



Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: August 18, 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 informational needs of the public library customers.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
 - A. Minutes of Meeting July 22, 2021
 - B. August Financial Reports
 - C. August Claims
5. Van Meter Visitor Festival - Discussion
6. Proposed Budget Revision – Discussion
 - A. Budget change for additional staffing
 - B. Budget change for additional materials
7. Proposed Job Descriptions – Discussion and Action
8. Reports
 - A. Director’s Report
 - B. President’s Report
9. Adjourn

| |
|-----------------------------------|
| President: Kate McCombs |
| Vice President: Rachel Backstrom |
| Secretary: Megan Warwick |
| Member: Andrew Kendall |
| Member: Shannon McClintock Miller |

Van Meter Public Library

7/22/2021 Board Meeting Minutes

On July 22nd 2021, the Van Meter Public Library Board met at the Van Meter Public Library.

The meeting was called to order at 6:02pm by President Backstrom.

In attendance were Backstrom, McCombs, and Kendall. Warwick joined via phone. Miller was absent. Nancy Studebaker was also in attendance.

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

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

Discussion Items:

Election of officers was presented by Backstrom, discussion was held.

Director's ninety-day review was presented by Backstrom, discussion was held.

Proposed revisions to the re-opening plan were presented by Backstrom, discussion was held.

Proposed revisions of hours and closing policy was presented by Backstrom, discussion was held.

Proposed mission and values policy was presented by Studebaker, discussion was held.

2021 Survey Results and analysis was presented by Studebaker, discussion was held.

FY22 library closing dates was presented by Studebaker, discussion was held.

FY22 library board dates was presented by Studebaker, discussion was held.

Action Items:

Warwick motioned to appoint McCombs as the board president. Seconded by Kendall, passed unanimously.

McCombs motioned to appoint Backstrom as the board vice president. Seconded by Kendall, passed unanimously.

McCombs motioned to keep Warwick as the board secretary. Seconded by Kendall, passed unanimously.

Warwick motioned to remove the probationary period for Studebaker and continue employment. Seconded by Kendall, passed unanimously.

Kendall motioned to approve the Reopening revisions less the curbside pickup.

McCombs seconded, passed unanimously.

Warwick motioned to approve the revisions to the Hours and Closing Policy.

Seconded by McCombs, passed unanimously.

Warwick motioned to approve the Mission and Values Policy. Seconded by McCombs, passed unanimously.

Director and President reports were given.

Having no further business, President Backstrom asked for a motion to adjourn. Kendall motioned, McCombs seconded. Passed unanimously. Adjured at 7:12 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, August 18th at 6:00pm.

| FISCAL YEAR 2022 BUDGET REPORT | | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | YTD |
|--------------------------------|---------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| 112 Fund | | | | | | | | | | | | | | |
| FICA - City Portion | \$ 4,500.00 | \$ 303.88 | | | | | | | | | | | | \$ 303.88 |
| IPERS - City Portion | \$ 5,100.00 | \$ 389.26 | | | | | | | | | | | | \$ 389.26 |
| Group Insurance | \$ 1,000.00 | \$ 36.06 | | | | | | | | | | | | \$ 36.06 |
| Total 112 Budget | \$ 10,600.00 | \$ 729.20 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 729.20 |
| 182 Fund | | | | | | | | | | | | | | |
| Wages FT | \$ 45,062.00 | \$ 3,384.62 | | | | | | | | | | | | \$ 3,384.62 |
| Wages PT | \$ 11,213.00 | \$ 739.03 | | | | | | | | | | | | \$ 739.03 |
| Dues | \$ 75.00 | \$ - | | | | | | | | | | | | \$ - |
| Programming | \$ 3,800.00 | \$ 773.65 | | | | | | | | | | | | \$ 773.65 |
| Subscriptions | \$ 800.00 | \$ - | | | | | | | | | | | | \$ - |
| Training | \$ 150.00 | \$ - | | | | | | | | | | | | \$ - |
| Operating & Maintenance | \$ 400.00 | \$ - | | | | | | | | | | | | \$ - |
| Utilities | \$ 1,400.00 | \$ 87.27 | | | | | | | | | | | | \$ 87.27 |
| Telephone | \$ 800.00 | \$ - | | | | | | | | | | | | \$ - |
| Technology | \$ 4,500.00 | \$ 198.98 | | | | | | | | | | | | \$ 198.98 |
| Other Contractual Services | \$ 1,200.00 | \$ - | | | | | | | | | | | | \$ - |
| Library Materials | \$ 8,000.00 | \$ 1,966.79 | | | | | | | | | | | | \$ 1,966.79 |
| Office Supplies | \$ 2,600.00 | \$ 41.86 | | | | | | | | | | | | \$ 41.86 |
| Total 182 Budget | \$ 80,000.00 | \$ 7,192.20 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,192.20 |
| TOTAL LIBRARY DEPT 410 | \$ 90,600.00 | \$ 7,921.40 | | | | | | | | | | | | |

NOTE: All numbers are taken from the SimpleCity budget report included. This format allows us to follow the budget as we move through the fiscal year.

NOTE: This report includes the 112 funds that support the library but come out of city funds, they do not come out of library funds. It is included here so we can more fully appreciate the City's support for our library.

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 |
|----------------|--------------------------|--------------|-------------|-------------|------------------|------------|
| 112-410-6110 | FICA - CITY PORTION | 4,500.00 | 303.88 | 303.88 | 6.75 | 4,196.12 |
| 112-410-6130 | IPERS - CITY PORTION | 5,100.00 | 389.26 | 389.26 | 7.63 | 4,710.74 |
| 112-410-6150 | GROUP INSURANCE | 1,000.00 | 36.06 | 36.06 | 3.61 | 963.94 |
| 182-410-6010 | WAGES - FULL TIME | 45,062.00 | 3,384.62 | 3,384.62 | 7.51 | 41,677.38 |
| 182-410-6020 | WAGES - PART TIME | 11,213.00 | 739.03 | 739.03 | 6.59 | 10,473.97 |
| 182-410-6210 | DUES | 75.00 | | | | 75.00 |
| 182-410-6215 | PROGRAMMING | 3,800.00 | 773.65 | 773.65 | 20.36 | 3,026.35 |
| 182-410-6220 | SUBSCRIPTION | 800.00 | | | | 800.00 |
| 182-410-6230 | TRAINING | 150.00 | | | | 150.00 |
| 182-410-6311 | OPERATION & MAINTENANCE | 400.00 | | | | 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 | | | | 800.00 |
| 182-410-6419 | TECHNOLOGY | 4,500.00 | 198.98 | 198.98 | 4.42 | 4,301.02 |
| 182-410-6499 | OTHER CONTRACTUAL SERV | 1,200.00 | | | | 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 |
| | DIFFERENCE | 90,600.00 | 7,921.40 | 7,921.40 | 8.74 | 82,678.60 |
| | PROOF | 90,600.00 | 7,921.40 | 7,921.40 | 8.74 | 82,678.60 |

REVENUE REPORT
CALENDAR 7/2021, FISCAL 1/2022

PCT OF FISCAL YTD 8.3%

| ACCOUNT NUMBER | ACCOUNT TITLE | BUDGET ESTIMATE | MTD BALANCE | YTD BALANCE | PERCENT RECVD | UNCOLLECTED |
|----------------|---------------------------|-----------------|-------------|-------------|---------------|-------------|
| 182-410-4440 | STATE GRANTS | 1,300.00 | | | | 1,300.00 |
| 182-410-4470 | LIBRARY SERVICE | 4,500.00 | | | | 4,500.00 |
| 182-410-4705 | DONATIONS - LIBRARY TRUST | 1,500.00 | | | | 1,500.00 |
| | DIFFERENCE | 7,300.00 | | | | 7,300.00 |
| | PROOF | 7,300.00 | | | | 7,300.00 |

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

| ACCOUNT TITLE | LAST MONTH END BALANCE | RECEIVED | DISBURSED | CHANGE IN LIABILITY | ENDING BALANCE |
|---------------------------|---------------------------|----------|-----------|------------------------|-------------------|
| 051 LIBRARY BUILDING FUND | 15,678.34 | | | | 15,678.34 |
| Report Total | 15,678.34 | .00 | .00 | .00 | 15,678.34 |

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 | 7,192.20 | .00 | 29,396.33 |
| Report Total | 36,588.53 | .00 | 7,192.20 | .00 | 29,396.33 |

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Biblionix

Mailing Address: 100 Congress Ave Ste 2000 Austin, TX 78701

Date of Invoice: 7/20/2021

Amount: \$1100

Memo: Acct 10500

| |
|-----------------|
| Vendor # |
| Office Use Only |

Purchase Description: Tech

Invoice Number: 7378

Account Number: 182-410-6419

Nancy Studebaker-Barringer

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Baker & Taylor

Mailing Address: PO Box 277930 Atlanta, GA 30384-7930

Date of Invoice: 6/30/2021

Amount: \$373.73

Memo: Acct L0435932

| |
|-----------------|
| Vendor # |
| Office Use Only |

Purchase Description: Materials

Invoice Number: Statement

Account Number: 182-410-6502

Nancy Studebaker-Barringer

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217

7780 1 MB 0.447 P:7780 / T:25 / S1:0 / S2:0



VAN METER PUBLIC LIBRARY
PO BOX 160
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 | 06/30/21 | 1 |

| ACCOUNT # | STATEMENT DATE | PAGE # |
|-----------|----------------|--------|
| L0435962 | 06/30/21 | 1 |

| ITEM NUMBER | ITEM DATE | NET DUE BY | PURCHASE ORDER CROSS REFERENCE | ITEM AMOUNT | BALANCE |
|--------------|-----------|------------|--------------------------------|-------------|---------|
| COA102925482 | 062121 | 062121 | 30293-MARCH INVOICE | 108.38- | 108.38- |
| 2036009959 | 062821 | 072821 | INSP | 25.45 | 82.93- |
| 2036034952 | 062821 | 072821 | AYAT | 34.03 | 48.90- |
| 2035977064 | 062921 | 072921 | AYAT | 76.14 | 27.24 |
| 2035993215 | 062921 | 072921 | AYAT | 69.95 | 97.19 |
| 2036014497 | 062921 | 072921 | 20213RDJJNF | 136.53 | 233.72 |
| 2036019819 | 063021 | 073021 | 182-410-6502 | 248.39 | 482.11 |

| ITEM NUMBER | ITEM DATE | AMOUNT |
|-------------------------|-------------------|--------------------|
| COA102925482 | 062121 | 108.38- |
| 2036009959 | 062821 | 25.45 |
| 2036034952 | 062821 | 34.03 |
| 2035977064 | 062921 | 76.14 |
| 2035993215 | 062921 | 69.95 |
| 2036014497 | 062921 | 136.53 |
| 2036019819 | 063021 | 248.39 |

PLEASE FORWARD ALL REMITTANCE DETAIL FOR ACH, WIRES & DRAFTS TO:

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

\$373.73

| CURRENT | 1-30 PAST DUE | 31-60 PAST DUE | 60+ PAST DUE | TOTAL |
|---------|---------------|----------------|--------------|--------|
| 590.49 | 108.38- | 0.00 | 0.00 | 482.11 |

| STATEMENT BALANCE |
|---|
| \$482.11 USD ^{12 of 42} |

KEEP THIS COPY FOR YOUR RECORDS

Review invoices and statements and track orders 24/7 with Online Customer Support at www.htel.com/ccc.cfm



INVOICE

INVOICE #: 2036009959
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9516273
 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 #:
 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 | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|----------------------|------------|---------------|-----------------|--------------|---------------|-------|-------|-------|-----------|----------------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| 1 | SEEDS OF CHANGE | | | SNELLING, LAURA | PAP | 9780764235696 | BAKER | 15.99 | 40.0% | 9.59 | 9.59 |
| | 81234404 | | INSP | | 0000000042 | 0764235699 | | | | | |
| 1 | VENICE SKETCHBOOK | | | BOWEN, RHYS | HRD | 9781542027120 | AMZNB | 24.95 | 44.0% | 13.97 | 13.97 |
| | 81246578 | | 202104ADULT | | 445288244 | 1542027128 | | | | | |
| 2 | | | | | SUB TOTAL | | | | | | 23.56 |
| | | | | | USD CURRENCY | | | | | | |
| 2 | OWNERSHIP LABEL | AT | 0.25 = | 0.50 | | | | | | VAS | 1.89 |
| 2 | SPINE LABEL | AT | 0.25 = | 0.50 | | | | | | | |
| 2 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | | | |
| 1 | MYLAR JACKET NON STA | AT | 0.89 = | 0.89 | | | | | | | |
| | TOTAL | | | 1.89 | | | | | | | |

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 #: 2036009959
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9516273

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 | BT ORDER # | CUSTOMER PO # | AUTHOR | FUND # | TYPE | CUST REF # | ISBN | ISBN-10 | PUB. | PRICE | DISPOSITION | STATUS | DUE DATE |
|-----|--|------------|---------------|-----------------|--------|------|------------|---------------|------------|--------|-------|--------------|--------|----------|
| 1 | DARK HOURS | 81313156 | AYAT | CONNELLY, MICHA | | HRD | 0000000002 | 9780316485647 | 0316485640 | LITTL | 29.00 | BACK ORDERED | NP | 11/2021 |
| 1 | MAN OF HONOR | 81313156 | AYAT | BRADFORD, BARBA | | HRD | 0000000001 | 9781250187451 | 1250187451 | STMAR | 29.99 | BACK ORDERED | NP | 11/2021 |
| 1 | NEVER | 81313156 | AYAT | FOLLETT, KEN | | HRD | 0000000003 | 9780593300015 | 0593300017 | PENGU | 36.00 | BACK ORDERED | NP | 11/2021 |
| 1 | PARTY CRASHER | 81313156 | AYAT | KINSELLA, SOPHI | | HRD | 0000000007 | 9780593449172 | 0593449177 | RANDO | 27.00 | BACK ORDERED | NP | 10/2021 |
| 1 | AUTHENTICALLY UNIQUELY YOU LIVING FREE F | 81313156 | INSP | MEYER, JOYCE | | HRD | 0000000006 | 9781546026347 | 1546026347 | GDCLR | 26.00 | BACK ORDERED | NP | 09/2021 |
| 1 | HELP IS HERE FACING LIFES CHALLENGES WIT | 81313156 | INSP | LUCADO, MAX | | HRD | 0000000004 | 9781400224814 | 1400224810 | HRPCR | 26.99 | BACK ORDERED | NP | 09/2021 |
| 1 | YOU WERE MADE FOR THIS MOMENT COURAGE FO | 81313156 | INSP | LUCADO, MAX | | HRD | 0000000005 | 9781400231799 | 1400231795 | HRPCR | 26.99 | BACK ORDERED | NP | 09/2021 |
| 1 | MERCY | 81316676 | AYAT | BALDACCI, DAVID | | HRD | 0000000001 | 9781538706107 | 1538706105 | GDCTP | 29.00 | CANCELLED | PC | |
| 1 | BEST OF ME | 81316676 | AYNF | SEDARIS, DAVID | | PAP | 0000000003 | 9780316242400 | 0316242403 | LITTPB | 18.99 | BACK ORDERED | NP | 09/2021 |
| 1 | KILLING CRAZY HORSE THE MERCILESS INDIAN | 81316676 | AYNF | O'REILLY, BILL | | PAP | 0000000004 | 9781250782212 | 125078221X | STMRP | 17.99 | BACK ORDERED | NP | 09/2021 |
| 1 | POLITICS OF LOVE HOW TO FIGHT OUR POLITI | 81316676 | AYNF | WILLIAMSON, MAR | | PAP | 0000000002 | 9780063041813 | 0063041812 | HPCLP | 16.99 | BACK ORDERED | NP | 08/2021 |
| 1 | TALKING TO STRANGERS WHAT WE SHOULD KNOW | 81316676 | AYNF | GLADWELL, MALCO | | PAP | 0000000005 | 9780316299220 | 0316299227 | LITTPB | 18.99 | BACK ORDERED | NP | 09/2021 |
| 1 | BECOMING | 81324716 | AYAT | ROBERTS, NORA | | HRD | 0000000004 | 9781250272706 | 125027270X | STMAR | 28.99 | BACK ORDERED | NP | 11/2021 |
| 1 | FEAR NO EVIL | 81324716 | AYAT | PATTERSON, JAME | | HRD | 0000000003 | 9780316499149 | 0316499145 | LITTL | 29.00 | BACK ORDERED | NP | 11/2021 |
| 1 | FLYING ANGELS | 81324716 | AYAT | STEEL, DANIELLE | | HRD | 0000000005 | 9781984821553 | 1984821555 | RANDO | 28.99 | BACK ORDERED | NP | 11/2021 |
| 1 | GO TELL THE BEES THAT I AM GONE A NOVEL | 81324716 | AYAT | GABALDON, DIANA | | HRD | 0000000002 | 9781101885680 | 1101885688 | RANDO | 36.00 | BACK ORDERED | NP | 11/2021 |
| 1 | MERCY | 81324716 | AYAT | BALDACCI, DAVID | | HRD | 0000000001 | 9781538719725 | 153871972X | GDCTP | 29.00 | BACK ORDERED | NP | 11/2021 |
| 1 | PRIME DIRECTIVE | 81327753 | INSP | BUNN, T. DAVIS | | HRD | 0000000001 | 9780727850263 | 0727850261 | SEVEU | 28.99 | BACK ORDERED | BP | |
| 1 | ANY WAY THE WIND BLOWS | 81337019 | 20213RDYA | ROWELL, RAINBOW | | HRD | 452324386 | 9781250254337 | 1250254337 | STMAR | 19.99 | BACK ORDERED | NP | 07/2021 |
| 1 | ASHFALL LEGACY | 81337019 | 20213RDYA | LORE, PITTACUS | | HRD | 452325263 | 9780062845368 | 0062845365 | HARJU | 18.99 | BACK ORDERED | NP | 08/2021 |

STATUS REPORT

INVOICE #: 2036009959
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9516273
 PAGE: 002

| QTY | TITLE | BT ORDER # | CUSTOMER PO # | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISPOSITION | STATUS | DUE DATE |
|-----|---|------------|---------------|-----------------|------------|---------------|-------|-------|--------------|--------|----------|
| | | | | FUND # | CUST REF # | ISBN-10 | | | | | |
| 1 | BETRAYED | 81337019 | 20213RDYA | CASS, KIERA | HRD | 9780062291660 | HARJU | 19.99 | BACK ORDERED | NP | 06/2021 |
| | | | | | 452111730 | 0062291661 | | | | | |
| 1 | ASTRONUTS 3 THE PERFECT PLANET | 81337033 | 20213RDJJNF | SCIBSZKA, JON | HRD | 9781452171210 | CHRNJ | 14.99 | BACK ORDERED | NP | 08/2021 |
| | | | | | 452335022 | 1452171211 | | | | | |
| 1 | BAD GUYS IN CUT TO THE CHASE | 81337033 | 20213RDJJNF | BLABEY, AARON | PAP | 9781338329520 | SCHOH | 6.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452313700 | 1338329529 | | | | | |
| 1 | BIG NATE TOP DOG | 81337033 | 20213RDJJNF | PEIRCE, LINCOLN | PAP | 9781524869793 | ANDML | 14.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452313959 | 1524869791 | | | | | |
| 1 | GERONIMO STILLTON REPORTER 8 HYPNO TICK T | 81337033 | 20213RDJJNF | STILTON, GERONI | HRD | 9781545806999 | PAPCT | 9.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452314016 | 1545806993 | | | | | |
| 1 | LIKE FATHER LIKE SON | 81337033 | 20213RDJJNF | PATTERSON, JAME | HRD | 9780316500135 | LITLC | 16.99 | BACK ORDERED | NP | 06/2021 |
| | | | | | 452310590 | 0316500135 | | | | | |
| 1 | LINKED | 81337033 | 20213RDJJNF | KORMAN, GORDON | HRD | 9781338629118 | SCHOH | 17.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452317549 | 1338629115 | | | | | |
| 1 | MYSTERIOUS EYE OF THE DRAGON | 81337033 | 20213RDJJNF | STILTON, GERONI | PAP | 9781338687200 | SCHOL | 7.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452317607 | 1338687204 | | | | | |
| 1 | ROSETOWN SUMMER | 81337033 | 20213RDJJNF | RYLANT, CYNTHIA | HRD | 9781534494718 | SIMJU | 16.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 452317942 | 1534494715 | | | | | |
| 1 | WE ARE FAMILY | 81337033 | 20213RDJJNF | JAMES, LEBRON | HRD | 9780062971098 | HARJU | 17.99 | BACK ORDERED | NP | 08/2021 |
| | | | | | 452336017 | 0062971093 | | | | | |
| 1 | AUTOPSY | 81339332 | AYAT | CORNWELL, PATRI | HRD | 9780063112193 | HARPE | 28.99 | BACK ORDERED | NP | 11/2021 |
| | | | | | 0000000001 | 0063112191 | | | | | |
| 1 | MIDNIGHT LOCK | 81339332 | AYAT | DEAVER, JEFFERY | HRD | 9780525536000 | PENGU | 28.00 | BACK ORDERED | NP | 11/2021 |
| | | | | | 0000000002 | 0525536000 | | | | | |
| 1 | WISH YOU WERE HERE | 81339332 | AYAT | PICOUULT, JODI | HRD | 9781984818416 | RANDO | 28.99 | BACK ORDERED | NP | 11/2021 |
| | | | | | 0000000003 | 1984818414 | | | | | |
| 1 | BAD GUYS IN CUT TO THE CHASE | 81344866 | 202106CHAPTER | BLABEY, AARON | PAP | 9781338329520 | SCHOH | 6.99 | BACK ORDERED | NP | 07/2021 |
| | | | | | 453300546 | 1338329529 | | | | | |
| 1 | DOG MAN 8 FETCH 22 | 81344866 | 202106CHAPTER | PILKEY, DAV | HRD | 9781338323214 | SCHOH | 12.99 | BACK ORDERED | BP | |
| | | | | | 453304915 | 1338323210 | | | | | |
| 1 | MYSTERY ON THE STARSHIP CRUSADER | 81344866 | 202106CHAPTER | BRADY, DUSTIN | HRD | 9781524868031 | ANDML | 15.99 | BACK ORDERED | OS | |
| | | | | | 453305988 | 1524868035 | | | | | |
| 1 | SILVERVIEW | 81348398 | AYAT | LE CARR?, JOHN | HRD | 9780593490594 | PENGU | 29.00 | BACK ORDERED | NP | 10/2021 |
| | | | | | 0000000001 | 0593490592 | | | | | |
| 1 | MAZE | 81355295 | AYAT | DEMILLE, NELSON | HRD | 9781501101786 | SIMON | 28.99 | BACK ORDERED | NP | 12/2021 |
| | | | | | 0000000001 | 1501101781 | | | | | |
| 1 | GREATEST SPEECHES OF PRESIDENT DONALD J | 81355295 | AYNF | TRUMP, DONALD J | HRD | 9781630062170 | TWRDB | 49.99 | BACK ORDERED | NP | 10/2021 |
| | | | | | 0000000002 | 1630062170 | | | | | |

INVOICE

INVOICE #: 2035977064
 INVOICE DATE: 06/29/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9498525

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
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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 | HIDDEN | | MICHAELS, FERN | HRD | 9781496731456 | KNSGT | 28.95 | 44.0% | 16.21 | 16.21 |
| | 81234404 | AYAT | | 0000000017 | 149673145X | | | | | |
| 1 | LEGACY | | ROBERTS, NORA | HRD | 9781250272935 | STMAR | 28.99 | 44.0% | 16.23 | 16.23 |
| | 81234404 | AYAT | | 0000000031 | 1250272939 | | | | | |
| 1 | JACKPOT | | WOODS, STUART | HRD | 9780593188453 | PENGU | 28.00 | 44.0% | 15.68 | 15.68 |
| | 81234404 | AYAT | | 0000000039 | 0593188454 | | | | | |
| 1 | PLANTING A RAINBOW | | EHLERT, LOIS | HRD | 9780152063047 | HOUGJ | 12.99 | 20.1% | 10.38 | 10.38 |
| | 81246583 | 202104CH | | 444997852 | 0152063048 | | | | | |
| 1 | CHICKA CHICKA ABC | | MARTIN, BILL | HRD | 9780671878931 | SSCMP | 6.99 | 20.0% | 5.59 | 5.59 |
| | 81248639 | 202104SRP | | 445328863 | 067187893X | | | | | |
| 1 | CHICKA CHICKA 1 2 3 | | MARTIN, BILL, J | HRD | 9781481400565 | SSCMP | 7.99 | 20.2% | 6.38 | 6.38 |
| | 81248639 | 202104SRP | | 445328915 | 1481400568 | | | | | |
| 6 | | | | SUB TOTAL | | | | | | 70.47 |
| | | | | USD CURRENCY | | | | | | |

INVOICE

INVOICE #: 2035977064
 INVOICE DATE: 06/29/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9498525

PAGE: 002

| | | | | |
|------------------------|----|------|---|------|
| 6 OWNERSHIP LABEL | AT | 0.25 | = | 1.50 |
| 6 SPINE LABEL | AT | 0.25 | = | 1.50 |
| 6 LABEL PROTECTORS | AT | 0.00 | = | 0.00 |
| 3 MYLAR JACKET NON STA | AT | 0.89 | = | 2.67 |
| TOTAL | | | | 5.67 |

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

| | | |
|------------------|-----|-------|
| | VAS | 5.67 |
| TOTAL AMOUNT DUE | | 76.14 |

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 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2036014497
 INVOICE DATE: 06/29/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM3468485

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
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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 | REZ DOGS | | BRUCHAC, JOSEPH | HRD | 9780593326213 | PENGJ | 16.99 | 44.0% | 9.51 | 9.51 |
| | 81337033 | 20213RDJJNF | | 452312409 | 0593326210 | | | | | |
| 1 | MISS AKER IS A MAKER | | GUTMAN, DAN | LIB | 9780062910776 | HARPZ | 16.89 | 20.1% | 13.50 | 13.50 |
| | 81337033 | 20213RDJJNF | | 452120088 | 0062910779 | | | VA | | |
| 1 | SOMETHING TO SAY | | RAM?E, LISA MOO | HRD | 9780062836717 | HARJU | 16.99 | 44.0% | 9.51 | 9.51 |
| | 81337033 | 20213RDJJNF | | 452432527 | 0062836714 | | | | | |
| 1 | STAMPED (FOR KIDS) RACISM ANTIRACISM AND | | REYNOLDS, JASON | HRD | 9780316167581 | LITLC | 15.99 | 44.0% | 8.95 | 8.95 |
| | 81337033 | 20213RDJJNF | | 452444825 | 0316167584 | | | | | |
| 1 | REALM BREAKER | | AVEYARD, VICTOR | HRD | 9780062872623 | HARJU | 19.99 | 44.0% | 11.19 | 11.19 |
| | 81337019 | 20213RDYA | | 452110931 | 0062872621 | | | | | |
| 1 | SPELLS TROUBLE | | CAST, P. C. | HRD | 9781250765635 | STMAR | 18.99 | 44.0% | 10.63 | 10.63 |
| | 81337019 | 20213RDYA | | 452445720 | 1250765633 | | | | | |
| 1 | ANTHROPOCENE REVIEWED ESSAYS ON A HUMAN | | GREEN, JOHN | HRD | 9780525555216 | PENGU | 28.00 | 44.0% | 15.68 | 15.68 |
| | 81337019 | 20213RDYA | | 452742542 | 0525555218 | | | | | |
| 1 | 16 SCANDALS | | JORDAN, SOPHIE | HRD | 9780358206217 | HOUGJ | 17.99 | 44.0% | 10.07 | 10.07 |
| | 81337019 | 20213RDYA | | 452749438 | 0358206219 | | | | | |
| 1 | LUCK OF THE TITANIC | | LEE, STACEY | HRD | 9781524740986 | PENGJ | 18.99 | 44.0% | 10.63 | 10.63 |
| | 81337019 | 20213RDYA | | 452111278 | 1524740985 | | | | | |
| 9 | | | | | | | | | | 99.67 |

PAGE TOTAL
 USD CURRENCY

INVOICE

INVOICE #: 2036014497
 INVOICE DATE: 06/29/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM3468485

PAGE: 002

| QTY | TITLE | | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE | |
|-----|--------------------------|------------|---------------|--------------|--------------|---------------|-------|-------|-----------|----------------|--------|
| | | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | | |
| 1 | SUNKISSED | 81337019 | 20213RDYA | WEST, KASIE | HRD | 9780593176269 | RANDJ | 18.99 | 44.0% | 10.63 | 10.63 |
| 1 | INSTRUCTIONS FOR DANCING | 81337019 | 20213RDYA | YOON, NICOLA | HRD | 9781524718961 | RANDJ | 19.99 | 44.0% | 11.19 | 11.19 |
| 2 | | | | | 452112307 | 1524718963 | | | | | 21.82 |
| 11 | | | | | PAGE TOTAL | | | | | | 121.49 |
| | | | | | USD CURRENCY | | | | | | |
| | | | | | SUB TOTAL | | | | | | |
| | | | | | USD CURRENCY | | | | | | |
| 11 | OWNERSHIP LABEL | AT | 0.25 = | 2.75 | | | | | | 15.04 | |
| 10 | SPINE LABEL | AT | 0.25 = | 2.50 | | | | | | | |
| 11 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | | | |
| 11 | MYLAR JACKET NON STA | AT | 0.89 = | 9.79 | | | | | | | |
| | TOTAL | | | 15.04 | | | | | | | |

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 136.53

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 INVOICE DATE: 06/30/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9526604

PAGE: 001

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 CUSTOMER SERVICE:
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BILL TO: ACCOUNT #: 207158 L043596 2 B00000
 SAN #:
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 ADDRESS: C/O CITY HALL
 PO BOX 160
 310 MILL STREET
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 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

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| QTY | TITLE | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE | |
|-----|---|---------------|-----------------|----------------------------|---------------|---------------------|-------|-----------|----------------|-------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | | |
| 1 | OUTSIDE INSIDE 81067147 | 182-410-6502 | PHAM, LEUYEN | SAL 430540074 | 9781250798350 | HOLTJ 1250798353 | 18.99 | 20.1% | 15.17 | 15.17 |
| 1 | ONE AND ONLY BOB 81344866 | 202106CHAPTER | APPLEGATE, KATH | HRD 453318602 | 9780062991317 | HARJU 0062991310 | 18.99 | 44.0% | 10.63 | 10.63 |
| 1 | BAD GUYS IN THE 1 81344866 | 202106CHAPTER | BLABEY, AARON | PAP 453300467 | 9781338329506 | SCHOH 1338329502 | 6.99 | 40.1% | 4.19 | 4.19 |
| 1 | BAD GUYS IN THE DAWN OF THE UNDERLORD 81344866 | 202106CHAPTER | BLABEY, AARON | PAP 453300494 | 9781338329483 | SCHOH 1338329480 | 6.99 | 40.1% | 4.19 | 4.19 |
| 1 | BAD GUYS IN THE BADDEST DAY EVER 81344866 | 202106CHAPTER | BLABEY, AARON | PAP 453300643 | 9781338305845 | SCHOH 1338305840 | 5.99 | 40.1% | 3.59 | 3.59 |
| 1 | MYSTERY ON THE STARSHIP CRUSADER 81344866 | 202106CHAPTER | BRADY, DUSTIN | PAP 453305940 | 9781524858841 | ANDML 1524858846 | 11.99 | 40.0% | 7.19 | 7.19 |
| 1 | SECRET OF PHANTOM ISLAND 81344866 | 202106CHAPTER | BRADY, DUSTIN | HRD 453305949 | 9781524858872 | ANDML 1524858870 | 15.99 | 44.0% | 8.95 | 8.95 |
| 1 | SECRET OF PHANTOM ISLAND 81344866 | 202106CHAPTER | BRADY, DUSTIN | PAP 453305965 | 9781524858803 | ANDML 1524858803 | 11.99 | 40.0% | 7.19 | 7.19 |
| 1 | MERCY WATSON TO THE RESCUE 81344866 | 202106CHAPTER | DICAMILLO, KATE | PAP 453307502 | 9780763645045 | CANWP 0763645044 | 6.99 | 40.1% | 4.19 | 4.19 |
| 9 | | | | PAGE TOTAL USD CURRENCY | | | | | 65.29 | |

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INVOICE #: 2036019819
 INVOICE DATE: 06/30/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9526604

PAGE: 002

| QTY | TITLE | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|---|-----------------|--------|---------------|---------|-------|-------|-----------|----------------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | |
| 1 | PRINCESS IN BLACK AND THE BATHTIME BATTLE | HALE, SHANNON | HRD | 9781536202212 | CANWP | 14.99 | 44.0% | 8.39 | 8.39 |
| | 81344866 | 202106CHAPTER | | 453312848 | | | | | |
| 1 | FINAL BATTLE | HUNTER, ERIN | HRD | 9780062343536 | HARJU | 16.99 | 44.0% | 9.51 | 9.51 |
| | 81344866 | 202106CHAPTER | | 453314667 | | | | | |
| 1 | KNIGHT OF THE CAPE | JENNINGS, TERRY | HRD | 9781534465039 | SIMJU | 17.99 | 44.0% | 10.07 | 10.07 |
| | 81344866 | 202106CHAPTER | | 453306368 | | | | | |
| 1 | ROWLEY JEFFERSONS AWESOME FRIENDLY SPOOK | KINNEY, JEFF | HRD | 9781419756979 | ABRJV | 14.99 | 44.0% | 8.39 | 8.39 |
| | 81344866 | 202106CHAPTER | | 453299601 | | | | | |
| 1 | ROWLEY JEFFERSONS AWESOME FRIENDLY ADVEN | KINNEY, JEFF | HRD | 9781419749094 | ABRJV | 14.99 | 44.0% | 8.39 | 8.39 |
| | 81344866 | 202106CHAPTER | | 453299705 | | | | | |
| 1 | 4 GUARDIANS | LANEY, MATT | PAP | 9780358229421 | HGMJP | 7.99 | 40.1% | 4.79 | 4.79 |
| | 81344866 | 202106CHAPTER | | 453313209 | | | | | |
| 1 | STINK AND THE HAIRY SCARY SPIDER | MCDONALD, MEGAN | HRD | 9781536209204 | CANWP | 14.99 | 44.0% | 8.39 | 8.39 |
| | 81344866 | 202106CHAPTER | | 453314163 | | | | | |
| 1 | ESCAPE FROM THE TWIN TOWERS | MESSNER, KATE | LIB | 9781338537956 | SCHOH | 25.99 | 20.1% | 20.77 | 20.77 |
| | 81344866 | 202106CHAPTER | | 453311089 | | | | | |
| 1 | ATTACK ON PEARL HARBOR | MESSNER, KATE | PBD | 9781544445403 | PPBTR | 14.99 | 20.0% | 11.99 | 11.99 |
| | 81344866 | 202106CHAPTER | | 453311323 | | | | | |
| 1 | DISASTER ON THE TITANIC | MESSNER, KATE | PBD | 9781549088070 | PPBTR | 14.99 | 20.0% | 11.99 | 11.99 |
| | 81344866 | 202106CHAPTER | | 453311473 | | | | | |
| 1 | NIGHT OF SOLDIERS AND SPIES | MESSNER, KATE | PBD | 9781725417908 | PPBTR | 14.99 | 20.0% | 11.99 | 11.99 |
| | 81344866 | 202106CHAPTER | | 453311627 | | | | | |
| 1 | DOG MAN 7 FOR WHOM THE BALL ROLLS | PILKEY, DAV | HRD | 9781338236590 | SCHOH | 12.99 | 44.0% | 7.27 | 7.27 |
| | 81344866 | 202106CHAPTER | | 453304634 | | | | | |
| 1 | CAT KID COMIC CLUB | PILKEY, DAV | HRD | 9781338712766 | SCHOH | 12.99 | 44.0% | 7.27 | 7.27 |
| | 81344866 | 202106CHAPTER | | 453309391 | | | | | |
| 1 | ICKABOG | ROWLING, J. K. | HRD | 9781338732870 | SCHOH | 26.99 | 44.0% | 15.11 | 15.11 |
| | 81344866 | 202106CHAPTER | | 453318487 | | | | | |
| 1 | HIVE QUEEN | SUTHERLAND, TUI | HRD | 9781338214482 | SCHOH | 16.99 | 44.0% | 9.51 | 9.51 |
| | 81344866 | 202106CHAPTER | | 453319240 | | | | | |
| 1 | DANGEROUS GIFT | SUTHERLAND, TUI | HRD | 9781338214543 | SCHOH | 16.99 | 44.0% | 9.51 | 9.51 |
| | 81344866 | 202106CHAPTER | | 453319330 | | | | | |
| 16 | | | | PAGE TOTAL | | | | | 163.34 |
| 25 | | | | USD CURRENCY | | | | | |
| | | | | SUB TOTAL | | | | | 228.63 |
| | | | | USD CURRENCY | | | | | |
| 25 | OWNERSHIP LABEL | AT | 0.25 = | 6.25 | | | | VAS | 19.76 |
| 22 | SPINE LABEL | AT | 0.25 = | 5.50 | | | | | |
| 25 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | |
| 9 | MYLAR JACKET NON STA AT | AT | 0.89 = | 8.01 | | | | | |
| | TOTAL | | | 19.76 | | | | | |

TOTAL AMOUNT DUE 248.39

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TERMS: 00 NET 30 DAYS
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STATUS REPORT

INVOICE #: 2036019819
 INVOICE DATE: 06/30/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9526604

PAGE: 001

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| QTY | TITLE | BT ORDER # | CUSTOMER PO # | AUTHOR | FUND # | TYPE | CUST REF # | ISBN | ISBN-10 | PUB. | PRICE | DISPOSITION | STATUS | DUE DATE |
|-----|-----------------|------------|---------------|----------------|--------|------|------------|---------------|------------|-------|-------|--------------|--------|----------|
| 1 | PARIS DETECTIVE | 81390829 | AYAT | PATERSON, JAME | | HRD | 0000000001 | 9781538718858 | 1538718855 | GDCTP | 31.00 | BACK ORDERED | NP | 12/2021 |

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Baker & Taylor

Mailing Address: PO Box 277930 Atlanta, GA 30384-7930

Date of Invoice: 6/30/2021

Amount: \$182.2

Memo: Acct L4496452

| |
|-----------------|
| Vendor # |
| Office Use Only |

Purchase Description: Materials

Invoice Number: Statement

Account Number: 182-410-6502

Nancy Studebaker-Barringer

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|-----------|----------------|--------|
| L4496452 | 06/30/21 | 1 |

| ACCOUNT # | STATEMENT DATE | PAGE # |
|-----------|----------------|--------|
| L4496452 | 06/30/21 | 1 |

| ITEM NUMBER | ITEM DATE | NET DUE BY | PURCHASE ORDER CROSS REFERENCE | ITEM AMOUNT | BALANCE |
|-------------|-----------|------------|--------------------------------|-------------|---------|
| 2036014502 | 062821 | 072821 | 20213RDPICBB | 150.67 | 150.67 |
| 2036035140 | 062921 | 072921 | 20213RDER | 31.53 | 182.20 |

| ITEM NUMBER | ITEM DATE | AMOUNT |
|-------------|-----------|--------|
| 2036014502 | 062821 | 150.67 |
| 2036035140 | 062921 | 31.53 |

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 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 |
|---------|---------------|----------------|--------------|--------|
| 182.20 | 0.00 | 0.00 | 0.00 | 182.20 |

| STATEMENT BALANCE |
|----------------------|
| \$ 182.20 USD |

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INVOICE

INVOICE #: 2036014502
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L449645 2 B00000
 ATS #: MOM4468761

PAGE: 001

SHIPPED FROM: MOMENCE
 CUSTOMER SERVICE:
 CREDIT: 800.340.5370/INTL 704.998.3399
 GST/TAX ID#: 42--6037786
 PO#: 20213RDPICBB

BILL TO: ACCOUNT #: 207158 L449645 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
 EASY ACCOUNT
 310 MILL STREET
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L449645 2 000000
 SAN #: 3057518 0001
 NAME: VAN METER PUBLIC LIBRARY
 ADDRESS: C/O CITY HALL
 EASY ACCOUNT
 310 MILL STREET
 VAN METER IA 50261

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| QTY | TITLE | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE | |
|-----|--|---------------|-----------------|----------------------------|-----------------------------|-------|-------|-----------|----------------|--------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | | |
| 1 | JUNGLE NIGHT INCLUDES FREE AUDIO DOWNLOA 81337014 | 20213RDPICBB | BOYNTON, SANDRA | HRD 450632610 | 9781523513604 1523513608 | WORKJ | 7.95 | 20.1% | 6.35 | 6.35 |
| 1 | MEMORY JARS 81337014 | 20213RDPICBB | BROSGOL, VERA | SAL 452108917 | 9781250314871 1250314879 | HOLTJ | 18.99 | 20.1% | 15.17 | 15.17 |
| 1 | CLICK CLACK MOO COWS THAT TYPE 81337014 | 20213RDPICBB | CRONIN, DOREEN | SAL 450635355 | 9781534463028 153446302X | SIMJU | 17.99 | 20.1% | 14.37 | 14.37 |
| 1 | STREGA NONA AN ORIGINAL TALE 81337014 | 20213RDPICBB | DEPAOLA, TOMIE | SAL 450634742 | 9780671662837 067166283X | SIMJU | 19.99 | 20.1% | 15.97 | 15.97 |
| 1 | LLAMA LLAMA MEETS THE BABYSITTER 81337014 | 20213RDPICBB | DEWDNEY, ANNA | SAL 452103164 | 9780593350331 0593350332 | PENGJ | 18.99 | 20.1% | 15.17 | 15.17 |
| 1 | POUT-POUT FISH AND THE MAD MAD DAY 81337014 | 20213RDPICBB | DIESEN, DEBORAH | SAL 452108511 | 9780374309350 0374309353 | FARRJ | 17.99 | 20.1% | 14.37 | 14.37 |
| 1 | OLIVIA AND THE MISSING TOY 81337014 | 20213RDPICBB | FALCONER, IAN | SAL 450634352 | 9780689852916 0689852916 | SIMJU | 19.99 | 20.1% | 15.97 | 15.97 |
| 1 | OLIVIA THE SPY 81337014 | 20213RDPICBB | FALCONER, IAN | SAL 450634382 | 9781481457958 1481457950 | SIMJU | 17.99 | 20.1% | 14.37 | 14.37 |
| 1 | PEEK A WHO 81337014 | 20213RDPICBB | LADEN, NINA | HRD 450632397 | 9780811826020 0811826023 | CHRNJ | 6.95 | 20.1% | 5.55 | 5.55 |
| 9 | | | | PAGE TOTAL USD CURRENCY | | | | | | 117.29 |

INVOICE

INVOICE #: 2036014502
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L449645 2 B00000
 ATS #: MOM4468761

PAGE: 002

| QTY | TITLE | | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE | |
|-----|----------------------|------------|---------------|-----------------|--------------|---------------|-------|-------|-----------|----------------|--------|
| | | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | | |
| 1 | PEACE TRAIN | 81337014 | 20213RDPICBB | STEVENS, CAT | SAL | 9780063053991 | HARJU | 18.99 | 20.1% | 15.17 | 15.17 |
| 1 | IM ON IT | 81337014 | 20213RDPICBB | TSURUMI, ANDREA | HRD | 9781368066969 | DSYHP | 9.99 | 44.0% | 5.59 | 5.59 |
| 2 | | | | | 452108876 | 1368066968 | | | | | 20.76 |
| 11 | | | | | PAGE TOTAL | | | | | | 138.05 |
| | | | | | USD CURRENCY | | | | | | |
| | | | | | SUB TOTAL | | | | | | |
| | | | | | USD CURRENCY | | | | | | |
| 11 | OWNERSHIP LABEL | AT | 0.25 = | 2.75 | | | | | | 12.62 | |
| 11 | SPINE LABEL | AT | 0.25 = | 2.75 | | | | | | | |
| 11 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | | | |
| 8 | MYLAR JACKET NON STA | AT | 0.89 = | 7.12 | | | | | | | |
| | TOTAL | | | 12.62 | | | | | | | |

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 150.67

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2036014502
 INVOICE DATE: 06/28/21
 ACCOUNT #: 207158 L449645 2 B00000
 ATS #: MOM4468761

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 | DISPOSITION | STATUS | DUE DATE |
|-----|--|---------------|-----------------|------------------|-----------------------------|----------------|--------------|--------|----------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | | | |
| 1 | BIG SHARK LITTLE SHARK AND THE SPOOKY CA 12746799 | 20213RDER | MEMBRINO, ANNA | LIB 452318289 | 9780593302088 0593302087 | RANDJ 14.99 | BACK ORDERED | NP | 07/2021 |
| 1 | BIG SHARK LITTLE SHARK AND THE SPOOKY CA 12746799 | 20213RDER | MEMBRINO, ANNA | PAP 452319422 | 9780593302071 0593302079 | RANDJ 4.99 | BACK ORDERED | NP | 07/2021 |
| 1 | CLARK THE SHARK AND THE SCHOOL SING 12746799 | 20213RDER | HALE, BRUCE | SAL 452116383 | 9780062912572 0062912577 | HARJU 16.99 | BACK ORDERED | NP | 06/2021 |
| 1 | BOO BAA LA LA LA 81337014 | 20213RDPICBB | BOYNTON, SANDRA | HRD 452318942 | 9781534452831 1534452834 | SSCMP 5.99 | BACK ORDERED | NP | 07/2021 |
| 1 | IF YOU WERE AN ELEPHANT 81337014 | 20213RDPICBB | STAUB, LESLIE | SAL 452323583 | 9781524741341 1524741345 | PENGJ 16.99 | BACK ORDERED | NP | 07/2021 |
| 1 | LITTLE BAT IN NIGHT SCHOOL 81337014 | 20213RDPICBB | LIES, BRIAN | SAL 452312639 | 9780358269847 0358269849 | HOUGJ 14.99 | BACK ORDERED | NP | 06/2021 |
| 1 | STREGA NONA 81337014 | 20213RDPICBB | DEPAOLA, TOMIE | HRD 450634907 | 9781481487245 1481487248 | SSCMP 8.99 | BACK ORDERED | BP | |
| 1 | TIME FOR SCHOOL LITTLE BLUE TRUCK 81337014 | 20213RDPICBB | SCHERTLE, ALICE | SAL 452112717 | 9780358412243 0358412242 | HOUGJ 18.99 | BACK ORDERED | NP | 06/2021 |

INVOICE

INVOICE #: 2036035140
 INVOICE DATE: 06/29/21
 ACCOUNT #: 207158 L449645 2 B00000
 ATS #: MOM9530277

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 L449645 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
 EASY ACCOUNT
 310 MILL STREET
 VAN METER IA 50261

SHIP TO: ACCOUNT #: 207158 L449645 2 000000
 SAN #: 3057518 0001
 NAME: VAN METER PUBLIC LIBRARY
 ADDRESS: C/O CITY HALL
 EASY ACCOUNT
 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 | AUTHOR | TYPE | ISBN | PUB. | PRICE | DISC. | NET PRICE | EXTENDED PRICE |
|-----|---|---------------|-----------------|------------------|-----------------------------------|-------|-------|------------------|----------------|
| | BT ORDER # | CUSTOMER PO # | FUND # | CUST REF # | ISBN-10 | | VAS | | |
| 1 | CLARK THE SHARK AND THE SCHOOL SING 12746799 | 20213RDER | HALE, BRUCE | SAL 452116383 | 9780062912572 HARJU 0062912577 | 16.99 | 20.1% | 13.58 | 13.58 |
| 1 | TIME FOR SCHOOL LITTLE BLUE TRUCK 81337014 | 20213RDPICBB | SCHERTLE, ALICE | SAL 452112717 | 9780358412243 HOUGJ 0358412242 | 18.99 | 20.1% | 15.17 | 15.17 |
| 2 | | | | SUB TOTAL | | | | | 28.75 |
| | | | | USD CURRENCY | | | | | |
| 2 | OWNERSHIP LABEL | AT | 0.25 = | 0.50 | | | | VAS | 2.78 |
| 2 | SPINE LABEL | AT | 0.25 = | 0.50 | | | | | |
| 2 | LABEL PROTECTORS | AT | 0.00 = | 0.00 | | | | | |
| 2 | MYLAR JACKET NON STA | AT | 0.89 = | 1.78 | | | | | |
| | TOTAL | | | 2.78 | | | | TOTAL AMOUNT DUE | 31.53 |

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

CLAIMS PAY REQUEST

City of Van Meter

Payable To: OverDrive

Mailing Address: PO Box 72117 Cleveland, OH 44192-0002

Date of Invoice: 7/13/2021

Amount: \$1000

Memo: ARPA

| |
|-----------------|
| Vendor # |
| Office Use Only |

Purchase Description: Materials

Invoice Number: 06497SB21290668

Account Number: 182-410-6502

Nancy Studebaker-Barringer

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Findaway

Mailing Address: PO Box 932295 Cleveland OH 44193-0010

Date of Invoice: 7/13/2021

Amount: \$50

Memo: ARPA

| |
|-----------------|
| Vendor # |
| Office Use Only |

Purchase Description: Materials

Invoice Number: 356218

Account Number: 182-410-6502

Nancy Studebaker-Barringer



Invoice

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

Date 7/13/2021
 Invoice # 356218

Terms Net 30
 Due Date 8/12/2021
 PO #
 Sales Rep Kimberly Moore
 Ship Date 7/9/2021
 Website ID 624998027

Sales Order #334337

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

Bill To

505 Grant Street
 Van Meter IA 50261
 United States

Ship To

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

Promotion Code Applied (none if blank):

| Item | ISBN | Description | Qty | BO | Unit Price | Amount | Pub |
|-----------------------------------|---------------|--|-----|----|------------|--------|-----|
| More Ways to Learn!, 2nd ed. | 9781094259888 | More Ways to Learn!, 2nd ed. Packaging Includes Orange Bumper. | 1 | 0 | 129.99 | 129.99 | |
| Fun Spanish! | 9781509485000 | Fun Spanish! Packaging Includes Orange Bumper. | 1 | 0 | 139.99 | 139.99 | |
| Read in English. Read in Spanish! | 9781094291734 | Read in English. Read in Spanish! Packaging Includes Orange Bumper. | 1 | 0 | 159.99 | 159.99 | |
| LP | 9781509414970 | I Speak Spanish! Packaging Includes Orange Bumper. | 1 | 0 | 139.99 | 139.99 | |
| Make Letters. Make Words! | 9781987185737 | Make Letters. Make Words! Packaging Includes Orange Bumper. | 1 | 0 | 129.99 | 129.99 | |
| LP-PKG | | LAUNCHPAD CIRCULATION PKG-2017 Packaging includes: -AC adaptor -USB Cord-Lock/Launchpad | 5 | 0 | 0.00 | 0.00 | |

Subtotal 699.95
 Shipping Cost (FedEx Ground) 0.00
 Total 699.95
 Amount Paid 649.95
 Amount Due \$50.00

Remit To:

Findaway World LLC
 PO Box 932295
 Cleveland OH 44193-0010

Currency USA

| Proposed FY22 Budget | | | |
|--|-----------------------|------------------------|---------------------|
| Revisions Submitted to Board for Discussion 8/11/2021 | Current Budget | Proposed Budget | |
| Wages FT | \$ 45,062.00 | \$ 45,062.00 | \$ - |
| Wages PT | \$ 11,213.00 | \$ 21,000.00 | \$ 9,787.00 |
| Dues | \$ 75.00 | \$ - | \$ (75.00) |
| Programming | \$ 3,800.00 | \$ 4,200.00 | \$ 400.00 |
| Subscriptions | \$ 800.00 | \$ 300.00 | \$ (500.00) |
| Training | \$ 150.00 | \$ 150.00 | \$ - |
| Operating & Maintenance | \$ 400.00 | \$ 400.00 | \$ - |
| Utilities | \$ 1,400.00 | \$ 1,400.00 | \$ - |
| Telephone | \$ 800.00 | \$ 800.00 | \$ - |
| Technology | \$ 4,500.00 | \$ 4,500.00 | \$ - |
| Other Contractual Services | \$ 1,200.00 | \$ 1,200.00 | \$ - |
| Library Materials | \$ 8,000.00 | \$ 16,000.00 | \$ 8,000.00 |
| Office Supplies | \$ 2,600.00 | \$ 1,300.00 | \$ (1,300.00) |
| Total Budget | \$ 80,000.00 | \$ 96,312.00 | \$ 16,312.00 |

Wages PT: The proposed budget increases the amount of part-time help significantly.

Part-time Clerks 14 hours per week @ \$11.50 per hour for 52 weeks. (\$8,372)

Part-time Assistant 20 hours per week @ \$15.00 per hour for 40 weeks. (\$12,000)

Dues: I pay my own dues for ILA and ALA

Programming: Increased supplies and materials for increased programming.

Subscriptions: We have deleted all the magazines from the collection (and no one has asked about it:)

Materials: \$5000 of the increase will be off-set by the ARPA grant we received from the State Library. An additional \$3000 will help to develop the children's and teen collections.

Office Supplies: We are fully stocked on most office and library supplies.

Bottom Line: I am recommending we add \$16,312 to our operating budget; \$5,000 of which will be from the ARPA grant. That makes the net change \$11,312.

We ended the last fiscal year with \$36,588.53 in the Library Trust Fund.



Note: It is my aspiration to have three employees working a total of about 40 hours per week. One 15-20 hour per-week employee focused on cataloging and circulation; another focused on programming and a third employee carrying out non-customer service tasks. I am not recommending we hire for these positions at this time.

CATALOG AND CIRCULATION ASSISTANT JOB DESCRIPTION

Reports to: Director

Summary: The Catalog and Circulation Assistant provides excellent customer service for patrons at the circulation desk. In addition, he/she assists the Director with cataloging and processing items and collection maintenance.

Essential Job Duties:

- Assist patrons with all circulation related transactions such as, checking items in and out; processing holds; registering patrons; collecting fines and fees.
- Maintain cleanliness and orderliness of all areas visible to the patron.
- Return materials to the shelves in accurate order.
- Understand and apply library policies and procedures in daily work.
- Provide reader's advisory for children and adults.
- Assist patrons with use of library's computers, as well as software and applications related to the library.
- Establish and maintain positive, effective relationships with patrons and co-workers.
- Identify and prioritize work to best meet patron and library needs.
- As needed, assist with programming preparations.
- Work alone in library during open hours, including evenings.

Skills and Traits:

- Ability to effectively communicate both orally and in writing with patrons and co-workers.
- Possess strong computer skills, including MS Office and Google Suite.
- Pay attention to details.
- Enjoy working with public.
- Enjoy sharing information about books.

On the Job Training Required:

- Complete the core courses and the technology self-assessment for the Iowa Library Staff Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Staff Endorsement from the State Library of Iowa within the first twenty-four months of employment.
- Complete ten hours of continuing education each year thereafter and maintain Staff Endorsement from the State Library of Iowa.

Qualifications:

| | |
|------------------------------------|--------------------------------------|
| Minimum | Preferred |
| High School Diploma | Associate Degree in relevant field |
| Experience working with the public | Previous customer service employment |
| | Avid Reader |

Physical Requirements:

- Carry up to 20 pounds for forty-paces.
- Bend, stoop, climb and/or stretch adequate to reach top and bottom book shelves.

Licenses/Certifications:

- Successfully pass a background investigation.
- Obtain and maintain State Library of Iowa Staff Endorsement.

Pay Range: 2021 - \$11-15 per hour



CLERK JOB DESCRIPTION

Summary: The Clerk assists with maintaining a clean and orderly environment in the library. He/she works primarily with the books and other materials circulated by the library, keeping them in order and in check-out ready condition.

Essential Job Duties:

- Maintain cleanliness and orderliness of all areas, including bathrooms.
- Return materials to the shelves in accurate order.
- Empty book-drop and checks items.
- Apply labels and jackets to circulating materials.
- As needed assist with preparing for library programs and events.
- As needed assist with routine circulation tasks that do not require patron interaction.

Skills and Traits:

- Ability to effectively communicate both orally and in writing with patrons and co-workers.
- Pay attention to details.

Qualifications:

| | |
|---|------------------------------|
| Minimum | Preferred |
| Ability to work all hours the library is open per Iowa Law. | Library volunteer experience |

Physical Requirements:

- Carry up to 20 pounds for forty-paces.
- Bend, stoop, climb and/or stretch adequate to reach top and bottom book shelves.

Licenses/Certifications:

- Successfully pass a background investigation.

Pay Range: 2021 - \$10-12 per hour



PROGRAMMING ASSISTANT JOB DESCRIPTION

Summary: The Programming Assistant provides excellent customer service for patrons attending programs and events at the library. In addition, he/she assists the Director with preparing for and delivering programs and events.

Essential Job Duties:

- Assist patrons with all program-related activities and inquiries.
- Maintain cleanliness and orderliness of all areas visible to the patron.
- Understand and apply library policies and procedures in daily work.
- Establish and maintain positive, effective relationships with co-workers and patrons, especially children.
- Identify and prioritize work to best meet patron and library needs.
- Plans and sets-up displays that encourage reading and/or promote library activities and services.
- Plans and leads craft programs for adults and children.
- Acts as hostess during all regularly scheduled programming for adults and children.
- Schedules and assists with Director's school visits and student's library visits.
- Assists with marketing by creating promotional materials and maintaining social media presence. Assists with preparation and set-up of all regularly scheduled programming for adults and children and special library events.
- As needed, leads storytime, book discussions or other programs as prepared by Director.
- As needed, assists with routine circulation duties.
- Work alone in library during open hours, including evenings.

Skills and Traits:

- Ability to effectively communicate both orally and in writing with patrons and co-workers.
- Possess strong computer skills, including MS Office and Google Suite.
- Pay attention to details.
- Enjoys working with public.
- Enjoys sharing information about books.

On the Job Training Required:

- Complete the core courses and the technology self-assessment for the Iowa Library Youth Services Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Youth Services Endorsement from the State Library of Iowa within the first twenty-four months of employment.
- Complete ten hours of continuing education each year thereafter and maintain Youth Services Endorsement from the State Library of Iowa.

Qualifications:

| | |
|----------------------------------|---|
| Minimum | Preferred |
| High School Diploma | Associate Degree in relevant field |
| Experience working with children | Previous employment working with children |
| | Avid Reader |

Physical Requirements:

- Carry up to 20 pounds for forty-paces.
- Bend, stoop, climb and/or stretch adequate to reach top and bottom book shelves.

Licenses/Certifications:

- Successfully pass a background investigation.
- Obtain and maintain State Library of Iowa Youth Services Endorsement.

Pay Range: 2021 - \$11-15 per hour



Director's Report
 Submitted by Nancy Studebaker, August 18, 2021

| Statistics for July 2021 | This Month 2021 | This Month 2019 | Difference |
|--|------------------------|------------------------|-------------------|
| VISITORS | 399 | 511 | -28% |
| CIRCULATION | | | |
| Books- Adult | 367 | 359 | |
| Books- Teen | 2 | 12 | |
| Books- Juvenile | 189 | 86 | |
| Misc | 2 | 26 | |
| Audio | 29 | 96 | |
| DVD | 181 | 135 | |
| E-Books & Audio Books | 167 | 140 | |
| Total Circulation | 937 | 854 | 9% |
| PROGRAMMING | | | |
| Children's Programs Offered | 5 | 16 | -220% |
| Children's Program Attendance | 61 | 15 | 75% |
| Class Visits to Library | 80 | | |
| Children's Passive Programming Participation | 48 | | |
| Adult Programs Offered | 0 | | |
| Adult Program Attendance | 0 | | |
| Total Attendance | 194 | | |
| OTHER SERVICES | | | |
| Reference Questions | 6 | 64 | |
| Wireless Usage | 74 | 18 | |
| Computer Usage | 0 | | |
| ILL | | | |
| MATERIALS | | | |
| Items Added | 131 | | |
| Items Deleted | 773 | | |

Note: Passive programming includes things such as book give-a-ways and Take-n-Make Crafts.

The following reflects work accomplished in July 2021

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

Spaces and Places Accomplishments

All books have been removed from the short shelving unit in picture books.

All volunteers vacuum and wipe-down high touch surfaces each shift they work. In addition, a Tuesday morning volunteer (who happens to share my last name 😊) is helping with the cleaning. We work together to clean the restrooms each week.

Spaces and Places Next Steps

I now hope to have shelving units and book collections moved by the middle of September. I've run into a stumbling block. There is an electrical conduit attached to a shelving unit I am planning to eliminate. I'll need to contact an electrician soon to find out the cost of moving this electrical outlet.

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.

Accomplishments

The library's first E-Newsletter went out to about 270 patrons on July 30th. I plan to send out six newsletters a year. I'll be sending out newsletters in January, March, May, July, September and November. We had a very good 'open' rate of 38%. We are using Constant Contact as a platform for creating and mailing newsletters.

Also on July 30th, the library's new website went live. The home page includes a FaceBook feed, a calendar of events and a "new book" crawl. This keeps the headline information fresh with minimal maintenance. This is an important step in meeting our **strategic plan goal**, "Internet searchers will discover a vibrant library website." The website is hosted by the Iowa State Library at no cost to the library.

I am posting regularly to our FaceBook page. We now have 220 "Likes."

I have prepared a grant application to the American Library Association. The grant project will be a series of community conversations to determine what local parents and educators want in the way of children's programming at the library. If awarded, the grant would fund a program or series of children's programs in response to the needs/desires identified in the discussions. This addresses the **strategic plan goal** of exploring options for gathering community input during 2020 and 2021.

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. The library will focus on increasing the usage of our collection of books, ebooks and other materials. The collection will be well organized and inviting in appearance.

Accomplishments

We marked a two-year high in circulation of physical library materials.

ARPA Grant update: VMPL patrons now have access to Universal Class through Libby. This provides hundreds of online courses in subjects such as accounting, pet care, arts and crafts and more.

I have activated Reserve Express for many of the most popular authors. This feature of our Apollo (our circulation software) allows patrons to select authors they like and have holds place automatically when the library adds a new title by that author.

I created a tutorial to help patrons get started using Libby. I've posted it on FaceBook and linked it on our website.

Next Steps

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

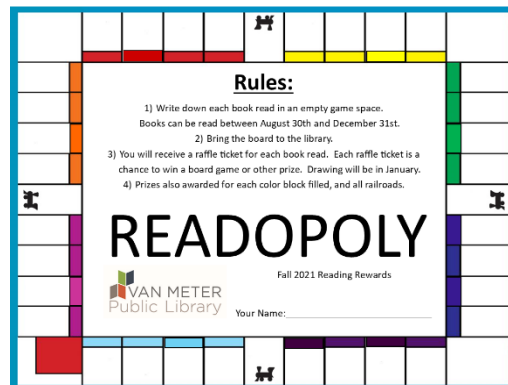
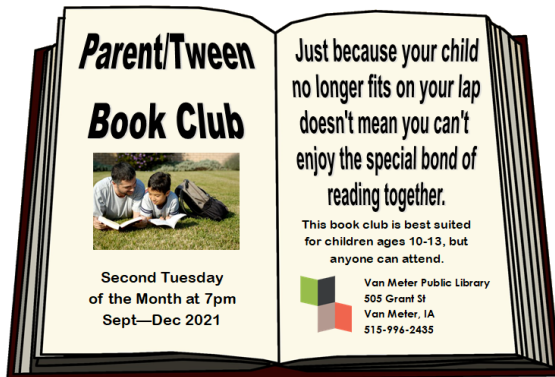
Accomplishments

About 35 people attended the July 20 juggling performance at the library.

I am in the process of completing a course on how to improve storytimes through intentionality. It focuses on being intentional about adding components that will improve pre and early literacy skills. It is from WebJunction and is called, Super-Charged Storytimes.

A robust schedule of programming is essential in order for us to meet our **strategic plan goal** of dramatically increasing programming attendance. It also begins to address the **strategic plan goal** of providing community members with opportunities to learn more about technology. I have completed the Fall Programming Schedule and it is being widely promoted through the city's newsletter, the library's newsletter, FaceBook and the library's website.

| | |
|--------------------------------|---------------------------------|
| Monday Evening 5 – 6:30pm | Toddler Time |
| Tuesday Morning 9:00 – 11:00am | Toddler Time |
| Wednesdays 1:00 – 5:00pm | Kid's Craft Time |
| Second Thursdays 7:00 – 8:00pm | Parent/Tween Book Club |
| Various Dates | Introducing Libby |
| Various Dates | Exploring Universal Class |
| September – December | Fall Reading Rewards: Readopoly |



Next Steps

August will be a time of preparation and planning the programs listed above.

I plan to add programs for school age children after the first of the year. Possibly once-a-month Saturday events aimed at providing unique experiential learning opportunities. I'm wide open to suggestions!

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

Administration Accomplishments

I have submitted the Direct Aid report and the Open Access reports to the Library of Iowa.

I participated in online training for CitySimple, the financial software used by the City.

Administration Next Steps