Christmas Eve &amp; Day</b>	<b>Friday, December 24 - Saturday, December 25, 2021</b>
<b>New Year's Eve &amp; Day</b>	<b>Friday, December 31, 2021 - Saturday, January 1, 2022</b>
<b>Martin Luther King Day</b>	<b>Monday, January 17, 2022</b>
<b>President's Day</b>	<b>Monday, February 21, 2022</b>
<b>Friday Before Easter</b>	<b>Friday, April 15, 2022</b>
<b>Memorial Day</b>	<b>Monday, May 30, 2022</b>





Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: July 22, 2021

Time: 6:00 PM

Place: Van Meter Public Library (505 Grant Street)

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. Approval of the Agenda
4. Consent Agenda
  - A. Minutes May 19, 2021 meeting
  - B. June Finances & Claims
  - C. July Financial & Claims
5. Election of Officers - Discussion and Action
6. Director's Ninety-Day Review – Discussion and Action
7. Proposed Revisions to Re-opening Plan - Discussion and Action
8. Proposed Revisions of Hours and Closings Policy - Discussion and Action
9. Proposed Mission and Values Policy – Discussion and Action
10. 2021 Survey Results and Analysis – Discussion and Action
11. FY22 Library Closing Dates – Informational Only
12. FY22 Library Board Dates – Informational Only
13. Reports
  - A. Director's Report
  - B. President's Report
14. Adjourn



Director's Report  
 Submitted by Nancy Studebaker, June 7, 2021

Statistics for May 2021

	This Month	This Month 2019	Difference	This Fiscal Year to Date
<b>VISITORS</b>	35	295		37
<b>CIRCULATION</b>				
Books- Adult	64	67		835
Books- Teen	10	10		132
Books- Juvenile	157	206		607
Misc	19	0		12
Audio	0	0		2
DVD	0	110		203
E-Books & Audio Books	156	145		1491
<b>Total Circulation</b>	<b>406</b>	<b>538</b>	<b>-33%</b>	<b>3282</b>
<b>PROGRAMMING</b>				
Children's Programs Offered	0			0
Children's Program Attendance	0	17		0
Children's Passive Programming Participation	24			0
Adult Programs Offered	0			0
Adult Program Attendance	0			0
<b>Total Attendance</b>	<b>24</b>			<b>0</b>
<b>OTHER SERVICES</b>				
Reference Questions				7
Wireless Usage	0			5
Computer Usage	0			0

**The following reflects work accomplished May 16 – Jun 7**

**Spaces & Places: The library will be attractive, clean and well maintained.**



Spaces and Places Accomplishments

Spaces and Places Next Steps

Move teen collection(s) to where DVDs are now. Move DVDs to corner where audiobooks are now.

Go-Fund-Me Campaign for new library furnishings.

All the boxes of withdrawn and donated books are gone! The Library Foundation made over \$500 by selling books on the Saturday of Raccoon River Days (June 5).

*Patrons return to library on May 10<sup>th</sup>!*



*Crowd for June 5<sup>th</sup> book sale.*

**Civic & Community Engagement: The library will have a deep understanding of the community we serve. The library will be a resource for community information. The community will be informed about library services and events.**

Civic & Community Accomplishments

The survey has been posted on the City's website and FaceBook page. It will be distributed throughout June.

Continued to post several items each week on the city's FaceBook page to promote the library's upcoming events and services.

I attended the VMCDC annual meeting on June 7<sup>th</sup>.

### Civic & Community Next Steps

I will present survey results at the July or August meeting, including any recommended action(s) based on the results.

### **Circulation, Collection Development & Maintenance: The library will maintain a collection of materials which meets the recreational reading and informational needs of our community.**

#### Collection Development & Maintenance Accomplishments

I've been working on making sure juvenile series are filled-in and up-to-date.

Our grant application for \$5000 has been approved. This will allow us to add popular items to our collection of e-books and downloadable audiobooks, additional Play-a-way tablets, access to TumbleBooks and Universal Class from OverDrive.

All fiction books have been merged into a single collection (no longer in sections by genre). This makes browsing for a particular author easier for the patron and cataloging easier for staff.

Circulation made a strong come-back. We re-opened on May 10<sup>th</sup>; about a third of the way through the month. Check-outs for May 2021 was 33% below May 2019 (pre-COVID). For the first 11 months of the fiscal year, circulation is down 53% from FY2019.

#### Collection Development & Maintenance Next Steps

Complete inventory of Juvenile Non-Fiction and Adult Fiction over the summer. (My plan is to try to do a complete inventory before the end of the year, then follow the two year schedule for inventory after that.)

Integrate Juvenile Fiction and Juvenile Series Fiction into a single collection.

### **Experiential and Learning Opportunities: The library will provide access to online information resources and in-person learning opportunities.**

#### Information & Learning Opportunities Accomplishments

I am working toward making the children's area a place for learning and experiencing new things. We set out handbells during May along with color-coded music for "Twinkle, Twinkle Little Star." Many children quickly enjoyed making music. For June we will have magnifying glasses, a periscope and binoculars.

May's Take-n-Make sold out. Twenty-four children took home bird house kits to put together and paint. (see Passive Program Participation)

Jennifer prepared color-your-own bags for the week of June 1st Take-n-Make craft. All 24 were distributed by the middle of the week. We have forty seed bomb kits ready for the week of June 7<sup>th</sup>.



We gave away about 200 children's books during Raccoon River Days, June 5. It was a joy to watch children excited about getting a new book!

We held our first Summer Storytimes on June 1<sup>st</sup>. There were three children for the 9am storytime; one child at 7pm and none at 7:30pm. I spoke to dozens of mothers during the book give-a-way and hope those numbers will grow in the coming weeks.

#### Information & Learning Opportunities Next Steps

SRP will be all-consuming over the coming weeks.

#### **Administration: The library will be run efficiently and be financially sound.**

##### Administration Accomplishments

I'm thrilled to have volunteers each Saturday during the summer. Emma Backstrom will be working on the 2<sup>nd</sup> & 4<sup>th</sup> Saturdays from 11-3; Elena Iglesias will be working the same shift on the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays. This will allow us to move collections, complete an inventory and other collection maintenance work that is time consuming but routine.

##### Administration Next Steps



Director's Report  
 Submitted by Nancy Studebaker, July 22, 2021

Statistics for June 2021	This Month 2021	This Month 2019	Difference
<b>VISITORS</b>	639	716	<b>-12%</b>
<b>CIRCULATION</b>			
Books- Adult	126	132	
Books- Teen	25	8	
Books- Juvenile	560	423	
Misc	4	15	
Audio	0	1	
DVD	103	124	
E-Books & Audio Books	199	172	
<b>Total Circulation</b>	<b>1017</b>	<b>875</b>	<b>14%</b>
<b>PROGRAMMING</b>			
Children's Programs Offered	17	18	<b>-6%</b>
Children's Program Attendance	41	63	<b>-54%</b>
Class Visits to Library	86		
Children's Passive Programming Participation	284		
Adult Programs Offered	0		
Adult Program Attendance	0		
<b>Total Attendance</b>	<b>428</b>		
<b>OTHER SERVICES</b>			
Reference Questions	11	56	<b>-409%</b>
Wireless Usage	23	18	<b>22%</b>

Note: Passive programming includes book give-a-way during Racoon River Days and Take-n-Make Crafts.

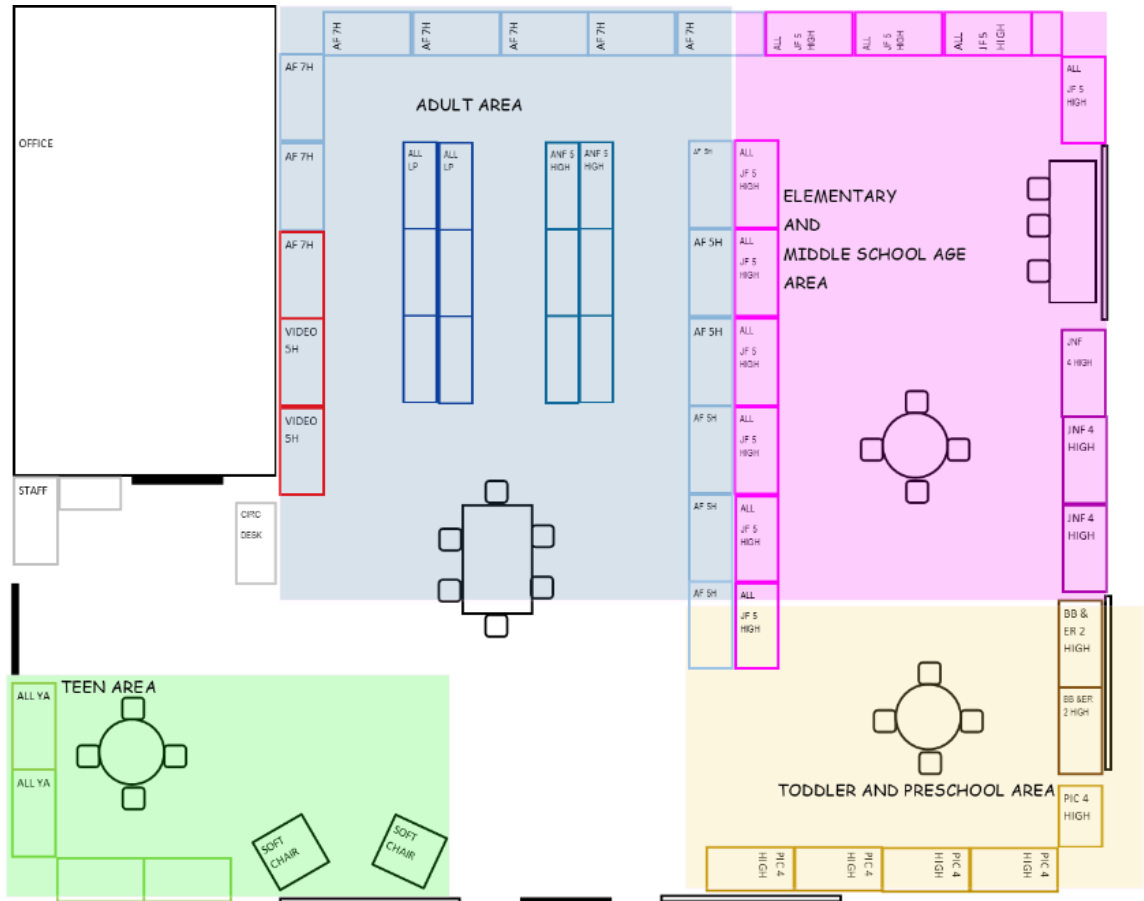


**Fiscal Year 2021 At a Glance**

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY2021
Visitors	4	3	3	3	7	2	2	1	0	0	35	639	<b>699</b>
Programs	0	0	0	0	0	0	0	0	0	0	0	18	<b>18</b>
Programming attendance	0	0	0	0	0	0	0	0	0	0	0	127	<b>127</b>
Outreach attendance	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Computer usage	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Wireless usage	17	10	8	5	6	5	5	3	12	21	32	23	<b>147</b>
Reference questions	6	5	2	7	6	6	4	11	0	0	0	11	<b>58</b>
Fax/Scan	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
Copy/Print	0	0	0	0	0	2	0	0	0	0	0	0	<b>2</b>
Library checkouts	199	140	99	107	164	148	193	173	171	110	287	818	<b>2609</b>
Materials borrowed from other libraries	3	2	7	5	1	5	17	4	18	7	4	7	<b>80</b>
Materials loaned to other libraries	0	0	0	1	0	0	1	2	2	1	5	1	<b>13</b>
E-books & e-audiobooks usage	116	112	116	135	170	151	139	115	122	159	156	199	<b>1690</b>

**The following reflects work accomplished in June 2021**

- DVD— RED**  
CURRENTLY 28 SHELVES (MANY HALF FULL)  
NEW 19 SHELVES
- ADULT FICTION—LIGHT BLUE** CURRENTLY 78 SHELVES  
NEW 79 SHELVES
- JUVENILE FICTION— BRIGHT PINK**  
CURRENTLY 35 SHELVES  
NEW 52 SHELVES
- JUVENILE NON-FICTION—MAGENTA**  
(this includes PIC NF which will be interfiled with JNF)  
CURRENTLY 10 SHELVES  
NEW 12 SHELVES
- BB & ER— BROWN**  
CURRENTLY 5 SHELVES; NOW 4 SHELVES.
- PICTURE BOOKS— GOLD**  
CURRENTLY 16 SHELVES (MANY HALF FULL)  
NEW—16 SHELVES
- ANF TEAL** CURRENTLY 55 SHELVES (MANY HALF-FULL)  
NEW 30 SHELVES.
- LP DARK BLUE**  
REMAINS SAME
- TEEN LIME GREEN**  
CURRENTLY 22 SHELVES (MANY HALF-FULL)  
NEW 28 SHELVES



**Spaces & Places: The library will be attractive, clean and well maintained.**

**Spaces and Places Accomplishments**

I developed a floor plan which creates some nice programming space in the children’s area; creates a well-defined, unique space for teens. By weeding the adult-non-fiction and video collections, and by smarter use of our shelving space, the plan allows us to eliminate some shelving units for a more open, spacious looking library.

All Adult-Non-Fiction (ANF) has been reduced to a double-sided six-section unit. This required some weeding, but there are still over 400 ANF items that have never circulated, so more weeding will be required.

The card catalog was sold for \$200 on FB Marketplace.

**Spaces and Places Next Steps**





I hope to have shelving units and book collections moved by the end of August. This will require volunteers.

**Civic & Community Engagement: The library will have a deep understanding of the community we serve. The library will be a resource for community information. The community will be informed about library services and events.**

#### **Civic & Community Accomplishments**

Ninety people responded to the 2021 Customer Survey.

The library started its own FaceBook page in June. We now have almost 200 followers.

#### **Civic & Community Next Steps**

**Circulation, Collection Development & Maintenance: The library will maintain a collection of materials which meets the recreational reading and informational needs of our community.**

#### **Collection Development & Maintenance Accomplishments**

June was a record-breaking month for e-book and downloadable audiobook check-outs. 199 items were checked out. The next highest month was June of 2019 when Van Meter patrons checked out 172 items.

I created several displays to help children find their book. One display includes the use of QR codes that link to video book-reviews by children, teachers, authors and librarians.

ARPA Grant update: I ordered \$640 worth of audiobooks on OverDrive and about \$1350 has been spent on the LaunchPad tablets. WE have \$560 remaining for audiobooks and \$650 for LaunchPads. In addition, we have funds for the purchase of TumbleBooks and Universal Class.

Our volunteer, Emma, is working on an inventory of juvenile non-fiction. She has found many books that were not in the catalog or didn't have barcodes or had incorrect spine labels, etc.

Work continues towards improving our juvenile fiction collection. We now have all the titles for Battle of the Books. I also updated many series.

We are making progress toward re-spine labeling all the Juvenile "Series" books in preparation for integrating them with the general JF collection.

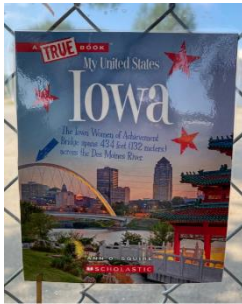
#### **Collection Development & Maintenance Next Steps**

**Experiential and Learning Opportunities: The library will provide access to online information resources and in-person learning opportunities.**

#### **Information & Learning Opportunities Accomplishments**

During June we had a new take-n-make each week. All have been popular. Many people come in just for the craft. The paracord bracelet was a big hit; it sold out by Tuesday!

Tuesday's 9am storytime has about 8 faithful attendees and there are several others that have shown up for one or two.



My goal is to always have things for children to do at the library. I created interactive displays on the magnetic board and the bulletin board. The magnetic board features simple activities that teach pre- and early literacy skills. The bulletin board currently is an "I Spy" game. Thanks to Shannon, we also have a "Stick Together" project that the kids are enjoying. And I have put out the Legos for children to play with in July.

The fun continues in the park, with a new Story Stroll every couple weeks. Jennifer has done a great job putting up these displays.

### Information & Learning Opportunities Next Steps

I am in the planning phase for the Fall Children and Adult Programming line-up. Currently, the plan includes:

- A Monopoly themed reading reward program for children.
- A Yahtzee themed reading reward program for teens.
- Wednesday Crafts programs.
- Monthly special programs such as the Des Moines Symphony' Petting Zoo.
- A Parent/Tween Book Club.
- Friday Game Day
- Adult programming in November in celebration of Iowa's 175<sup>th</sup> Anniversary.

**Administration: The library will be run efficiently and be financially sound.**

### Administration Accomplishments

I have prepared a report on the 2021 Customer Survey. The report includes recommendations for moving forward. I have reached out to Drake University to see if students might facilitate focus groups and stakeholder interviews to better understand what our community wants in the way of library services and facilities. I'm also in the process of writing an American Library Association grant application for funding to conduct community conversations to explore what services the community wants available for our youth.

### Administration Next Steps

Annual reports are due July 31. These reports are submitted to the Library of Iowa and are tied to our Direct State Aid funding.