



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: December 15, 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 November 17, 2021
 - B. December Financial Reports
 - C. December Claims
5. Community Conversations (LTC Grant)
 - A. Wednesdays January 19 and 26 (Snow Date February 9)
 - B. Invitations to be sent out by January 5
6. Strategic Plan
 - A. Review of Current
 - B. Timeline for Revision
 - C. Schedule Board and Foundation Work Session
7. Reports
 - A. Director's Report
 - B. President's Report
 - 1) Reschedule January Meeting (move to 12th)
8. Adjourn

Van Meter Public Library

11/17/2021 Board Meeting Minutes

On November 17th 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, Backstrom motioned, Kendall seconded. Passed unanimously.

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

Discussion Items:

Collection Development Policy Revision was presented by Studebaker, discussion was held.

Winter/Spring Children's Programming Outline was presented by Studebaker. It was discussed to start a monthly themed book with take-home activities for school age children. These will take place January-April.

Art of the Board Meeting was presented by Studebaker, discussion was held. McCombs, Studebaker, Backstrom, and Warwick watched the 90 minute webinar prior to the meeting. The board members present held a discussion about the webinar for 15 minutes.

Sips and Snacks was presented by Studebaker, discussion was held.

Action Items:

Backstrom motioned to approve the revision to the Collection Development Policy. Seconded by Kendall, passed unanimously.

A Director report was given.

Having no further business, President McCombs asked for a motion to adjourn. Backstrom motioned, Kendall seconded. Passed unanimously. Adjourned at 6:48 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, December 15th at 6:00pm.



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

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28

2989 1 AB 0.458 P:2989 / T:12 / 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	10/31/21	1

ACCOUNT #	STATEMENT DATE	PAGE #
L0435962	10/31/21	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
COA102930410	081621	081621	STMT 06/30/21	373.73-	108.38
2036157190	090121	100121	AYAT	72.12	180.50
2036175454	090821	100821	AYAT	62.51	243.01
2036166525	091321	101321	AYAT	330.92	573.93
2036186445	092121	102121	AYAT	92.06	665.99
2036198884	092421	102421	AYAT	102.12	768.11
2036214025	093021	103021	AYAT	149.70	917.81
2036228776	101221	111121	AYAT	120.65	1,038.46
2036246089	101821	111721	AYAT	79.96	1,118.42
2036261505	102621	112521	AYAT	54.10	1,172.52

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
COA102930410	081621	373.73-
2036157190	090121	72.12
2036175454	090821	62.51
2036166525	091321	330.92
2036186445	092121	92.06
2036198884	092421	102.12
2036214025	093021	149.70
2036228776	101221	120.65
2036246089	101821	79.96
2036261505	102621	54.10

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

CURRENT	1-30 PAST DUE	31-60 PAST DUE	60+ PAST DUE	TOTAL
254.71	809.43	0.00	108.38	1,172.52

STATEMENT BALANCE
Page 4 of 35 \$ 1,172.52 USD

KEEP THIS COPY FOR YOUR RECORDS

Review invoices and statements and track orders 24/7 with our 24/7 Customer Support Center.

INVOICE

INVOICE #: 2036228776
 INVOICE DATE: 10/12/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9619532

PAGE: 002

4 OWNERSHIP LABEL	AT	0.10	=	0.40
4 SPINE LABEL	AT	0.10	=	0.40
4 LABEL PROTECTORS	AT	0.05	=	0.20
4 MYLAR JACKET NON STA	AT	0.15	=	0.60
5 OWNERSHIP LABEL	AT	0.25	=	1.25
5 SPINE LABEL	AT	0.25	=	1.25
5 LABEL PROTECTORS	AT	0.00	=	0.00
3 MYLAR JACKET NON STA	AT	0.89	=	2.67
TOTAL				6.77

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

VAS 6.77

TOTAL AMOUNT DUE 120.65

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2036228776
 INVOICE DATE: 10/12/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9619532

 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	INVESTIGATOR	81606941	AYAT	SANDFORD, JOHN		HRD	0000000001	9780593328682	059332868X	PENGU	29.00	BACK ORDERED	NP	04/2022

INVOICE

INVOICE #: 2036246089
 INVOICE DATE: 10/18/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9627236

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	STATE OF TERROR 81234404	AYAT	CLINTON, HILLAR	HRD 0000000026	9781982173678 198217367X	SIMON	30.00	44.0%	16.80	16.80
1	JUDGES LIST 81289885	AYAT	GRISHAM, JOHN	HRD 0000000002	9780385546027 0385546025	RANDO	29.95	44.0%	16.77	16.77
1	PARTY CRASHER 81313156	AYAT	KINSELLA, SOPHI	HRD 0000000007	9780593449172 0593449177	RANDO	27.00	44.0%	15.12	15.12
1	DEAR SANTA 81234404	AYAT	MACOMBER, DEBBI	HRD 0000000012	9781984818812 1984818813	RANDO	21.00	44.0%	11.76	11.76
1	BOYS A MEMOIR OF HOLLYWOOD AND FAMILY 81507445	202108ANF	HOWARD, RON	HRD 466645832	9780063065246 006306524X	HARPE	28.99	43.0%	16.52	16.52
5				SUB TOTAL						76.97
				USD CURRENCY						

INVOICE

INVOICE #: 2036246089
 INVOICE DATE: 10/18/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9627236

PAGE: 002

4 OWNERSHIP LABEL	AT	0.10	=	0.40
4 SPINE LABEL	AT	0.10	=	0.40
4 LABEL PROTECTORS	AT	0.05	=	0.20
4 MYLAR JACKET NON STA	AT	0.15	=	0.60
1 OWNERSHIP LABEL	AT	0.25	=	0.25
1 SPINE LABEL	AT	0.25	=	0.25
1 LABEL PROTECTORS	AT	0.00	=	0.00
1 MYLAR JACKET NON STA	AT	0.89	=	0.89
TOTAL				2.99

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

VAS 2.99
 TOTAL AMOUNT DUE 79.96

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2036261505
 INVOICE DATE: 10/26/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9634759

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	OVER MY DEAD BODY 81252873	AYAT	ARCHER, JEFFREY	HRD 0000000001	9780008476373 0008476373	HARPE	28.99	44.0%	16.23	16.23
1	OPPOSITES ABSTRACT 81246583	202104CH	WILLEMS, MO	SAL 442964992	9781368070973 1368070973	DSYHP	14.99	20.1%	11.98	11.98
1	DINOSAUR ATLAS THE PREHISTORIC WORLD AS 81507442	202108JUVE	DORLING KINDERS	HRD 465574169	9780744035476 0744035473	DORKJ	21.99	43.0%	12.53	12.53
1	SHATTERED CASTLE 81507442	202108JUVE	NIELSEN, JENNIF	HRD 455670263	9781338275902 1338275909	SCHOH	18.99	43.0%	10.82	10.82
4	SUB TOTAL USD CURRENCY								51.56	
1	OWNERSHIP LABEL	AT	0.10 =	0.10					VAS	2.54
1	SPINE LABEL	AT	0.10 =	0.10						
1	LABEL PROTECTORS	AT	0.05 =	0.05						
1	MYLAR JACKET NON STA	AT	0.15 =	0.15						
3	OWNERSHIP LABEL	AT	0.25 =	0.75						
2	SPINE LABEL	AT	0.25 =	0.50						
3	LABEL PROTECTORS	AT	0.00 =	0.00						
1	MYLAR JACKET NON STA	AT	0.89 =	0.89						
TOTAL									2.54	

TERMS: 00 NET 30 DAYS
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 54.10
 REMIT TO: BAKER & TAYLOR
 P.O. BOX 277930
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

 INVOICE #: 2036261505
 INVOICE DATE: 10/26/21
 ACCOUNT #: 207158 L043596 2 B00000
 ATS #: MOM9634759

PAGE: 001

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		DISPOSITION	STATUS	DUE DATE
1	DEATH OF THE BLACK WIDOW		PATERSON, JAME	HRD	9781538709825	GDCTP	32.00		
	81622345	AYAT		0000000001	1538709821		BACK ORDERED	NP	04/2022
1	3 DEBTS PAID A DANIEL PITT NOVEL		PERRY, ANNE	HRD	9780593358733	RANDO	28.00		
	81622345	AYAT		0000000002	0593358732		BACK ORDERED	NP	04/2022
1	BEAUTIFUL		STEEL, DANIELLE	HRD	9781984821645	RANDO	28.99		
	81626672	AYAT		0000000002	1984821644		BACK ORDERED	NP	04/2022
1	DREAM TOWN		BALDACCI, DAVID	HRD	9781538719770	GDCTP	29.00		
	81626672	AYAT		0000000001	1538719770		BACK ORDERED	NP	04/2022
1	SAFE HOUSE		WOODS, STUART	HRD	9780593331750	PENGU	28.00		
	81626672	AYAT		0000000003	0593331753		BACK ORDERED	NP	03/2022
1	POWER OF THANK YOU DISCOVER THE JOY OF G		MEYER, JOYCE	HRD	9781546016120	GDCRL	24.00		
	81626672	INSP		0000000004	1546016120		BACK ORDERED	NP	01/2022

CLAIMS PAY REQUEST

City of Van Meter

Payable To: Office Depot

Mailing Address: PO Box 88040; Chicago IL 60680-1040

Date of Invoice: 10/29/2021

Amount: \$26.11

Memo: Acct 33566301

Vendor #
Office Use Only

Purchase Description: Programming

Invoice Number: 204768473001

Account Number: 182-410-6215

Nancy Studebaker-Barringer

Office DEPOT, Inc.

Office Depot, Inc
PO BOX 7241
SIOUX FALLS SD
57117-7241

ORIGINAL INVOICE

10000

FEDERAL ID:59-2663954

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS OR PROBLEMS. JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
204768473001	26.11	Page 2 of 2
INVOICE DATE	TERMS	PAYMENT DUE
29-OCT-21	Net 30	04-DEC-21

BILL TO:

ATTN: ACCTS PAYABLE
VAN METER:CITY CLERK
PO BOX 160
VAN METER IA 50261-0160

000381-000281

SHIP TO:

VAN METER PUBLIC LIBRARY
505 GRANT ST
VAN METER IA 50261-7707



ACCOUNT NUMBER 33566301	PURCHASE ORDER	SHIP TO ID LIBRARY	ORDER NUMBER 204768473001	ORDER DATE 22-OCT-21	SHIPPED DATE 29-OCT-21		
BILLING ID 199969	ACCOUNT MANAGER RELEASE	ORDERED BY Nancy Studebaker	DESKTOP	COST CENTER			
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M TAX	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
SUB-TOTAL							16.12
DELIVERY							9.99
SALES TAX							0.00
TOTAL							26.11

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

000381-000281

▲ DETACH HERE ▲

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
VAN METER:CITY CLERK	199969	204768473001	29-OCT-21	26.11

AMOUNT ENCLOSED

FL0

001999697 2047684730012 00000002611 1 9

Please
Send Your
Check to:

OFFICE DEPOT, INC.
PO Box 88040
Chicago IL 60680-1040

Please return this stub with your payment to ensure prompt credit to your account.

Page 13 of 35

Please DO NOT staple or fold. Thank You.

000381-000281

Office DEPOT, Inc.

Office Depot, Inc
PO BOX 7241
SIOUX FALLS SD
57117-7241

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
204768473001	26.11	Page 1 of 2
INVOICE DATE	TERMS	PAYMENT DUE
29-OCT-21	Net 30	04-DEC-21

BILL TO:

ATTN: ACCTS PAYABLE
VAN METER:CITY CLERK
PO BOX 160
VAN METER IA 50261-0160

000381-000281

SHIP TO:

VAN METER PUBLIC LIBRARY
505 GRANT ST
VAN METER IA 50261-7707



ACCOUNT NUMBER 33566301	PURCHASE ORDER	SHIP TO ID LIBRARY	ORDER NUMBER 204768473001	ORDER DATE 22-OCT-21	SHIPPED DATE 29-OCT-21		
BILLING ID 199969	ACCOUNT MANAGER RELEASE	ORDERED BY Nancy Studebaker	DESKTOP	COST CENTER			
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
COPIESANDFLYERS	870284						
COMMENTS: Libby_EN							
903332 CUTTINGHALF	Cutting, Machine, per cut 903332	EA	1	1	0	0.420	0.42
723614 WHITE, 65#,8X11	White, 65#, Cardstock, 8.5 723614	EA	50	50	0	0.064	3.20
798644 IMPRESSIONS10	FS Color LTR SglSd, 24# 798644	EA	50	50	0	0.250	12.50

000381-000281

To ensure timely and accurate application of your payment, please include the following on your remittance: account number, invoice number, and the amount you are paying for each invoice.

CLAIMS PAY REQUEST

City of Van Meter

Payable To: OverDrive

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

Date of Invoice: 11/2/2021

Amount: \$64.99

Memo: ARPA

Vendor #
Office Use Only

Purchase Description: Materials

Invoice Number: 06497DA21443988

Account Number: 182-410-6502

Nancy Studebaker-Barringer

Customer ID	Invoice number	Date
6497-1125	06497DA21443988	November 02, 2021



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

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

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

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$64.99 USD	\$0.00 USD	\$64.99 USD

Total items: 1 **Subtotal:** \$64.99 USD

Tax amount: \$0.00 USD

Total: **\$64.99 USD**

Amount due: **\$64.99 USD**

Pay directly in Marketplace

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

Other payment options

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

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

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

Customer ID	Invoice number	Date
6497-1125	06497DA21443988	November 02, 2021

#	Order date	Order ID	Order name	Internal purchase order ID	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total
1	11/2/2021	bridges-20210903-142232-167429	202109		9781982154905	Game On: Tempting Twenty-Eight	Atria Books		MA	\$64.99 USD	1	\$64.99 USD	0.00%	\$0.00 USD	\$64.99 USD

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$64.99 USD	\$0.00 USD	\$64.99 USD

Total items: 1 **Subtotal:** \$64.99 USD

Tax amount: \$0.00 USD

Total: **\$64.99 USD**

Amount due: **\$64.99 USD**

CLAIMS PAY REQUEST

City of Van Meter

Payable To: OverDrive

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

Date of Invoice: 10/23/2021

Amount: \$1200

Memo: ARPA

Vendor #
Office Use Only

Purchase Description: Materials

Invoice Number: 06497SU21429430

Account Number: 182-410-6502

Nancy Studebaker-Barringer

Customer ID	Invoice number	Date
6497-1125	06497SU21429430	October 23, 2021



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

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

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

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Audiobook	50	\$1,200.00 USD	\$0.00 USD	\$1,200.00 USD

Total items: 50 **Subtotal:** \$1,200.00 USD

Tax amount: \$0.00 USD

Total: **\$1,200.00 USD**

Amount due: **\$1,200.00 USD**

Pay directly in Marketplace

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

Other payment options

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

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

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

Customer ID	Invoice number	Date
6497-1125	06497SU21429430	October 23, 2021

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780792744139	Hissy Fit	Blackstone Publishing	📖	SU		1					
2	9781982597221	The Queen's Gambit	Blackstone Publishing	📖	SU		1					
3	9781665075855	Lie to Me	Blackstone Publishing	📖	SU		1					
4	9781483031767	The Story Keeper	Blackstone Publishing	📖	SU		1					
5	9781455137107	The Indigo Girl	Blackstone Publishing	📖	SU		1					
6	9781504610667	Pretty Girls	Blackstone Publishing	📖	SU		1					
7	9781504780285	False Witness	Blackstone Publishing	📖	SU		1					
8	9781538469781	Next Year in Havana	Blackstone Publishing	📖	SU		1					
9	9781441735454	Hard Sell	Blackstone Publishing	📖	SU		1					
10	9781624602337	Understood	Blackstone Publishing	📖	SU		1					
11	9781481539944	Year of Wonders	Blackstone Publishing	📖	SU		1					
12	9781665019460	Cosmic Queries	Blackstone Publishing	📖	SU		1					
13	9781504608671	Those Girls	Blackstone Publishing	📖	SU		1					
14	9781607889335	Squirrel Seeks Chipmunk	Hachette Book Group	📖	SU		1					
15	9781504759045	A Study in Scarlet Women	Blackstone Publishing	📖	SU		1					
16	9781483052304	Halfway to the Grave	Blackstone Publishing	📖	SU		1					
17	9781538522028	The Book Woman of Troublesome Creek	Blackstone Publishing	📖	SU		1					
18	9781665043823	Send for Me	Blackstone Publishing	📖	SU		1					
19	9781504759113	A Conspiracy in Belgravia	Blackstone Publishing	📖	SU		1					
20	9781441735072	Hot Asset	Blackstone Publishing	📖	SU		1					
21	9781982685294	The Shadow Glass	Blackstone Publishing	📖	SU		1					
22	9781481560641	Crocodile on the Sandbank	Blackstone Publishing	📖	SU		1					
23	9781504689908	The Dig	Blackstone Publishing	📖	SU		1					
24	9781504722803	Killing Trail	Blackstone Publishing	📖	SU		1					
25	9781483061740	A Higher Call	Blackstone Publishing	📖	SU		1					
26	9781478950806	Beautiful Day	Hachette Book Group	📖	SU		1					
27	9781481563963	The Chaperone	Blackstone Publishing	📖	SU		1					
28	9781481597494	The Prayer Box	Blackstone Publishing	📖	SU		1					
29	9781504720069	Never Let You Go	Blackstone Publishing	📖	SU		1					
30	9780792741121	Maisie Dobbs	Blackstone Publishing	📖	SU		1					
31	9798200710942	Simply Sensual	Blackstone Publishing	📖	SU		1					

Customer ID	Invoice number	Date
6497-1125	06497SU21429430	October 23, 2021

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
32	9798200710867	Simply Scandalous	Blackstone Publishing	🎧	SU		1					
33	9781799931089	The Second Season	Blackstone Publishing	🎧	SU		1					
34	9780792740940	Birds of a Feather	Blackstone Publishing	🎧	SU		1					
35	9781538545539	The Heart Forger	Blackstone Publishing	🎧	SU		1					
36	9781482994643	Everything I Never Told You	Blackstone Publishing	🎧	SU		1					
37	9781665075930	Passion	Blackstone Publishing	🎧	SU		1					
38	9780792751298	The Zookeeper's Wife	Blackstone Publishing	🎧	SU		1					
39	9781481530903	H Is for Hawk	Blackstone Publishing	🎧	SU		1					
40	9780792797166	Agatha Raisin and the Quiche of Death	Blackstone Publishing	🎧	SU		1					
41	9781504609807	Pretty Baby	Blackstone Publishing	🎧	SU		1					
42	9781481578592	The Curse of the Pharaohs	Blackstone Publishing	🎧	SU		1					
43	9781504647595	Strangers on a Train	Blackstone Publishing	🎧	SU		1					
44	9781611135992	One Summer	Hachette Book Group	🎧	SU		1					
45	9781481572934	No Easy Day	Blackstone Publishing	🎧	SU		1					
46	9781504784924	The Bone Witch	Blackstone Publishing	🎧	SU		1					
47	9781481586450	One Foot in the Grave	Blackstone Publishing	🎧	SU		1					
48	9781483018935	The Good Girl	Blackstone Publishing	🎧	SU		1					
49	9780792793335	The 100-Year-Old Man Who Climbed Out the Window and Disappeared	Blackstone Publishing	🎧	SU		1					
50	9781483056685	The Friday Night Knitting Club	Blackstone Publishing	🎧	SU		1					

Format	Items	Subtotal	Tax amount	Total
Audiobook	50	\$1,200.00 USD	\$0.00 USD	\$1,200.00 USD

Total items: 50 **Subtotal:** \$1,200.00 USD

Tax amount: \$0.00 USD

Total: **\$1,200.00 USD**

Amount due: **\$1,200.00 USD**

CLAIMS PAY REQUEST

City of Van Meter

Payable To: OverDrive

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

Date of Invoice: 10/26/2021

Amount: \$87.5

Memo: ARPA

Vendor #
Office Use Only

Purchase Description: Materials

Invoice Number: 06497DA21433294

Account Number: 182-410-6502

Nancy Studebaker-Barringer

Customer ID	Invoice number	Date
6497-1125	06497DA21433294	October 26, 2021



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

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

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

Payment terms:
 On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	2	\$87.50 USD	\$0.00 USD	\$87.50 USD

Total items: 2 **Subtotal:** \$87.50 USD

Tax amount: \$0.00 USD

Total: **\$87.50 USD**

Amount due: **\$87.50 USD**

Pay directly in Marketplace

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

Other payment options

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

Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:
 PO Box 72117
 Cleveland, OH 44192-0002
 United States

Pay by ACH or wire

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

CLAIMS PAY REQUEST

City of Van Meter

Payable To: TechSoup

Mailing Address: Attention: Client Services; 435 Brannan St, Ste 100; San Francisco, CA 94107

Date of Invoice: 12/1/2021

Amount: \$1487.3

Memo: Request #3292162
(Please include this in the memo on the check)

Vendor #
Office Use Only

Purchase Description: Tech

Invoice Number: Request #3292162

Account Number: 182-410-6419

Nancy Studebaker-Barringer

Payment Needed for Request Number 3292162

TechSoup <customerservice@techsoup.org>

Wed 12/1/2021 9:45 AM

To: Nancy Studebaker <nstudebaker@vanmeteria.gov>

Cc: Nancy Studebaker <nstudebaker@vanmeteria.gov>

Send your check to complete your request.



TechSoup

Complete your request by sending payment via check.

Hi, Van Meter Public Library.

You selected the option to pay by check for this request. If you would like faster processing, open request 3292162 in [your request history](#) and choose a different payment method.

Please make a check out to TechSoup Global for the total amount listed below and include the request number on the check.

Send to:

TechSoup
Attention: Client Services
435 Brannan Street, Suite 100
San Francisco, CA 94107

After we receive your payment, we'll process your request in approximately two to three business days. Due to San Francisco's shelter-in-place mandate, you may experience some delays in the receiving and processing of your payment.

For most requests, you'll receive another email with detailed instructions about how to obtain your requested items or a delivery estimate for physical items. You can always find those emails in your account under [Fulfillment Emails](#).

If your organization's nonprofit status is not yet verified, the request will not be fulfilled until we've confirmed your eligibility.

You can view the status of your request at any time in [your account](#).

To Pay Online with a Credit Card

To pay online with a credit card instead of a check, find the request in your [request history](#) and click **ADD PAYMENT**. Then, select the option for payment by credit card.

Products Requested

Title: HP EliteBook 850 G8, Core i5-1145G7, Windows 10

Quantity: 1

Item Price: \$1,390.00

Title: Adobe Creative Cloud for Individuals All Apps Plan 1-Year Membership – Access to Discounted Rates – Promotion

Quantity: 1

Item Price: \$0.00

Sales tax: \$97.30

Shipping: \$0.00 (Ground)

Total: \$1,487.30

Request Details

Your request number: 3292162
Requested on: 12/1/2021 7:44:59 AM
Requested by: Nancy Studebaker
Van Meter Public Library
505 Grant Street

Van Meter IA 50261

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—Your friends at TechSoup



Microsoft Office



Adobe



NortonLifeLock

Microsoft Office

Empower your organization to do more together. Admin fees start at \$52 for eligible nonprofits.

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Adobe in the Cloud

It's easier than you think to tell your organization's story. Access discounted subscriptions for \$5.

[Get Adobe](#)

NortonLifeLock

Keep your systems safe and your data secure. Norton starts at \$12 for eligible nonprofits.

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Van Meter Public Library
Strategic Plan 2020-2025
Approved by Library Board of Trustees February 19, 2020

Development of plan: The library director and members of the library board and met with the State Library’s Central District Consultant on Tuesday, November 19 for a 3-hour planning session. During this time, the director, trustees, and District Consultant reviewed demographic information from the State Data Center, statistical data from the library’s past annual survey reports, and current trends in libraries. From these reviews, the following three areas of service were chosen as focus areas for the library’s 2020-2025 strategic plan:

- Spaces and Places
- Civic & Community Engagement
- Digital Learning

The board and director then scheduled work sessions on December 18th, January 15th, and February 19th to draft details of the plan. The plan was approved by the board of trustees on February 19th.

Mission Statement: The mission of the Van Meter Public Library is to provide access to materials and services for recreational reading and information needs of the public library customers.

Service Response #1: Spaces & Places

Goal 1: The community will have access to a new, larger library facility.

Objective 1: The fundraising committee will coordinate with ISG Architect to develop marketing materials and begin using them by early spring 2020.

Activity 1: Follow ISG’s recommended marketing blitz strategy beginning in February 2020 to build public support for the project in the community and solicit donations.

Activity 2: The library board and the fundraising committee will work together to create teams to conduct neighborhood canvassing based on ISG’s marketing materials and recommendations by summer 2020 with the goal of increasing community awareness and soliciting donations.

Activity 3: The fundraising committee will utilize ISG’s marketing materials to create targeted solicitations and library director and trustees will participate as needed.

Objective 2: Beginning in 2020, the library will work with the fundraising committee, Library Foundation, and Public Safety to develop collaborative fundraising events.

Activity 1: The fundraising committee will meet at least once per month and a library representative will report back to the library board on meeting details and progress

Activity 2: Gather information from other libraries’ successful fundraising processes

Activity 3: Coordinate with the library foundation and fundraising committee to plan a minimum 4 fundraising events annually

Objective 3: The library will consider options for community input during 2020 and 2021

Activity 1: Host an open house with the public and the architect to discuss the library layout and solicit community input

Activity 2: Conduct in person and online surveys to gauge community wants and needs in new library facility

Goal 2: Internet searchers will discover a vibrant library website.

Objective 1: The library will consider ways to further develop its web presence.

Activity 1: The director will meet with city personnel to discuss website development options in mid 2020.

Activity 2: The director will talk with the State Library about possibilities for a state-sponsored website.

Activity 3: Have new or improved website by beginning of 2021.

Service Response #2: Civic & Community Engagement

Goal 1: The public will have opportunities to attend more library programming.

Objective 1: The library will offer specialized (one-time) programs quarterly beginning fall 2020.

Activity 1: Using community surveys, the library director will determine programs that meet community needs and interests.

Activity 2: The library director will research what programs are being offered by other local libraries that attract local interest.

Goal 2: The library will increase attendance by 100% on average from FY20 numbers at library programs

Activity 1: Library staff will spend more time advertising programs on social media

Activity 2: Library staff will work on creating more engaging marketing materials for programs

Service Option #3: Digital Learning

Goal 1: Community members will develop internet literacy and online safety skills

Objective 1: The library will develop and implement a blueprint in order to improve digital literacy in the community

Activity 1: Trustee Shannon Miller will research & recommend a digital literacy blueprint for the library by mid-2020.

Activity 2: The library director and library board will discuss and vote on Trustee Shannon Miller's digital literacy blueprint by Fall 2020.

Objective 2: Kids and parents will learn how to safely navigate the online world

Activity 1: The library will coordinate with local groups to offer family-oriented online safety programs with qualified speakers, with informal surveys about safety knowledge to measure learning

Activity 2: The library director will look into adding online safety tips for parents to the city newsletter

Goal 2: The library will provide community members with opportunities to learn more about technology

Objective 1: The library will maintain technology to meet public needs

Activity 1: The library director will complete the Edge 2.0 evaluation

Activity 2: The library director and library board will explore opportunities to add new technologies to the library, including circulating technology

Objective 2: The library will provide library patrons with opportunities to learn how to operate different devices, software, and applications

Activity 1: The library director will reevaluate the content of Tech Tuesday programs to better meet community needs

Activity 2: The library director and the library board will look into the feasibility of acquiring an online learning database with technology courses

Evaluation

This plan will be reviewed and evaluated by the library board and director at least biannually. Formal methods of evaluation may include quantitative through the use of statistics and graphing, and qualitative through the use of surveys and tools such as Project Outcome.



Strategic Plan Revision Time Line

June 2021 – Public Survey

November 2021 – Focus Group

December 2021 – Review and Discussion of Current Plan

January 2021 – Community Conversations (focused on Children’s Services)

Wednesday, January 19 6pm – 8pm – Community Conversation Part I

Wednesday, January 26 6pm – 8pm – Community Conversation Part II

(Wednesday, January 9 6pm – 8pm – Snow Day for Community Conversation)

February 2021 – Board & Foundation Work Session

Tentative: Saturday, February 19 9am – Noon

(Saturday, February 26 9am – Noon Snow Day for Board Work Session)

March 2021 – Formal Consideration of 2022 – 2030 Strategic Plan at Board Meeting



Director's Report
 Submitted to VMPL Board by Nancy Studebaker, December 15, 2021

Statistics for November 2021	This Month 2021	This Month 2019	Difference
VISITORS	236	390	-65%
CIRCULATION			
Books- Adult	76	87	-14%
Books- Teen	12	12	0%
Books- Juvenile	483	265	45%
DVD	54	14	74%
E-Books & Audio Books	120	86	74%
Misc	24	61	28%
Total Circulation	769	525	32%
PROGRAMMING			
Children's Programs Offered	7	4	43%
Children's Program Attendance	52	6	88%
Class Visits to Library	0	0	
Children's Passive Programming Participation	0	0	
Adult Programs Offered	1	0	
Adult Program Attendance	9	0	
OTHER SERVICES			
Reference Questions	3	35	-1067%
Wireless Usage	52	119	-129%
Computer Usage	14	9	36%
ILL Borrow	8	0	100%
ILL Lend	1	2	-100%

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

FY22 At a Glance	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	255	236								1305
Library checkouts	770	596	434	434	649								2883
E-books & e-audiobooks check-out	167	128	100	129	120								644
Total Circulation	937	724	534	563	769	0	0	0	0	0	0	0	3527
Programs offered	5	0	8	13	8								34
Programming attendance	61	0	54	38	61								214
Passive program participation	48	0	2	0	0								50
Total Programming	109	0	56	38	61	0	0	0	0	0	0	0	264
Library visit schools	0	50	0	0	0								50
Groups/students visit library	80	40	0	52	0								172
Other Outreach	0	0	0	0	0								0
Reading Rewards (books read)	0	0	74	513	493								1080
Total Outreach	80	90	74	565	0	0	0	0	0	0	0	0	809
Computer usage	2	5	22	18	14								61
Wireless usage visits	73	44	66	39	52								274
Wireless unique visitors	22	14	28	18	21								
Reference questions	4	5	6	3	8								26
Copy/Print	0	11	68	31	21								131
ILL Borrow Completed	4	11	4	8	8								35
ILL Lender Completed	1	4	5	2	1								13
Website Visits (e-mail from Matomo Analytics)	48	311	358	390	380								1487



The following reflects work accomplished in November 2021

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.

Focus group: On November 10, nine people gathered to provide input regarding the future of the library. A full report of the findings from the focus group will be available at the January meeting.

Libraries Transforming Communities Grant Award: VMPL has been selected as one of 100 libraries nationwide to receive funding in the third round of Libraries Transforming Communities. This will provide funding to continue our efforts at better understanding the needs and aspirations of our community as it relates to library services. It will build on the June 2021 public survey and the November 2021 focus groups. In January 2022 we will hold community conversations about how the library can support the work of parents and educators in our community. In addition, funds will be available to implement a new program identified as a priority during the community conversation process.

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.

We are on track to have a record-breaking year! Circulation has been strong most months so far this fiscal year. For November, circulation is 34% higher than for the same period in 2019. Most notable is a strong increase in juvenile circulation.

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

Fiscal year-to-date programming attendance is up 24% from this time in FY20 (November 2019). The last Toddler Time of the season was held November 16. We averaged about 14 participants per week. Toddler Time begins again January 3. Parent/Tween book club continues to draw a small but faithful group.

Children have read over 1000 books in our fall reading rewards program, Readopoly. The program continues through the end of the calendar year.