



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: April 20, 2022 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 materials and services that support and encourage lifelong learning and love of literature.

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Consent Agenda
  - A. Minutes of March 23, 2022 Meeting
  - B. March Financial Reports
  - C. April Claims
5. Review: Personnel Manual
6. Review: Emergency Manual
7. Review: Dates for FY23 Board Meetings
8. Review: Library Closing Dates in FY23
9. Director's Job Evaluation
- 10: Action: Proposed FY23 Personnel Compensation and Hours
10. Reports
  - A. Director's Report
  - B. President's Report
11. Adjourn

Van Meter Public Library

3/23/2022 Board Meeting Minutes

On March 23<sup>rd</sup> 2022, 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 and Joe Herman were also in attendance.

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

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

Discussion Items:

2025 Strategic Plan was presented by Studebaker. Discussion was held.

Behavior Policy was presented by Studebaker. Discussion was held.

Director's Report for January and February was presented by Studebaker along with the Self-Evaluation. Discussion was held.

There were no action items.

A President's report was given. The Director's Evaluation will be completed by each board member prior to the April board meeting.

Having no further business, President McCombs asked for a motion to adjourn. Backstrom motioned, Warwick seconded. Passed unanimously. Adjourned at 6:33 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, April 20th at 6:00pm.



INVOICE

INVOICE #: 2036561788  
 INVOICE DATE: 03/02/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9763601

PAGE: 001

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 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	SHADOWS REEL 81553459	AYAT	BOX, C. J.	HRD 0000000001	9780593331262 0593331265	PENGU	28.00	43.0%	15.96	15.96
1	LIGHTNING ROD 81553459	AYAT	MELTZER, BRAD	HRD 0000000005	9780062892409 0062892401	HARPE	28.99	43.0%	16.52	16.52
1	HIGH STAKES 81553459	AYAT	STEEL, DANIELLE	HRD 0000000003	9781984821713 1984821717	RANDO	28.99	43.0%	16.52	16.52
1	PERSEPHONE THE PHONY GRAPHIC NOVEL 81719440	1QJFJNF	HOLUB, JOAN	HRD 480332977	9781534473904 1534473904	SIMJU	19.99	43.0%	11.39	11.39
1	MARIA TALLCHIEF 81891079	2Q2022JFJNF	DAY, CHRISTINE	HRD 501123758	9780593115800 0593115805	PENGJ	14.99	43.0%	8.54	8.54
1	SPACE THE UNIVERSE AS YOUVE NEVER SEEN I 81891079	2Q2022JFJNF	DORLING KINDERS	HRD 501119193	9780744028928 0744028922	DORKJ	24.99	43.0%	14.24	14.24
1	SCHOOL FOR WHATNOTS 81891079	2Q2022JFJNF	HADDIX, MARGARE	HRD 490783444	9780062838490 0062838490	HARJU	17.99	43.0%	10.25	10.25
1	MARCUS MAKES A MOVIE 81891079	2Q2022JFJNF	HART, KEVIN	HRD 501124502	9780593179147 0593179145	RANDJ	16.99	43.0%	9.68	9.68
1	DRAGON BONES THE FANTASTIC FOSSIL DISCOV 81891079	2Q2022JFJNF	MARSH, SARAH GL	SAL 501120605	9781250140210 1250140218	HOLTJ	19.99	20.1%	15.97	15.97
9										
										PAGE TOTAL USD CURRENCY
										119.07

INVOICE

INVOICE #: 2036561788  
 INVOICE DATE: 03/02/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9763601

PAGE: 002

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	SONIA SOTOMAYOR		MEDINA, MEG	HRD	9780593116012	PENGJ	14.99	43.0%	8.54	8.54
	81891079	2Q2022JFJNF		501122492	0593116011					
1	BOOK OF BEES INSIDE THE HIVES AND LIVES		NARGI, LELA	HRD	9780762478408	HCTCB	19.99	43.0%	11.39	11.39
	81891079	2Q2022JFJNF		501120815	0762478403					
1	LATE LUNCH WITH LLAMAS		OSBORNE, MARY P	HRD	9780525648406	RANDJ	13.99	43.0%	7.97	7.97
	81891079	2Q2022JFJNF		490783338	0525648402					
1	CURSE OF THE MYSTERY MUTT A MIDDLE SCHOO		PATTERSON, JAME	HRD	9780316430074	LITLC	9.99	43.0%	5.69	5.69
	81891079	2Q2022JFJNF		501124244	0316430072					
1	MISSION IMPAWSIBLE A MIDDLE SCHOOL STORY		PATTERSON, JAME	HRD	9780316494472	LITLC	9.99	43.0%	5.69	5.69
	81891079	2Q2022JFJNF		501124437	031649447X					
1	EVOLVED		RIERA, LUCAS	HRD	9780744044102	DORKJ	14.99	43.0%	8.54	8.54
	81891079	2Q2022JFJNF		501125068	0744044103					
1	JUST PRETEND		SHARP, TORI	PAP	9780316538855	LTBRJ	12.99	40.0%	7.79	7.79
	81891079	2Q2022JFJNF		501118520	031653885X					
1	OPRAH WINFREY		WATSON, REN?E	HRD	9780593115985	PENGJ	14.99	43.0%	8.54	8.54
	81891079	2Q2022JFJNF		501122406	0593115988					
1	CINDER AND GLASS		DE LA CRUZ, MEL	HRD	9780593326657	PENGJ	18.99	43.0%	10.82	10.82
	81891085	2Q2022TEEN		501102736	0593326652					
1	GALLANT		SCHWAB, V. E.	HRD	9780062835772	HARJU	18.99	43.0%	10.82	10.82
	81891085	2Q2022TEEN		501102695	0062835777					
10					PAGE TOTAL					85.79
19					USD CURRENCY					
					SUB TOTAL					204.86
					USD CURRENCY					
19	OWNERSHIP LABEL	AT	0.25 =	4.75				VAS		21.07
19	SPINE LABEL	AT	0.25 =	4.75						
19	LABEL PROTECTORS	AT	0.00 =	0.00						
13	MYLAR JACKET NON STA	AT	0.89 =	11.57						
	TOTAL			21.07						

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

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

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STATUS REPORT

INVOICE #: 2036561788  
 INVOICE DATE: 03/02/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9763601

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	TICK TOCK	81898811	AYAT	MICHAELS, FERN		HRD	0000000001	9781496737113	1496737113	KNSGT	28.95	BACK ORDERED	NP	08/2022



STATUS REPORT

INVOICE #: 2036580401  
 INVOICE DATE: 03/11/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9772319

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QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	CAPTIVE	81911292	AYAT	JOHANSEN, IRIS		HRD	0000000006	9781538726297	1538726297	GDCTP	28.00	BACK ORDERED	NP	09/2022
1	DESPERATION IN DEATH	81911292	AYAT	ROBB, J. D.		HRD	0000000003	9781250278234	1250278236	STMAR	28.99	BACK ORDERED	NP	09/2022
1	FAIRY TALE	81911292	AYAT	KING, STEPHEN		HRD	0000000001	9781668002179	1668002175	SIMON	32.50	BACK ORDERED	NP	09/2022
1	GIRL FROM GUERNICA	81911292	AYAT	ROBARDS, KAREN		HRD	0000000005	9780778309963	0778309967	HRLQN	27.99	BACK ORDERED	NP	09/2022
1	SONG OF COMFORTABLE CHAIRS	81911292	AYAT	MCCALL SMITH, A		HRD	0000000002	9780593316979	0593316975	RANDO	27.00	BACK ORDERED	NP	09/2022
1	ISLAND OF TIME	81911292	INSP	BUNN, T. DAVIS		HRD	0000000004	9781448308446	1448308445	SEVEU	28.99	BACK ORDERED	NP	05/2022





STATUS REPORT

INVOICE #: 2036598594  
 INVOICE DATE: 03/22/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9779925

PAGE: 001

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QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	PRIME DIRECTIVE	81934792	INSP	BUNN, DAVIS		PAP	0000000001	9781780297859	1780297858	SEVEU	17.95	BACK ORDERED	BP	
1	OATH OF LOYALTY	81940302	AYAT	FLYNN, VINCE		HRD	0000000001	9781982164911	1982164913	SIMON	28.99	BACK ORDERED	NP	09/2022
1	BLOWBACK	81943942	AYAT	PATTERSON, JAME		HRD	0000000002	9780316499637	0316499633	LITTL	29.00	BACK ORDERED	NP	09/2022
1	DREAMLAND	81943942	AYAT	SPARKS, NICHOLA		HRD	0000000004	9780593449554	059344955X	RANDO	28.99	BACK ORDERED	NP	09/2022
1	OVERKILL	81943942	AYAT	BROWN, SANDRA		HRD	0000000001	9781538752012	1538752018	GDCTP	29.00	BACK ORDERED	NP	08/2022
1	SUSPECT	81943942	AYAT	TUROW, SCOTT		HRD	0000000005	9781538706329	1538706326	GDCTP	29.00	BACK ORDERED	NP	09/2022
1	TRUTH TO LIE FOR	81943942	AYAT	PERRY, ANNE		HRD	0000000003	9780593359075	0593359070	RANDO	28.00	BACK ORDERED	NP	09/2022

INVOICE

INVOICE #: 2036622004  
 INVOICE DATE: 03/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9785419

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

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QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	RELATIVE MURDER 81581237	AYAT	DEVERAUX, JUDE	HRD 0000000001	9780778311836 077831183X	HRLQN	27.99	43.0%	15.95	15.95
1	FEAR THY NEIGHBOR 81581237	AYAT	MICHAELS, FERN	HRD 0000000002	9781496737137 149673713X	KNSGT	27.00	43.0%	15.39	15.39
1	WHAT HAPPENED TO THE 81581237	AYAT	SCOTTOLINE, LIS	HRD 0000000003	9780525539674 0525539670	PENGU	28.00	43.0%	15.96	15.96
1	START WITH PRAYER 250 81752723	AYAT	LUCADO, MAX	HRD 0000000001	9781401603786 1401603785	HRPCR	17.99	43.0%	10.25	10.25
1	HOW TO AGE WITHOUT GETTING 81686752	AYAT	MEYER, JOYCE	PAP 0000000003	9781546026211 1546026215	GDCRL	15.99	40.0%	9.59	9.59
1	YOU OLOGY A PUBERTY GUIDE 81719440	AYAT	HOLMES, MELISA,	PAP 480336276	9781610025690 1610025695	INDPB	12.95	40.0%	7.77	7.77
1	FLAMES OF HOPE 81719440	1QJFJNF	SUTHERLAND, TUI	HRD 486676710	9781338214574 1338214578	SCHOH	16.99	43.0%	9.68	9.68
1	CAPTAIN UNDERPANTS AND THE 81507442	1QJFJNF	PILKEY, DAV	HRD 456287163	9781338347258 133834725X	SCHOH	12.99	43.0%	7.40	7.40
8		202108JUVE		SUB TOTAL						91.99
				USD CURRENCY						

INVOICE

INVOICE #: 2036622004  
 INVOICE DATE: 03/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9785419

PAGE: 002

8 OWNERSHIP LABEL	AT	0.25	=	2.00
4 SPINE LABEL	AT	0.25	=	1.00
8 LABEL PROTECTORS	AT	0.00	=	0.00
4 MYLAR JACKET NON STA	AT	0.89	=	3.56
TOTAL				6.56

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

	VAS	6.56
TOTAL AMOUNT DUE		98.55

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

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INVOICE

INVOICE #: 2036622394  
 INVOICE DATE: 03/28/22  
 ACCOUNT #: 207158 L449645 2 B00000  
 ATS #: MOM9792160

PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#: 2Q2022PBBER

BILL TO: ACCOUNT #: 207158 L449645 2 B00000  
 SAN #:  
 NAME: VAN METER PUBLIC LIBRARY  
 ADDRESS: PO BOX 160  
 VAN METER IA 50261

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

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

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

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
1	BAD SEED GOES TO THE LIBRARY	81891082	2Q2022PBBER	JOHN, JORY		HRD	490783973	9780062954565	0062954563	HARJU	16.99	43.0%	9.68	9.68
1														9.68
1	OWNERSHIP LABEL													1.39
1	SPINE LABEL													0.25
1	LABEL PROTECTORS													0.00
1	MYLAR JACKET NON STA													0.89
	TOTAL													1.39

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









Customer ID	Invoice number	Date
6497-1125	06497CO22085013	March 11, 2022



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

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

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

**Payment terms:**  
 On receipt

**Invoice Summary - Details follow on next page(s)**

Format	Items	Subtotal	Tax amount	Total
Audiobook	1	\$69.50 USD	\$0.00 USD	\$69.50 USD

**Total items:** 1      **Subtotal:** \$69.50 USD

**Tax amount:** \$0.00 USD

**Total:** **\$69.50 USD**

**Amount due:** **\$69.50 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](mailto:invoicing@overdrive.com).

**Pay by check**

Please make checks payable in USD to OverDrive, Inc.

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

**Pay by ACH or wire**

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



Customer ID	Invoice number	Date
6497-1125	06497DA22088735	March 15, 2022



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

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

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

**Payment terms:**  
 On receipt

### Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$18.99 USD	\$0.00 USD	\$18.99 USD

**Total items:** 1      **Subtotal:** \$18.99 USD

**Tax amount:** \$0.00 USD

**Total:** **\$18.99 USD**

**Amount due:** **\$18.99 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

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

#### Pay by ACH or wire

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Customer ID	Invoice number	Date
6497-1125	06497DA22079409	March 07, 2022



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

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

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

**Payment terms:**  
 On receipt

### Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$65.00 USD	\$0.00 USD	\$65.00 USD
Audiobook	1	\$65.00 USD	\$0.00 USD	\$65.00 USD

**Total items:** 2 **Subtotal:** \$130.00 USD

**Tax amount:** \$0.00 USD

**Total:** **\$130.00 USD**

**Amount due:** **\$130.00 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**.

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Please make checks payable in USD to OverDrive, Inc.

Remittance address:  
 PO Box 72117  
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 United States

#### Pay by ACH or wire

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# PAYMENT STUB

Page 1 of 7

Account: 60457 8781 034056 8 Statement Date: 03/10/22 Page: 1 of 7

Account: 60457 8781 034056 8

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



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

Customer Service Online at [amazon.com/creditline](https://amazon.com/creditline)  
This account is not registered.  
The authentication code is: S2GYV765

### Payments Received

02/19/22 0030921 (1166.66) PAYMENT RECEIVED - THANK YOU

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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
					Please Indicate by <input checked="" type="checkbox"/> Invoices Paid	
01/25/22	945569948659	22.00	05/05/22		945569948659	01/25 0.00
02/08/22	654649749578	76.45	05/05/22		654649749578	02/08 0.00
02/10/22	467665635697	13.40	05/05/22		467665635697	02/10 0.00
02/10/22	469386548846	44.99	05/05/22		469386548846	02/10 0.00
02/15/22	973589355943	27.98	05/05/22		973589355943	<input type="checkbox"/> 02/15 27.98
02/15/22	946595467655	129.26	05/05/22		946595467655	<input type="checkbox"/> 02/15 41.55
02/24/22	864376377587	112.08	05/05/22		864376377587	<input type="checkbox"/> 02/24 112.08
02/24/22	935758497784	43.99	05/05/22		935758497784	<input type="checkbox"/> 02/24 43.99
02/26/22	449348755778	13.99	05/05/22		449348755778	<input type="checkbox"/> 02/26 13.99
03/02/22	953638766384	18.85	05/05/22		953638766384	<input type="checkbox"/> 03/02 18.85
03/02/22	439845438699	30.28	05/05/22		439845438699	<input type="checkbox"/> 03/02 30.28
03/03/22	894374344788	30.94	05/05/22		894374344788	<input type="checkbox"/> 03/03 30.94
03/05/22	859943334333	84.61	05/05/22		859943334333	<input type="checkbox"/> 03/05 84.61
03/05/22	688433487376	16.67	05/05/22		688433487376	<input type="checkbox"/> 03/05 16.67
03/05/22	833565336345	77.89	05/05/22		833565336345	<input type="checkbox"/> 03/05 77.89

-Continue-

Account: 60457 8781 034056 8 Statement Date: 03/10/22 Page: 2 of 7

Account: 60457 8781 034056 8

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

Date	Invoice	Original Amount	Due Date	Reference
03/08/22	763865388886	27.44	05/05/22	

Invoice	Date & Amount Due
Please Indicate by <input checked="" type="checkbox"/> Invoices Paid	
<b>763865388886</b> <input type="checkbox"/>	03/08 27.44



0-0  
SHG

Current Invoices:	\$ 770.82
Previously Billed Invoices:	\$ 0.00
Unapplied Payments & Credits:	\$ 0.00

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

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

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

Account: 60457 8781 034056 8

**NO PAYMENT IS DUE**

**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.

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

-Continue-

**Current Invoice Details**

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 01/25/22  
Invoice: 945569948659  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1646140893	The Last Cuentista	1.000	EA	22.0000	22.00
Subtotal: 22.00		Tax: 0.00		Balance Due: 22.00	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/08/22  
Invoice: 654649749578  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B081D3Q3TV	Scotch Book Tape 845, 3 Inches	1.000	EA	76.4500	76.45
Subtotal: 76.45		Tax: 0.00		Balance Due: 76.45	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/10/22  
Invoice: 467665635697  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00BWX4TJ2	Avery Name Tags, White with Bl	1.000	EA	3.4100	3.41
MISC	SHIPPING AND TAX	1.000	EA	9.9900	9.99
Subtotal: 13.40		Tax: 0.00		Balance Due: 13.40	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/10/22  
Invoice: 469386548846  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07X27VK3D	Blink Mini - Compact indoor pl	1.000	EA	44.9900	44.99
Subtotal: 44.99		Tax: 0.00		Balance Due: 44.99	

-Continue-

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/15/22  
Invoice: 946595467655  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B015EPXVW4	Best Collapsible Water Bottle	3.000	EA	14.7700	44.31
B089PTVDGF	30-Pack Small Mini Flashlight	1.000	EA	31.9900	31.99
B08ZSJZZ3S	12pcs Bandana 100% Cotton Cust	3.000	EA	12.9900	38.97
B0863HRV6Y	Acrylic Paint Pots for Kids, C	1.000	EA	13.9900	13.99
Subtotal:	129.26	Tax:	0.00	Balance Due:	129.26

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/15/22  
Invoice: 973589355943  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B09HC1SBZB	32 Sheets Sun Print Paper Cyan	2.000	EA	13.9900	27.98
Subtotal:	27.98	Tax:	0.00	Balance Due:	27.98

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/24/22  
Invoice: 864376377587  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07PDG62XY	Modeling Clay Kit - 24 Colors	1.000	EA	17.9900	17.99
B08B4KSR2W	Spy Fingerprint Kit for Kids,	1.000	EA	13.6500	13.65
B0898YRTNF	Thoughtfully Pets, Dog Treat B	1.000	EA	14.9900	14.99
B07XLNHQ78	Art Canvas Paint Set Supplies	1.000	EA	17.9900	17.99
B005BEI0MK	Realeather Crafts Leathercraft	1.000	EA	17.5200	17.52
B07DBV1KGM	3 Bees & Me Paracord Bracelet	1.000	EA	14.9500	14.95
B07VDCVN3T	Gamenote Colorful Kids Origami	1.000	EA	14.9900	14.99
Subtotal:	112.08	Tax:	0.00	Balance Due:	112.08

-Continue-

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/24/22  
Invoice: 935758497784  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B074JKK1G5	Bankers Box STOR/File Storage	1.000	EA	43.9900	43.99
Subtotal: 43.99		Tax: 0.00		Balance Due: 43.99	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 02/26/22  
Invoice: 449348755778  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0863HRV6Y	Acrylic Paint Pots for Kids, C	1.000	EA	13.9900	13.99
Subtotal: 13.99		Tax: 0.00		Balance Due: 13.99	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/02/22  
Invoice: 439845438699  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062997424	The Club: A Novel	1.000	EA	24.2900	24.29
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 30.28		Tax: 0.00		Balance Due: 30.28	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/02/22  
Invoice: 953638766384  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0593109643	Wonder Walkers	1.000	EA	17.9900	17.99
MISC	SHIPPING AND TAX	1.000	EA	0.8600	0.86
Subtotal: 18.85		Tax: 0.00		Balance Due: 18.85	

-Continue-



Account: 60457 8781 034056 8 Statement Date: 03/10/22 Page: 6 of 7

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/03/22  
Invoice: 894374344788  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0805087036	Neo Leo: The Ageless Ideas of	1.000	EA	27.9500	27.95
MISC	SHIPPING AND TAX	1.000	EA	2.9900	2.99
Subtotal:	30.94	Tax:	0.00	Balance Due:	30.94

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/05/22  
Invoice: 688433487376  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0593193385	Find Your People: Building Dee	1.000	EA	16.6700	16.67
Subtotal:	16.67	Tax:	0.00	Balance Due:	16.67

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/05/22  
Invoice: 833565336345  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B072C7Z8BQ	Big Mo's Toys 24 Pack 8 Inch G	1.000	EA	11.9900	11.99
B08MDDL7R9	10-Pack Rubber Band Propeller	2.000	EA	32.9500	65.90
Subtotal:	77.89	Tax:	0.00	Balance Due:	77.89

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/05/22  
Invoice: 859943334333  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062292595	Sergeant Reckless: The True St	1.000	EA	17.9900	17.99
1619308231	Crazy Contraptions: Build Rube	1.000	EA	22.9500	22.95
1590787544	The Poppy Lady: Moira Belle Mi	1.000	EA	12.3900	12.39

-Continue-

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1481476688	Just Like Rube Goldberg: The I	1.000	EA	16.9900	16.99
0449813371	Six Dots: A Story of Young Lou	1.000	EA	14.2900	14.29
Subtotal:					84.61
	Tax:			0.00	
				Balance Due:	84.61

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 03/08/22  
Invoice: 763865388886  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07W4FMQ5Y	Mkeke Compatible with iPhone 1	1.000	EA	8.4900	8.49
B07H2V5YLH	Ailun Glass Screen Protector C	1.000	EA	8.9600	8.96
MISC	SHIPPING AND TAX	1.000	EA	9.9900	9.99
Subtotal:					27.44
	Tax:			0.00	
				Balance Due:	27.44



0-0

SHG

## Final Details for Order #111-4022395-9361845

[Print this page for your records.](#)

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** February 28, 2022  
**Amazon.com order number:** 111-4022395-9361845  
**Order Total:** \$16.67

### Business order information

**GL code:** 182-410-6502  
**Location:** Library  
**Department:** Library Materials

### Shipped on March 6, 2022

#### Items Ordered

1 of: *Find Your People: Building Deep Community in a Lonely World*, Allen, Jennie  
Sold by: Amazon.com Services LLC

#### Price

\$16.67

Condition: New

#### Shipping Address:

City of Van Meter Public Library  
505 GRANT ST  
PO BOX 160  
VAN METER, IA 50261-7707  
United States

#### Shipping Speed:

FREE Shipping

### Payment information

#### Payment Method:

Amazon Business Line of Credit

Item(s) Subtotal: \$16.67  
Shipping & Handling: \$5.99  
Free Shipping: -\$5.99  
-----

Total before tax: \$16.67  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$16.67**

#### Credit Card transactions

AmazonPLCC ending in : March 6, 2022: \$16.67

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



Final Details for Order #111-1995530-1913049

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: January 25, 2022
Amazon.com order number: 111-1995530-1913049
Order Total: \$240.09

Business order information
GL code: 182-410-6502
Department: Library Materials

Shipped on January 26, 2022
Items Ordered Price
1 of: Fox at Night (My First I Can Read) , Tabor, Corey R. \$16.99
Shipping Address:
City of Van Meter Public Library
505 GRANT ST
PO BOX 160
VAN METER, IA 50261-7707
United States
Item(s) Subtotal: \$16.99
Shipping & Handling: \$0.40
Total before tax: \$17.39
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$17.39

Shipped on January 31, 2022
Items Ordered Price
1 of: Unspeakable: The Tulsa Race Massacre , Weatherford, Carole Boston \$14.99
1 of: Mel Fell , Tabor, Corey R. \$15.99
1 of: Have You Ever Seen a Flower? , Harris, Shawn \$10.52
1 of: Too Bright to See , Lukoff, Kyle \$16.99
1 of: Red, White, and Whole , LaRocca, Rajani \$16.99

1 of: <i>Grandad's Camper , Woodgate, Harry</i> Sold by: Amazon.com Condition: New	\$14.49
1 of: <i>The Me I Choose To Be , Tarpley, Natasha Anastasia</i> Sold by: Amazon.com Condition: New	\$14.17
1 of: <i>Soul Food Sunday , Bingham, Winsome</i> Sold by: Amazon.com Condition: New	\$15.99
1 of: <i>We Wait for the Sun , McCabe, Katie</i> Sold by: Amazon.com Condition: New	\$14.69
1 of: <i>Nina: A Story of Nina Simone , Todd, Traci N.</i> Sold by: Amazon.com Condition: New	\$14.77
1 of: <i>Revolution in Our Time: The Black Panther Party's Promise to the People , Magoon, Kekla</i> Sold by: Amazon.com Condition: New	\$18.99
1 of: <i>Home Is Not a Country , Elhillo, Safia</i> Sold by: Amazon.com Condition: New	\$10.42

<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$179.00 Shipping & Handling: \$11.48 ----- Total before tax: \$190.48 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$190.48</b> -----

**Shipped on February 7, 2022**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Watercress , Wang, Andrea</i> Sold by: Amazon.com Condition: New	\$12.54

<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$12.54 Shipping & Handling: \$0.83 ----- Total before tax: \$13.37 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$13.37</b> -----

-----

**Shipped on March 3, 2022**

**Items Ordered**

1 of: *Wonder Walkers , Archer, Micha*  
Sold by: Amazon.com  
Condition: New

**Price**  
\$17.99

**Shipping Address:**

City of Van Meter Public Library  
505 GRANT ST  
PO BOX 160  
VAN METER, IA 50261-7707  
United States

Item(s) Subtotal: \$17.99  
Shipping & Handling: \$0.86  
-----  
Total before tax: \$18.85  
Sales Tax: \$0.00  
-----

**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$18.85**  
-----

**Payment information**

**Payment Method:**

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

Item(s) Subtotal: \$226.52  
Shipping & Handling: \$13.57  
-----  
Total before tax: \$240.09  
**Estimated Tax: \$0.00**  
-----

**Grand Total: \$240.09**

**Credit Card transactions**

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 4, 2022: \$18.85  
Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 8, 2022: \$13.37  
Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 1, 2022: \$207.87

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

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Final Details for Order #111-5604692-1664219

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: January 25, 2022
Amazon.com order number: 111-5604692-1664219
Order Total: \$22.00

Business order information
GL code: 182-410-6502
Department: Library Materials

Shipped on February 23, 2022
Items Ordered Price
1 of: The Last Cuentista , Higuera, Donna Barba \$22.00
Sold by: SAMGROUP (seller profile)
Condition: New
Shipping Address: City of Van Meter Public Library
505 GRANT ST
PO BOX 160
VAN METER, IA 50261-7707
United States
Item(s) Subtotal: \$22.00
Shipping & Handling: \$0.00
Total before tax: \$22.00
Sales Tax: \$0.00
Shipping Speed: Economy Shipping
Total for This Shipment: \$22.00

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$22.00
Shipping & Handling: \$0.00
Total before tax: \$22.00
Estimated Tax: \$0.00
Grand Total: \$22.00
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 24, 2022: \$22.00

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



Final Details for Order #111-1699254-1996255

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: February 8, 2022
Amazon.com order number: 111-1699254-1996255
Order Total: \$27.98

Business order information
GL code: 182-410-6215
Location: Library
Department: Library Programming

Shipped on February 15, 2022

Items Ordered Price
2 Of: 32 Sheets Sun Print Paper Cyanotype Paper A4 A5 Solar Drawing Paper Sensitivity Nature Printing Paper for Kids Adults Arts \$13.99
Crafts DIY Project (White,5
Sold by: Aranorun (seller profile) | Product question? (Ask Seller.)
Condition: New

Shipping Address: Item(s) Subtotal: \$27.98
City of Van Meter Public Library Shipping & Handling: \$7.31
505 GRANT ST Free Shipping: -\$7.31
PO BOX 160
VAN METER, IA 50261-7707
United States Total before tax: \$27.98
Sales Tax: \$0.00
Shipping Speed:
FREE Shipping Total for This Shipment: \$27.98

Payment information

Payment Method: Item(s) Subtotal: \$27.98
Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568 Shipping & Handling: \$7.31
Promotion applied: -\$7.31
Total before tax: \$27.98
Estimated Tax: \$0.00
Grand Total: \$27.98

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 16, 2022: \$27.98

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





Final Details for Order #111-7675519-3572217

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** March 2, 2022  
**Amazon.com order number:** 111-7675519-3572217  
**Order Total:** \$30.28

Business order information
<b>GL code:</b> 182-410-6502
<b>Location:</b> Library
<b>Department:</b> Library Materials

Shipped on March 3, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>The Club: A Novel</i> , Lloyd, Ellery Sold by: Amazon.com Condition: New	\$24.29
<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$24.29 Shipping & Handling: \$5.99 ----- Total before tax: \$30.28 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$30.28</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$24.29 Shipping & Handling: \$5.99 ----- Total before tax: \$30.28 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$30.28</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 4, 2022: \$30.28

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



Final Details for Order #111-1169486-4218653

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: March 3, 2022
Amazon.com order number: 111-1169486-4218653
Order Total: \$30.94

Business order information
GL code: 182-410-6502
Location: Library
Department: Library Materials

Shipped on March 4, 2022

Items Ordered Price
1 Of: Neo Leo: The Ageless Ideas of Leonardo da Vinci (HENRY HOLT AND) , Barretta, Gene \$27.95
Sold by: Herbys Hobbys (seller profile)
Condition: New

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: Standard Shipping
Item(s) Subtotal: \$27.95
Shipping & Handling: \$2.99
Total before tax: \$30.94
Sales Tax: \$0.00
Total for This Shipment: \$30.94

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$27.95
Shipping & Handling: \$2.99
Total before tax: \$30.94
Estimated Tax: \$0.00
Grand Total: \$30.94

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 5, 2022: \$30.94

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

## Final Details for Order #111-9936488-5325015

[Print this page for your records.](#)

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** February 22, 2022  
**Amazon.com order number:** 111-9936488-5325015  
**Order Total:** \$43.99

### Business order information

**GL code:** 182-410-6506  
**Location:** Library  
**Department:** Library Office Supplies

### Shipped on February 25, 2022

Items Ordered	Price
1 of: <i>Bankers Box STOR/File Storage Boxes, Standard Set-Up, Lift-Off Lid, Letter/Legal, Case of 12 (0071301), white</i> Sold by: Amazon.com Services LLC	\$43.99

Condition: New

#### Shipping Address:

City of Van Meter Public Library  
505 GRANT ST  
PO BOX 160  
VAN METER, IA 50261-7707  
United States

#### Shipping Speed:

FREE Shipping

### Payment information

#### Payment Method:

Amazon Business Line of Credit

Item(s) Subtotal:	\$43.99
Shipping & Handling:	\$13.10
Free Shipping:	-\$13.10
-----	
Total before tax:	\$43.99
Estimated tax to be collected:	\$0.00
-----	

**Grand Total: \$43.99**

#### Credit Card transactions

AmazonPLCC ending in : February 25, 2022: \$43.99

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



Final Details for Order #111-0183906-4836274

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: February 2, 2022
Amazon.com order number: 111-0183906-4836274
Order Total: \$76.45

Business order information
GL code: 182-410-6506
Location: Library
Department: Supplies

Shipped on February 11, 2022

Items Ordered Price
1 Of: Scotch Book Tape 845, 3 Inches x 15 Yards - FF084574, 6 Pack \$76.45
Sold by: PLEXSUPPLY. (seller profile)
Business Price
Condition: New

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: FREE Shipping
Item(s) Subtotal: \$76.45
Shipping & Handling: \$7.91
Free Shipping: -\$7.91
Total before tax: \$76.45
Sales Tax: \$0.00
Total for This Shipment: \$76.45

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$76.45
Shipping & Handling: \$7.91
Promotion applied: -\$7.91
Total before tax: \$76.45
Estimated Tax: \$0.00
Grand Total: \$76.45

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 12, 2022: \$76.45

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



Final Details for Order #111-7816363-2586622

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: February 28, 2022
Amazon.com order number: 111-7816363-2586622
Order Total: \$77.89

Business order information
GL code: 182-410-6215
Location: Library
Department: Library Programming

Shipped on March 6, 2022

Items Ordered
1 Of: Big Mo's Toys 24 Pack 8 Inch Glider Planes - Birthday Party Favor Plane, Great Prize, Handout Glider, Flying Models, Two Dozen \$11.99
2 Of: 10-Pack Rubber Band Propeller Car Kit - DIY STEM Project for Kids - Comes with Instructions, Plastic Propellers, and More! \$32.95

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: FREE Shipping
Item(s) Subtotal: \$77.89
Shipping & Handling: \$8.57
Free Shipping: -\$8.57
Total before tax: \$77.89
Sales Tax: \$0.00
Total for This Shipment: \$77.89

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$77.89
Shipping & Handling: \$8.57
Promotion applied: -\$8.57
Total before tax: \$77.89
Estimated Tax: \$0.00
Grand Total: \$77.89

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 7, 2022: \$77.89

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





Final Details for Order #111-4251572-3267424

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: March 3, 2022
Amazon.com order number: 111-4251572-3267424
Order Total: \$84.61

Business order information
GL code: 182-410-6502
Location: Library
Department: Library Materials

Shipped on March 6, 2022

Items Ordered Price
1 of: Crazy Contraptions: Build Rube Goldberg Machines that Swoop, Spin, Stack, and Swivel: with Hands-On Engineering Activities (Build It Yourself) , Perdue, Laura \$22.95
1 of: Just Like Rube Goldberg: The Incredible True Story of the Man Behind the Machines , Aronson, Sarah \$16.99
1 of: The Poppy Lady: Moina Belle Michael and Her Tribute to Veterans , Walsh, Barbara E. \$12.39
1 of: Sergeant Reckless: The True Story of the Little Horse Who Became a Hero , McCormick, Patricia \$17.99
1 of: Six Dots: A Story of Young Louis Braille , Bryant, Jen \$14.29

Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Shipping Speed: FREE Shipping
Item(s) Subtotal: \$84.61
Shipping & Handling: \$9.24
Free Shipping: -\$9.24
Total before tax: \$84.61
Sales Tax: \$0.00
Total for This Shipment: \$84.61

Payment information

Payment Method: Item(s) Subtotal: \$84.61

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

Shipping & Handling: \$9.24

Promotion applied: -\$9.24

-----

Total before tax: \$84.61

**Estimated Tax:** \$0.00

-----

**Grand Total: \$84.61**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: March 7, 2022: \$84.61

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

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Final Details for Order #111-7833482-1298625

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** February 17, 2022  
**Amazon.com order number:** 111-7833482-1298625  
**Order Total:** \$112.08

Business order information
<b>GL code:</b> 182-410-6215
<b>Location:</b> Library
<b>Department:</b> Library Programming

Shipped on February 25, 2022

Items Ordered	Price
1 Of: <i>Art Canvas Paint Set Supplies - 22-Piece Canvas Acrylic Painting Kit with Wood Easel, 8x10 inch Canvases, 12 Non Toxic Washable Paints, 5 Brushes, Pal</i> Sold by: GIN LLC ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$17.99
1 Of: <i>Gamenote Colorful Kids Origami Kit 118 Double Sided Vivid Origami Papers 54 Origami Projects 55 Pages Instructional Origami Book Origami for Kids Adul</i> Sold by: HIRALIY ( <a href="#">seller profile</a> ) Condition: New	\$14.99
1 Of: <i>Modeling Clay Kit - 24 Colors Air Dry Ultra Light Magic Clay, Soft &amp; Stretchy DIY Molding Clay with Tools, Animal Accessories, Easy Storage Box Kids A</i> Sold by: ESSENSON Direct ( <a href="#">seller profile</a> ) Condition: New	\$17.99
1 Of: <i>Realeather Crafts Leathercraft Funtime Stamp Set</i> Sold by: Amazon.com Condition: New	\$17.52
1 Of: <i>3 Bees &amp; Me Paracord Bracelet Kit for Boys and Girls   Complete DIY Paracord Bracelet Maker Kit with Paracord Jig Loom and Paracords   Friendship Brac</i> Sold by: 3 Bees & Me ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$14.95
1 Of: <i>Spy Fingerprint Kit for Kids, FunKidz Detective Spy Kit Science Experiments with Finger Print Identification Set Crime Scene Investigations Educationa</i> Sold by: MIX&MAX ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$13.65
1 Of: <i>Thoughtfully Pets, Dog Treat Baking Kit, Includes Peanut Flavored Dog Biscuit Mix and Bone Shaped Cookie Cutter for Easy to Make Homemade Adult Dog Tr</i> Sold by: Thoughtfully Gifts ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$14.99

**Shipping Address:**

City of Van Meter Public Library  
 505 GRANT ST  
 PO BOX 160  
 VAN METER, IA 50261-7707  
 United States

**Shipping Speed:**

FREE Shipping

Item(s) Subtotal: \$112.08  
 Shipping & Handling: \$9.82  
 Free Shipping: -\$9.82  
 -----  
 Total before tax: \$112.08  
 Sales Tax: \$0.00  
 -----

**Total for This Shipment: \$112.08**  
 -----

<b>Payment information</b>
----------------------------

**Payment Method:**

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

Item(s) Subtotal: \$112.08  
 Shipping & Handling: \$9.82  
 Promotion applied: -\$9.82  
 -----  
 Total before tax: \$112.08  
**Estimated Tax:** \$0.00  
 -----

**Grand Total: \$112.08**

<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 26, 2022: \$112.08
---------------------------------	------------------------------------------------------------------------------------------

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

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Final Details for Order #111-7946833-0008201

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: February 3, 2022
Amazon.com order number: 111-7946833-0008201
Order Total: \$143.25

Business order information
GL code: 182-410-6215
Location: Library
Department: Library Programming

Shipped on February 15, 2022
Items Ordered Price
1 Of: Acrylic Paint Pots for Kids, Classroom, Art and Crafts, 8 Colors (96 Pack) \$13.99
Sold by: BrightCreations (seller profile)
Condition: New
Shipping Address: City of Van Meter Public Library, 505 GRANT ST, PO BOX 160, VAN METER, IA 50261-7707, United States
Item(s) Subtotal: \$13.99
Shipping & Handling: \$0.98
Free Shipping: -\$0.98
Total before tax: \$13.99
Sales Tax: \$0.00
Shipping Speed: FREE Shipping
Total for This Shipment: \$13.99

Shipped on February 15, 2022
Items Ordered Price
3 Of: 12pcs Bandana 100% Cotton Custom Fashion Paisley Design Multifunctional Outdoor Square Handkerchief&#x2013;Royal Blue&#x2013; \$12.99
Sold by: Vamqor (seller profile)
Condition: New
3 Of: Best Collapsible Water Bottle BPA Free (10-Pack) For Gym, Sports, Teams, Hiking, Camping, Biking, Outdoors, Beach, Traveling, Yoga & More, Lightweight \$14.77
Sold by: Elite Tech Gear (seller profile)
Condition: New
1 Of: 30-Pack Small Mini Flashlight Set, 5 Colors, 9-LED Handheld flashlight with Lanyard,90-Pack AAA Battery Included for Kids/Night Reading/Party/Camping/ \$31.99
Sold by: HuaYi Electronic Co., Ltd (seller profile) | Product question? (Ask Seller)
Condition: New

Shipping Address: Item(s) Subtotal: \$115.27

City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Shipping & Handling: \$9.14 Free Shipping: -\$9.14 ----- Total before tax: \$115.27 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$115.27</b> -----

Shipped on February 27, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Acrylic Paint Pots for Kids, Classroom, Art and Crafts, 8 Colors (96 Pack)</i> Sold by: BrightCreations ( <a href="#">seller profile</a> ) Condition: New	\$13.99
<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: \$13.99 Shipping & Handling: \$0.98 Free Shipping: -\$0.98 ----- Total before tax: \$13.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$13.99</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$143.25 Shipping & Handling: \$11.10 Promotion applied: -\$11.10 ----- Total before tax: \$143.25 <b>Estimated Tax:</b> \$0.00 -----
	<b>Grand Total: \$143.25</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 28, 2022: \$13.99 Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: February 22, 2022: \$129.26

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

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# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Culligan Water Adel

**Mailing Address:** 120 Nile Kinnick Dr N Adel, IA 50003-1436

**Date of Invoice:** 3/31/2022

**Amount:** \$18.21

**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 \_\_\_\_\_ EX P. DATE \_\_\_\_\_

DATE: 03/31/2022 PAY THIS AMOUNT: \$18.21 ACCOUNT NUMBER: 752089

PAY BY DATE: APR 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:	\$9.01
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
03/14/2022	1.00	5 GAL BOTTLE WATER DELIVER	800080759	7.10	16.11
03/14/2022		FLAT CUPS	800080759	0.00	16.11
03/14/2022	1.00	DELIVERY CHARGE	800080759	2.10	18.21
03/22/2022	-1.00	PAYMENT	030939	-9.01	9.20
03/31/2022	1.00	COOLER RENTAL		9.01	18.21
 Service 04/01-04/30					
Due to continued increases in product and fuel you may notice small increases for some products. We do not take this lightly and are constantly monitoring ways to keep costs as low as possible. Thank you for your continued business and support!					
ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE					
<b>FINANCE CHARGE SCHEDULE</b>					
OVER \$	PERCENT RATE	ANNUAL RATE	PLEASE PAY NEW BALANCE BEFORE		
5	1.50 %	18.00 %	APR 22		
TO	0.00 %	0.00 %	MIN CHARGE 5.00		
0-30	31-60	61-90	Over 90	Balance Due	
18.21	0.00	0.00	0.00	\$18.21	
CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:				Next Deliveries: 04/11/22 05/09/22 06/07/22 07/06/22	
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				03/31/2022	752089
				NAME	
				VAN METER PUBLIC LIBRARY	

# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Office Depot

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

**Date of Invoice:** 12:00:00 AM

**Amount:** \$74.1

**Memo:** Acct 33566301

Vendor #
Office Use Only

**Purchase Description:** Programming

**Invoice Number:** 0

**Account Number:** 182-410-6215

*Nancy Studebaker-Barringer*

# Order Details

## Delivery

**Attention:**

VAN METER PUBLIC LIBRARY  
Nancy Studebaker  
505 Grant St  
Van Meter, IA 50261-7707 USA

**Phone:** (515) 996-2435

**Email:** nstudebaker@vanmeteria.gov

**Ship to ID:** LIBRARY

## Order Summary

Order Placed Mar 9, 2022

Item Subtotal: **\$74.10**

**Order Total \$74.10**

## Payment

**Account #:** 33566301

**Amount:** \$74.10

**Type:** Account Billing

## Additional Info

**Ordered By:** 9962435

**Phone:** (515) 996-2435

**Last Updated:** 03/11/2022

**Updated By:** 9962435

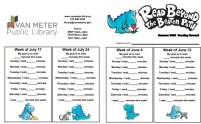




# Shipment 1 of 1

ORDER NUMBER	ORDER STATUS	TOTAL
231780748-001	Delivered	\$74.10

Delivered on Mar 15, 2022



Copies

Item #870284

Qty: 150 @ \$0.49 / each

**\$73.50**

▶ Custom Product

Comments: SRP 2022 Reading Log

Shipment 1



231780748 001

Item Subtotal: \$74.10

**Order Total \$74.10**



# CITY OF VAN METER

## PERSONNEL AND ADMINISTRATIVE POLICIES

Amended and adopted  
August 10, 2009

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**Acknowledgement (City Copy)**

## YOUR ACKNOWLEDGEMENT

This Personnel and Administrative Policies Handbook describes important information about my employment with the City of Van Meter. I understand that I should consult my supervisor with any questions I might have.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through appropriate channels, and I understand that such revised information will supersede, modify, or eliminate existing policies.

I also understand that:

- My employment with the City is voluntary and is subject to termination by me or by the City at will, with or without cause, at any time;
- All electronic records and communications sent, received, or stored on the City's systems are the property of City. I acknowledge that I have no expectation of privacy in connection with any communication or information using the City's electronic communication systems, including but not limited to telephone and computer equipment;
- I acknowledge that this Handbook is neither a contract of employment nor a legal document;
- I hereby acknowledge that all of the policies described in the Handbook are applicable to me; and,
- I further voluntarily authorize my employer to provide my final check to me by ordinary mail at my last known address.

I acknowledge receiving this Handbook and understand that it is my responsibility to read and comply with the policies contained in it, as well as any revisions made to it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Your Name (Printed)

## **Intent of Document**

To provide for the maintenance of efficient and effective city government, the City of Van Meter has established the personnel and administrative policies contained in this document. Such policies may be periodically amended by action of the City Council.

**THIS POLICY IS NOT A CONTRACT WITH THE EMPLOYEE, THE CITY COUNCIL MAY CHANGE THE POLICY AT ANY TIME, AS IT DEEMS ADVISABLE. ALL EMPLOYEES ARE EMPLOYEES AT WILL AND SERVE AT THE PLEASURE OF THE CITY. EMPLOYEES WHO DO NOT HAVE AN INDIVIDUALIZED, WRITTEN EMPLOYMENT CONTRACT ARE EMPLOYED AT THE WILL OF THE CITY AND ARE SUBJECT TO TERMINATION AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.**

## **Equal Employment Opportunity Provision**

The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates, and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence and without regard to any individual's sex, race, color, religion, national origin, military status, age, marital status, disability, sexual orientation or gender identity.

Additionally, pursuant to Iowa Code section 35C.1, veterans as defined in section 35.1, who are citizens and residents of this state, are entitled to preference in employment over other applicants with no greater qualifications.

## **Americans With Disabilities Act (ADA)**

- (A) The City is committed to complying fully with the ADA and ensuring equal opportunity for employment for qualified persons with disabilities as long as such action does not pose an undue hardship on the City in accordance with federal and state law.
- (B) The Americans with Disabilities Act of 1990 (ADA) and the ADA as amended in 2008 prohibit discrimination against qualified individuals with disabilities because of their disabilities. The definition of a person with a disability under the ADA is any person who:
  - 1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
- (C) Persons with physical or mental disabilities will be considered for employment on the basis of their qualifications for the job. The City will make reasonable accommodations to satisfy the needs of applicants and employees with disabilities pursuant to the regulations of Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) and the Americans with Disabilities Act (ADA) as amended.

**Office Hours**

The City office shall be open to the public the following hours, unless otherwise authorized by the City Clerk and posted on the office door:

Monday through Friday  
8:00 AM to 4:00 PM

The City Library shall be open to the public the following hours, unless otherwise authorized by the Library Director and posted on the library door:

Monday, Wednesday, Thursday, Friday  
9:00 AM to 5:00 PM

Tuesday  
6:00 PM to 8:00 PM

Saturday  
9:00 AM to 12:00 PM

**Hours of Service, Attendance, Overtime, Payroll Records**

A payroll period shall consist of eighty hours during a two-week period beginning on a Monday and extending through fourteen calendar days. Time shall be recorded and accounted for to the nearest quarter hour by each individual employee.

All employees shall maintain an accurate time sheet as approved by the City Council. Time sheets shall record the actual time worked for each employee and any leave time used. Completed time sheets shall be signed by the employee and the employee's supervisor, and then submitted to the City Clerk for payroll processing. The City Clerk shall be responsible for maintaining all payroll records and providing for the biweekly employee payroll, as well as maintaining all vacation leave, sick leave, family or other leave, and comp-time balances. Employee payday shall be on Friday, five days following the end of the pay period. Failure to maintain accurate time sheets may result in disciplinary action, up to and including termination of employment.

Employees are responsible for promptly notifying their supervisor of the reason for any absence, which prevents them from being at the work place at the beginning of the workday.

## **Paid Leaves of Absence**

Full-time service shall be defined as 32-hour workweek. All full-time employees of the City of are eligible for the following paid leaves:

A. **Vacation Leave.** Vacation leave shall be granted to City employees at a time agreeable to the employer. Leave shall be granted on the following basis:

1. After completion of one year of employment, 40 hours of vacation time.
2. After completion of two years of employment, 80 hours of vacation time.
3. After completion of five years of employment, 120 hours of vacation.
4. After completion of 15 years of employment, 160 hours of vacation.

Vacation leave shall be accrued and available to each employee on the anniversary date of their employment. Vacation leave shall be used, as the available balance permits, in minimum units of one-quarter (.25) hour. An employee may carry-over a maximum 40 hours of unused vacation leave into the following year. Terminating employees shall be paid for unused vacation leave up to a maximum of 80 hours, provided the City is notified at least 14 calendar days prior to the effective date of the resignation. The Mayor may waive this provision for good cause.

Part-time employees shall not receive vacation leave.

B. **Holiday Leave.** City Employees shall be granted the following paid holidays:

New Years Eve Day - December 31  
New Years Day - January 1  
Friday before Easter  
Memorial Day - (Last Monday in May)  
Independence Day - July 4  
Labor Day - (First Monday in September)  
Veteran's Day - November 11  
Thanksgiving - (Fourth Thursday in November)  
Christmas Eve Day - December 24  
Christmas Day - December 25

If a holiday falls on a Saturday, the preceding Friday shall be granted; and if a holiday falls on a Sunday, the following Monday shall be granted.

C. **COMP TIME.** Time and a half (1.5) for the employee's regular hourly rate of pay shall be paid for work as follows:

1. Weekly overtime compensation shall accrue for all work performed in excess of 40 hours in any workweek for any employee, which is determined to be nonexempt from the requirements of the Fair Labor Standards Act. Payment shall be made in compensatory time.
2. The employer reserves the right to require employees to take cash payments rather than earned compensatory time.
3. Compensatory time may only be accumulated to 240 hours.
4. The employee may request a pay out in cash of any accumulated compensatory time. There must be at least two weeks notice provided to the City Clerk and the money will be paid in a separate check issued at the next regular pay day.

5. Compensatory time may not be carried into a new fiscal year and shall be paid in cash. Compensatory time due an employee at the end of the calendar year shall be paid in cash.
6. Compensatory time off may be granted at the request of the employee with the approval of the Mayor. Two-days notice must be provided for the use of full days of comp time. Compensatory time off shall be granted at the convenience of the employee whenever possible consistent with the staffing needs of the City.
7. For the purposes of computing overtime hours, all hours which the employee actually works (e.g., excluding sick leave, vacation leave, and holiday leave) shall be considered hours worked when using 40 hours in pay status.

- D. **SICK LEAVE.** All full-time employees of the City of Van Meter shall earn sick leave at the rate of 3 hours per pay period. Sick leave may be accrued up to 720 hours. Sick leave cannot be taken as casual, vacation or personal time. All sick leave must be used for immediate family illnesses of the employee, or bereavement leave as identified in the following provision. Immediate family for purposes of this policy is defined as the employee, the employee's spouse, children, parents, father-in-law, or mother-in-law.

Employees must notify the Mayor as soon as physically possible of an injury or illness, which causes the employee to miss work. Any employee off work due to illness or injury must report to the Mayor on a daily basis. Employees shall keep the Mayor apprised of when he or she will be able to return to work and shall notify the Mayor upon return to work

The City reserves the right to require employees to provide written verification of injury, illness, or disability from a treating medical practitioner. Under no circumstances shall the employer be liable for any expenses resulting from the request for a doctor's verification. Sick leave shall be used, as the available balance permits, in minimum units of one-quarter (.25) hour.

Terminating employees shall not be paid for unused sick leave. However, upon retirement an employee may convert 50% of their unused sick leave balance into continuing health insurance coverage with the City's health insurance plan. The employee's wage rate at termination shall be the basis for this conversion. Full-time service shall be defined as a 32-hour workweek for the purpose of this provision.

Violation of this policy or abuse of sick leave may result in disciplinary action, up to and including termination of employment.

- E. **Bereavement Leave.** In the event of a death of an employee's spouse, parents, children, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, the employee shall be granted up to three (3) day's leave of absence with full pay to make household adjustments, arrange for medical services, or to attend funeral services. For death of other relatives, sick leave may be utilized.
- F. **Jury Duty.** Employees shall be granted a leave of absence with pay any time they are required to report for jury duty or jury service. Employees shall be paid their regular pay and the per diem jury duty compensation shall be paid to the employer. When an employee's presence is not required, they shall be expected to return to work. The employee shall provide the Mayor with a signed jury card for each day of jury service indicating time of discharge from duty.
- G. **Voting Time.** Employees shall be granted a leave of absence on any election day if there is not sufficient time outside the employee's work hours to allow the employee to vote.



## Unpaid Leaves of Absence

Both full and part-time employees of the City are eligible for unpaid leave subject to the following restrictions while considering both the duration of the leave and the availability of suitable replacement employees. All decisions regarding continuation coverage for health insurance shall be governed by the regulations of the City's insurance carrier and federal law. No other benefits shall accrue during a period of unpaid leave.

**Reasonable Purpose.** Leaves of absence for a limited period not to exceed six (6) months -- may be granted for any reasonable purpose, and such leaves may be extended or renewed for any reasonable period upon request of the employee. An unpaid leave of absence must be taken in a minimum increment of 8 hours.

A. **Education.** After completing one (1) year of service, any employee, upon request may be granted a leave of absence for educational purposes at the discretion of the Mayor. The period of the leave of absence shall not exceed one (1) year, but it shall be extended or renewed at the request of the employee. One (1) year leaves of absence (with any requested extension) for educational purposes shall not be provided more than once every three (3) years. Employees may also be granted leaves of absence for educational purposes -- not to exceed one (1) month in any calendar year -- to attend conferences, seminars, briefing sessions, or other functions of similar nature that are intended to improve or upgrade the individual's skill or professional ability and which are not otherwise provided by the City.

B. **Military Service.** Pursuant to Iowa Code section 29A.28, City employees, other than employees employed temporarily for six months or less, who are members of the national guard or engaged in other military service are entitled to a leave of absence from employment for the period of active duty without loss of status and without loss of pay during the first thirty days of such leave of absence.

Where military service is for a period of less than thirty days, a leave of absence shall be allowed for those days that the employee would normally perform services for the City.

Upon returning from a military leave, the employee shall be entitled to return to the same position and classification held by the employee at the time of entry into military service, or to the position and classification that the employee would have been entitled to if the continuous civil service of the employee had not been interrupted by military service.

## Travel and Expense Reimbursements

An employee, member of the City Council, or the Mayor shall submit on a form provided by the City a request for reimbursement of expenses incurred as a result of undertaking travel for or due to activities undertaken on behalf of the City, which shall include an itemization of the expenses. Receipts shall be obtained for all expenditures. Reimbursement is limited to expenses incurred and subject to the following requirements:

- 1) All meal expenses must be itemized on the form provided by the City for each meal and each day.
- 2) Personal expenses shall be paid by the individual and shall not be reimbursable by the City.
- 3) Expenses shall be reasonable and consistent with the location of the trip and shall be subject to approval by the Mayor.
- 4) Expenses shall be reimbursed for meals, transportation, communication charges (phones, including reasonable personal phone calls incurred as a result of the individual traveling on City business, and fax), lodging, and other expenses directly related to the activities of the City.
- 5) Reimbursement for use of personal automobile shall be based on the standard mileage rate as determined by the Internal Revenue System.
- 6) Reimbursement for lodging shall be limited to a reasonable amount within the community in which the costs were incurred. Governmental rates should be requested at hotels/motels which offer such rates.
- 7) Employees, members of the City Council, and the Mayor shall be entitled to reimbursement for reasonable meal expenses while traveling or participating in meetings on City business. Reimbursement shall be limited to the actual cost incurred upon submission of an itemized receipt.
- 8) Employees, members of the City Council, and the Mayor **shall not** be entitled to reimbursement for the cost of alcoholic beverages.

An employee, member of the City Council, or the Mayor may receive a travel advance under the following conditions:

- 1) a written or verbal request has been submitted in advance;
- 2) the travel requires that the individual be out of town overnight; and
- 3) the estimated travel expenses exceed \$100.

Sexual Harassment Policy:

Harassment Forbidden

- (A) The City is committed to providing employees a work environment free of illegal harassment, and in particular, sexual harassment. Although it makes specific reference to sexual harassment, this policy also applies to any other form of harassment (such as racial harassment) that is prohibited by law. The complaint procedure contained in this policy applies to all forms of prohibited harassment.
- (B) It is illegal and against City policy for an employee, patron, or vendor or the City to harass any employee in any manner which is prohibited by law. With regard to sexual harassment, it is illegal and against City policy to harass an employee by:
  - (1) Making sexual advances or request for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of hire, or continued employment; or
  - (2) Making submission to, or rejection of, such conduct the basis for an employment decision affecting the employee such as assignment, compensation, advancement, or career development; or
  - (3) Creating an intimidating, hostile, or offensive work environment by engaging in such conduct.
- (C) Sexual harassment infringes upon an employee's right to a comfortable work environment and is a form of misconduct that undermines the integrity of the employment relationship. Sexual harassment refers to conduct that is offensive to an individual, that harms morale, and that interferes with the efficiency and effectiveness of our business.
- (D) If you believe that you have been subjected to sexual harassment either by a city employee, or an appointed or elected city official, you should promptly submit an oral or written complaint to the Mayor or City Clerk. If you have reported an incident of alleged sexual harassment and you believe that your charge has not been dealt with in an expeditious and effective manner, you should report the incident to a City Council member or to the City Administrator.
- (E) In order to protect the interests of its employees, its citizens, and the City itself, the City will investigate every complaint of sexual harassment that is brought to its attention. Complaint investigations will be treated professionally, and all statements will be handled with as much discretion as possible. If the city determines that an employee did engage in behavior or conduct that constitutes sexual harassment, disciplinary actions of some kind will be taken and may include termination of employment. The City will not tolerate retaliation in any form against employees who report sexual harassment, make a complaint alleging sexual harassment, or participate in an investigation of allegations of sexual harassment. Disciplinary action will be taken for deliberately filing false charges of sexual harassment.

**Compensation Policy** (Adopted by council August 10, 2009)

It is the policy of the City to compensate employees consistent with:

- City budgetary and funding constraints,
- the market value for similar work within the geographic recruitment area,
- the position's relative value and contribution to the City,
- the individual employee's relevant work experience, education and expertise, and
- the employee's job performance.

**Cell Phone Policy**

The City Council recognizes the necessity for certain employees to be accessible to the Mayor and the City Clerk/Administrator in the normal course of their duties as employees of the City. The Council also recognizes the necessity of this access to be limited to official business purposes of the City. This access shall not be used as an alternative to notification of the City office for Department of Public Works issues, or the County Sheriff for the City Police Department issues.

Therefore, the City Council authorizes the payment of a cell phone allowance to those City employees deemed necessary by the Mayor and City Council. Such cell phone allowance shall be established by resolution and shall be paid to the employee on the first payday of each month. The employee shall be responsible for maintaining an active cell phone account and making the phone number known to the Mayor and City Clerk, with the cell phone turned on whenever the employee is not available to their home phone. The amount of the cell phone allowance may be modified periodically by recommendation of the Mayor, with the approval of the City Council, to reflect the volume of business calls required of the employee and the changing pricing practices in the cell phone market.

Violation of this cell phone policy shall be reason for disciplinary action, up to and potentially including termination of employment.

## **Vehicle and Equipment Policy**

City vehicles and equipment are to be used for official city business only, including vehicle and equipment use within the parameters of a valid 28E agreement with another governmental entity. No personal or non-official city use of vehicles or equipment is allowed.

Under normal circumstances, all equipment shall be expected to remain within the corporate limits of the city. Exceptions to this are limited to official fire or police calls outside the corporate city boundary, which are documented as described below. Other exceptions may be granted by city council approval for participation in events such as neighboring city holiday parades.

All vehicles and equipment shall be operated by city employees only, unless specifically authorized by the city employee responsible for the equipment. City employees shall be responsible for assuring any person authorized to operate city equipment is competent and capable of doing so.

Employees are responsible that all vehicles and equipment under their control are kept in good repair and properly maintained. Each department shall be responsible for the proper security of their equipment.

Capital equipment is defined to be any item with a useful life of at least 1 year and a value of at least \$250. Capital equipment shall be obtained only upon approval through the annual budget process. Capital equipment not previously approved in the current year budget, shall be obtained only upon city council approval. If the responsible city employee deems the situation to be an emergency, equipment may be obtained with prompt notification of the Mayor, and notification of the city council at the next scheduled meeting.

Any violation of this policy shall be grounds for disciplinary action, including termination of employment.

## **Attendance Policy for Scheduled City Council Meetings**

It is expected that each department be represented at the first regularly scheduled city council meeting of each month. Each department (police, fire & first responders, public works, library, parks & recreation) will be expected to present a summary of departmental activities since the most recent previous report. Conflicting official job duties, illness, or scheduled vacation time are exceptions to this policy.

In lieu of participation at the meeting, a written report may be submitted which summarizes the above referenced departmental activities.

It is not expected that departments be present at other city council meetings, unless an agenda item is identified that requires the representation of a department. In this situation the city clerk/administrator will notify the department that attendance is required prior to the meeting.

Any violation of this policy shall be grounds for disciplinary action, including termination of employment.

## **Budget Policies**

- departments are responsible for monitoring and limiting expenditures to the annual budget allocation
- consideration will be given to increasing budget allocations for unexpected increases in non-controllable expenses
- departments will not spend any savings in non-controllable expenses
- non-controllable expenses include health and dental insurance, utilities, property insurance
- all materials and equipment with a useful life of at least 1 year and cost of at least \$250 is considered a capital expenditure
- capital expenditure budget requests require an itemization of individual items and costs accompanied by a brief written justification

## **Policies on Gifts, Honoraria, Lobbying and Conflicts of Interest**

All City employees and elected officials shall conform with Iowa Code chapter 68B governing the receipt of gifts and honoraria, lobbying activities and potential conflicts of interest.

## **Bonding**

A fiduciary bond shall be obtained and shall cover all persons handling funds and/or authorized to sign checks for the City.

The bond shall be in an amount determined by the City Council.

## **Computer/Internet Usage**

(A) The City recognizes the benefits of accessing information through the internet. Use of City computers for e-mail and internet usage should be kept to a minimum. Excessive use of e-mail and internet privileges is considered a theft of employee's time. Employees utilizing the internet must adhere to the following guidelines:

(1) **Acceptable Uses:** The internet is to be used as it pertains to the employee's job for research, surveys and communications with colleagues and co-workers. An employee may use the internet for personal use after normal working hours if approved in advance by the Supervisor. The employee must indicate the purpose for using the internet.

(2) **Unacceptable Uses:** Personal use during normal working hours is prohibited. Using the internet for unprofessional references, i.e., games, profane or obscene material is prohibited. The electronic mail system shall not be used to create offensive or disruptive messages.

(B) The City reserves the right to review, audit, and disclose all messages created or received via the electronic mail system and information accessed via the internet, except those involving a law enforcement investigation. Employees violating this policy shall be subject to disciplinary action, including termination as determined by their respective department head.

## **DISCIPLINARY ACTION**

The City has established work rules that are to be followed by all employees for the benefit and protection of all employees, the public, and the City.

Disciplinary action may be necessary to improve an employee's performance, to address a specific work related problem, or as a consequence of any violation of a City policy. Disciplinary action may include a verbal warning, written warning, probation, suspension, or termination. It is at the City's discretion to determine the appropriate level of action based on the individual situation.

Reasons for disciplinary actions include, but are not limited to:

- Insubordination.
- Theft, destruction or inappropriate removal, use, or possession of City property.
- Acting in a manner that is not in the best interests of the City.
- Using, possessing, or working under the influence of alcohol or illegal drugs during working hours.
- Violating established policies, standards and/or procedures.
- Falsification of records.
- Boisterous, disruptive activity or threatening or engaging in violence in the workplace.
- Sexual or other unlawful or unwelcome harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Inappropriate use of City phones, computers, Internet, or e-mail systems.

This list is not all-inclusive and serves as an example only. Infractions listed above as well as those not listed may result in disciplinary action, up to and including termination of employment.

## YOUR ACKNOWLEDGEMENT (City Copy)

This Personnel and Administrative Policies Handbook describes important information about my employment with the City of Van Meter. I understand that I should consult my supervisor with any questions I might have.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through appropriate channels, and I understand that such revised information will supersede, modify, or eliminate existing policies.

I also understand that:

- My employment with the City is voluntary and is subject to termination by me or by the City at will, with or without cause, at any time;
- All electronic records and communications sent, received, or stored on the City's systems are the property of City. I acknowledge that I have no expectation of privacy in connection with any communication or information using the City's electronic communication systems, including but not limited to telephone and computer equipment;
- I acknowledge that this handbook is neither a contract of employment nor a legal document;
- I hereby acknowledge that all of the policies described in the Handbook are applicable to me; and,
- I further voluntarily authorize my employer to provide my final check to me by ordinary mail at my last known address.

I acknowledge receiving this Handbook and understand that it is my responsibility to read and comply with the policies contained in it, as well as any revisions made to it.

\_\_\_\_\_  
Signature

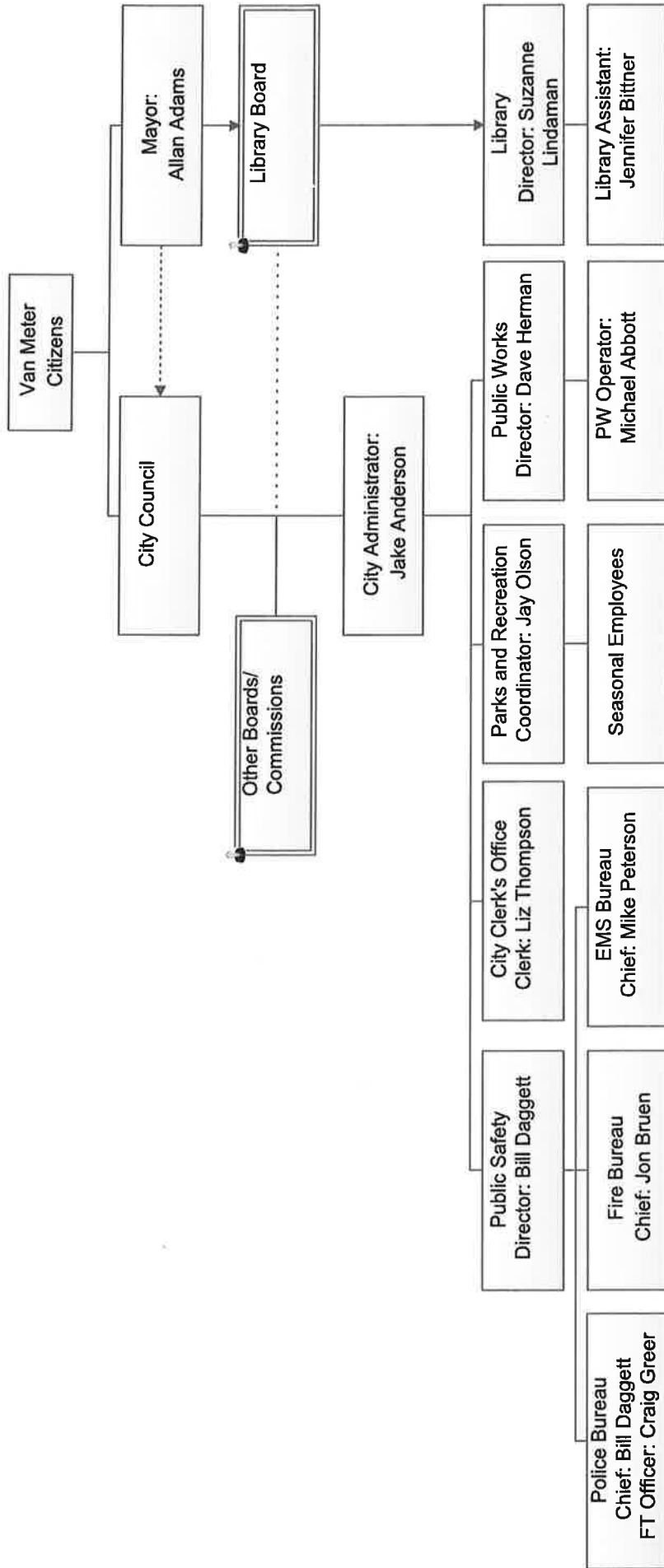
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Your Name (Printed)





# City of Van Meter, Iowa Organizational Chart



Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

## **THE CITY OF VAN METER**

**BY ORDER OF THE CITY COUNCIL**

**JUNE 2012**

### **ONLINE PUBLISHING AND SOCIAL MEDIA POLICY**

#### **1.0 PURPOSE:**

This policy regarding City Websites, Social Media Pages, and Social Networking Activities (the "**Policy**") shall provide guidelines for conduct by full-time, part-time, contract, and volunteer personnel working for or on behalf of the City or any of its subsidiary bodies ("**City Employees**") who use City Websites, Social Media, and Social Networking to post information or to interact with the public on behalf of The City of Van Meter (the "**City**") or regarding City matters. This Policy covers all tools and technology used for all City Websites, Social Media Pages, and Social Networking Activities, both currently existing and any that may be developed in the future.

Further the purpose of this policy is to protect the City's reputation as a valuable public asset. As such, Employees are expected to utilize appropriate communications with respect to the City's corporate image both in and outside of the workplace. Failure to observe the provisions of this policy may result in disciplinary action, up to and including employment termination and budgetary penalties.

In addition to observing the provisions of this policy, it is imperative for employees to support in public the policy decisions made by the City. Derogatory statements regarding official policy decisions to members of the public are detrimental to the corporate image and will not be tolerated. Should an employee feel a policy decision is detrimental to the City or the community at large, procedures exist through which the employee can voice his or her concerns, by using the appropriate chain of command or, if necessary, addressing the City Council.

Employees, who fail to observe the City's communications policy and are not engaging in what a reasonable person could consider to be "whistle blowing" activities, will be subject to disciplinary measures identified in this document. City employees are expected to act in an ethical manner and understand the contents of this manual. A communication is considered "whistle blowing" when a reasonable person would conclude that the individual about whom an accusation is being made has committed a wrongful, fraudulent or illegal act.

#### **2.0 SCOPE:**

All individuals associated with the City Government are subject to the terms of the Policy.

#### **3.0 DEFINITIONS:**

3.1 "**City Websites**" are all websites that are owned, maintained, or controlled by the City on which information is posted for public viewing or use. The City Websites are identified

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on Appendix A to the Policy, which may be amended from time to time per the process required in Section 5.1.D of the Policy.

3.2 **“Social Media Pages”** are web pages that provide a means for various forms of discussion and information-sharing, and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social Media Pages are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual Social Media Page. Technologies associated with Social Media Pages often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host Social Media Pages include, but are not limited to, Google and Yahoo Groups (reference, social networking); Wikipedia (reference); MySpace and Facebook (social networking); YouTube (social networking and video sharing); Flickr (photo sharing); and Twitter (social networking and microblogging). The Social Media Pages used by the City are identified on Appendix B to the Policy, which may be amended from time to time per the process required in Section 5.2.A of the Policy.

3.3 **“Social Networking Activities”** are the activities undertaken to make and maintain connections and engage with business and/or social contacts, which include making connections through clubs, organizations, phone contacts, written correspondence or through internet-based websites, applications, and services. The City may use a variety of web-based groups, technology, or applications for the purpose of Social Networking Activities. The City's Social Networking Activities are identified on Appendix C to the Policy, which may be amended from time to time per the process required in Section 5.3 of the Policy.

#### **4.0 RESPONSIBILITY**

4.1 It is the responsibility of the City Administrator ("**CA**") to act as the City's official spokesperson and maintain the City's official internet presence via City Websites, Social Media Pages, and Social Networking Activities. CA may delegate certain elements of its responsibility to Department Heads or City Employees, as approved by the City Administrator from time to time.

4.2 It is the responsibility of the CA to administer security and monitoring measures that support this Policy.

4.3 It is the responsibility of all City Departments and City Employees who publish information through City Websites, Social Media Pages, or Social Networking Activities on behalf of or related to the City, to coordinate this activity with the CA. Any City Employee who identifies himself or herself as a City Employee or otherwise utilizes contact information that associates such City Employee with the City shall be deemed to

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be acting in an official capacity and shall be required to coordinate his or her activity with the CA.

- 4.4 The responsibility for assuring complete compliance with the provisions of this Policy lies with the each City Department Director, supervisor, and City Employee. It is the responsibility of City Employees, to stay informed regarding City policies related to the activities identified in this Policy.

## **5.0 POLICIES**

### **5.1 City Websites.**

- A. The City Websites are and will remain the primary internet communication tool for the City.
- B. The domain names for all City Websites must be registered in the name of the City in accordance with this Policy.
- C. The City Websites are limited to those specifically identified in Appendix A, unless otherwise approved by the City Council as provided in Section 5.1.D.
- D. In order for a Department Director or City Employee to establish an additional City Website, the Department Director or City Employee must submit an application to the City Council in the form established on Appendix D, and receive the City Council's approval for the establishment of any such site.
- E. To provide a high level of quality, consistency, usability, and value to the City's web communications, the following standards must be followed for postings on City Websites:
  - i. Content should provide timely information of general interest to the public and reflect the City's programs, services, initiatives, or areas of responsibility.
  - ii. Content shall be approved by the CA, or its designee, prior to posting.
  - iii. Content should provide useful information to residents, businesses, visitors, and potential businesses.
  - iv. City Employees are responsible for ensuring the accuracy and timeliness of all information posted.
  - v. City Websites will incorporate elements to comply with the American with Disabilities Act (ADA).

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- vi. To allow viewers to navigate easily through City Websites, City Employees that post content must follow the page layouts, navigation link placement, use of graphics, font styles, etc, as established from time to time by the CA.
- vii. Any hyperlink leading to a site that is hosted by a party other than the City must contain the following disclaimer:

*By clicking this link you are now exiting The City of Van Meter's website. The City is not responsible for and has not confirmed the accuracy of the content on the linked website. By continuing on to the linked website you are acknowledging that the City is not liable for any damage resulting from your visit to the linked website.*

- F. Comments posted by the public and public discussion boards shall not be allowed on City Websites.
- G. All public interaction with the City on City Websites should be routed through e-mail or any other regular business communications mechanisms that the City may establish from time-to-time.
- H. All City Websites must identify that the City is the copyright holder for the content of the page. In any instance where the domain name or copyright for a City Website has been registered to a City Employee rather than the City prior to the effective date of this Policy, such City Employee shall either (i) transfer the domain name or copyright to the City, or (ii) cease and desist in the use of such site as a City Website.

## 5.2 Social Media Pages.

- A. Prior to creating and maintaining a City-related Social Media Page, City Employees must submit an application to the City Council in the form established on Appendix E, and receive the Council's approval for the establishment of any such page. City Employees must provide specific reasons for maintaining separate Social Media Pages. If approved, the Department Director and CA will periodically review each Social Media Page. Those that do not meet the City's intended goals and objectives may be removed at any time at the sole discretion of the CA.
- B. Comments posted by the public and public discussion boards shall not be allowed on the City's Social Media Pages.

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- C. Each City Social Media Page must include an introductory statement that clearly specifies its purpose, intended audience, and topical scope. Where possible, Social Media Pages should link back to City Web Pages for forms, documents, all official communication with the City, and any other information.
- D. All Social Media Pages must be established in the City's name, and the log-in name, password for access, and a list of all City Employees having access to the password must be submitted to the CA and kept on the form provided in Appendix F.
- E. In order to minimize public confusion, City Employees should only publish or post information under the City's official user name and profile.
- F. If a City Employee wishes to post to City-established Social Media Pages from his or her personal account, such personal account shall be subject to all of the requirements of this Policy.
- G. Real time chat features must be disabled on all Social Media Pages.

### 5.3 Social Networking Activities.

- A. In addition to City Websites and Social Media Pages, the City may engage in other social networking activities, which may include, but are not limited to, sending e-mail newsletters, sending text, SMS, or MMS messages to mobile devices, posting content on websites or Social Media Pages that are not hosted or operated by the City.
- B. As part of its Social Networking Activities, City Employees may not engage in real time chats.
- C. Prior to engaging in Social Networking Activities on behalf of or related to the City, a City Employee must submit the application provided in Appendix G and obtain prior approval from the CA.

### 5.4 General Policies.

- A. City Employees granted permission to use City Websites, Social Media Pages, or engage in Social Networking Activities are responsible for complying with applicable federal, state, county and City laws, ordinances, regulations, and policies. This includes adherence to established laws and policies regarding copyright or plagiarism, records retention, the Iowa Freedom of Information Act, the Iowa Open Meetings Act, the First Amendment of the United States

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Constitution, and privacy and information security policies and protocols established by the City.

- B. The City reserves the right to restrict or remove any content that is hosted on City Websites or Social Media Pages that is deemed in violation of this Policy or any applicable laws.
- C. City Employees representing the City via the City Websites, Social Media Pages, or Social Networking Activities must conduct themselves at all times as representatives of the City and in accordance with all Human Resources Policies, Administrative Directives, other City policies, including without limitation the following.
  - i. City Employees posting content must follow these guiding principles:
    - a. Maintain transparency by using your real name and job title, and by being clear about your role regarding the subject.
    - b. Write and post only about your area of expertise, and if such posting is related to the City and your assignments.
    - c. Keep postings factual and accurate.
    - d. Post meaningful, respectful entries that are on topic.
    - e. Pause and think before posting. If you are about to post something that makes you even slightly uncomfortable, do not post it. Understand that postings are widely accessible, not easily retractable, and will be around for a long time, so consider content carefully.
    - f. Ensure your posting does not violate the City's privacy, confidentiality, and applicable legal guidelines for external communication.
    - g. Ensure you have the legal right to publish all materials, including photos and articles pulled from other sites. Abide by all brand, trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws. Even when using material from copyright-free sources, always include appropriate attributions.
    - h. Remember that your postings are ultimately your responsibility.

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- ii. City Employees may not post inappropriate content. Such inappropriate content may include, but is not limited to:
  - a. That which directly or indirectly endorses any person or organization not directly associated with the City, unless otherwise approved by the CA.
  - b. Commentary or personal opinions.
  - c. Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.
  - d. Content in support of or opposition to political campaigns or ballot measures.
  - e. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
  - f. Information that may tend to compromise the safety or security of the public, public systems, or public services.
  - g. Content that violates a legal ownership interest of any other party.
  - h. Information related to legal matters, litigation, or any parties with whom the City may be in litigation.
  - i. Content that violates any applicable law or encourages the violation of any applicable law.
  - j. Personal attacks, insults, or threatening language.
  - k. Private or personal material published without consent.
  - l. Profane language or obscene content.
- D. In utilizing Social Media Pages or engaging in Social Networking Activities in a personal capacity, make it clear that your postings represent your individual view and not the official position of the City and confirm that such postings have complied with this City Policy.



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- E. If a City Employee posts City-related information on his or her personal (non-City) Social Media Page, the policies and guidelines set forth in this subparagraph also apply to such City Employee's personal (non-City) Social Media Page:
  - a. Photographs, music, video, graphics, or other content unless you have first obtained the written permission of the copyright holder or proof of being royalty-free.
  - b. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
  - c. Information that may tend to compromise the safety or security of the public, public systems, or public services.
  - d. Content that violates a legal ownership interest of any other party.
  - e. Information related to legal matters, litigation, or any parties with whom the City may be in litigation.
  - f. Content that violates any applicable law or encourages the violation of any applicable law.
  - g. Personal attacks, insults, or threatening language.
  - h. Private or personal material published without consent.
  - i. Profane language or obscene content.
- F. All City Employees must complete the Social Media and Networking Agreement Form identified in Appendix H.
- G. City Employees may not post content to City Websites or Social Media Pages, or engage in Social Networking Activities related to the City during personal time, unless otherwise authorized by their Department Head. All posts must be made as part of the City Employees regular work schedule, or as applicable.

## **6.0 DISCIPLINE**

- 6.1 The various Department Directors or their designees, as may be established from time to time, are responsible for the compliance with the provisions of this Policy by City Employees under such Department Director's control and for investigating non-compliance.

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- 6.2 Suspension of a City Employee's Internet access may occur when deemed necessary to maintain the operation and integrity of the City's internal network or if a City Employee has violated this Policy.
- 6.3 Internet user account and password access may be withdrawn without notice if a City Employee violates this Policy.
- 6.4 Lack of adherence to this Policy may result in disciplinary action up to and including termination.
- 6.5 If a City Employee violates any applicable Laws, the City may pursue criminal or civil action against the City Employee.
- 6.6 For any website that appears to be operating as a City Website, without receiving the appropriate approvals from the City Council, or if the City Council determines the public may perceive that any unaffiliated website expresses official views of the City, the City will notify such website that it must conspicuously post the following notice:

*This website is not affiliated with The City of Van Meter or any of its subsidiary bodies. The views and opinions expressed in this website do not reflect the views or positions of The City of Van Meter. The City of Van Meter has not and cannot verify the veracity of the content of this website and is not responsible for any injury that results from the reliance on information presented on this website.*

Should any such website refuse to comply, the City will send a cease and desist notice.

## **7.0 APPENDICES:**

- A. Approved City Websites
- B. Approved City Social Media Pages
- C. Approved Social Networking Activities
- D. Website Application
- E. Social Media Page Application
- F. Social Networking Log
- G. Social Networking Application
- H. Social Media and Networking Agreement Form

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

## APPENDIX A

### APPROVED CITY WEBSITES

[www.cityofvanmeter.com](http://www.cityofvanmeter.com)

or

[www.vanmeter.govoffice2.com/](http://www.vanmeter.govoffice2.com/)

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

**APPENDIX B**

**APPROVED SOCIAL MEDIA PAGES**

<b>The City of Van Meter</b>	<a href="https://www.facebook.com/CityofVanMeter">https://www.facebook.com/CityofVanMeter</a>
<b>The City of Van Meter</b>	<a href="https://twitter.com/#!/vanmeteria">https://twitter.com/#!/vanmeteria</a>
<b>Van Meter Farmers Market</b>	<a href="https://www.facebook.com/vanmeterfamersmarket">https://www.facebook.com/vanmeterfamersmarket</a>

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

## APPENDIX C

### APPROVED SOCIAL NETWORKING ACTIVITIES

#### Constant Contact E-Mail Newsletters

The Van Meter Community Betterment Committee – Mostly Raccoon River Days  
Content

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

APPENDIX D

WEBSITE APPLICATION

Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

Proposed Domain Name: \_\_\_\_\_

Domain Host: \_\_\_\_\_

Reason for Establishing new site:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternatives Considered ( i.e., What existing websites or pages may be appropriate for hosting this information?):

\_\_\_\_\_  
\_\_\_\_\_

Which employees will be authorized to post content to the site?

\_\_\_\_\_  
\_\_\_\_\_

How often do you expect employees to post content?

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

APPENDIX E

SOCIAL MEDIA APPLICAION

Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

Host Site: \_\_\_\_\_

Reason for Establishing new site:

---

---

---

Alternatives Considered ( i.e., What existing websites or pages may be appropriate for hosting this information?):

---

---

Which employees will be authorized to post, have access to the password, and act as moderators?

---

How often do you expect employees to post content?

---

How often will employees moderate content posted by the public?

---

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

APPENDIX F

SOCIAL MEDIA PAGE LOG

Department	Host Site	Hyperlink	Public Posting?	Log-In	Password	Employees Authorized to Post Content
CA	Facebook	<a href="https://www.facebook.com/CityofVanMeter">https://www.facebook.com/CityofVanMeter</a>	YES			
CA	Twitter	<a href="https://twitter.com/#!/vanmeteria">https://twitter.com/#!/vanmeteria</a>	YES			
CommBetter	Facebook	<a href="https://www.facebook.com/vanmeterfamersmarket">https://www.facebook.com/vanmeterfamersmarket</a>	YES			



Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

APPENDIX G

SOCIAL NETWORKING APPLICATION

Applicant: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Social Networking (i.e., e-mail newsletter, posting on blogs):

\_\_\_\_\_

Which employees will be authorized to disseminate content?

\_\_\_\_\_

\_\_\_\_\_

How often do you expect employees to disseminate content?

\_\_\_\_\_

Who will have final editorial control over content disseminated? \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

APPENDIX H

SOCIAL MEDIA AND NETWORKING APPROVAL/AGREEMENT FORM

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Section: \_\_\_\_\_

Authorized to Access the following City Websites, Social Media Pages, and Social Networking:

\_\_\_\_\_  
\_\_\_\_\_

Approved by Department Director: \_\_\_\_\_

(Signature)

(Date)

Approved by City Administrator \_\_\_\_\_

(Signature)

(Date)

I have received the Online Publishing and Social Media Policy (the "**Policy**") I agree to use City Websites, City-approved Social Media Pages, and engage in Social Networking Activities for City business only as appropriate and in compliance with this Policy. I understand that I must have approval from my Department Director and the CA to use City Websites, Social Media Pages, or engage in Social Networking on behalf of the City. I also understand that I am responsible for all postings made by me on City Websites, Social Media Pages, or in Social Networking Activities including those made in the comments sections. I further understand that this Policy also applies to City-related postings made by me via personal (non-City) websites, Social Media Pages, and Social Networking Activities pursuant to paragraph 5.4(E), and I agree to adhere to the guidelines in this Policy when so doing.

I acknowledge that all content on City Websites, City-approved Social Media Pages or in Social Networking Activities are considered to be City property and will be monitored by officials of the City. I understand that employees do not have privacy rights in the use of City Websites, Social Media Pages, and in Social Networking Activities, and the postings, data, access to or distribution of such materials is subject to all applicable laws.

I agree to abide by all security procedures as set forth by IT, before accessing or posting publishing content on City Websites, City-approved Social Media Pages, or via Social Networking Activities. I acknowledge that any violation of the rules and guidelines set forth in this Policy or in any current or future modified Human Resources Policy and Procedure (#\_\_\_\_\_ Social Media Policy), can be grounds for disciplinary action, up to and including termination of my employment.

Printed Name

Signature

Date

Adopted by Resolution #2012-15 on June 11, 2012

Revised by unanimous vote on November 12, 2012

**CITY OF VAN METER**  
**Open Records Policy**  
Adopted 01/12/2015, Amended 04/30/2015

1. **Purpose.** This Open Records Policy defines the procedures and fees associated with handling open records requests made to the City of Van Meter.

2. **Background.** The City of Van Meter (the City) is subject to Iowa’s “Open Meetings” laws (Iowa Code Chapter 21) and “Open Records” laws (Iowa Code Chapter 22). Iowa Code Chapter 22’s definition of a “public record” is broad, and includes “all records, documents, tape or other information, stored or preserved in any medium.”

There are exceptions that protect certain records and documents from public disclosure. Most exceptions are listed in Iowa Code Section 22.7; others are provided elsewhere in the Iowa Code or by federal law.

The City may incur expenses and staff time to respond to record requests, and the law requires the City to comply with records requests within reasonable time limits and permits the City to charge reasonable fees reflecting the costs to produce copies and for staff to procure and prepare documents.

3. **Goals.** This policy’s goals are to provide direction on the handling of records requests; to standardize fees and costs for complying with record requests; and to promote consistent compliance with the applicable laws.

4. **Designated Custodian for Chapter 22 Open Records Matters.** Iowa Code Section 22.1(2) requires government bodies to delegate an official or employee as a “lawful custodian” responsible for implementing the requirements of Iowa Code Chapter 22 and to provide that information to public. The City’s “lawful custodian” is the City Clerk, or any such employee who is assigned such responsibilities by the City Clerk.

5. **Information Needed for Processing an Open Records Request.** Record requests can be made via letter, email, fax or verbal request. To accurately and timely process a records request, the City will need to know the full extent of the request and how to contact the requestor (name, address and phone number) in case the Clerk has any questions or concerns. If at all possible, the requestor should put his/her request in writing using the City’s Open Records Request Form. Requests for information should identify the requestor, the specific category or type of information sought, a reasonable time period for which such information is sought, and such other information as will allow City staff to accurately identify the records sought and timely respond to the request.

6. **Routine and Non-Routine Records Requests.**

**A. Routine Requests.** Routine records requests are those expected to be completed within 15 minutes and involving fewer than 10 pages of material. Routine records requests may be handled directly by the department involved with notice of the request. Examples of routine records requests include, but are

not limited to, a customer's request for copies of his/her own billing records, meeting minutes or agendas, and specific resolutions or ordinances.

**B. Non-Routine Requests.** Non-routine records requests are expected to take longer than 15 minutes to complete or involve more than 10 pages of material. City staff should provide any non-routine records request to the City Clerk immediately upon receipt. The City Clerk will coordinate the response to all non-routine records requests with affected departments through the chain of command.

**7. Requestor's Options for Examining or Copying Records.**

**A. In-person Examination of Records.** Those seeking public records within the control of the City may examine the records at City Hall during normal City business hours. The City requires adequate notice for in-person examinations, as prior review, safekeeping and/or supervision may be required. In-person examinations will be supervised by City staff and conducted in a manner directed by staff to prevent destruction, misappropriation, manipulation or disorganization of the original materials. After examination, persons will need to specifically and clearly indicate any records requested for copying.

**B. Personal Review Not Required.** Requestors are not required by law to be personally present for the examination of records and may ask that the City examine its records and provide copies of records that correspond to the request in accordance with the terms and conditions of this policy.

**8. Form of Response to an Open Records Request – Paper Copies Only.** It is City policy to provide paper copies of records. Responses provided in any other media are at City discretion and may incur additional fees.

**9. Fees.** The City's Open Records Policy Fee Schedule, as updated from time to time, applies to all records requests. The City will provide 15 minutes of City staff time free of charge to respond to each requestor monthly. Under the Fee Schedule, a financial deposit may be required, and if required, no work will begin on a request until the deposit is received.

**10. Estimated Response Time.**

The City strives to respond to open records requests within 20 calendar days, but unique circumstances may extend that response time. If the requested material potentially contains confidential information or is otherwise exempt from disclosure, additional time may be required to review and potentially redact the material.

**11. Exceptions.** Any requests for an exception or deviation from this policy must be approved in advance by the City Administrator.

**12. Confidentiality and Third Party Liability.** Although any records produced by the City may be deemed to be "public records" within the meaning of Iowa Code Chapter 22, the City takes

no responsibility for all requesters' obligations to use this information in compliance with any and all local, state, and federal laws, including but not limited to laws relating to privacy, harassment, discrimination, debt collection, libel, slander and tort. If any third party makes a claim against the City of Van Meter for any misuse of this information attributable to any requester(s), the City will pursue all available legal remedies against such requester(s).

Any questions concerning the City's Open Records Request Guidelines, the City's Open Records Policy or related procedures or fees should be directed to the records custodian:

City Clerk  
City of Van Meter  
505 Grant Street  
PO Box 160  
Van Meter, IA 50261

## Open Records Policy Fee Schedule

Adopted 01/12/2015, Amended 04/30/2015

The following fees and costs will be charged pursuant to Iowa Code Chapter 22 for access to and/or copies of public records maintained by the City of Van Meter.

### 1. Basic Fees.

<u>Service</u>	<u>Guidelines/Conditions</u>	<u>Fee</u>
Copies of paper documents	b/w copies - 8.5 x 11 color copies - 8.5 x 11 oversized copies	\$0.10/page \$0.25/page by estimate
Copies transmitted by fax	limit to 10 pages	\$1.00/page (long distance) \$.50/page (local or toll-free)
Postage for Copies Mailed	Prepayment is required for postage cost. All copies are sent certified mail, return receipt requested	Actual Cost
Photocopies from microfiche or other stored or compiled backup or other sources	Prepayment required	Actual Cost

**2. Labor.** Non-incidental or supervisory services. The first 15 minutes of non-incidental or supervisory services provided by City staff in any search, preparation, retrieval, or supervision of examination of open records during a given month will be free of charge. The free 15 minutes is calculated based on time spent fulfilling any request placed in the same month by any one individual. For non-incidental or supervisory services performed by City staff lasting longer than 15 minutes, requestors will be charged for each additional 15 minutes of services provided. The charge will be based on the actual wages of the employees performing the services. The labor charges will not include the costs of employee benefits, depreciation, maintenance, electricity, or insurance associated with the administration of the office, per Iowa Code §22.3.

All public record examination and copying will be done under the supervision of the lawful custodian of the records or his or her designee. Unless a requestor makes other arrangements with the City, requested records will be available for the requestor's review for a period of one week after notification to the requestor that the originals are available. If the requestor does not review or make other arrangements with the City within one week, the requestor may incur additional charges for any additional time spent to relocate the records.

**3. Other Applicable Fees and Deposits.**

A. **Additional Costs.** Any costs not covered under the above fee schedule will be charged to the requestor based on the actual costs incurred by the City.

B. **Advance Deposits.** If the estimated fees for the requested services will be greater than ten dollars (\$10.00), the City will require an advance deposit to cover all or part of the estimated fees. If a deposit is required, no work will begin on a request until the deposit is received. Any funds collected by the City in excess of the actual fees will be refunded. No records will be turned over to the requestor unless the full cost of the records request, including any labor and/or copying charge, has been remitted to the City.

C. **Cumulative Charges.** The charges outlined in Section 1 of this Fee Schedule are cumulative, to the extent they reflect the actual cost to the City.



CITY OF VAN METER  
PUBLIC RECORDS REQUEST FORM

**1. REQUESTER'S INFORMATION:**

Name:

Mailing Address:  Fax Number:

Email Address:  Phone:

**2. REQUEST INFORMATION:**

Please be as detailed as possible; include names, dates, subjects, meeting dates, resolution and ordinance numbers, project names, etc.

**3. Is this request for:**

Inspection of Public Records       Copying of Public Records

**4. If you are requesting copies of public records please fill out the following:**

How many copies of the requesting documents do you need?

Color Copies       Black & White Copies

**5. How would you like to receive the copies:**

In Person  
 Mail  
 Fax (only for under 10 pages)

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date of Request

**FOR CITY STAFF USE ONLY**

**Details of Request**

1. Date and Time Request Received:

2. Deposit Received: \_\_\_\_\_ (date) in the amount of \$ \_\_\_\_\_ by \_\_\_\_\_ (employee.) (Use fee worksheet to calculate deposit.)

3. Date and Time Request Processed:

**Notification of Records Ready**

Requester notified on (date) by: \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_ In Person

Records are ready for pick up as of (date) \_\_\_\_\_

Examination of original records scheduled for (date/time) \_\_\_\_\_

Records mailed/faxed/mailed to requester on (date) \_\_\_\_\_

**FEE WORKSHEET**

Description	Quantity	Amount	Total
<i><b>COPY CHARGES</b></i>			
Black & White – Single Sided (8.5x11, 8.5x14)	_____	\$0.10/page	_____
Color – Single Sided (8.5x11, 8.5x14)	_____	\$0.25/page	_____
Per fax	_____	\$1.00/fax	_____
<i><b>POSTAGE CHARGES</b></i>			
Actual Cost	_____	_____	_____
<i><b>LABOR CHARGES</b></i>			
First 15 Minutes	N/A	N/A	No Cost
Each Additional 15 Minute Interval	_____	_____	_____
Total of All Fees			_____
Less Deposit Received (if any)			_____
Balance _____ owed at pickup or _____ to be refunded			_____
Deposit reconciled/payment made on _____			

**PURCHASING GUIDELINES**

**Objective**

The City of Van Meter is funded by tax dollars. As such, the City's purchasing guidelines and listed procedures have been established to ensure that tax dollars are spent in the most economical way. The City uses competitive means for the purchase of all products and services whenever possible and believes in open, fair competition. The purchasing levels in this policy are subject to periodic review and may be changed with City Council approval based on inflation and other factors.

**Use of Policy**

This policy and the award of bid provisions herein are solely for the fiscal responsibility and benefit of the City of Van Meter, and confer no rights, duties or entitlements to any bidders or proposers.

**Purchase Considerations**

Purchases made on behalf of the City of Van Meter must be the strategically frugal choice. To ensure that purchases decisions are made strategically consideration will must be given to the following factors:

- 1) Price
- 2) Availability
- 3) Quality
- 4) Local sources

**Budgeted Purchases**

Purchases over \$1,000 require three (3) quotes to be kept and filed by the department for a period of one year. The City Administrator's prior approval must be obtained when the budgeted purchase exceeds one percent (1%) of a department's operating budget less employee wages and benefits or \$2,500 whichever is less. Purchases that fall within a Department's annual budget require no prior approval by the City Council.

**Non-Budgeted Purchases**

Purchases that do not fall within a Department's annual budget may be permitted with the prior approval of the City Administrator up to \$2,500. All non-budgeted purchases in excess of \$2,500 require the City Council's prior approval.

**Emergency Purchases**

In situations where inaction would result in jeopardizing of the health, safety, or welfare of the City, its employees, and/or Citizens emergency purchases may be authorized by the City Administrator.

**Purchase Procedures**

The City Administrator is hereby authorized to develop, implement, and enforce whatever administrative procedures may be necessary to carry out the provisions of this policy including but not limited to standardized requisition requests, purchase orders, etc.

**State and Other Allowed Bids**

City staff may use State of Iowa bids or the General Services Administration (GSA) to get the benefit of the pricing available through those procurement systems. These bids are permitted for any supply, equipment, or vehicle purchase on items. These purchases, while exempt from the

formal bid process, are subject to the normal approval process.

**Annual Contracts**

All service contracts must specifically state the term of the contract and the options for renewing the contract (if applicable) beyond the original term. In no case shall any service contract have an indefinite term. Contracts should begin and end within the current fiscal year. It must also be expressly stated in any multi-year service contract— which is any contract with a term extending beyond the current fiscal year—that all financial obligations of the City beyond the current fiscal year are subject to annual appropriation. Standard language for this purpose is as follows: “Contractor acknowledges that any potential expenditure for this Agreement outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure, and nothing in this Agreement constitutes a debt or direct or indirect multiple fiscal year financial obligation of the City.”

**Sole Source Purchases**

It is the policy of the City of Van Meter to recognize and solicit quotes. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. These purchases should be used if it is in the best interest of the City, and the following procedures shall apply:

To request a sole source purchase, prepare a memorandum justifying the sole source purchase and attach it to the purchase requisition.

Department Director and City Administrator will review the requisition and justification for the sole source purchase. If the sole source justification is approved by the Department Director and City Administrator, a purchase order will be issued. If the purchase is not approved, two (2) more bids are required.

**Local Purchasing Policy**

Supporting local businesses is an important responsibility of the City and its representatives. Therefore, one (1) of the three (3) quotes required for all purchases over \$1,000 shall be from a local vendor whenever such local sources exist and are competitive from the perspective of price, availability, and quality.

Further, each year the City Administrator is hereby directed to budget \$2,500 for the Economic Development Committee to use for the promotion and marketing of the Van Meter Business Community.

**Notice of Disciplinary Action**

Violation of this policy may result in disciplinary action up to and including termination or removal from office, and/or budgetary penalties.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have read and understand the Van Meter Purchasing Guidelines and will comply with these rules, policies and procedures set forth herein. Further, I understand that violations of this policy may result in disciplinary action up to and including termination, removal from office, and/or budgetary penalties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# VAN METER PUBLIC LIBRARY EMERGENCY MANUAL

## PRIORITIES

- #1 Safety of people
- #2 Communication
- #3 Safety of property

## CALL 911

**Our address is 505 Grant Street  
Van Meter, IA**

## OTHER EMERGENCY PHONE NUMBERS

Van Meter Director of Public Safety: 515-202-4154

Electrical: 800-799-4443 (MidAmerican Energy)

Gas leak: 800-595-5325 (MidAmerican Energy)

Water: 515-996-2644 (City Hall)

**Yellow Section:** Active shooter or dangerous behavior

**Pink Section:** Evacuate and Assemble Emergencies

- a. Gas, water, electrical emergencies
- b. Fire

**Blue Section:** Shelter in Place Emergencies

- a. Tornado or similar weather event

**Green Section:** Medical emergencies

## **PRIORITIES EXPLAINED**

### **#1 Safety of people**

Our first priority is the immediate safety of all the people in the library. This includes things like stopping bleeding or administering CPR (if appropriately trained or instructed by 911). *Do not do anything that places you in danger.*

It is also important to prevent further injury to people. This might mean placing a barrier around a hazard such as broken glass or a bare wire.

### **#2 Communication**

Our second priority is to communicate with others who can provide emergency assistance. Most commonly this involves calling 911.

Dallas County Sheriff 911 Communication Center is staffed 24 hours a day, 365 days a year, by individuals who are trained to answer 911 and non-emergency calls, as well as dispatch law enforcement, fire, and paramedic resources. Public Safety Dispatchers gather critical information from callers and relay the information to units in the field.

### **#3 Safety of Property**

Our third priority is to prevent damage to property if possible.

# Active shooter or dangerous behavior



An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

## 1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

## 2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

## 3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

From: DHS Active Shooter: How to Respond:

[https://www.dhs.gov/xlibrary/assets/active\\_shooter\\_booklet.pdf](https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf)

## **Evacuate and Assemble Emergencies**

### **Fire Emergencies**

At the sight of any size flames or the smell of any smoke:

- 1) Call 911.
- 2) Evacuate the building following procedures below.
- 3) If the flames are very small, attempt to extinguish using extinguisher in office.
- 4) Follow instructions of 911 operator and/or first responders.

### **Gas Emergencies**

When you smell gas:

- 1) Call 911 and/or report the leak to 800-595-5325 (MidAmerican Energy).
- 2) Evacuate the building following the procedure below.
- 3) Follow instructions of 911 operator and/or first responders.

### **Water Emergencies**

If water is rapidly flooding the library due to pipe leak or rainfall or other reasons:

- 1) Evacuate the building following procedures below.
- 2) If you suspect a pipe leak, Call 515-996-2644 (City Hall).
- 3) If flooding is from natural causes monitor information sources such as Iowa Flood Information System (IFIS) <https://ifis.iowafloodcenter.org/ifis/> or the National Weather Service <https://www.weather.gov/safety/flood-states-ia>
- 4) Follow advice and instructions from City Hall or Public Safety professionals.

### **Electrical Emergencies**

It is unsafe for people to be in the building when we do not have electricity. Anytime we are without electricity for more than 10 minutes:

- 1) Evacuate the building following the procedure below.
- 2) Assess situation
- 3) Call MidAmerican Energy (800-799-4443) to try to determine cause of outage and anticipated restoration time.
- 4) Close library if outage continues more than an hour.

### **Evacuate and Assemble Emergencies Procedures**

- 1) Loudly announce that everyone should immediately leave the building through the nearest exit.
- 2) Call 911
- 3) Librarian should visually check to make sure everyone has left the building before leaving building.
- 4) Once outside, ask patrons to leave the premises or gather across the street in front of the red building with the white garage door.
- 5) Follow instructions of 911 operator and/or first responders.



## **Shelter in Place Emergencies**

### **Tornado or Severe Storm**

The library is not an especially safe place during a tornado. Every effort should be made to avoid a situation in which people are in the building when severe weather approaches; this will often require closing well ahead of the most severe weather.

If there is not time to clear the building, sending people home to safety during a storm, patrons and employees should go to the hallway between the library and public safety. Set on the floor with head between knees and hands over neck.

## Medical Emergencies

When a patron or employee is injured or has any other medical emergency:

**1) Call 911**

- a. immediately if a person is non-responsive.
- b. Call 911 immediately when asked to do so by any person.
- c. If responsive, ask the person if they want you to call 911. Call 911 if a person indicates he/she does want you to call.
- d. Call 911 if the person indicates they do not want you to call, but you believe it is necessary.
- e. Follow directions of 911 operator and/or first responders.
- f. If advised, offer simple first-aid as needed. There is a small first-aid kit in office.

**2) If 911 is not called**

- a. Offer simple first-aid as needed. There is a small first-aid kit in office.
- b. Offer to call a family member or friend for the person.
- c. Offer water and a seat.
- d. When the person leaves the library, offer to walk with them to their car.



**Board Meeting Dates Fiscal Year 2022  
(July 1, 2022 – June 30, 2023)**

**Meetings are usually the third Wednesday and start at 6:00pm**

<b>July 20, 2022 6:30pm</b>	<b>January 18, 2023</b>
<b>August 17, 2022</b>	<b>February 15, 2023</b>
<b>September 21, 2022</b>	<b>March 22, 2023</b> (moved from 16 <sup>th</sup> due to Spring Break)
<b>October 19, 2022</b>	<b>April 19, 2023</b>
<b>November 16, 2022</b>	<b>May 17, 2023</b>
<b>December 14, 2022</b> (moved from 21 <sup>st</sup> due to Christmas)	<b>June 21, 2023</b>



## Library Closings Fiscal Year 2023 (July 1, 2022 – June 30, 2023)

<b>Fourth of July</b>	<b>Monday, July 4, 2021</b>
<b>Labor Day</b>	<b>Monday, September 5, 2022</b>
<b>Columbus Day</b>	<b>Monday, October 10, 2022</b>
<b>Veteran's Day</b>	<b>Friday, November 11, 2022</b>
<b>Thanksgiving Day &amp; Weekend</b>	<b>Thursday, November 24 – Saturday November 26, 2022</b>
<b>Christmas Eve &amp; Day</b>	<b>Friday, December 23 - Monday, December 26, 2022</b>
<b>New Year's Eve &amp; Day</b>	<b>Friday, December 30, 2022 -Monday, January 2, 2023</b>
<b>Martin Luther King Day</b>	<b>Monday, January 16, 2023</b>
<b>President's Day</b>	<b>Monday, February 20, 2023</b>
<b>Friday Before Easter</b>	<b>Friday, April 7, 2023</b>
<b>Memorial Day</b>	<b>Monday, May 29, 2023</b>

### **Paid holidays:**

**New Year's Eve December 31**  
**New Year's Day January 1**  
**Friday Before Easter**  
**Memorial Day (Last Monday in May)**  
**Independence Day July 4**  
**Labor Day (First Monday in September)**  
**Veterans' Day November 11**  
**Thanksgiving Day (Fourth Thursday in November)**  
**Christmas Eve December 24**  
**Christmas Day December 25**  
*If holiday falls on a Saturday, the preceding Friday will be granted in addition to the Saturday.*  
*If holiday falls on a Sunday, the following Monday will be granted.*





**Proposed Personnel Compensation and Hours for FY2023**

The FY2023 Budget includes \$78,320 in personnel wages. I am not recommending this change.

Personnel Wages Beginning July 4, 2022 (first day of the first full pay period in FY2023)

Director salary remains the same at \$44,000. Work week reduced to 37 hours per week. (Hourly rate equivalent to \$22.87)

Library Assistant hourly rate increased to \$18. Work week set at 34 hours per week. For an annual rate of approximately \$31,800.

Library clerk hourly rate remain at \$10. Work week set at 4 hours per week. For an annual rate of \$2,080.

Director:	\$44,000
Library Assistant:	\$31,800
Library Clerk:	\$2,080
Total:	\$77,880



Director's Report  
 Statistics for March 2022  
 Submitted to VMPL Board by Nancy  
 Studebaker; April 20, 2022

March 2022 Compared to March 2019	Mar-22	Mar-19	Difference
<b>VISITORS</b>	269	398	<b>-48%</b>
<b>CIRCULATION</b>			
Books- Adult	118	99	
Books- Teen	18	0	
Books- Juvenile	363	395	
DVD	56	98	
E-Books & Audio Books	185	117	
Misc	39	22	
<b>Total Circulation</b>	<b>779</b>	<b>731</b>	<b>6%</b>
<b>PROGRAMMING</b>			
Children's Programs Offered	4	16	<b>-300%</b>
Children's Program Attendance	25	53	<b>-112%</b>
Class Visits to Library	0	0	
Children's Passive Programming Participation	13	0	
Adult Programs Offered	0	0	

FY22 At a Glance	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-21	Jun-21	FY22
Visitors	399	215	200	255	236	301	169	176	269				<b>2220</b>
Library checkouts	770	596	434	434	649	524	506	403	594				<b>4910</b>
Online check-out	167	128	100	129	120	155	239	209	185				<b>1432</b>
<b>Total Circulation</b>	<b>937</b>	<b>724</b>	<b>534</b>	<b>563</b>	<b>769</b>	<b>679</b>	<b>745</b>	<b>612</b>	<b>779</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6342</b>
Programs offered	5	0	8	13	8	2	11	9	4				<b>60</b>
Programming attendance	61	0	54	38	61	88	18	19	25				<b>364</b>
Passive program participation	48	0	2	0	0	0	20	14	13				<b>97</b>
<b>Total Programming</b>	<b>109</b>	<b>0</b>	<b>56</b>	<b>38</b>	<b>61</b>	<b>88</b>	<b>38</b>	<b>33</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>461</b>
Library visit schools/daycare	0	50	0	0	0	0	72	54	0				<b>176</b>
Groups/students visit library	80	40	0	52	0	0	0	0	0				<b>172</b>
Other Outreach	0	0	0	0	0	0	0	0	0				<b>0</b>
Reading Rewards (books read)	0	0	74	513	493	1389	120	20	0				<b>2609</b>
<b>Total Outreach</b>	<b>80</b>	<b>90</b>	<b>74</b>	<b>565</b>	<b>0</b>	<b>1389</b>	<b>192</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2464</b>
Computer usage	2	5	22	18	14	12	12	7	10				<b>102</b>
Wireless usage visits	73	44	66	39	52	56	50	67	106				<b>553</b>
Wireless unique visitors	22	14	28	18	21	19	9	10	18				
Reference questions	4	5	6	3	8	10	7	3	3				<b>49</b>
Copy/Print	0	11	68	31	21	0							<b>131</b>
ILL Borrow Completed	4	11	4	8	8	15	34	21	31				<b>136</b>
ILL Lender Completed	1	4	5	2	1	3	24	17	32				<b>89</b>
Website Visits	48	311	358	390	380	293	289	242	224				<b>2535</b>

**The following reflects work accomplished in March 2022**

**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.**

**We are working on developing more effective marketing strategies.** Katrina will be creating a plan that will include careful analysis of the impact of our marketing efforts so that we can make improvements in the future.

**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.**

**Our efforts to improve adult circulation seem to be paying off.** We have been promoting new bestsellers in the newsletter and on Facebook. The average, monthly, adult circulation this fiscal year has been 74. In March we jumped up to 118- our highest monthly adult circulation since re-opening.

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

**Our regularly schedule programs are continuing through the end of April.** *Toddler Time* and *Laugh & Learn* are both slowly growing their audiences. We will take a break from most programming in May. During June and July we will be offering twice-weekly *Toddler Time* and weekly *Laugh & Learn*, plus weekly program aimed at middle to junior high schoolers.



**ENRICH IOWA AGREEMENT -  
PUBLIC LIBRARY**  
FY23 (JULY 1, 2022 - JUNE 30, 2023)



The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

**1. GENERAL PROVISIONS**

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by April 30, 2022.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

**2. ASSURANCES**

- A. Our public library named below was established on or before July 1, 2020, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY23 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

**IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM;  
YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.**

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Van Meter Public Library City Van Meter

Phone (with area code) 5159962435 E-mail nstudebaker@vanmeteria.gov

Signed:   
eSigned via SeamlessDocs.com  
Key: 5ffa88f43a73efaa585ad0f247510777

Print name: Nancy Studebaker

Title: Library Director

Date: 04/01/2022

Signed: 

Michael Scott, State Librarian  
State Library of Iowa

Date: April 1, 2022

**DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2022**