



President: Kate McCombs (2023)  
Vice President: Rachel Backstrom (2025)  
Secretary: Megan Warwick (2023)  
Member: Andrew Kendall (2023)  
Member: Shannon McClintock Miller (2025)

Van Meter Public Library Board of Trustees

Regular Board Meeting

Date: October 20, 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 September 15, 2021
  - B. October Financial Reports
  - C. October Claims
5. Upcoming Focus Groups & Stakeholder Interviews – with Kaylyn Maher from Drake University
6. Circulation Policy Revision – Discussion and Action
7. Winter/Spring Reading Rewards - Discussion
8. Seven Habits of Highly Effective Boards – Board Development
9. Reports
  - A. Director's Report
  - B. President's Report
10. Adjourn

## Van Meter Public Library

### 9/15/2021 Board Meeting Minutes

On September 15<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 McCombs.

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

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

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

#### Discussion Items:

Proposed budget revision was presented by Studebaker, discussion was held.

#### Action Items:

Backstrom motioned to approve the budget revisions that have been proposed by Studebaker. Seconded by Warwick, passed unanimously.

A Director report was given.

Having no further business, President McCombs asked for a motion to adjourn. Warwick motioned, Backstrom seconded. Passed unanimously. Adjured at 6:29 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, October 20th 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			
<b>112 Fund</b>																	
FICA - City Portion	\$ 4,500.00	\$ 303.88	\$ 312.23	\$ 278.83										\$ 894.94	20%		
IPERS - City Portion	\$ 5,100.00	\$ 389.26	\$ 399.57	\$ 345.87										\$ 1,134.70	22%		
Group Insurance	\$ 1,000.00	\$ 36.06	\$ 148.93	\$ 149.83										\$ 334.82	33%		
<b>Total 112 Budget</b>	<b>\$ 10,600.00</b>	<b>\$ 729.20</b>	<b>\$ 860.73</b>	<b>\$ 774.53</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,364.46</b>	<b>22%</b>		
<b>182 Fund</b>																	
Wages FT	\$ 45,062.00	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62										\$ 10,153.86	23%	\$ 45,062.00	23%
Wages PT	\$ 11,213.00	\$ 739.03	\$ 848.19	\$ 411.56										\$ 1,998.78	18%	\$ 18,600.00	11%
Dues	\$ 75.00	\$ -	\$ -	\$ -										\$ -	0%	\$ -	
Programming	\$ 3,800.00	\$ 773.65	\$ -	\$ -										\$ 773.65	20%	\$ 4,200.00	18%
Subscriptions	\$ 800.00	\$ -	\$ -	\$ -										\$ -	0%	\$ 300.00	0%
Training	\$ 150.00	\$ -	\$ -	\$ -										\$ -	0%	\$ 150.00	0%
Operating & Maintenance	\$ 400.00	\$ -	\$ 35.60	\$ -										\$ 35.60	9%	\$ 400.00	9%
Utilities	\$ 1,400.00	\$ 87.27	\$ 84.92	\$ 83.31										\$ 255.50	18%	\$ 1,400.00	18%
Telephone	\$ 800.00	\$ -	\$ 53.80	\$ 53.67										\$ 107.47	13%	\$ 800.00	13%
Technology	\$ 4,500.00	\$ 198.98	\$ 198.98	\$ 1,212.53										\$ 1,610.49	36%	\$ 4,500.00	36%
Other Contractual Services	\$ 1,200.00	\$ -	\$ 1,100.00	\$ 35.85										\$ 1,135.85	95%	\$ 1,200.00	95%
Library Materials	\$ 8,000.00	\$ 1,966.79	\$ 1,605.93	\$ 15.48										\$ 3,588.20	45%	\$ 16,000.00	22%
Office Supplies	\$ 2,600.00	\$ 41.86	\$ -	\$ -										\$ 41.86	2%	\$ 1,300.00	3%
<b>Total 182 Budget</b>	<b>\$ 80,000.00</b>	<b>\$ 7,192.20</b>	<b>\$ 7,312.04</b>	<b>\$ 5,197.02</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,701.26</b>	<b>25%</b>	<b>\$ 93,912.00</b>	<b>21%</b>

**BUDGET REPORT**  
**CALENDAR 9/2021, FISCAL 3/2022**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	4,500.00	278.83	894.94	19.89	3,605.06
112-410-6130	IPERS - CITY PORTION	5,100.00	345.87	1,134.70	22.25	3,965.30
112-410-6150	GROUP INSURANCE	1,000.00	149.38	334.82	33.48	665.18
112-410-6160	WORKMAN'S COMP	.00	.00	.00	.00	.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	45,062.00	3,384.62	10,153.86	22.53	34,908.14
182-410-6020	WAGES - PART TIME	11,213.00	411.56	1,998.78	17.83	9,214.22
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	.00	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	35.60	8.90	364.40
182-410-6371	UTILITIES	1,400.00	83.31	255.50	18.25	1,144.50
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	53.67	107.47	13.43	692.53
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	1,212.53	1,610.49	35.79	2,889.51
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,200.00	35.85	1,135.85	94.65	64.15
182-410-6502	LIBRARY MATERIALS	8,000.00	15.48	3,588.20	44.85	4,411.80
182-410-6506	OFFICE SUPPLIES	2,600.00	.00	41.86	1.61	2,558.14
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
	DIFFERENCE	90,600.00	5,971.10	22,065.72	24.36	68,534.28
	PROOF	90,600.00	5,971.10	22,065.72	24.36	68,534.28

**REVENUE REPORT**  
**CALENDAR 9/2021, FISCAL 3/2022**

**PCT OF FISCAL YTD 25.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
001-410-4470	LIBRARY SERVICE	.00	.00	.00	.00	.00
051-410-4440	STATE GRANTS	.00	.00	.00	.00	.00
051-410-4705	DONATIONS	.00	.00	.00	.00	.00
051-410-4710	REIMBURSEMENTS	.00	.00	.00	.00	.00
182-410-4440	STATE GRANTS	1,300.00	.00	.00	.00	1,300.00
182-410-4470	LIBRARY SERVICE	4,500.00	.00	.00	.00	4,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	1,500.00	.00	420.38	28.03	1,079.62
	DIFFERENCE	7,300.00	.00	420.38	5.76	6,879.62
	PROOF	7,300.00	.00	420.38	5.76	6,879.62

**TREASURER'S REPORT**  
**CALENDAR 9/2021, FISCAL 3/2022**

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

**TREASURER'S REPORT**  
**CALENDAR 9/2021, FISCAL 3/2022**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	22,504.67	.00	5,197.02	.00	17,307.65
Report Total	22,504.67	.00	5,197.02	.00	17,307.65

CLAIMS SUMMARY

Oct-21 Baker & Taylor	Acct L0435962	PO Box 277930 Atlanta, GA 30384-7930	08/31/21	\$ 270.04	Statement	Materials	182-410-6419
Oct-21 Culligan Water Adel	Acct 752089	20 Nile Kinnick Dr N Adel, IA 50003-1436	09/30/21	\$ 8.50		Other Services	182-410-6499
Oct-21 Amazon	Acct 6045787810340	SYNCB/AMAZON; PO Box 530958; Atlanta, GA :	09/10/21	\$ 1,619.36	Statement	Various	



# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Culligan Water Adel

**Mailing Address:** 20 Nile Kinnick Dr N Adel, IA 50003-1436

**Date of Invoice:** 9/30/2021

**Amount:** \$8.5

**Memo:** Acct 752089

Vendor #
Office Use Only

**Purchase Description:** Other Services

**Invoice Number:**

**Account Number:** 182-410-6499

*Nancy Studebaker-Barringer*



of Adel

120 NILE KINNICK DR N  
ADEL, IA 50003  
(515) 993-4203 (800) 747-4203  
adel@culliganiaowa.com  
www.CulliganIowa.com

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW

VISA  MasterCard  American Express  Discover  PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER \_\_\_\_\_ V. CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ EXP. DATE \_\_\_\_\_

DATE: 09/30/2021 PAY THIS AMOUNT: \$8.50 ACCOUNT NUMBER: 752089

PAY BY DATE: OCT 22 AMOUNT PAID \$ \_\_\_\_\_

**ADDRESSEE:**

VAN METER PUBLIC LIBRARY  
ATT DIRECTOR  
505 GRANT ST  
VAN METER IA 50261


**REMIT PAYMENT TO:**

CULLIGAN WATER ADEL  
120 NILE KINNICK DR N  
ADEL, IA 50003-1436

**BALANCE FORWARD**

RETURN THIS TOP PORTION WITH YOUR PAYMENT

BRANCH ID: CA-01  
CUSTOMER: VAN METER PUBLIC LIBRARY

				PREVIOUS BALANCE:	\$35.85
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
09/16/2021	-1.00	PAYMENT	30521	-35.85	0.00
09/30/2021	1.00	COOLER RENTAL		8.50	8.50
 Service 10/01-10/31					
<b>Call us about our Touch-Free and Ice Water Coolers!</b>					
<small>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</small>					
<b>FINANCE CHARGE SCHEDULE</b>					
OVER	PERIOD RATE	ANNUAL RATE	PLEASE PAY NEW BALANCE BEFORE		
\$ 5	1.50 %	18.00 %	OCT 22		
TO 5	0.00 %	0.00 %	MIN CHARGE 5.00		
0-30	31-60	61-90	Over 90	Balance Due	\$8.50
8.50	0.00	0.00	0.00		
CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 <small>SERVICE ADDRESS:</small>				Next Deliveries: 10/19/21 11/16/21 12/16/21 01/17/22	
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				09/30/2021	752089
				NAME	
				VAN METER PUBLIC LIBRARY	

# CLAIMS PAY REQUEST

## City of Van Meter

Payable To: SYNCB/AMAZON

Date of Statement: 9/10/21

Mailing Address: PO BOX 530958

Amount To Be Paid: \$1,619.36

Invoice Number	Material	Program	Supplier	Technology
\$ 1,619.36	\$ 590.94	\$ 273.98	\$ 364.45	\$ 389.99
478836547957		\$ 16.97		
767485678974		\$ 14.50		
467637865898		\$ 17.70		
636564334636		\$ 111.85		
644854956569	\$ 65.63			
697967669399			\$ 119.96	
438974574835		\$ 59.98		
454356998996		\$ 15.99		
674995579673	\$ 82.36			
469844943933		\$ 10.00		
434933748387	\$ 62.92			
489887637568	\$ 26.69			
873453945556	\$ 7.29			
433464583864	\$ 142.22			
947438979388				389.99
435843439979	\$ 43.09			
747689697484			\$ 130.00	
485659698543			\$ 18.97	
679968663963	\$ 24.61			
947873466368	\$ 49.10			
484868897897			35.54	
466844354989	\$ 54.06			
438974574835			59.98	
578797648653	\$ 32.97			
437547933686		\$ 26.99		

Vendor #
Office Use Only

*Nancy Studebaker-Barringer*

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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
08/10/21	478836547957	16.97	11/05/21		478836547957	08/10 16.97
08/13/21	767485678974	14.50	11/05/21		767485678974	08/13 14.50
08/13/21	467637865898	17.70	11/05/21		467637865898	08/13 17.70
08/16/21	636564334636	111.85	11/05/21		636564334636	08/16 111.85
08/18/21	644854956569	65.63	11/05/21		644854956569	08/18 65.63
08/19/21	446957748597	239.86	11/05/21		446957748597	08/19 239.86 PD
08/20/21	446346576745	20.88	11/05/21		446346576745	08/20 20.88 PD
08/20/21	697967669399	119.96	11/05/21		697967669399	08/20 119.96
08/22/21	466833773986	31.67	11/05/21		466833773986	08/22 31.67 PD
08/22/21	743693659774	37.99	11/05/21		743693659774	08/22 37.99 PD
08/23/21	438974574835	59.98	11/05/21		438974574835	08/23 59.98
08/25/21	454356998996	15.99	11/05/21		454356998996	08/25 15.99
08/25/21	674995579673	82.36	11/05/21		674995579673	08/25 82.36
08/25/21	469844943933	10.00	11/05/21		469844943933	08/25 10.00
08/26/21	739535997637	13.97	11/05/21		739535997637	08/26 13.97 PD
08/27/21	546999895895	29.97	11/05/21		546999895895	08/27 29.97 PD
08/30/21	434933748387	62.92	11/05/21		434933748387	08/30 62.92
08/30/21	489887637568	26.69	11/05/21		489887637568	08/30 26.69
08/31/21	873453945556	7.29	11/05/21		873453945556	08/31 7.29
09/01/21	433464583864	142.22	11/05/21		433464583864	09/01 142.22
09/02/21	947438979388	389.99	11/05/21		947438979388	09/02 389.99
09/02/21	435843439979	43.09	11/05/21		435843439979	09/02 43.09
09/08/21	757689697484	130.00	11/05/21		757689697484	09/08 130.00
09/08/21	485659698543	18.97	11/05/21		485659698543	09/08 18.97
09/08/21	679968663963	24.61	11/05/21		679968663963	09/08 24.61
09/09/21	947873466368	49.10	11/05/21		947873466368	09/09 49.10
09/09/21	484868897897	35.54	11/05/21		484868897897	09/09 35.54

-Continue-

# PAYMENT STUB

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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: S8GYV765

**DUE DATE: 10/05/21**

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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
07/14/21	638369759495	23.98	10/05/21		638369759495	07/14 23.98
07/19/21	739634733945	Aug 18.25	10/05/21		739634733945	07/19 18.25
07/19/21	893383655646	Aug 16.99	10/05/21		893383655646	07/19 16.99
07/19/21	448337936938	Aug 4.51	10/05/21		448337936938	07/19 4.51
07/23/21	855669875886	Aug 131.98	10/05/21		855669875886	07/23 131.98
07/23/21	564595347934	Aug 38.56	10/05/21		564595347934	07/23 38.56
07/24/21	959476378363	Aug 119.94	10/05/21		959476378363	07/24 119.94
07/24/21	844633987997	Aug 153.45	10/05/21		844633987997	07/24 153.45
07/26/21	463557345545	Aug 197.77	10/05/21		463557345545	07/26 197.77
07/26/21	446457774588	Aug 24.54	10/05/21		446457774588	07/26 24.54
08/02/21	985954346956	Aug 15.23	10/05/21		985954346956	08/02 15.23
08/04/21	653683475739	51.92	10/05/21		653683475739	08/04 51.92
08/06/21	578797648653	32.97	11/05/21		578797648653	08/06 32.97
08/09/21	776866946859	Aug 25.00	10/05/21		776866946859	08/09 25.00
08/09/21	535674859589	38.51	11/05/21		535674859589	08/09 38.51
08/09/21	437547933686	26.99	10/05/21		437547933686	08/09 26.99
08/09/21	466844354989	54.06	11/05/21		466844354989	08/09 54.06

-Continue-



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

Date	Invoice	Original Amount	Due Date	Reference
09/09/21	466639345756	76.95	11/05/21	

Invoice	Date & Amount Due
Please Indicate by <input checked="" type="checkbox"/> Invoices Paid	
466639345756	<input checked="" type="checkbox"/> 09/09 76.95

Previously Billed Invoices

Date	Invoice	Original Amount	Due Date	Reference
07/03/21	434857368386	175.66	09/05/21	
07/04/21	439854498394	112.25	09/05/21	

Invoice	Date & Amount Due
Please Indicate by <input checked="" type="checkbox"/> Invoices Paid	
434857368386	<input type="checkbox"/> 07/03 171.35
439854498394	<input type="checkbox"/> 07/04 112.25

Unapplied Payments & Credits

Date	Reference	Original Amount	Description
09/03/21	453484489433	(3.03)	CR MEMO

Reference	Date & Current Amount
Please Indicate by <input checked="" type="checkbox"/> Credits Applied	
453484489433	<input type="checkbox"/> 09/03 (3.03)

Account: 60457 8781 034056 8

Current Invoices: \$ 2871.30  
 Previously Billed Invoices: \$ 287.93  
 Unapplied Payments & Credits: \$ (3.03)

**\$** 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

**PLEASE PAY THIS AMOUNT**  
**\$ 1129.68**  
**DUE BY 10/05/21**

PLEASE RETURN THIS STUB WITH YOUR PAYMENT

AMOUNT ENCLOSED \$

Retain left hand portion for your records, send right hand portion noting items paid by a ✓ with your payment. If not sending stub, note account number, invoice number and amounts being paid on your check.

If you have unapplied payments and credits, please call us at 866-634-8381 with your instructions to apply. You do not need to contact us if you are paying the total amount now due.

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-

# PAYMENT STUB

Account: 60457 8781 034056 8 Statement Date: 09/10/21 Page: 2 of 14

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
08/10/21	478836547957	P 16.97	11/05/21		478836547957	<input checked="" type="checkbox"/> Invoices Paid 08/10 16.97
08/13/21	767485678974	P 14.50	11/05/21		767485678974	<input checked="" type="checkbox"/> 08/13 14.50
08/13/21	467637865898	P 17.70	11/05/21		467637865898	<input checked="" type="checkbox"/> 08/13 17.70
08/16/21	636564334636	P 111.85	11/05/21		636564334636	<input checked="" type="checkbox"/> 08/16 111.85
08/18/21	644854956569	M 65.63	11/05/21	m2x	644854956569	<input type="checkbox"/> M 08/18 65.63
08/19/21	446957748597	PD 239.86	11/05/21		446957748597	<input type="checkbox"/> - 08/19 239.86 PD
08/20/21	446346576745	PD 20.88	11/05/21		446346576745	<input type="checkbox"/> - 08/20 20.88 PD
08/20/21	697967669399	S 119.96	11/05/21		697967669399	<input checked="" type="checkbox"/> 08/20 119.96
08/22/21	466833773986	PD 31.67	11/05/21		466833773986	<input type="checkbox"/> PD 08/22 31.67
08/22/21	743693659774	PD 37.99	11/05/21		743693659774	<input type="checkbox"/> PD 08/22 37.99
08/23/21	438974574835	P 59.98	11/05/21		438974574835	<input checked="" type="checkbox"/> 08/23 59.98
08/25/21	454356998996	P 15.99	11/05/21		454356998996	<input checked="" type="checkbox"/> 08/25 15.99
08/25/21	674995579673	M 82.36	11/05/21		674995579673	<input checked="" type="checkbox"/> 08/25 82.36
08/25/21	469844943933	P 10.00	11/05/21		469844943933	<input checked="" type="checkbox"/> 08/25 10.00
08/26/21	739535997637	PD 13.97	11/05/21	3	739535997637	<input type="checkbox"/> PD 08/26 13.97
08/27/21	546999895895	PD 29.97	11/05/21		546999895895	<input type="checkbox"/> PD 08/27 29.97
08/30/21	434933748387	M 62.92	11/05/21		434933748387	<input checked="" type="checkbox"/> 08/30 62.92
08/30/21	489887637568	M 26.69	11/05/21		489887637568	<input checked="" type="checkbox"/> 08/30 26.69
08/31/21	873453945556	M 7.29	11/05/21		873453945556	<input checked="" type="checkbox"/> 08/31 7.29
09/01/21	433464583864	M 142.22	11/05/21		433464583864	<input checked="" type="checkbox"/> 09/01 142.22
09/02/21	947438979388	T 389.99	11/05/21		947438979388	<input checked="" type="checkbox"/> 09/02 389.99
09/02/21	435843439979	M 43.09	11/05/21		435843439979	<input checked="" type="checkbox"/> 09/02 43.09
09/08/21	757689697484	S 130.00	11/05/21		757689697484	<input checked="" type="checkbox"/> 09/08 130.00
09/08/21	485659698543	S 18.97	11/05/21		485659698543	<input checked="" type="checkbox"/> 09/08 18.97
09/08/21	679968663963	M 24.61	11/05/21		679968663963	<input checked="" type="checkbox"/> 09/08 24.61
09/09/21	947873466368	49.10	11/05/21		947873466368	<input checked="" type="checkbox"/> 09/09 49.10
09/09/21	484868897897	S 35.54	11/05/21		484868897897	<input checked="" type="checkbox"/> 09/09 35.54

-Continue-



**Final Details for Order #111-8983051-2557022**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 5, 2021  
**Amazon.com order number:** 111-8983051-2557022  
**Order Total:** \$16.97

<b>Shipped on August 10, 2021</b>	
<b>Items Ordered</b>	<b>Price</b>
2 of: <i>Tacticai 200 Blue Raffle Tickets (8 Colors Available) for Events, Entry, Class Reward, Fundraiser &amp; Prizes (Double Roll - 2" x 2" Tickets - Keep) - Ma</i> Sold by: Tacticai ( <a href="#">seller profile</a> ) Condition: New	\$5.49
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$10.98 Shipping & Handling: \$5.99 ----- Total before tax: \$16.97 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$16.97</b> -----

<b>Payment information</b>	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$10.98 Shipping & Handling: \$5.99 ----- Total before tax: \$16.97 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$16.97</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 11, 2021: \$16.97

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

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Final Details for Order #111-8991558-1183455

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 5, 2021
Amazon.com order number: 111-8991558-1183455
Order Total: \$26.99

Table with shipping details: Shipped on August 9, 2021. Items Ordered: 1 of: novelinks 16 Ounce Clear Plastic Jars Containers With Screw On Lids - Refillable Round Empty Plastic Slime Storage Containers for Kitchen & Household. Price: \$26.99. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: FREE Shipping. Total for This Shipment: \$26.99.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$26.99, Shipping & Handling: \$8.39, Promotion applied: -\$8.39, Total before tax: \$26.99, Estimated Tax: \$0.00, Grand Total: \$26.99. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 10, 2021: \$26.99.

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

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Final Details for Order #111-4631957-5605061

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 6, 2021
Amazon.com order number: 111-4631957-5605061
Order Total: \$32.97

Table with shipping details: Shipped on August 10, 2021. Items Ordered: Crispin: The End Of Time by Avi (May 27, 2010) for \$28.98. 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: \$32.97.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$28.98, Shipping & Handling: \$3.99, Total before tax: \$32.97, Estimated Tax: \$0.00, Grand Total: \$32.97. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 11, 2021: \$32.97.

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

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Final Details for Order #111-2073168-1073804

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 6, 2021
Amazon.com order number: 111-2073168-1073804
Order Total: \$54.06

Table with shipping details and item list. Header: Shipped on August 10, 2021. Items include 'Crispin: At the Edge of the World' and 'Crispin: The Cross of Lead'. Shipping address: Nancy Studebaker, VAN METER PUBLIC LIBRARY. Totals: Total for This Shipment: \$54.06.

Table with payment information. Header: Payment information. Payment Method: Amazon.com Corporate Pay-in-Full Credit Line. Totals: Grand Total: \$54.06.

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 11, 2021: \$54.06

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



Final Details for Order #111-7770400-4784253

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 13, 2021
Amazon.com order number: 111-7770400-4784253
Order Total: \$14.50

Table with shipping details: Shipped on August 14, 2021. Items Ordered: Sun-Maid Vanilla Yogurt Covered Raisins Mini Snack Packs. Price: \$14.50. 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: \$14.50.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$14.50, Shipping & Handling: \$0.00, Total before tax: \$14.50, Estimated Tax: \$0.00, Grand Total: \$14.50. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 15, 2021: \$14.50.

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

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Final Details for Order #111-5375325-4721805

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 13, 2021  
**Amazon.com order number:** 111-5375325-4721805  
**Order Total:** \$17.70

Shipped on August 14, 2021	
<b>Items Ordered</b>	<b>Price</b>
3 of: <i>Elmer's Washable No-Run School Glue, 1.25 oz Bottle (E301) 3 Pack</i> Sold by: Pharmapacks ( <a href="#">seller profile</a> ) Condition: New	\$5.90
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$17.70 Shipping & Handling: \$0.00 ----- Total before tax: \$17.70 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$17.70</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$17.70 Shipping & Handling: \$0.00 ----- Total before tax: \$17.70 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$17.70</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 15, 2021: \$17.70

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Final Details for Order #111-5038359-1386631

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 13, 2021
Amazon.com order number: 111-5038359-1386631
Order Total: \$111.85

Table with 2 columns: Items Ordered, Price. Includes shipping address and shipping speed details for a picnic table.

Table with 2 columns: Items Ordered, Price. Includes shipping address and shipping speed details for a snack variety pack.

Table with 2 columns: Items Ordered, Price. Includes shipping address and shipping speed details for a vinyl tablecloth.

Sold by: Yourtablecloth ([seller profile](#))  
 Condition: New

1 of: Sun-Maid California Dried Raisins Mini Snack Packs .5 oz boxes-12 ct (Pack of 3) \$12.99  
 Sold by: CPGIO ([seller profile](#))  
 Condition: New

<b>Shipping Address:</b>		
Nancy Studebaker	Item(s) Subtotal:	\$37.98
VAN METER PUBLIC LIBRARY	Shipping & Handling:	\$2.00
505 GRANT ST	Free Shipping:	-\$2.00
VAN METER, IA 50261-7707		-----
United States	Total before tax:	\$37.98
	Sales Tax:	\$0.00
<b>Shipping Speed:</b>		-----
FREE Shipping	<b>Total for This Shipment:</b>	<b>\$37.98</b>
		-----

Payment information	
<b>Payment Method:</b>	
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$111.85
	Shipping & Handling: \$18.30
	Promotion applied: -\$18.30
	-----
	Total before tax: \$111.85
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$111.85</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 19, 2021: \$111.85

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



Final Details for Order #111-2049038-5883433

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 13, 2021
Amazon.com order number: 111-2049038-5883433
Order Total: \$65.63

Shipped on August 19, 2021

Table with 2 columns: Items Ordered, Price. Contains 5 rows of book details including titles like 'Dragonslayer', 'King of Scars', and 'The Fowl Twins'.

Table with 2 columns: Shipping Address, Shipping Speed, and a summary of costs. Shipping address is Nancy Studebaker, VAN METER PUBLIC LIBRARY. Summary includes Item(s) Subtotal: \$65.63, Shipping & Handling: \$8.83, Free Shipping: -\$8.83, Total before tax: \$65.63, Sales Tax: \$0.00, Total for This Shipment: \$65.63.

Payment information

Table with 2 columns: Payment Method, and a summary of costs. Payment method is Amazon.com Corporate Pay-in-Full Credit Line. Summary includes Item(s) Subtotal: \$65.63, Shipping & Handling: \$8.83, Promotion applied: -\$8.83, Total before tax: \$65.63, Estimated Tax: \$0.00.



**Grand Total: \$65.63**

<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 20, 2021: \$65.63
---------------------------------	---

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Final Details for Order #111-2795510-1918651

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 21, 2021
Amazon.com order number: 111-2795510-1918651
Order Total: \$59.98

Table with shipping details: Shipped on August 24, 2021. Items Ordered: 2 of: FrameStarr 8x10 Picture Frame Set (Black, 6 Pack), Front-Loading Contemporary Modern Style, Tabletop or Wall Mount, Harmony Collection. Price: \$29.99. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: FREE Shipping. Total for This Shipment: \$59.98.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$59.98, Shipping & Handling: \$11.03, Promotion applied: -\$11.03, Total before tax: \$59.98, Estimated Tax: \$0.00, Grand Total: \$59.98. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 25, 2021: \$59.98.

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

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Final Details for Order #111-5375329-3329811

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 19, 2021  
**Amazon.com order number:** 111-5375329-3329811  
**Order Total:** \$119.96

Shipped on August 22, 2021	
<b>Items Ordered</b>	<b>Price</b>
3 of: <i>Essentially Yours Magnet and Message Board   Large Mountable 30 x 14 x 0.7 Inch Steel Bulletin Board, 2 Magnetic Dry Erase Pads Included (Blue)</i>	\$34.99
Sold by: Filltech ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> )	
Condition: New	
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$104.97 Shipping & Handling: \$15.33 Free Shipping: -\$15.33 ----- Total before tax: \$104.97 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$104.97</b> -----

Shipped on August 24, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Here Today , Billy Crystal</i>	\$14.99
Sold by: Amazon.com	
Condition: New	
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$14.99 Shipping & Handling: \$0.11 Free Shipping: -\$0.11 ----- Total before tax: \$14.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$14.99</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$119.96 Shipping & Handling: \$15.44 Promotion applied: -\$15.44

Total before tax: \$119.96

**Estimated Tax:** \$0.00

-----

**Grand Total: \$119.96**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 25, 2021: \$119.96

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

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Final Details for Order #111-0611791-4771438

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 25, 2021  
**Amazon.com order number:** 111-0611791-4771438  
**Order Total:** \$15.99

Shipped on August 25, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Big Party Pack Chocolate Brown Paper Plates   9"   Pack of 50   Party Supply</i>	\$15.99
Sold by: WEBHATS LLC ( <a href="#">seller profile</a> )	
Condition: New	
<b>Shipping Address:</b>	Item(s) Subtotal: \$15.99
Nancy Studebaker	Shipping & Handling: \$0.00
VAN METER PUBLIC LIBRARY	-----
505 GRANT ST	Total before tax: \$15.99
VAN METER, IA 50261-7707	Sales Tax: \$0.00
United States	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$15.99</b>
Economy Shipping	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$15.99
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling: \$0.00
	-----
	Total before tax: \$15.99
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$15.99</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 26, 2021: \$15.99

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

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Final Details for Order #111-8467109-4526637

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 24, 2021
Amazon.com order number: 111-8467109-4526637
Order Total: \$82.36

Shipped on August 25, 2021

Table with 2 columns: Items Ordered, Price. Lists 5 books including 'The Very Hungry Caterpillar', 'The Snowy Day: 50th Anniversary Edition', 'Berenstain Bears: 5-Minute Berenstain Bears Stories', 'The Big Book of Berenstain Bears Stories', and 'The Berenstain Bears' Storytime Collection'.

Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: Standard Shipping. Summary: Item(s) Subtotal: \$72.13, Shipping & Handling: \$10.23, Total before tax: \$82.36, Sales Tax: \$0.00, Total for This Shipment: \$82.36.

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Summary: Item(s) Subtotal: \$72.13, Shipping & Handling: \$10.23, Total before tax: \$82.36, Estimated Tax: \$0.00, Grand Total: \$82.36.

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 26, 2021: \$82.36

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

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Final Details for Order #111-3601905-9917063

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 25, 2021  
**Amazon.com order number:** 111-3601905-9917063  
**Order Total:** \$10.00

Shipped on August 26, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Amscan Party Supplies, 9" x 9", Gold</i> Sold by: Oasis Supply Company ( <a href="#">seller profile</a> ) Condition: New	\$10.00
<b>Shipping Address:</b> Nancy Studebaker VAN METER PUBLIC LIBRARY 505 GRANT ST VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$10.00 Shipping & Handling: \$0.00 ----- Total before tax: \$10.00 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Economy Shipping	<b>Total for This Shipment: \$10.00</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$10.00 Shipping & Handling: \$0.00 ----- Total before tax: \$10.00 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$10.00</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 27, 2021: \$10.00

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Final Details for Order #111-4136524-8155438

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 30, 2021
Amazon.com order number: 111-4136524-8155438
Order Total: \$7.29

Table with shipping details: Shipped on August 31, 2021. Items Ordered: 1 of: Middle School: Master of Disaster (Middle School, 12) , Patterson, James. Price: \$7.29. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: FREE Shipping. Summary: Item(s) Subtotal: \$7.29, Shipping & Handling: \$5.99, Free Shipping: -\$5.99, Total before tax: \$7.29, Sales Tax: \$0.00, Total for This Shipment: \$7.29.

Table with payment information: Payment information. Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Summary: Item(s) Subtotal: \$7.29, Shipping & Handling: \$5.99, Promotion applied: -\$5.99, Total before tax: \$7.29, Estimated Tax: \$0.00, Grand Total: \$7.29.

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 1, 2021: \$7.29

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

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Final Details for Order #111-6333188-4321042

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 30, 2021  
**Amazon.com order number:** 111-6333188-4321042  
**Order Total:** \$26.69

Shipped on August 31, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Luca (Feature) , Jacob Tremblay</i>	\$26.69
Sold by: i-Deals Store ( <a href="#">seller profile</a> )	
Condition: New	
<b>Shipping Address:</b>	Item(s) Subtotal: \$26.69
Nancy Studebaker	Shipping & Handling: \$0.00
VAN METER PUBLIC LIBRARY	-----
505 GRANT ST	Total before tax: \$26.69
VAN METER, IA 50261-7707	Sales Tax: \$0.00
United States	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$26.69</b>
Standard Shipping	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$26.69
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling: \$0.00
	-----
	Total before tax: \$26.69
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$26.69</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 1, 2021: \$26.69

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Final Details for Order #111-5318554-9590655

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 30, 2021
Amazon.com order number: 111-5318554-9590655
Order Total: \$62.92

Table with shipping details and item prices. Includes 'Shipped on August 31, 2021', 'Items Ordered' section with two DVD entries, 'Shipping Address' for Nancy Studebaker at Van Meter Public Library, and a price breakdown showing a total of \$62.92.

Table with payment information. Includes 'Payment Method' as Amazon.com Corporate Pay-in-Full Credit Line, and a price breakdown showing a grand total of \$62.92.

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Details for Order #111-3159440-3987444

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 30, 2021
Amazon.com order number: 111-3159440-3987444
Order Total: \$168.21

Table with 2 columns: Item Description, Price. Includes 'Not Yet Shipped' header, 'Items Ordered' (PAW Patrol: The Movie \$25.99), 'Shipping Address', and 'Shipping Speed' (FREE Shipping).

Table with 2 columns: Item Description, Price. Includes 'Shipped on September 1, 2021' header, 'Items Ordered' (GERBS Unsalted Jumbo Whole Pumpkin Seeds \$19.99, MULAN \$14.96), 'Shipping Address', and a summary table for 'Shipping Speed' and 'Total for This Shipment' (\$34.95).

Shipped on September 2, 2021

Items Ordered	Price
1 of: <i>DR. SEUSS'S ULTIMATE HORTON COLLECTION: Featuring Horton Hears a Who!, Horton Hatches the Egg, and Horton and the Kwuggerbug and More Lost Stories</i> , <i>Dr. Seuss</i> Sold by: Amazon.com Condition: New	\$37.85
1 of: <i>Middle School: Born to Rock (Middle School Book 11)</i> , <i>Patterson, James</i> Sold by: Amazon.com Condition: New	\$11.88
1 of: <i>News of the World [DVD]</i> , <i>Tom Hanks</i> Sold by: Amazon.com Condition: New	\$17.96
1 of: <i>Horton Hears a Who!</i> , <i>Dr. Seuss</i> Sold by: Amazon.com Condition: New	\$9.84
1 of: <i>Middle School: Field Trip Fiasco (Middle School, 13)</i> , <i>Patterson, James</i> Sold by: Amazon.com Condition: New	\$9.78
1 of: <i>Soul (Feature)</i> , <i>Jamie Foxx</i> Sold by: Amazon.com Condition: New	\$19.96

**Shipping Address:**

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

Item(s) Subtotal: \$107.27  
Shipping & Handling: \$7.18  
Free Shipping: -\$7.18  
-----  
Total before tax: \$107.27  
Sales Tax: \$0.00  
-----

**Shipping Speed:**

FREE Shipping

**Total for This Shipment: \$107.27**  
-----

**Payment information**

**Payment Method:**

Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568

Item(s) Subtotal: \$168.21  
Shipping & Handling: \$10.39  
Promotion applied: -\$10.39  
-----  
Total before tax: \$168.21  
**Estimated Tax:** \$0.00  
-----

**Grand Total: \$168.21**

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





Final Details for Order #111-0282402-6230604

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 19, 2021
Amazon.com order number: 111-0282402-6230604
Order Total: \$43.09

Table with shipping details and item list. Header: Shipped on September 2, 2021. Items: In the Heights (DVD + Digital) by Jon M. Chu (\$17.96), 12 Mighty Orphans by Luke Wilson (\$17.99). Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: Standard Shipping. Totals: Item(s) Subtotal: \$35.95, Shipping & Handling: \$7.14, Total before tax: \$43.09, Sales Tax: \$0.00, Total for This Shipment: \$43.09.

Table with payment information. Header: Payment information. Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Totals: Item(s) Subtotal: \$35.95, Shipping & Handling: \$7.14, Total before tax: \$43.09, Estimated Tax: \$0.00, Grand Total: \$43.09. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 3, 2021: \$43.09.

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

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Final Details for Order #111-1544669-7946635

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 2, 2021
Amazon.com order number: 111-1544669-7946635
Seller's order number: BBY01-806487041039
Order Total: \$389.99

Table with shipping details and item pricing. Includes 'Shipped on September 3, 2021', 'Items Ordered' (INSIGNIA TV), 'Shipping Address' (VAN METER PUBLIC LIBRARY), and 'Shipping Speed' (Two-Day Shipping). Total for this shipment: \$389.99.

Table with payment information. Includes 'Payment Method' (Amazon.com Corporate Pay-in-Full Credit Line) and 'Payment information' summary. Grand Total: \$389.99.

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

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Final Details for Order #111-4047763-3432255

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** September 7, 2021  
**Amazon.com order number:** 111-4047763-3432255  
**Order Total:** \$18.97

Shipped on September 8, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Lysol Power Toilet Bowl Cleaner, 10X Cleaning Power 8 oz (Pack of 4)</i>	\$18.97
Sold by: Trio Shippers LLC ( <a href="#">seller profile</a> )	
Condition: New	
<b>Shipping Address:</b>	Item(s) Subtotal: \$18.97
Nancy Studebaker	Shipping & Handling: \$0.00
VAN METER PUBLIC LIBRARY	-----
505 GRANT ST	Total before tax: \$18.97
VAN METER, IA 50261-7707	Sales Tax: \$0.00
United States	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$18.97</b>
Standard Shipping	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$18.97
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling: \$0.00
	-----
	Total before tax: \$18.97
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$18.97</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 9, 2021: \$18.97

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

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Final Details for Order #111-4949117-2823402

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 8, 2021
Amazon.com order number: 111-4949117-2823402
Order Total: \$24.61

Table with shipping details: Shipped on September 9, 2021. Items Ordered: CARS 3-MOVIE COLLECTION, Lasseter, John. Price: \$19.99. 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: \$24.61.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$19.99, Shipping & Handling: \$4.62, Total before tax: \$24.61, Estimated Tax: \$0.00, Grand Total: \$24.61. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 10, 2021: \$24.61.

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

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Final Details for Order #111-3191900-3002624

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** September 7, 2021  
**Amazon.com order number:** 111-3191900-3002624  
**Order Total:** \$35.54

Shipped on September 9, 2021	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>CloroxPro Clorox Disinfecting Wipes, Fresh Scent, 700 Count (31547)</i>	\$35.54
Sold by: Amazon ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
<b>Shipping Address:</b>	Item(s) Subtotal: \$35.54
Nancy Studebaker	Shipping & Handling: \$13.10
VAN METER PUBLIC LIBRARY	Free Shipping: -\$13.10
505 GRANT ST	-----
VAN METER, IA 50261-7707	Total before tax: \$35.54
United States	Sales Tax: \$0.00
<b>Shipping Speed:</b>	-----
FREE Shipping	<b>Total for This Shipment: \$35.54</b>
	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$35.54
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling: \$13.10
	Promotion applied: -\$13.10
	-----
	Total before tax: \$35.54
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$35.54</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 10, 2021: \$35.54

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

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Details for Order #111-9297395-6629836

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 8, 2021
Amazon.com order number: 111-9297395-6629836
Order Total: \$74.19

Table with 2 columns: Items Ordered, Price. Includes shipping address and shipping speed information.

Table with 2 columns: Items Ordered, Price. Includes shipping address and shipping speed information. Total for This Shipment: \$49.10

Standard Shipping

-----

**Payment information**

**Payment Method:**

Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568

Item(s) Subtotal: \$66.70

Shipping & Handling: \$7.49

-----

Total before tax: \$74.19

**Estimated Tax:** \$0.00

-----

**Grand Total: \$74.19**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 10, 2021: \$49.10

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

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Final Details for Order #111-2587079-7150658

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 9, 2021
Amazon.com order number: 111-2587079-7150658
Order Total: \$76.95

Table with shipping details: Shipped on September 9, 2021. Items Ordered: Professional Lysol Disinfectant Spray, Crisp Linen, 228oz (12X19oz) for \$76.95. Shipping Address: Nancy Studebaker, VAN METER PUBLIC LIBRARY, 505 GRANT ST, VAN METER, IA 50261-7707, United States. Shipping Speed: Economy Shipping. Total for This Shipment: \$76.95.

Table with payment information: Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568. Item(s) Subtotal: \$76.95, Shipping & Handling: \$0.00, Total before tax: \$76.95, Estimated Tax: \$0.00, Grand Total: \$76.95. Credit Card transactions: Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 10, 2021: \$76.95.

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

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Final Details for Order #111-8149744-6663456

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 7, 2021
Amazon.com order number: 111-8149744-6663456
Order Total: \$130.00

Shipped on September 9, 2021

Table with 2 columns: Items Ordered, Price. Contains 4 rows of item details including Oozmas labels and 'The School for Good and Evil' books.

Summary table with 2 columns: Shipping Address, Item(s) Subtotal. Includes shipping details and a total for this shipment of \$64.47.

Shipped on September 9, 2021

Table with 2 columns: Items Ordered, Price. Contains 2 rows of item details including Freshworld compatible tape and 'The School for Good and Evil' book.

**Shipping Address:**

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

Item(s) Subtotal: \$25.54  
 Shipping & Handling: \$1.30  
 Free Shipping: -\$1.30  
 -----  
 Total before tax: \$25.54  
 Sales Tax: \$0.00  
 -----

**Shipping Speed:**

FREE Shipping

**Total for This Shipment: \$25.54**  
 -----

**Shipped on September 9, 2021**

**Items Ordered**

1 Of: *Amazon Basics Basic Duty Storage/Filing Boxes with Lift-Off Lid - Legal/Letter Size, 20-Pack*  
 Sold by: Amazon ([seller profile](#))  
 Business Price  
 Condition: New

**Price**

\$39.99

**Shipping Address:**

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

Item(s) Subtotal: \$39.99  
 Shipping & Handling: \$15.88  
 Free Shipping: -\$15.88  
 -----  
 Total before tax: \$39.99  
 Sales Tax: \$0.00  
 -----

**Shipping Speed:**

FREE Shipping

**Total for This Shipment: \$39.99**  
 -----

**Payment information**

**Payment Method:**

Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568

Item(s) Subtotal: \$130.00  
 Shipping & Handling: \$20.47  
 Promotion applied: -\$20.47  
 -----  
 Total before tax: \$130.00  
**Estimated Tax: \$0.00**  
 -----

**Grand Total: \$130.00**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 10, 2021: \$130.00

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

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# CLAIMS PAY REQUEST

## City of Van Meter

**Payable To:** Baker & Taylor

**Date of Statement:** 8/31/21

**Mailing Address:** PO Box 277930; Atlanta

**Amount To Be Paid:** \$270.04

GA 30384-7930

Invoice Number	Materials	Programming	Supplies
\$ 270.04	\$ 270.04	\$ -	\$ -
2036092850	\$ 63.78		
2036101120	\$ 28.53		
2036119174	\$ 80.85		
2036132203	\$ 68.82		
2036146758	\$ 28.06		

Vendor #

Office Use Only


*Nancy Studebaker-Barringer*

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

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

**VAN METER PUBLIC LIBRARY**

7636 1 MB 0.482 P:7636 / T:24 / S1:0 / S2:0



**VAN METER PUBLIC LIBRARY**  
 PO BOX 160  
 VAN METER IA 50261-0160

**SEND PAYMENT TO:**

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

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	08/31/21	1

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	08/31/21	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
2036045152	070621	080521	AYAT	55.59	537.70
2036057740	071521	081421	AYAT	87.81	625.51
2036073935	071521	081421	AYAT	50.88	676.39
2036092850	081321	091221	AYAT	63.78	740.17
COA102930410	081621	081621	STMT 06/30/21	373.73-	366.44
2036101120	081721	091621	AYAT	28.53	394.97
2036119174	081821	091721	AYAT	80.85	475.82
2036132203	082021	091921	AYAT	68.82	544.64
2036146758	083021	092921	AYNF	28.06	572.70

ITEM NUMBER	ITEM DATE	AMOUNT
COA102925482	062121	<del>108.38-</del>
2036009959	062821	<del>25.45</del>
2036034952	062821	<del>34.03</del>
2035977064	062921	<del>76.14</del>
2035993215	062921	<del>69.95</del>
2036014497	062921	<del>136.53</del>
2036019819	063021	<del>248.39</del>
2036045152	070621	<del>55.59</del>
2036057740	071521	<del>87.81</del>
2036073935	071521	<del>50.88</del>
2036092850	081321	63.78
COA102930410	081621	373.73-
2036101120	081721	28.53
2036119174	081821	80.85
2036132203	082021	68.82
2036146758	083021	28.06

*Previously submitted*

PLEASE FORWARD ALL REMITTANCE DETAIL FOR ACH, WIRES &amp; 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

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
270.04	179.45-	590.49	108.38-	572.70

STATEMENT BALANCE

 pay \$270.04  
~~\$572.70 USD~~  
 Page 50 of 71

**KEEP THIS COPY FOR YOUR RECORDS**

 Review invoices and statements and track orders 24/7 with Online Customer Support at [www.bt01.com/ocs.cfm](http://www.bt01.com/ocs.cfm)

INVOICE

INVOICE #: 2036092850  
 INVOICE DATE: 08/13/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9554277

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	BILLY SUMMERS 81234404	AYAT	KING, STEPHEN	HRD 0000000011	9781982173616 1982173610	SIMON	30.00	44.0%	16.80	16.80
1	FALSE WITNESS 81241290	AYAT	SLAUGHTER, KARI	HRD 0000000003	9780062858092 0062858092	HARPE	28.99	44.0%	16.23	16.23
1	CLASS ACT 81234404	AYAT	WOODS, STUART	HRD 0000000038	9780593331668 0593331664	PENGU	28.00	44.0%	15.68	15.68
1	ROSETOWN SUMMER 81337033	20213RDJJNF	RYLANT, CYNTHIA	HRD 452317942	9781534494718 1534494715	SIMJU	16.99	44.0%	9.51	9.51
4				SUB TOTAL USD CURRENCY						58.22
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			63.78

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 #: 2036092850  
 INVOICE DATE: 08/13/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9554277

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	CRIMINAL MISCHIEF		WOODS, STUART	HRD	9780593331729	PENGU	28.00	BACK ORDERED	NP	12/2021
	81431573	AYAT		0000000001	0593331729					
1	LIGHTNING IN A MIRROR		KRENTZ, JAYNE A	HRD	9780593337752	PENGU	28.00	BACK ORDERED	NP	01/2022
	81431573	AYAT		0000000002	0593337751					
1	1 STEP TOO FAR		GARDNER, LISA	HRD	9780593185414	PENGU	27.00	BACK ORDERED	NP	01/2022
	81431573	AYAT		0000000003	0593185412					
1	KILLING THE KILLERS	THE SECRET WAR AGAIN	O'REILLY, BILL	HRD	9781250279255	STMAR	30.00	BACK ORDERED	NP	11/2021
	81435584	AYNF		0000000002	1250279259					
1	YOU ARE NEVER ALONE	TRUST IN THE MIRACLE	LUCADO, MAX	PAP	9781400217373	HRPCR	18.99	BACK ORDERED	NP	12/2021
	81435584	INSP		0000000001	1400217377					
1	RAGE		WOODWARD, BOB	PAP	9781982131746	SMNPB	18.00	BACK ORDERED	NP	09/2021
	81438264	AYNF		0000000001	1982131748					

INVOICE
---------

INVOICE #: 2036101120  
 INVOICE DATE: 08/17/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 AT# #: MOM9562645  
 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	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	BLIND TIGER		AYAT	BROWN, SANDRA		HRD	0000000001	9781538751961	1538751968	GDCTP	28.00	44.0%	15.68	15.68
1	CAT PROBLEMS		202104CH	JOHN, JORY		HRD	442964650	9780593302132	0593302133	RANDJ	17.99	44.0%	10.07	10.07
2														
2	OWNERSHIP LABEL		0.25 =											
2	SPINE LABEL		0.25 =											
2	LABEL PROTECTORS		0.00 =											
2	MYLAR JACKET NON STA		0.89 =											
	TOTAL													

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 #: 2036119174  
 INVOICE DATE: 08/18/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9570147  
 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
				FUND #	CUST REF #	ISBN-10			VAS		
1	VIRAL	81234404	AYAT	COOK, ROBIN	HRD	9780593328293	PENGU	27.00	44.0%	15.12	15.12
					0000000002	0593328299					
1	VORTEX	81234404	AYAT	COULTER, CATHER	HRD	9780063004085	HARPE	28.99	44.0%	16.23	16.23
					0000000003	0063004089					
1	CUL DE SAC	81234404	AYAT	FIELDING, JOY	HRD	9781984820259	RANDO	28.00	44.0%	15.68	15.68
					0000000006	1984820257					
1	BLOODLESS	81241290	AYAT	PRESTON, DOUGLA	HRD	9781538736708	GDCTP	29.00	44.0%	16.24	16.24
					0000000006	1538736705					
1	ASHFALL LEGACY	81337019	20213RDVA	LORE, PITTACUS	HRD	9780062845368	HARJU	18.99	44.0%	10.63	10.63
					452325263	0062845365					
5					SUB TOTAL						73.90
					USD CURRENCY						



INVOICE

5 OWNERSHIP LABEL	AT	0.25	=	1.25
5 SPINE LABEL	AT	0.25	=	1.25
5 LABEL PROTECTORS	AT	0.00	=	0.00
5 MYLAR JACKET NON STA	AT	0.89	=	4.45
TOTAL				6.95

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

INVOICE #: 2036119174  
INVOICE DATE: 08/18/21  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9570147  
PAGE: 002

	VAS	6.95
TOTAL AMOUNT DUE		80.85

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



INVOICE
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INVOICE #: 2036132203  
 INVOICE DATE: 08/20/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 AT5 #: MOM9575986  
 PAGE: 001

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

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
				FUND #	CUST REF #	ISBN-10			VAS		
1	ANOTHER KIND OF EDEN			BURKE, JAMES LE	HRD	9781982151713	SIMON	27.00	44.0%	15.12	15.12
	81241290	AYAT			0000000001	1982151714					
1	NOISE			PATTERSON, JAME	HRD	9780316499873	LITTL	28.00	44.0%	15.68	15.68
	81234404	AYAT			0000000024	0316499870					
1	MADNESS OF CROWDS			PENNY, LOUISE	HRD	9781250145260	STMAR	28.99	44.0%	16.23	16.23
	81234404	AYAT			0000000027	1250145260					
1	COMPLICATIONS			STEEL, DANIELLE	HRD	9781984821492	RANDO	28.99	44.0%	16.23	16.23
	81234404	AYAT			0000000035	1984821490					
4											63.26
4	OWNERSHIP LABEL	AT	0.25 =	1.00							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			
								REMIT TO: BAKER & TAYLOR			
								P.O. BOX 277930			
								ATLANTA, GA 30384-7930			

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE





STATUS REPORT

INVOICE #: 2036132203  
 INVOICE DATE: 08/20/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9575986  
 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 #	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	GWENDYS FINAL TASK	81497920	AYAT	KING, STEPHEN		0000000001	9781587678011	1587678012	CDPUB	28.00	BACK ORDERED	NP	02/2022



INVOICE

INVOICE #: 2036146758  
 INVOICE DATE: 08/30/21  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9582369  
 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	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	POLITICS OF LOVE A HANDBOOK FOR A NEW AM	81316676	AYNF	WILLIAMSON, MAR		PAP	0000000002	9780063041813	0063041812	HPCLP	16.99	40.0%	10.19	10.19
1	PRIME DIRECTIVE	81327753	INSP	BUNN, T. DAVIS		HRD	0000000001	9780727850263	0727850261	SEVEU	28.99	44.0%	16.23	16.23
2						SUB TOTAL								26.42
						USD CURRENCY								
2	OWNERSHIP LABEL		AT										0.25 =	0.50
1	SPINE LABEL		AT										0.25 =	0.25
2	LABEL PROTECTORS		AT										0.00 =	0.00
1	MYLAR JACKET NON STA		AT										0.89 =	0.89
	TOTAL													1.64

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

## Circulation Policy

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



### Purpose

The purpose of this policy is to provide guidelines for the circulation of materials from the Van Meter Public Library in order to ensure open and equitable access to the library's materials.

### Member Types Summary

Member Type	Eligibility	Term/Renewal	Privileges/Other details
Van Meter	All residents and property owners	3 year	Full privileges for all VMPL and State resources
Dallas County	All residents of Dallas County	3 year	Full privileges for all VMPL and State resources
Open Access	Any Iowa resident who meets the criteria detailed below	3 year	Full privileges for all VMPL and State resources
Limited Privilege	All students enrolled at Van Meter Public School	6 months -5 year	Full privileges online resources, plus one book at VMPL.
Paid Subscription	Anyone who pays \$15.00	1 year	Full privileges for all VMPL resources

### Eligibility for Library Card or Account

There are five member types:

**Van Meter:** All residents and property owners in Van Meter are eligible for a library card. The card is good for three years; it may be renewed by verbally verifying contact information.

**Dallas County:** All residents of Dallas County are eligible for a library card. The card is good for three years; it may be renewed by verbally verifying contact information.

**Open Access:** Any Iowa residents who meets one of the following criteria:

- Lives in a community that provides a public library (or)
- Lives in an unincorporated area that provides, or contracts for, library services (or)
- Lives in a community that contracts for library services (or)
- Attends a participating Iowa public or private university, college, or community college.

The card is good for three years; it may be renewed by verbally verifying contact information.

**Limited Privilege Account:** All students enrolled at Van Meter Public School are eligible for a library account with *limited privileges*. Others may be issued a limited privilege account at the discretion of the Director. (see Library Card or Account Privileges for additional details) The card is good for six-months to five years at the discretion of the Director; it may be renewed by verbally verifying contact information.

**Paid Subscription:** Anyone who does not otherwise qualify for a library card may purchase a card for \$15 per year. (see Library Card Privileges for additional details) The card is good for one years; it may be renewed by paying \$15.00 and verbally verifying contact information.

### Application for Regular Library Card for Ages 12 and Over

Provide photo identification. (Driver's license, State issued ID, Student ID, Employment Badge etc.)

Provide proof of residency. (Address on driver's license or ID, utility bill, mail received at current residence etc.) NOTE: For individuals who own property in Van Meter, but do not reside in Van Meter, proof of ownership in the form of tax documents is required.

Complete and sign application form providing information including phone and/or e-mail contact. NOTE: The signature on the application indicates that the applicant is responsible for all materials, fines and fees on the account.

### **Application for Regular Library Card for Ages 11 and Under**

Parent must provide photo identification. (Driver's license, State issued ID, Student ID, Employment Badge etc.)

Parent must provide proof of residency. (Address on driver's license or ID, utility bill, mail received at current residence etc.) NOTE: For individuals who own property in Van Meter, but do not reside in Van Meter, proof of ownership in the form of tax documents is required.

Parent must complete and sign application form providing information including phone and/or e-mail contact. NOTE: The parent's signature on the application indicates that the parent is responsible for all materials, fines and fees on the account.

### **Application for Limited Privilege Library Account for Van Meter Public School Student**

No parent permission is needed for Van Meter Public School students to receive a limited privilege card.

### **Using a Library Card**

To check out items at the library a card holder must present a valid library card or a picture of the library card barcode and number or show a government-issued photo identification.

The possession of a valid library card or a picture of the barcode and number is considered permission to use that card, and the account owner will be responsible for items checked out as such. Therefore, account holders must immediately report if their card has been lost or stolen so that the library can suspend borrowing privileges. Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

### **Loan Periods and Limitations**

Most materials are loaned for a period of three weeks. At the discretion of the Director, loan periods may be less for high-demand items.

Most items may be renewed twice, each for an additional loan period. There are no renewals allowed on items that have been requested by another patron. The library will automatically renew items that are eligible for renewal, or patrons may renew items manually.

There is a limit of 99 items to be checked-out on each account. Additional limitations may be imposed by the Director to ensure equitable access to all items.

### **Overdue Items**

An item becomes overdue after the original loan period and all allowable renewals are past.

The library does not charge overdue fines.

Patrons will receive overdue notices in the weeks following a book becoming overdue.

At approximately 3 days overdue, patrons will receive a notice that items must be returned or paid for.

At approximately 7 days overdue, patrons will receive a notice that items must be returned or paid for.

At approximately 14 days overdue, patrons will receive a final notice that items must be returned or paid for.

At approximately 25 days overdue the item will be considered lost; the borrower will be responsible for the current replacement cost of the item plus \$5.00 processing fee. The library reserves the right not accept the return of the item after 25 days. In no case will the library accept replacement in lieu of the charge.

If a patron claims that an item has been returned, the library staff will search for it diligently on our shelves; if the item is not found it will be considered lost by the patron. Patrons may have costs for items claimed returned but not found waived twice; additional items claimed returned but not found will not be waived and the full cost will be assessed.

Persons with materials overdue by more than 30 days or unpaid lost materials will not be permitted to check out additional library materials. Materials may continue to be used in the library and online.

### **Reserves**

Patrons may request that an item be held for them. The patron will be notified by their preferred method of contact as noted on their account. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

### **Acceptable Use**

Borrowers are responsible for ensuring that their use of library materials, including audiovisual materials, does not violate any federal, state, or local laws.

### **Inter-Library Loan Policy (ILL)**

If the Van Meter Public Library does not have material requested by a patron, the librarians will request the materials from SILO (State of Iowa Libraries Online) if they are available. Patrons may request items by email, phone or by filling out a form at the library. There is no fee for getting an item through ILL.

Patrons will be limited to 3 ILL items at one time; this includes all items in the ILL process (from requested to returned).

The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will contact the lending library and request an extension, then contact the patron with the answer. Late, lost, or damaged materials will be billed according to the policies of the lending library. The borrowing patron is responsible for all fines and fees assessed by the lending library.

DRAFT

# Circulation Policy

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



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## Purpose

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

## Registration – Library Cards

Library cards are issued immediately if you have government issued photo identification and proof of current residential address at the time of application. Identification that lists a current residential address meets this requirement. All library card applicants must complete an application. Cards must be updated by the patron every three years, or accounts will go inactive until renewed. Inactive cards will have borrowing privileges suspended, including for online resources, until the card is renewed. Renewal requires verbal confirmation of contact information. Accounts that are inactive for more than three years may be purged.

All residents of the state of Iowa are eligible to apply for a library card. Residents of cities not in compliance with Iowa's Open Access agreement must pay a yearly fee of \$15 per individual in order to apply for a library card and maintain a library account. This fee is based on average taxes in Van Meter and as such is subject to change. Accounts with a yearly fee will expire every year, rather than every three years, and in addition to standard renewal requirements, the fee will need to be paid prior to restoration of borrowing privileges. The fee provides borrowing privileges for resources controlled by the Van Meter Public Library; it does not guarantee access to state library resources, such as Overdrive/Bridges, where access criteria are set at the state level rather than the local level.

Children who are 5-11 years old and fit the residence requirements are eligible for a library card according to the discretion of their parents or legal guardian. The parent or guardian must apply in person with the child present, and parental signature is required for persons under age 12. Children ages 12-17 may apply for and sign for their own library card, but must be able to fill out all required parts of the application, as well as provide identification such as a school ID, recent report card, or driver's license/permit, as well as address verification (mail recently sent to the child is acceptable). Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child. The library does not limit access to materials based on age. Parents are solely responsible for judging whether materials are age appropriate for their children.

In order to check out materials, library users must present a valid library card or a picture of the library card barcode and number. The account holder may also present their own government-issued photo identification. The possession of a valid library card or a picture of the barcode and number is considered permission to use that card, and the account owner will be responsible for items checked out as such. Therefore, account holders must immediately report if their card has been lost or stolen so

that the library can suspend borrowing privileges. Lost or stolen cards may be replaced after showing identification. The replacement fee for lost or stolen cards is \$2.00.

Accounts that owe \$10 or more will have borrowing privileges suspended until that amount is paid. The library director may make exceptions if there are extenuating circumstances. Users with borrowing privileges suspended may still use materials inside the library.

## Materials

Most materials are loaned for a period of three weeks. New items are loaned for a period of one week for movies and two weeks for all other materials. Items are generally considered new for three months post-publication, though exceptions may be made at the director's discretion. All items may be renewed twice, each for an additional borrowing period. There are no renewals allowed on items that have been requested by another patron. The library will automatically renew items that are eligible for renewal, or patrons may renew items manually.

Each card has a checkout limit of no more than 3 new movies. There is no checkout limit on items other than new movies.

If materials are not returned, four notices will be sent by the patron's preferred contact method. At approximately 45 days overdue, patrons will receive a notice that items must be returned or paid for. After 60 days, items will be considered permanently lost, and will not be accepted back. Damaged or lost materials will be the responsibility of the borrower at current cost plus a \$5.00 processing fee. Patrons may opt to replace the item with an identical item (must have same ISBN) rather than paying for the item, though the processing fee will still be assessed. Once an item is paid for, no refunds will be issued. If a patron claims that an item has been returned, the library staff will search for it once a week for thirty days from the date it was claimed returned, after which the item will be considered lost by the patron. Patrons may have costs for items claimed returned but not found waived twice; additional items claimed returned but not found will not be waived and the full cost will be assessed.

Persons with materials overdue by more than 30 days or unpaid lost materials will not be permitted to check out additional library materials. Materials may continue to be used in the library. The outside book drop can be used to return materials when the library is closed.

The library does not charge overdue fines.

Patrons may request that an item be held for them. The patron will be notified by their preferred method of contact as noted on their account. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

Borrowers are responsible for ensuring that their use of library materials, including audiovisual materials, does not violate any federal, state, or local laws.

## Inter-Library Loan Policy (ILL)

If the Van Meter Public Library does not have certain material requested by a patron, the librarians will be glad to request the materials from SILO (State of Iowa Libraries Online). Patrons may request items by email or by filling out a form at the library. There is no fee for getting an item through ILL, but items that are requested and subsequently not checked out are subject to a \$3 fee to recover postage costs.

Limits: Patrons will be limited to 3 items requested at one time.



Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will contact the lending library and request an extension, then contact the patron with the answer. Late, lost, or damaged materials will be billed according to the policies of the lending library. The borrowing patron is responsible for all fines and fees assessed by the lending library as a result of lateness, loss, or damage.

Approved 8/28/19

Updated 11/20/19

# First Annual VMPL Readathon

## Adults Donate

- 1) Go to the library's website and fill out a pledge form.
- 2) Pledge to donate a specific amount based on the total number of books all the children read and record for the program.
- 3) You will receive an invoice via e-mail around the end of May. Please pay your invoice by then end of June.

## Kids Read

- 1) Be a kid age eighteen or under.
- 2) Read book(s) between January 1 and May 18, 2022.
- 3) Submit form on VMPL website to record each book read.
- 4) After you've read five books, come to the library to pick out a prize book!
- 5) Repeat steps 2, 3 & 4 often!

## Children reading.

**More money for children's books at the library.**

**It's a win/win for the whole community!**

	<b>Page Level Donation</b>	<b>Chapter Level Donation</b>	<b>Book Level Donation</b>	<b>Series Level Donation</b>
<b>Up to 499</b>	<b>\$25</b>	<b>\$50</b>	<b>\$100</b>	<b>\$200</b>
<b>500-999</b>	<b>\$50</b>	<b>\$100</b>	<b>\$200</b>	<b>\$300</b>
<b>Over 1000</b>	<b>\$75</b>	<b>\$150</b>	<b>\$300</b>	<b>\$400</b>



505 Grant Street  
Van Meter, IA 50261  
[vanmeter.lib.ia.us](http://vanmeter.lib.ia.us)



## Seven habits of effective library boards

By Bonnie McKewon

From Cityscape Magazine from the Iowa League of Cities, September 2015

With a nod to Stephen Covey, author of the best-selling “Habits” books, this article suggests 7 habits of highly effective public library boards

In Iowa library board members are appointed by mayors (approved by councils) and have a great deal of decision-making authority over library operations. With this authority comes the responsibility to act as good stewards of this city service and to develop these good habits:

- 1) Debate honestly, act decisively. Choose a strong president, someone who ensures that no one person dominates the conversation, but that all voices are heard. Effective boards don’t continually “table that” or tolerate insufferable situations. Rather, they act decisively as a group and support the collective decision.
- 2) Develop thoughtful public policy. Library boards must be mindful that they are adopting public policies for a public service. They should take care to avoid writing policies that are reactionary or punitive, but instead keep community interests at the forefront.
- 3) Advocate for advancements. Library trustees should be true citizen advocates, supporting the library’s budget, services and the staff who make those services happen.
- 4) Keep current and tech savvy. Demonstrate another aspect of advocacy when they pledge to keep current and aware of trends. When trustees are even modestly tech savvy, they become stronger advocates for the library’s technology needs.
- 5) Evaluate service. Effective boards willingly ask “how are we doing?” Individual trustees gauge the skills they bring to the boardroom, while the entire board evaluates how they work together collectively. Oh yeah...boards evaluate the library director’s performance, too!
- 6) Reach out for assistance. Iowa library boards enjoy a highly effective support network, starting with the staff and services at the State Library! Trustees must pledge to be lifelong learners, knowing that board education and training is just a call or click away!
- 7) Foster respectful relationships. All of the above will flounder if library boards are not intentional about maintaining healthy relationships. Effective library boards demonstrate a high EQ—emotional intelligence—respecting each other, the library staff and city officials.

Bonnie McKewon is a consultant / trainer with Iowa Library Services and may be reached at [bonnie.mckewon@lib.state.ia.us](mailto:bonnie.mckewon@lib.state.ia.us).



Director's Report  
 Submitted by Nancy Studebaker, October 20, 2021

<b>Statistics for September 2021</b>	<b>This Month 2021</b>	<b>This Month 2019</b>	<b>Difference</b>
<b>VISITORS</b>	200	443	<b>-122%</b>
<b>CIRCULATION</b>			
Books- Adult	73	136	<b>-86%</b>
Books- Teen	13	19	<b>-46%</b>
Books- Juvenile	298	256	<b>14%</b>
DVD	39	126	<b>-223%</b>
E-Books & Audio Books	100	136	<b>-223%</b>
Misc	81	135	<b>-36%</b>
<b>Total Circulation</b>	<b>604</b>	<b>808</b>	<b>-34%</b>
<b>PROGRAMMING</b>			
Children's Programs Offered	8	17	<b>-113%</b>
Children's Program Attendance	54	12	<b>78%</b>
Class Visits to Library	0	0	
Children's Passive Programming Participation	2	0	
Adult Programs Offered	0	0	
Adult Program Attendance	0	0	
<b>OTHER SERVICES</b>			
Reference Questions	6	57	
Wireless Usage	73	42	
Computer Usage	22	29	
ILL Borrow	4	1	
ILL Lend	5	4	

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

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	FY22
Visitors	399	215	200										814
Library checkouts	770	596	434										1800
E-books & e-audiobooks check-out	167	128	100										395
<b>Total Circulation</b>	<b>937</b>	<b>724</b>	<b>534</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2195</b>
Programs offered	5	0	8										13
Programming attendance	61	0	54										115
Passive program participation	48	0	2										50
<b>Total Programming</b>	<b>109</b>	<b>0</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>165</b>
Library visit schools	0	50	0										50
Groups/students visit library	80	40	0										120
Other Outreach	0	0	0										0
Reading Rewards (books read)	0	0	74										74
<b>Total Outreach</b>	<b>80</b>	<b>90</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>244</b>
Computer usage	2	5	22										29
<a href="#">Wireless usage visits</a>	73	44	66										183
<a href="#">Wireless usage visitors</a>	22	14	28										
Reference questions	4	5	6										15
Copy/Print	0	11	68										79
<a href="#">ILL Borrow Completed</a>	4	11	4										19
<a href="#">ILL Lender Completed</a>	1	4	5										10
Website Visits	48	311	358										717

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

**Spaces & Places: The library will be attractive, clean and well maintained. The children's area will offer engaging displays and learning opportunities.**

**David and Emma are doing a great job** keeping it clean and tidy in the library. A number of patrons have commented on the improvement in overall cleanliness and appearance.

**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.**

**The second newsletter went this month.** I'm aiming for every-other month. The letter went to 258 e-mail addresses and had a 55% open rate.

**I've sent a couple of publicity items to Kris Koster at VM Schools** and she has been kind enough to include these in the newsletters they send to parents. Most recently I sent information about HelpNow. This is a wonderful new addition to the online resources and services provided by the State Library of Iowa. It provides all students with access to real-time tutoring by trained professionals.

**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.**

**Inventory work continues.** David completed the Adult Fiction inventory. Emma is working on picture book inventory. David will be working on Large Print next, then DVDs. As we inventory, we are identifying and fixing cataloging errors and irregularities. This will result in a much more reliable catalog.

**Patrons can now register online.** This is an optional function of our circulation software. Patrons can upload a copy of their photo ID. If they choose not to upload their ID I check their information against the Dallas County Assessor's information. If I am unable to verify their information, I will contact them directly.

**Other ways we are putting our circulation software to better use include** using a new process for checking out ILL items borrowed from other libraries. This will allow us to maintain a cleaner catalog and better statistical records. And I have started entering the data from OverDrive into our circulation software each month. This will make the data more easily accessible for reference in the future.

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

**Toddler Time has a small but faithful audience.** We've averaged about 13 people a week; that includes parents and children at the two weekly sessions combined. Monday evenings have a larger turn-out than the Tuesday morning sessions.

**Craft Time on Wednesday is a bust.** No one has shown up for it on Wednesdays. I've left the cart out and suggested it to anyone who I think might be interested, but only two people have done the crafts.



**The first meeting of the Parent/Tween Book Club had only four people** but the conversation was very good and I expect the attendees to be back in October along with a few more folks.

**Readopoly is off to a good start** with 74 books read in the first month. I've ordered more raffle tickets because I expect a late rush in November and December.

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

**I completed the annual statistical report due to the State Library of Iowa.**

**I have posted the position of Library Assistant on our website and Indeed.** I've had ten applicants and will do the first round of interviews in early October.