



President: Rachel Backstrom (2023)  
 Vice President: Kate McComb (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: November 16, 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 October 19, 2022 Meeting
  - B. October Financials
  - C. November Claims
5. Revision to Job Descriptions
6. Review Chapter Two of Trustee Handbook
7. February 2023 Public Survey
8. March 2023 Library Foundation Meeting
9. Sips & Snacks / Holiday Decorations
10. Reports
  - A. Director's Report
  - B. President's Report
11. Adjourn

Schedule
Nov 16, 2022 Chapter Two Trustee Handbook
Dec 14, 2022 Chapter Three Trustee Handbook Review Financial Policy
Jan 18, 2023 Chapter Four Trustee Handbook Review Hours and Closings Policy Review Strategic Plan First draft of budget
Feb 15, 2023 Chapter Five Trustee Handbook Expiring Board Terms Approve Budget
Mar 22, 2023 Chapter Six Trustee Handbook
Apr 19, 2023 Chapter Seven Trustee Handbook Review ByLaws Director's Evaluation
May 17, 2023 Chapter Eight Trustee Handbook
June 21, 2023 Chapter Nine Trustee Handbook Review Community Outreach Policy
July 19, 2023 Chapter Ten Trustee Handbook Elect Officers Submit report to City Council
Aug 16, 2023 Chapter Eleven Trustee Handbook Review Bulletin Board Policy
Sept 20, 2023 Chapter Twelve Trustee Handbook Review Collection Development Policy
October 18, 2023 Chapter Thirteen Trustee Handbook Review Mission & Values Policy

## Van Meter Public Library

### 10/19/2022 Board Meeting Minutes

On October 19<sup>th</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 Backstrom.

In attendance were Kendall, Warwick and Backstrom. Nancy Studebaker and Katrina Brocka were also in attendance.

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

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

#### Discussion Items:

Revision to Bylaws was presented by Backstrom. Discussion was held.

Behavior Policy revision was presented by Studebaker. Discussion was held.

Mission and Vision Statements review was presented by Backstrom. Discussion was held.

Assistant Director Job description was presented by Studebaker. Discussion was held.

Review of Chapter One of Trustee Handbook was presented by Studebaker. Discussion was held.

#### Action Items:

Kendall motioned to approve the revision to Bylaws. Warwick seconded, passed unanimously.

Warwick motioned to approve the revision to the Behavior Policy. Kendall seconded, passed unanimously.

Warwick motioned to approve the Assistant Director Job description. Kendall seconded, passed unanimously.

A Director's report was given. Discussion was held.

There was no President's report.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, Kendall seconded. Passed unanimously. Adjourned at 6:30 pm.

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

**REVENUE & EXPENSE REPORT**  
**CALENDAR 10/2022, FISCAL 4/2023**

**PCT OF FISCAL YTD 33.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE	BUDGET	DIFFERENCE
182-410-4440	STATE GRANTS	.00	4,974.20	1,300.00	3,674.20-
182-410-4470	LIBRARY SERVICE	.00	.00	5,000.00	5,000.00
182-410-4705	DONATIONS - LIBRARY TRUST	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	3,384.62	15,231.14	47,320.00	32,088.86
182-410-6020	WAGES - PART TIME	2,523.90	10,492.67	31,000.00	20,507.33
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00
182-410-6215	PROGRAMMING	420.55	1,576.67	5,000.00	3,423.33
182-410-6220	SUBSCRIPTION	.00	.00	300.00	300.00
182-410-6230	TRAINING	.00	.00	500.00	500.00
182-410-6311	OPERATION & MAINTENANCE	.00	11.18	400.00	388.82
182-410-6371	UTILITIES	86.05	373.00	1,500.00	1,127.00
182-410-6373	TELEPHONE/COMMUNICATIONS	53.17	212.37	800.00	587.63
182-410-6408	INSURANCE	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	1,568.14	5,500.00	3,931.86
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	35.12	1,257.00	1,400.00	143.00
182-410-6502	LIBRARY MATERIALS	611.66	4,359.05	10,000.00	5,640.95
182-410-6506	OFFICE SUPPLIES	.00	1,381.16	1,500.00	118.84
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00
182-910-4830	TRANSFERS IN	.00	.00	90,000.00	90,000.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00
	DIFFERENCE	7,115.07-	31,488.18-	8,920.00-	22,568.18
	PROOF	7,115.07-	31,488.18-	8,920.00-	22,568.18

**TREASURER'S REPORT**  
**CALENDAR 10/2022, FISCAL 4/2023**

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

**TREASURER'S REPORT**  
**CALENDAR 10/2022, FISCAL 4/2023**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	18,017.50-	.00	7,115.07	.00	25,132.57-
Report Total	18,017.50-	.00	7,115.07	.00	25,132.57-

FISCAL YEAR 2023	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
<b>Expenses: City Budget for Library</b>		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
FICA - City Portion	\$ 4,500.00	\$ 392.81	\$ 434.29	\$ 688.79	\$ 452.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,967.89
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 822.75	\$ 539.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,355.21
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604.36
<b>Total</b>	<b>\$ 10,800.00</b>	<b>\$ 1,014.76</b>	<b>\$ 1,105.87</b>	<b>\$ 1,663.20</b>	<b>\$ 1,143.63</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,927.46</b>

Expenses: Library Budget	FY22 Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Wages FT	\$ 75,800.00	\$ 3,384.62	\$ 3,257.69	\$ 5,204.21	\$ 3,384.62									\$ 15,231.14
Wages PT	\$ 2,500.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44	\$ 2,523.90									\$ 10,492.67
Programming	\$ 5,000.00	\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55									\$ 1,576.67
Subscriptions	\$ 300.00	\$ -	\$ -	\$ -	\$ -									\$ -
Training	\$ 500.00	\$ -	\$ -	\$ -	\$ -									\$ -
Operating & Maintenance	\$ 400.00	\$ -	\$ -	\$ 11.18	\$ -									\$ 11.18
Utilities	\$ 1,500.00	\$ 82.30	\$ 100.92	\$ 103.73	\$ 86.05									\$ 373.00
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17									\$ 212.37
Technology	\$ 5,500.00	\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -									\$ 1,568.14
Other Contractual Services	\$ 1,400.00	\$ -	\$ 1,209.01	\$ 12.87	\$ 35.12									\$ 1,257.00
Library Materials	\$ 10,000.00	\$ 1,415.79	\$ 1,185.07	\$ 1,146.53	\$ 611.66									\$ 4,359.05
Office Supplies	\$ 1,500.00	\$ 301.40	\$ 140.68	\$ 939.08	\$ -									\$ 1,381.16
<b>Total</b>	<b>\$ 105,200.00</b>	<b>\$ 8,716.23</b>	<b>\$ 8,937.72</b>	<b>\$ 11,693.36</b>	<b>\$ 7,115.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 36,462.38</b>

			\$10,043.59											
Revenue: Library Budget	FY Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	YTD
State Funding (Enrich Iowa Programs)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -									\$ -
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -									\$ -
Donations	\$ -	\$ -	\$ -	\$ -	\$ -									\$ -
Transfers In	\$ 91,000.00	\$ -	\$ -	\$ -	\$ -									\$ -
Other	\$ -	\$ 4,974.20	\$ -	\$ -	\$ -									\$ 4,974.20
<b>Total</b>	<b>\$ 105,300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Treasurer's Report	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Library Building Ending Balance (051)	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34	\$ 15,678.34								
Library Trust Ending Balance (182)	\$ (2,360.62)	\$ (6,324.14)	\$ (18,017.50)	\$ (25,132.57)								
<b>Total</b>	<b>\$ 13,317.72</b>	<b>\$ 9,354.20</b>	<b>\$ (2,339.16)</b>	<b>\$ (9,454.23)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Account: 60457 8781 034056 8 Statement Date: 10/10/22 Page: 1 of 6

Account: 60457 8781 034056 8

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

7950  
CITY OF VAN METER  
ATTN: ACCOUNTS PAYABLES  
PO BOX 160  
VAN METER, IA 50261-0160

PLEASE INDICATE ADDRESS CHANGES

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

Customer Service Online at [amazon.com/creditline](https://amazon.com/creditline)  
This account is not registered.  
The authentication code is: S8GYV865

**DUE DATE: 11/05/22**

**Payments Received**

09/17/22 0031367 (1247.37) PAYMENT RECEIVED - THANK YOU

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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
08/15/22	667375797985	11.65	11/05/22		667375797985	08/15 11.65
08/15/22	964893838766	199.96	11/05/22		964893838766	08/15 199.96
08/15/22	999675578395	149.50	11/05/22		999675578395	08/15 149.50
08/16/22	466593654456	32.22	11/05/22		466593654456	08/16 32.22
08/17/22	655339964489	25.76	11/05/22		655339964489	08/17 25.76
08/18/22	654736957739	54.78	11/05/22		654736957739	08/18 54.78
08/18/22	737684977968	34.57	11/05/22		737684977968	08/18 34.57
08/18/22	656675969589	89.33	11/05/22		656675969589	08/18 89.33
08/18/22	759334794849	87.79	11/05/22		759334794849	08/18 87.79
08/22/22	933385994388	27.47	11/05/22		933385994388	08/22 27.47
08/22/22	876638488385	7.55	11/05/22		876638488385	08/22 7.55
08/24/22	935998495686	22.60	11/05/22		935998495686	08/24 22.60
08/26/22	848985554757	16.97	11/05/22		848985554757	08/26 16.97
08/29/22	783695937784	37.10	11/05/22		783695937784	08/29 37.10
08/29/22	984453587947	439.25	11/05/22		984453587947	08/29 439.25

-Continue-



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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
08/29/22	789463783645	15.98	11/05/22		789463783645 <input type="checkbox"/>	08/29 15.98
08/30/22	435684894479	38.98	11/05/22		435684894479 <input type="checkbox"/>	08/30 38.98
08/30/22	664555864453	8.73	11/05/22		664555864453 <input type="checkbox"/>	08/30 8.73
09/01/22	789355385443	499.74	11/05/22		789355385443 <input type="checkbox"/>	09/01 499.74
09/01/22	838366793947	23.08	11/05/22		838366793947 <input type="checkbox"/>	09/01 23.08
09/05/22	636837838739	80.83	11/05/22		636837838739 <input type="checkbox"/>	09/05 80.83
09/05/22	678839846759	10.88	11/05/22		678839846759 <input type="checkbox"/>	09/05 10.88
09/10/22	438899738736	10.54	12/05/22		438899738736 <input type="checkbox"/>	09/10 10.54
09/10/22	587849934639	5.12	12/05/22		587849934639 <input type="checkbox"/>	09/10 5.12
09/10/22	545557539899	23.96	12/05/22		545557539899 <input type="checkbox"/>	09/10 23.96
09/12/22	595784995748	43.92	12/05/22		595784995748 <input type="checkbox"/>	09/12 43.92
09/12/22	468994535649	62.40	12/05/22		468994535649 <input type="checkbox"/>	09/12 62.40
09/27/22	936587958499	68.98	12/05/22		936587958499 <input type="checkbox"/>	09/27 68.98
09/30/22	943776567474	43.98	12/05/22		943776567474 <input type="checkbox"/>	09/30 43.98
10/02/22	935473965794	52.96	12/05/22		935473965794 <input type="checkbox"/>	10/02 52.96
10/07/22	454843537386	25.97	12/05/22		454843537386 <input type="checkbox"/>	10/07 25.97

### Previously Billed Invoices

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
07/26/22	698795634646	380.24	10/05/22		698795634646 <input type="checkbox"/>	07/26 103.25
07/27/22	449545899876	151.47	10/05/22		449545899876 <input type="checkbox"/>	07/27 151.47
08/04/22	655855593489	166.40	10/05/22		655855593489 <input type="checkbox"/>	08/04 166.40
08/08/22	495488379896	17.49	10/05/22		495488379896 <input type="checkbox"/>	08/08 17.49
08/08/22	574738634874	60.64	10/05/22		574738634874 <input type="checkbox"/>	08/08 60.64




-Continue-

Account: 60457 8781 034056 8 Statement Date: 10/10/22 Page: 3 of 6

Account: 60457 8781 034056 8



0-0  
SHG

Current Invoices:	\$ 2252.55	 <p>Send payments to: P.O. Box 530958 Atlanta GA 30353-0958</p>  <p>For billing/general inquiries: PO Box 965055 Orlando FL 32896</p>  <p>For Customer Service: Call 1-866-634-8381</p>
Previously Billed Invoices:	\$ 776.24	
Unapplied Payments & Credits:	\$ 0.00	

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.

Account: 60457 8781 034056 8

**PLEASE PAY THIS AMOUNT**  
\$ 2413.97  
**DUE BY 11/05/22**

**PLEASE RETURN THIS STUB WITH YOUR PAYMENT**

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

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

-Continue-

**Current Invoice Details**

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/10/22  
 Invoice: 438899738736  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0593482824	The Berenstain Bears Meet Bigp	1.000	EA.	9.9900	9.99
MISC	SHIPPING AND TAX	1.000	EA	0.5500	0.55
Subtotal:	10.54				
	Tax: 0.00				
				Balance Due:	10.54

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/10/22  
 Invoice: 545557539899  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B096H72P2J	Space Stickers for Kids Solar	1.000	EA	8.9900	8.99
B0882XLQNT	DUOFIRE Glow in The Dark Stars	1.000	EA	8.9800	8.98
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal:	23.96				
	Tax: 0.00				
				Balance Due:	23.96

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/10/22  
 Invoice: 587849934639  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B000N35G5S	EXPO 86661 Low-Odor Dry Erase	1.000	EA	4.9900	4.99
MISC	SHIPPING AND TAX	1.000	EA	0.1300	0.13
Subtotal:	5.12				
	Tax: 0.00				
				Balance Due:	5.12

-Continue-

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/12/22  
 Invoice: 468994535649  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0B61ZDFPT	Where the Crawdads Sing [DVD]	1.000	EA	17.9600	17.96
B0B6XMW5DC	Lightyear (Feature)	1.000	EA	19.9900	19.99
B0B5BKF2M8	Elvis	1.000	EA	19.9600	19.96
MISC	SHIPPING AND TAX	1.000	EA	4.4900	4.49
Subtotal: 62.40		Tax: 0.00		Balance Due: 62.40	

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/12/22  
 Invoice: 595784995748  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07WGWQB77	Smartish Prop Tart - Slim Fit	1.000	EA	14.9800	14.98
B07H2V5YLH	Ailun Glass Screen Protector C	1.000	EA	7.9600	7.96
B07FW4Y5TF	Smartish iPhone XR Wallet Case	1.000	EA	14.9900	14.99
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 43.92		Tax: 0.00		Balance Due: 43.92	

AMAZON  
 PO BOX 530958  
 ATLANTA, GA 30353-0958

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

Date of Sale: 09/27/22  
 Invoice: 936587958499  
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07VZNSYTF	Amazon Basics Invisible Tape w	1.000	EA	8.9900	8.99
B09P6DR371	E-Z Ink (TM) Compatible Toner	1.000	EA	59.9900	59.99
Subtotal: 68.98		Tax: 0.00		Balance Due: 68.98	

-Continue-



AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 09/30/22  
Invoice: 943776567474  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0BG34QJ7Z	The Dragons Among Us: 3 Book B	1.000	EA	39.9900	39.99
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal:				43.98	
	Tax:			0.00	
				Balance Due:	43.98

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 10/02/22  
Invoice: 935473965794  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07QQ3L753	Neenah White Index, Heavyweigh	1.000	EA	15.9900	15.99
B09S5LSHBL	HERKKA 300 Pack Laminating She	1.000	EA	30.9800	30.98
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal:				52.96	
	Tax:			0.00	
				Balance Due:	52.96

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 10/07/22  
Invoice: 454843537386  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B099DYG876	Stmarry 50 Pieces Halloween Lu	1.000	EA	19.9800	19.98
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal:				25.97	
	Tax:			0.00	
				Balance Due:	25.97



**Final Details for Order #111-9213869-2813862**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 15, 2022  
**Amazon.com order number:** 111-9213869-2813862  
**Order Total:** \$10.54

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

Shipped on September 11, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>The Berenstain Bears Meet Bigpaw: A Thanksgiving Story (Berenstain Bears)</i> , <i>Berenstain, Mike</i> Sold by: Amazon.com Condition: New	\$9.99
<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: \$9.99 Shipping & Handling: \$0.55 ----- Total before tax: \$10.54 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$10.54</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$9.99 Shipping & Handling: \$0.55 ----- Total before tax: \$10.54 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$10.54</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 12, 2022: \$10.54

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



**Final Details for Order #113-0599958-7229857**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 6, 2022  
**Amazon.com order number:** 113-0599958-7229857  
**Order Total:** \$25.97

Business order information
<b>GL code:</b> 182-410-6215

Shipped on October 9, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Stmarrly 50 Pieces Halloween Luminary Bags, Flame Resistant Candle Bags, Jack-o'-Lantern Tea Light Candle Holders for Halloween Party Decorations</i>	\$19.98
Sold by: Stmarrly Direct ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
<b>Shipping Address:</b>	Item(s) Subtotal: \$19.98
City of Van Meter Public Library	Shipping & Handling: \$5.99
505 GRANT ST	-----
PO BOX 160	Total before tax: \$25.97
VAN METER, IA 50261-7707	Sales Tax: \$0.00
United States	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$25.97</b>
Standard Shipping	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$19.98
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling: \$5.99
	-----
	Total before tax: \$25.97
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$25.97</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 10, 2022: \$25.97

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

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Details for Order #111-7256017-3653014

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: August 17, 2022
Amazon.com order number: 111-7256017-3653014
Order Total: \$83.86

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

Not Yet Shipped
Items Ordered Price
1 of: Top Gun: Maverick, Tom Cruise \$19.96
Sold by: Amazon.com
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

Shipped on September 13, 2022
Items Ordered Price
1 of: Where the Crawdads Sing [DVD], Daisy Edgar-Jones \$17.96
Sold by: Amazon.com
Condition: New
1 of: Lightyear (Feature), Chris Evans \$19.99
Sold by: Amazon.com
Condition: New
1 of: Elvis, Tom Hanks \$19.96
Sold by: Amazon.com
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: \$57.91
Shipping & Handling: \$4.49
Total before tax: \$62.40
Sales Tax: \$0.00



**Shipping Speed:**  
Standard Shipping

**Total for This Shipment: \$62.40**  
-----

**Payment information**

**Payment Method:**

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

Item(s) Subtotal: \$77.87

Shipping & Handling: \$5.99

-----

Total before tax: \$83.86

**Estimated Tax:** \$0.00

-----

**Grand Total: \$83.86**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 14, 2022: \$62.40

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

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Final Details for Order #113-4490608-2783457

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 8, 2022
Amazon.com order number: 113-4490608-2783457
Order Total: \$23.96

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

Shipped on September 11, 2022

Items Ordered Price
1 of: Space Stickers for Kids Solar System Stickers Mix and Match Outer Space Stickers DIY Outer Space Wall Make Your Own Sticker for Kids Educational and L \$8.99
1 of: DUOFIRE Glow in The Dark Stars, Ceiling Stars Glow in The Dark, Ultra Bright Glowing Stars of 216 PCS, 3D Design Perfect for Kids Room or Birthday Gift \$8.98

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: \$17.97
Shipping & Handling: \$5.99
Total before tax: \$23.96
Sales Tax: \$0.00
Total for This Shipment: \$23.96

Payment information

Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$17.97
Shipping & Handling: \$5.99
Total before tax: \$23.96
Estimated Tax: \$0.00
Grand Total: \$23.96

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 12, 2022: \$23.96

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





Final Details for Order #113-0900296-0085818

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: October 1, 2022
Amazon.com order number: 113-0900296-0085818
Order Total: \$52.96

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

Shipped on October 3, 2022
Items Ordered Price
1 Of: HERKKA 300 Pack Laminating Sheets, Holds 8.5 x 11 Inch Sheets, 3 Mil Clear Thermal Laminating Pouches 9 x 11.5 Inch \$30.98
Lamination Sheet Paper for Laminat
Sold by: HERKKA US (seller profile)
Business Price
Condition: New
1 Of: Neenah White Index, Heavyweight Cardstock, 300 Sheets, 110 lb/199 gsm, 94 Brightness, 8.5" x 11" - MORE SHEETS! \$15.99
(91635)
Sold by: Amazon.com
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: \$46.97
Shipping & Handling: \$5.99
Total before tax: \$52.96
Sales Tax: \$0.00
Shipping Speed:
Standard Shipping
Total for This Shipment: \$52.96

Payment information
Payment Method:
Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$46.97
Shipping & Handling: \$5.99
Total before tax: \$52.96
Estimated Tax: \$0.00
Grand Total: \$52.96

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 4, 2022: \$52.96

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





Final Details for Order #113-5915670-7238603

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 26, 2022
Amazon.com order number: 113-5915670-7238603
Order Total: \$68.98

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

Shipped on October 2, 2022
Items Ordered Price
1 Of: E-Z Ink (TM) Compatible Toner Cartridge Replacement for Brother TN227 TN-227 TN227BK TN227C TN227M TN227Y High Yield Compatible with HL-L3290CDW HL-L3 \$59.99
1 Of: Amazon Basics Invisible Tape with Dispenser, Clear, .75 x 650 Inches, 6-Pack \$8.99
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: \$68.98
Shipping & Handling: \$8.93
Free Shipping: -\$8.93
Total before tax: \$68.98
Sales Tax: \$0.00
Total for This Shipment: \$68.98

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$68.98
Shipping & Handling: \$8.93
Promotion applied: -\$8.93
Total before tax: \$68.98
Estimated Tax: \$0.00
Grand Total: \$68.98

Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 3, 2022: \$68.98

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





Final Details for Order #113-9434381-0166654

Paid By: City of Van Meter
Placed By: Nancy Studebaker
Order Placed: September 30, 2022
Amazon.com order number: 113-9434381-0166654
Order Total: \$43.98

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

Shipped on October 3, 2022
Items Ordered Price
1 of: The Dragons Among Us: 3 Book Bundle , Ted Dekker \$39.99
Sold by: TedDekker (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: \$39.99
Shipping & Handling: \$3.99
Total before tax: \$43.98
Sales Tax: \$0.00
Shipping Speed: Standard Shipping
Total for This Shipment: \$43.98

Payment information
Payment Method: Amazon.com Corporate Pay-in-Full Credit Line | Last digits: 0568
Item(s) Subtotal: \$39.99
Shipping & Handling: \$3.99
Total before tax: \$43.98
Estimated Tax: \$0.00
Grand Total: \$43.98
Credit Card transactions Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 4, 2022: \$43.98

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

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STATUS REPORT

INVOICE #: 2036921831  
 INVOICE DATE: 08/08/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9909730

PAGE: 001

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		DISPOSITION	STATUS	DUE DATE
1	ENCORE IN DEATH AN EVE DALLAS NOVEL 82229948	AYAT	ROBB, J. D.	HRD 0000000002	9781250284082 1250284082	STMAR 29.99	BACK ORDERED	NP	02/2023
1	MORE THAN MEETS THE EYE 82229948	AYAT	JOHANSEN, IRIS	HRD 0000000003	9781538726235 1538726238	GDCTP 29.00	BACK ORDERED	NP	02/2023
1	UNNATURAL HISTORY AN ALEX DELAWARE NOVEL 82229948	AYAT	KELLERMAN, JONA	HRD 0000000001	9780525618614 0525618619	RANDO 28.99	BACK ORDERED	NP	02/2023



INVOICE

INVOICE #: 2036944363  
 INVOICE DATE: 08/18/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9920575

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7 OWNERSHIP LABEL	AT	0.25	=	1.75
7 SPINE LABEL	AT	0.25	=	1.75
7 LABEL PROTECTORS	AT	0.00	=	0.00
7 MYLAR JACKET NON STA	AT	0.89	=	6.23
TOTAL				9.73

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

VAS 9.73

TOTAL AMOUNT DUE 120.02

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2036944363  
 INVOICE DATE: 08/18/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9920575

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QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			DISPOSITION	STATUS	DUE DATE
1	3 DAYS TO LIVE 82248571	AYAT	PATERSON, JAME	HRD 0000000001	9781538752753 1538752751	GDCTP	29.00	BACK ORDERED	NP	02/2023







INVOICE

INVOICE #: 2037029772  
 INVOICE DATE: 09/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9953692

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

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

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

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

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	NEXT IN LINE		ARCHER, JEFFREY	HRD	9780008526184	HARPE	28.99	43.0%	16.52	16.52
	81963445	AYAT		0000000003	0008526184					
1	TREASURE STATE		BOX, C. J.	HRD	9781250766960	STMAR	28.99	43.0%	16.52	16.52
	81963445	AYAT		0000000001	1250766966					
1	ENDLESS SUMMER		HILDERBRAND, EL	HRD	9780316460910	LITTL	29.00	43.0%	16.53	16.53
	82023690	AYAT		0000000001	0316460915					
1	FALLING STARS		MICHAELS, FERN	HRD	9781496737151	KNSGT	27.00	43.0%	15.39	15.39
	81963445	AYAT		0000000002	1496737156					
1	TWELVE TOPSY-TURVY VERY MESSY DAYS OF CH		PATTERSON, JAME	HRD	9780316405904	LITTL	25.00	43.0%	14.25	14.25
	81980182	AYAT		0000000001	0316405906					
1	MAD HONEY		PICOULT, JODI	HRD	9781984818386	RANDO	29.99	43.0%	17.09	17.09
	82019919	AYAT		0000000007	1984818384					
1	RIGHTEOUS PREY		SANDFORD, JOHN	HRD	9780593422472	PENGU	29.95	43.0%	17.07	17.07
	81984130	AYAT		0000000001	0593422473					
1	SUSPECT		TUROW, SCOTT	HRD	9781538706329	GDCTP	29.00	43.0%	16.53	16.53
	81943942	AYAT		0000000005	1538706326					
1	DISTANT THUNDER		WOODS, STUART	HRD	9780593540039	PENGU	29.00	43.0%	16.53	16.53
	82065215	AYAT		0000000001	0593540034					
9										
										PAGE TOTAL
										USD CURRENCY
										146.43

INVOICE

INVOICE #: 2037029772  
 INVOICE DATE: 09/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9953692

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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	KILLING THE LEGENDS	THE LETHAL DANGER OF	O'REILLY, BILL	HRD	9781250283306	STMAR	30.00	43.0%	17.10	17.10
	82295106	AYNF		0000000004	1250283302					
1	MAX MEOW 4 TACO TIME	MACHINE	GALLAGHER, JOHN	HRD	9780593479667	RANDJ	12.99	43.0%	7.40	7.40
	82091079	3Q2022JFJNF		504165460	0593479661					
1	MAGIC TREE HOUSE 4	PIRATES PAST NOON	OSBORNE, MARY P	HRD	9780593174807	RANDJ	16.99	43.0%	9.68	9.68
	82091079	3Q2022JFJNF		504201134	0593174801					
1	KINGDOM OF THE FEARED		MANISCALCO, KER	HRD	9780316341882	LITLC	19.99	43.0%	11.39	11.39
	82091535	3Q2022TEEN		504174047	0316341886					
4										45.57
13										192.00
13	OWNERSHIP LABEL	AT								3.25
13	SPINE LABEL	AT								3.25
13	LABEL PROTECTORS	AT								0.00
12	MYLAR JACKET NON STA	AT								10.68
	TOTAL									17.18

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 209.18  
 REMIT TO: BAKER & TAYLOR  
 P.O. BOX 277930  
 ATLANTA, GA 30384-7930

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

## STATUS REPORT

 INVOICE #: 2037029772  
 INVOICE DATE: 09/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9953692

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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	STORM WATCH			BOX, C. J.		HRD		9780593331309		PENGU	29.00	BACK ORDERED	NP	02/2023
	82295106	AYAT				0000000001		0593331303						
1	WORTHY OPPONENTS			STEEL, DANIELLE		HRD		9781984821805		RANDO	28.99	BACK ORDERED	NP	03/2023
	82295106	AYAT				0000000002		1984821806						
1	CHRISTMAS HUMMINGBIRD			BUNN, T. DAVIS		HRD		9781496736574		KNSGT	25.00	BACK ORDERED	NP	10/2022
	82295106	INSP				0000000003		1496736575						
1	AMY AND THE EMERALD SNAKE			BARKLEY, CALLIE		HRD		9781665928274		SIMJU	17.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535461155		1665928271						
1	BAD GUYS IN THE OTHERS			BLABEY, AARON		PAP		9781338820539		SCHOH	6.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535430052		1338820532						
1	BIG NATE 2 PRANK YOU VERY MUCH			PEIRCE, LINCOLN		HRD		9781524879419		ANDML	19.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535174717		152487941X						
1	BIRD BOOK			JENKINS, STEVE		SAL		9780358325697		HARJU	18.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535462219		0358325692						
1	CAT KID COMIC CLUB 4 COLLABORATIONS			PILKEY, DAV		HRD		9781338846621		SCHOH	12.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535172762		1338846620						
1	DIPER ?VERL?DE			KINNEY, JEFF		HRD		9781419762949		ABRJV	14.99	BACK ORDERED	NP	10/2022
	82302114	20224QJF				534249064		141976294X						
1	DORK DIARIES SUBTITLE			NOT AVAILABLE		HRD		9781534480483		SIMJU	14.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535173652		153448048X						
1	EXTRAORDINARY DINOSAURS AND OTHER PREHIS			DORLING KINDERS		HRD		9780744056266		DORKJ	17.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535464197		0744056268						
1	GAME OF BONES			ROUX, MADELEINE		HRD		9780063039148		HARJU	12.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535448110		0063039141						
1	HOW TO CATCH A LOVEOSAURUS			WALSTEAD, ALICE		HRD		9781728268781		SOUKD	10.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535461217		1728268788						
1	SKY			HUNTER, ERIN		HRD		9780063050150		HARJU	17.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535172836		0063050153						
1	SUPERCAT NOW IN FULL COLOR			BRUEL, NICK		HRD		9781250749987		HOLTJ	13.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535460663		1250749980						
1	TO BEE OR NOT TO BEE			ELIOPULOS, NICK		HRD		9780593562888		RANDJ	9.99	BACK ORDERED	NP	01/2023
	82302114	20224QJF				535449371		0593562887						
1	TRUE CREATIVE TALENTS			HIGGINS, CARTER		HRD		9781452183954		CHRNJ	14.99	BACK ORDERED	NP	10/2022
	82302114	20224QJF				535438201		1452183953						
1	WINGS OF FIRE 6 MOON RISING			SUTHERLAND, TUI		HRD		9781338730906		SCHOH	24.99	BACK ORDERED	NP	12/2022
	82302114	20224QJF				535460469		1338730908						
1	WINTER BLUNDERLAND			PATERSON, JAME		HRD		9780316500203		LITLC	13.99	BACK ORDERED	NP	11/2022
	82302114	20224QJF				535172907		0316500208						
1	CHAIN OF THORNS			CLARE, CASSANDR		HRD		9781481431934		SIMJU	24.99	BACK ORDERED	NP	01/2023
	82302117	20224QTEEN				535435538		1481431935						
1	CURSED			MEYER, MARISSA		HRD		9781250618917		FWLRN	19.99	BACK ORDERED	NP	11/2022
	82302117	20224QTEEN				535173451		1250618916						

STATUS REPORT

INVOICE #: 2037029772  
 INVOICE DATE: 09/26/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9953692

PAGE: 002

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	HEX YOU SISTERS OF SALEM	82302117	20224QTEEN	CAST, P. C.		HRD	535431880	9781250765697	1250765692	STMAR	18.99	BACK ORDERED	NP	01/2023
1	THOUSAND HEARTBEATS	82302117	20224QTEEN	CASS, KIERA		HRD	535467640	9780062665782	0062665782	HARJU	19.99	BACK ORDERED	NP	11/2022



INVOICE

INVOICE #: 2037036109  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM4478964

PAGE: 002

6 OWNERSHIP LABEL	AT	0.25	=	1.50
6 SPINE LABEL	AT	0.25	=	1.50
6 LABEL PROTECTORS	AT	0.00	=	0.00
5 MYLAR JACKET NON STA	AT	0.89	=	4.45
TOTAL				7.45

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

VAS 7.45

TOTAL AMOUNT DUE 78.24

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

## STATUS REPORT

 INVOICE #: 2037036109  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM4478964

PAGE: 001

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		DISPOSITION	STATUS	DUE DATE
1	FLYING MACHINE BOOK 81971456	BUILD AND LAUNCH 35 SRP2022	MERCER, BOBBY	PAP 507913364	9781613740866 1613740867	INPBJ 16.99	CANCELLED	OS	09/2022
1	EARTHS THE RIGHT PLACE FOR LOVE 82317228	AYAT	BERG, ELIZABETH	HRD 0000000001	9780593446799 0593446798	RANDO 27.00	BACK ORDERED	NP	03/2023
1	HOUSE OF WOLVES 82317228	AYAT	PATTERSON, JAME	HRD 0000000005	9780316404297 0316404292	LITTL 29.00	BACK ORDERED	NP	03/2023
1	I WILL FIND YOU 82317228	AYAT	COBEN, HARLAN	HRD 0000000002	9781538748367 1538748363	GDCTP 30.00	BACK ORDERED	NP	03/2023
1	LOYALTY 82317228	AYAT	SCOTTOLINE, LIS	HRD 0000000006	9780525539803 0525539808	PENGU 28.00	BACK ORDERED	NP	03/2023
1	ON THE LINE 82317228	AYAT	MICHAELS, FERN	HRD 0000000004	9781496737144 1496737148	KNSGT 27.00	BACK ORDERED	NP	03/2023
1	PRIVATE LIFE OF SPIES AND THE EXQUISITE 82317228	AYAT	MCCALL SMITH, A	HRD 0000000003	9780593700693 0593700694	RANDO 27.00	BACK ORDERED	NP	02/2023
1	SOMEONE ELSE'S SHOES 82317228	AYAT	MOYES, JOJO	HRD 0000000007	9781984879295 1984879294	PENGU 29.00	BACK ORDERED	NP	02/2023
1	ROUGH SLEEPERS DR JIM OCONNELLS URGENT M 82324939	AYNF	KIDDER, TRACY	HRD 0000000002	9781984801432 1984801430	RANDO 30.00	BACK ORDERED	NP	01/2023
1	JESUS THE GOD WHO KNOWS YOUR NAME 82324939	INSP	LUCADO, MAX	PAP 0000000001	9781400214723 1400214726	HRPCR 19.99	BACK ORDERED	NP	12/2022



INVOICE

INVOICE #: 2037056962  
 INVOICE DATE: 10/07/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9967382

PAGE: 001

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

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

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

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

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

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			VAS		
1	LONG SHADOWS		BALDACCI, DAVID	HRD	9781538719824	GDCTP	29.00	43.0%	16.53	16.53
	82019919	AYAT		0000000001	1538719827					
1	MAZE		DEMILLE, NELSON	HRD	9781501101786	SIMON	30.00	44.0%	16.80	16.80
	81355295	AYAT		0000000001	1501101781					
1	DEMON COPPERHEAD		KINGSOLVER, BAR	HRD	9780063251922	HARPE	32.50	43.0%	18.53	18.53
	82019919	AYAT		0000000005	0063251922					
1	HIGH NOTES		STEEL, DANIELLE	HRD	9781984821744	RANDO	28.99	43.0%	16.52	16.52
	82019919	AYAT		0000000008	1984821741					
1	TRUE CREATIVE TALENTS		HIGGINS, CARTER	HRD	9781452183954	CHRNJ	14.99	43.0%	8.54	8.54
	82302114	20224QJF		535438201	1452183953			VA		
1	FRUSTRATING BOOK		WILLEMS, MO	HRD	9781368074827	DSNYP	12.99	43.0%	7.40	7.40
	82091536	3Q2022ERPBB		516975917	1368074820					
6				SUB TOTAL						84.32
				USD CURRENCY						

INVOICE

INVOICE #: 2037056962  
 INVOICE DATE: 10/07/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9967382

PAGE: 002

5 OWNERSHIP LABEL	AT	0.25	=	1.25
4 SPINE LABEL	AT	0.25	=	1.00
5 LABEL PROTECTORS	AT	0.00	=	0.00
4 MYLAR JACKET NON STA	AT	0.89	=	3.56
1 OWNERSHIP LABEL	AT	0.10	=	0.10
1 SPINE LABEL	AT	0.10	=	0.10
1 LABEL PROTECTORS	AT	0.05	=	0.05
1 MYLAR JACKET NON STA	AT	0.15	=	0.15
TOTAL				6.21

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

VAS 6.21

TOTAL AMOUNT DUE 90.53

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2037109092  
 INVOICE DATE: 10/27/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9987238

PAGE: 001

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

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

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

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

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	GOING ROGUE RISE AND SHINE 82040780	AYAT	EVANOVICH, JANE	HRD 0000000001	9781668003053 1668003058	SIMON	28.99	43.0%	16.52	16.52
1	TRIPLE CROSS 82040780	AYAT	PATTERSON, JAME	HRD 0000000002	9780316499187 0316499188	LITTL	29.00	43.0%	16.53	16.53
1	CHRISTMAS DELIVERANCE 82053769	AYAT	PERRY, ANNE	HRD 0000000003	9780593359105 0593359100	RANDO	22.00	43.0%	12.54	12.54
1	BAD GUYS IN THE OTHERS 82302114	20224QJF	BLABEY, AARON	PAP 535430052	9781338820539 1338820532	SCHOH	6.99	40.1%	4.19	4.19
1	TOURNEY OF TERROR 82302114	20224QJF	ROUX, MADELEINE	HRD 535448110	9780063039148 0063039141	HARJU	12.99	43.0%	7.40	7.40
1	LABYRINTH OF DOOM 82091079	3Q2022JFJNF	GIBBS, STUART	HRD 504224347	9781534499287 1534499288	SIMJU	12.99	43.0%	7.40	7.40
6				SUB TOTAL						64.58
				USD CURRENCY						

INVOICE

INVOICE #: 2037109092  
 INVOICE DATE: 10/27/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9987238

PAGE: 002

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

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

	VAS	5.67
TOTAL AMOUNT DUE		70.25

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037109092  
 INVOICE DATE: 10/27/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9987238  
 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	SIMPLY LIES	82363361	AYAT	BALDACCI, DAVID		HRD	0000000001	9781538750636	1538750635	GDCTP	30.00	BACK ORDERED	NP	04/2023
1	WHERE ARE THE CHILDREN NOW BOOK TWO	82363361	AYAT	CLARK, MARY HIG		HRD	0000000002	9781982189419	198218941X	SIMON	27.99	BACK ORDERED	NP	04/2023
1	SMALL MERCIES	82379187	AYAT	LEHANE, DENNIS		HRD	0000000001	9780062129482	0062129481	HARPE	28.99	BACK ORDERED	NP	04/2023



INVOICE

INVOICE #: 2037083701  
 INVOICE DATE: 10/19/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9977488

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	DIARY OF A WIMPY KID	17 DIPER OVERLODE	KINNEY, JEFF	HRD	9781419762949 ABRJV	14.99	43.0%	8.54	8.54
	82302114	20224QJF		534249064	141976294X		VA		
1				PAGE TOTAL					8.54
10				USD CURRENCY					
				SUB TOTAL					156.74
				USD CURRENCY					
9	OWNERSHIP LABEL	AT	0.25 =	2.25				VAS	11.42
7	SPINE LABEL	AT	0.25 =	1.75					
9	LABEL PROTECTORS	AT	0.00 =	0.00					
8	MYLAR JACKET NON STA	AT	0.89 =	7.12					
1	OWNERSHIP LABEL	AT	0.10 =	0.10					
1	LABEL PROTECTORS	AT	0.05 =	0.05					
1	MYLAR JACKET NON STA	AT	0.15 =	0.15					
	TOTAL			11.42					
						TOTAL AMOUNT DUE		168.16	
						TERMS: 00 NET 30 DAYS		REMIT TO: BAKER & TAYLOR	
						AMOUNTS BILLED IN USD		P.O. BOX 277930	
								ATLANTA, GA 30384-7930	

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037083701  
 INVOICE DATE: 10/19/22  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9977488  
 PAGE: 001

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

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	DARK ANGEL	82341582	AYAT	SANDFORD, JOHN		HRD	0000000003	9780593422410	0593422414	PENGU	29.95	BACK ORDERED	NP	04/2023
1	MY HEART WILL FIND YOU	82341582	AYAT	DEVERAUX, JUDE		HRD	0000000001	9780778333487	0778333485	HRLQN	27.99	BACK ORDERED	NP	04/2023
1	4TH ENEMY	82341582	AYAT	PERRY, ANNE		HRD	0000000002	9780593359129	0593359127	RANDO	28.99	BACK ORDERED	NP	04/2023







INVOICE

INVOICE #: 2037036512  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 207158 L449645 2 B00000  
 ATS #: MOM9966528  
 PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#: 20224QPIC

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

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

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

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE	
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS			
1	PIG THE REBEL		BLABEY, AARON	SAL	9781338859195	SCHOH	14.99	20.1%	11.98	11.98
	82302119	20224QPIC		535170051	1338859196					
1	FARMHOUSE		BLACKALL, SOPHI	SAL	9780316528948	LITLC	18.99	20.1%	15.17	15.17
	82302119	20224QPIC		534233904	0316528943					
1	VERY MERCY CHRISTMAS		DICAMILLO, KATE	SAL	9781536213607	CANWP	18.99	20.1%	15.17	15.17
	82302119	20224QPIC		534234130	1536213608					
1	2 DOGS 2 DOGS DACHSHUNDS DIGNIFIED SLIGH		FALCONER, IAN	SAL	9780062954473	HARJU	18.99	20.1%	15.17	15.17
	82302119	20224QPIC		524289699	0062954474					
1	EVEN ROBOTS CAN BE THANKFUL		THOMAS, JAN	SAL	9781665911672	SIMJU	17.99	20.1%	14.37	14.37
	82302119	20224QPIC		534248755	1665911670					
5				SUB TOTAL						71.86
				USD CURRENCY						

INVOICE

INVOICE #: 2037036512  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 207158 L449645 2 B00000  
 ATS #: MOM9966528

PAGE: 002

5 OWNERSHIP LABEL	AT	0.25	=	1.25
5 SPINE LABEL	AT	0.25	=	1.25
5 LABEL PROTECTORS	AT	0.00	=	0.00
4 MYLAR JACKET NON STA	AT	0.89	=	3.56
TOTAL				6.06

TERMS: 00 NET 30 DAYS  
 AMOUNTS BILLED IN USD

	VAS	6.06
TOTAL AMOUNT DUE		77.92

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT
---------------

INVOICE #: 2037036512  
 INVOICE DATE: 10/04/22  
 ACCOUNT #: 207158 L449645 2 B00000  
 ATS #: MOM9966528

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	CONSTRUCTION SITE FARMING STRONG ALL YEA	82302119	20224QPIC	RINKER, SHERRI		SAL		9781797213873	1797213873	CHRNJ	17.99	BACK ORDERED	NP	11/2022
1	DINO VALENTINES DAY	82302119	20224QPIC	WHEELER, LISA		SAL		9781512403190	1512403199	LERNT	18.99	BACK ORDERED	NP	11/2022
1	GREEN IS FOR CHRISTMAS	82302119	20224QPIC	DAYWALT, DREW		HRD		9780593353387	0593353382	PENGJ	9.99	BACK ORDERED	NP	10/2022
1	HOW TO CATCH A REINDEER	82302119	20224QPIC	WALSTEAD, ALICE		HRD		9781728276137	1728276136	SOUKD	10.99	BACK ORDERED	NP	10/2022
1	SOUR GRAPE	82302119	20224QPIC	JOHN, JORY		SAL		9780063045415	0063045419	HARJU	19.99	BACK ORDERED	NP	11/2022
1	3 BILLY GOATS GRUFF	82302119	20224QPIC	BARNETT, MAC		SAL		9781338673845	133867384X	SCHOH	18.99	BACK ORDERED	NP	10/2022



INVOICE

INVOICE #: 2037083767  
 INVOICE DATE: 10/19/22  
 ACCOUNT #: 207158 L449645 2 B00000  
 ATS #: MOM9978639  
 PAGE: 001

SHIPPED FROM: MOMENCE  
 CUSTOMER SERVICE:  
 CREDIT: 800.340.5370/INTL 704.998.3399  
 GST/TAX ID#: 42--6037786  
 PO#: 20224QPIC

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

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

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

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

QTY	TITLE		AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			VAS		
1	GREEN IS FOR CHRISTMAS		DAYWALT, DREW	HRD	9780593353387	PENGJ	9.99	43.0%	5.69	5.69
	82302119	20224QPIC		535169881	0593353382					
1				SUB TOTAL						5.69
				USD CURRENCY						
1	OWNERSHIP LABEL	AT	0.25 =	0.25					VAS	0.50
1	SPINE LABEL	AT	0.25 =	0.25						
1	LABEL PROTECTORS	AT	0.00 =	0.00						
	TOTAL			0.50					TOTAL AMOUNT DUE	6.19

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





Vendor #

Office Use Only

Customer ID	Invoice number	Date
6497-1125	06497DA22372504	October 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
Ebook	1	\$65.00 USD	\$0.00 USD	\$65.00 USD
Audiobook	1	\$75.00 USD	\$0.00 USD	\$75.00 USD

**Total items:** 2 **Subtotal:** \$140.00 USD

**Tax amount:** \$0.00 USD

**Total:** **\$140.00 USD**

**Amount due:** **\$140.00 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch: The Huntington  
 National Bank  
 7 Easton Oval  
 17 South High Street  
 Columbus, Ohio  
 USA  
 Account Name: OverDrive, Inc.  
 Account Number: 01661616573  
 ACH ABA Routing  
 Number: 041000153  
 Wire Routing Number: 044000024  
 Swift Code: HUNTUS33

Customer ID	Invoice number	Date
6497-1125	06497DA22372504	October 11, 2022

#	Order date	Order ID	Order name	Internal purchase order ID	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total
1	10/11/2022	bridges-20220805-103723-167429	202208 - 202212		9781538719794	Long Shadows	Grand Central Publishing		MA	\$65.00 USD	1	\$65.00 USD	0.00%	\$0.00 USD	\$65.00 USD
2	10/11/2022	bridges-20220805-103723-167429	202208 - 202212		9781668618981	Long Shadows	Hachette Audio		MA	\$75.00 USD	1	\$75.00 USD	0.00%	\$0.00 USD	\$75.00 USD

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$65.00 USD	\$0.00 USD	\$65.00 USD
Audiobook	1	\$75.00 USD	\$0.00 USD	\$75.00 USD

**Total items:** 2      **Subtotal:** \$140.00 USD

**Tax amount:** \$0.00 USD

**Total:** **\$140.00 USD**

**Amount due:** **\$140.00 USD**

Customer ID	Invoice number	Date
6497-1125	06497DA22380380	October 18, 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	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

<b>Total items:</b>	2	<b>Subtotal:</b>	\$75.00 USD
		<b>Tax amount:</b>	\$0.00 USD
		<b>Total:</b>	<b>\$75.00 USD</b>

**Amount due: \$75.00 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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

Please include remittance details with your payment or send remittance details to [invoicing@overdrive.com](mailto:invoicing@overdrive.com), including your customer ID number and invoice numbers.

Bank Name & Branch:	The Huntington National Bank 7 Easton Oval 17 South High Street Columbus, Ohio USA
Account Name:	OverDrive, Inc.
Account Number:	01661616573
ACH ABA Routing Number:	041000153
Wire Routing Number:	044000024
Swift Code:	HUNTUS33

Customer ID	Invoice number	Date
6497-1125	06497DA22380380	October 18, 2022

#	Order date	Order ID	Order name	Internal purchase order ID	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total
1	10/18/2022	bridges-20220805-103723-167429	202208-202212		9780385548939	The Boys from Biloxi	Knopf Doubleday Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD
2	10/18/2022	bridges-20220805-103723-167429	202208-202212		9780593607466	The Boys from Biloxi	Books on Tape		MA	\$47.50 USD	1	\$47.50 USD	0.00%	\$0.00 USD	\$47.50 USD

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$27.50 USD	\$0.00 USD	\$27.50 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

**Total items:** 2 **Subtotal:** \$75.00 USD

**Tax amount:** \$0.00 USD

**Total:** **\$75.00 USD**

**Amount due:** **\$75.00 USD**

# CLAIMS PAY REQUEST

## City of Van Meter

**Payable To:** Janway Co USA Inc

**Mailing Address:** 11 Academy Rd; Cogan Station, PA 17728-9300

**Date of Invoice:** 10/11/2022

**Amount:** \$286.12

**Memo:** Cust 12491

Vendor #
Office Use Only

**Purchase Description:** VMPL Bags

**Invoice Number:** 141410

**Account Number:** Library Materials 182-410-6502

*Nancy Studebaker-Barringer*

# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Swank Movie Licensing USA

**Mailing Address:** 2844 Paysphere Circle; Chicago, IL 60674

**Date of Invoice:** 9/12/2022

**Amount:** \$317

**Memo:** Cust 197494001

Vendor #
Office Use Only

**Purchase Description:** Movie License

**Invoice Number:** 3248155

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

*Nancy Studebaker-Barringer*



JanWay Company USA, Inc.

11 Academy Road, Cogan Station, PA 17728-9300

Phone: 800-877-5242 • Fax: 570-494-1350

www.janway.com • janway@janway.com

E.I.N. #01-0758210

**INVOICE**

Customer #  
12491  
Job #  
145272

SOLD TO  
VAN METER PUBLIC LIBRARY  
ATTN: NANCY STUDEBAKER  
505 GRANT ST  
VAN METER IA 50261

SHIP TO  
VAN METER PUBLIC LIBRARY  
ATTN: NANCY STUDEBAKER  
505 GRANT ST  
VAN METER IA 50261

Via UPS GroundTrak

Unit	Customer po #	Salesperson	Order date	Invoice date	Date shipped	Invoice #	
0		28 Cynthia Pyle	09/13/22	10/11/22	10/03/22	141410	
Ordered	Shipped	Qty BO	Description				Price Per

50	1	50	1	10-MISC SCREEN D	CLOSEOUT BIG EVENT TOTE	3.850EA	192.50
					Screen Charge	55.000EA	55.00

Thank you for your order!

LTVJL-MERCH  
CLOSEOUT TOTE: LIME/BLACK  
IMPRINT: BLACK  
ART ATTACHED:

Terms Net 30

GST/HST # 887730604RT0001	247.50	0.00	38.62	0.00	PLEASE PAY THIS AMOUNT >>>>>>	286.12
	Sub-total	Insurance	Shipping	Sales tax		<b>Total</b>

CUSTOMER INVOICE

REMITTANCE STUB

JANWAY COMPANY USA,

10/11/22

Invoice date

Invoice # 141410

Order # 145272

Job #

VAN METER PUBLIC

Customer

Customer # 12491

28 4P Salesperson

Total due 286.12



# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Swank Movie Licensing USA

**Mailing Address:** 2844 Paysphere Circle; Chicago, IL 60674

**Date of Invoice:** 9/12/2022

**Amount:** \$317

**Memo:** Cust 197494001

Vendor #
Office Use Only

**Purchase Description:** Movie License

**Invoice Number:** 3248155

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

*Nancy Studebaker-Barringer*



INVOICE NO. 3248155	INVOICE DATE 9/12/2022
PURCHASE ORDER NO.	LICENSE NO. 197494001
Terms:	
<b>Invoice is due and payable upon receipt</b>	

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

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

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

LICENSE

**COPYRIGHT COMPLIANCE SITE LICENSE**  
10/12/22 - 10/11/23

**\$317.00**

Van Meter Public Library

<b>Pay This Total</b>	<b>\$317.00</b>
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Inquiries: Toll-Free (800) 876-5445 or Fax (877) 876-9873  
Or e-mail: [libraries@movlic.com](mailto:libraries@movlic.com)

Federal Tax ID# 43-1382264

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

TEAR HERE



PLEASE MAIL THIS PORTION WITH YOUR REMITTANCE TO:

2844 Paysphere Circle  
Chicago, IL 60674

Please make check payable to Swank Movie Licensing USA

SITE LICENSE NUMBER:	197494001
INVOICE NUMBER:	3248155
TOTAL DUE:	\$317.00
INVOICE DATE:	9/12/2022

**ASSISTANT DIRECTOR JOB DESCRIPTION**

**Reports to: Director**

**Summary:** The Assistant Director provides excellent customer service for patrons at the circulation desk. She is responsible for all aspects of cataloging, processing, collection maintenance, marketing and communications. She works closely with the Director to develop and implement IT and programming projects.

**Essential Job Duties:**

**Circulation & Cataloging**

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

**Marketing & Communications**

- Responsible creating regularly scheduled newsletters that promote the library's programs and services.
- Responsible for maintaining the website to accurately reflect the library's program and services.
- Responsible for developing and maintaining the library's social media presence.
- Identify and implement new marketing opportunities.

**Technology**

- Is the primary liaison between the library and IT support.
- Identify and implement new technologies to improve library services.

**Programming**

- Is the primary lead in developing and implementing teen programming
- Is the primary lead in developing and implementing adult programming

**Supervisory**

- Trains Circulation and Cataloging Assistants, and Library Clerks
- Provides supervision of Circulation and Cataloging Assistants, and Library Clerks
- Works closely with the Director regarding any necessary staff discipline issues

**Skills and Traits:**

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

**On the Job Training Required:**

- Complete the core courses and the technology self-assessment for the Iowa Library Staff Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Staff Endorsement from the State Library of Iowa within the first twenty-four months of employment.



- Complete ten hours of continuing education each year thereafter and maintain Staff Endorsement from the State Library of Iowa.

**Qualifications:**

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

**Physical Requirements:**

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

**Licenses/Certifications:**

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

**Pay Range:** 2022 - \$18-20 per hour

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**CATALOG AND CIRCULATION ASSISTANT JOB DESCRIPTION**

**Reports to: Assistant Director**

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

**Essential Job Duties:**

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

**Skills and Traits:**

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

**On the Job Training Required:**

- Complete the core courses and the technology self-assessment for the Iowa Library Staff Endorsement during the first twelve months of employment.
- Complete four additional modules and receive Staff Endorsement from the State Library of Iowa within the first twenty-four months of employment.



- Complete ten hours of continuing education each year thereafter and maintain Staff Endorsement from the State Library of Iowa.

**Qualifications:**

Minimum

High School Diploma

Experience working with the public

Preferred

Associate Degree in relevant field

Previous customer service employment

Avid Reader

**Physical Requirements:**

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

**Licenses/Certifications:**

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

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



**CLERK JOB DESCRIPTION**

**Reports to: Assistant Director**

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

**Essential Job Duties:**

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

**Skills and Traits:**

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

**Qualifications:**

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

**Physical Requirements:**

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

**Licenses/Certifications:**

- Successfully pass a background investigation.

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



## **PROGRAMMING ASSISTANT JOB DESCRIPTION**

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

### **Essential Job Duties:**

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

### **Skills and Traits:**

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

### **On the Job Training Required:**

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

### **Qualifications:**

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

### **Physical Requirements:**

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

### **Licenses/Certifications:**

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

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





## Chapter 2: A Culture of Learning

Among the many standards that lead to quality library service, arguably the most important ones are those that foster consistent staff and board education. As you gain experience on the board, you will continue to learn about library philosophy, service statistics, trends, policies, and much more. By supporting ongoing training needed for staff and by participating in their own trustee training, library boards can take the lead in creating a culture of learning.

There are two significant education-related **Public Library Standards** required at a minimum level:

- ❖ **Standard #20 [Tier 1]:** *The library has a permanent, paid director who is Certified (Editor's note: changing soon to Endorsed) at a required level. New directors have two years after starting as director to become Certified (Editor's note: changing soon to Endorsed).*
- ❖ **Standard #8 [Tier 1]:** *All members of the library board of trustees participate in a variety of board development training each year. The recommended average is five hours per year per trustee.*

For newly hired directors, Standard #20 requires directors to enroll in the State Library **Endorsement Academy** through the **IA Learns** system. For board members, standard #8 allows for a variety of ways to accomplish trustee training, including but not limited to:

- ❖ Attending live webinars and discussing as a group
- ❖ Watching recorded programs/webinars and discussing as a group
- ❖ Demonstrations of tech tools and products at regularly scheduled board meetings
- ❖ Educational presentations at regularly scheduled board meetings (i.e.



presentations by the director or staff, by local community experts, or by State Library staff)

One method of tracking board training outside of classes taken via **IA Learns** is to make note in the board meeting minutes from month to month. In addition, individual trustees can have an account in **IA Learns** which will provide transcripts of all classes sponsored by the State Library.

Added to the above, there are other education standards that boards should support. For example, **Standard #23 [Tier 1]**: *The library allows the director to participate in continuing education opportunities during their work time* and **Standard #28 [non-tiered]**: *The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time*. Boards need to be mindful that, when staff education is a job expectation, then it follows that authorizing staff to attend classes, conferences, webinars, etc must be allowed to take place on library time.

In addition to participating in ongoing education for themselves, boards also create a culture of learning in other significant ways that involve policy, planning, and budgeting decisions. For example, boards are well-advised to:

- ❖ Encourage all staff members, as well as individual trustees, to set up an account in the State Library **IA Learns** system.
- ❖ Include line items in the budget for staff and board education expenses.
- ❖ Address education expense reimbursement as a matter of policy, including reimbursing for class registration or conference fees, mileage, meals, lodging, even professional memberships if the budget allows.
- ❖ Include goals for staff and board education in the library's strategic plan.
- ❖ Communicate the "education expectation" in staff hiring practices and in trustee recruitment practices and in orientation.

There are many education providers that offer high-quality staff and trustee training, among them WebJuntion, ALA, PLA, Infopeople, and countless more. But we like to think of the State Library in the number one spot! We encourage you to set up an account for yourselves in the **IA Learns** system. Doing so enables you to browse the catalog and register for classes. Yet another way to create a culture of learning!

---

***“Leadership & learning are  
indispensable to each other...”***

John F. Kennedy



## **June 2021 Public Survey Report**

With Contextual Data from Other Sources,  
Conclusions and Recommendations

Compiled and written by Nancy Studebaker, Library Director


# Section One: Introduction

## Purpose and Context:

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

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

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

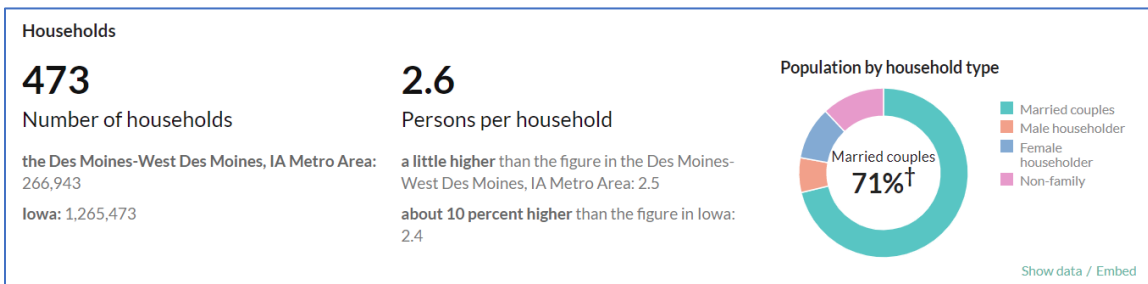
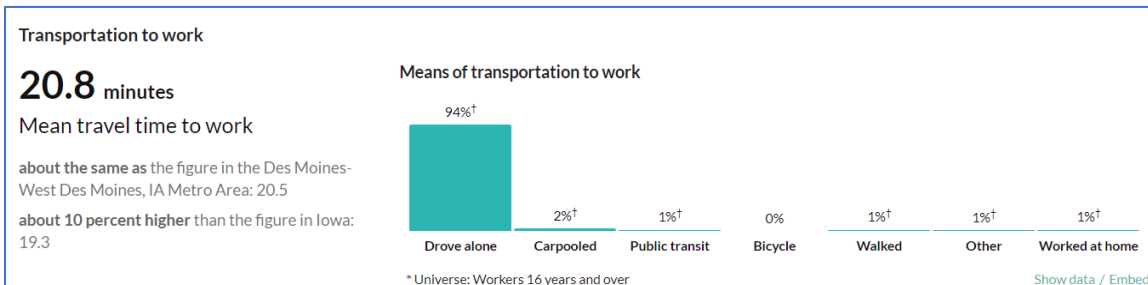
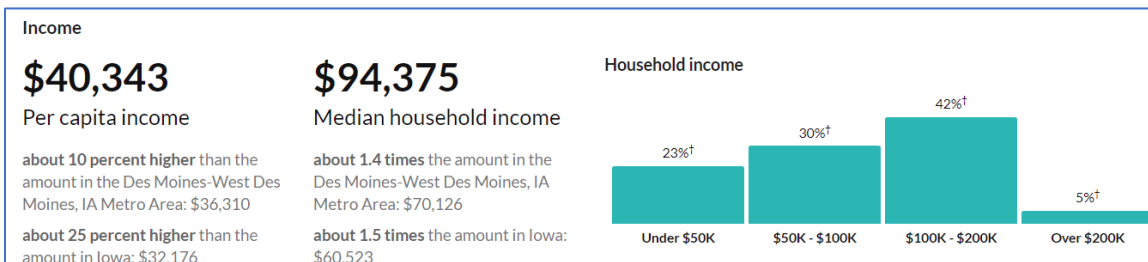
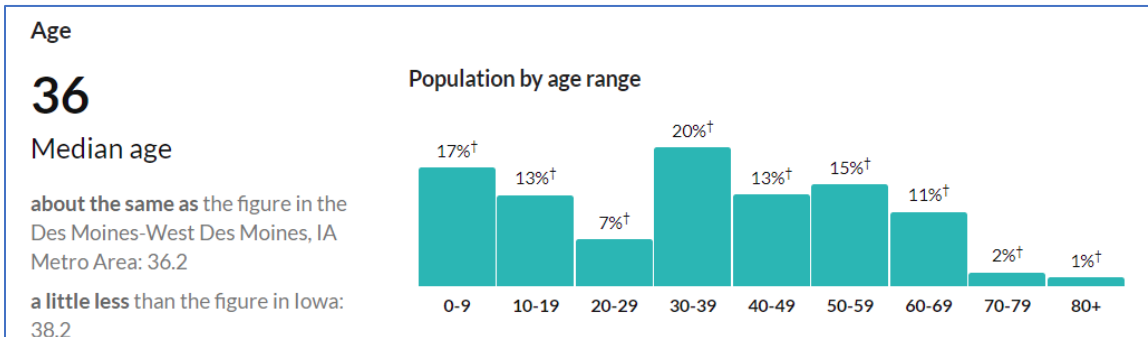
		2021 Customer Survey			
A link to this survey is also available on the Library's page on the City's website. <a href="https://vanmeteria.gov/LibraryServices.aspx">https://vanmeteria.gov/LibraryServices.aspx</a>					
How old are you?	<input type="checkbox"/> Under 18	<input type="checkbox"/> 19-30	<input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

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

# Section Two: Data from Other Sources

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

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



## Financial and Usage Statistics from Comparable Libraries:

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

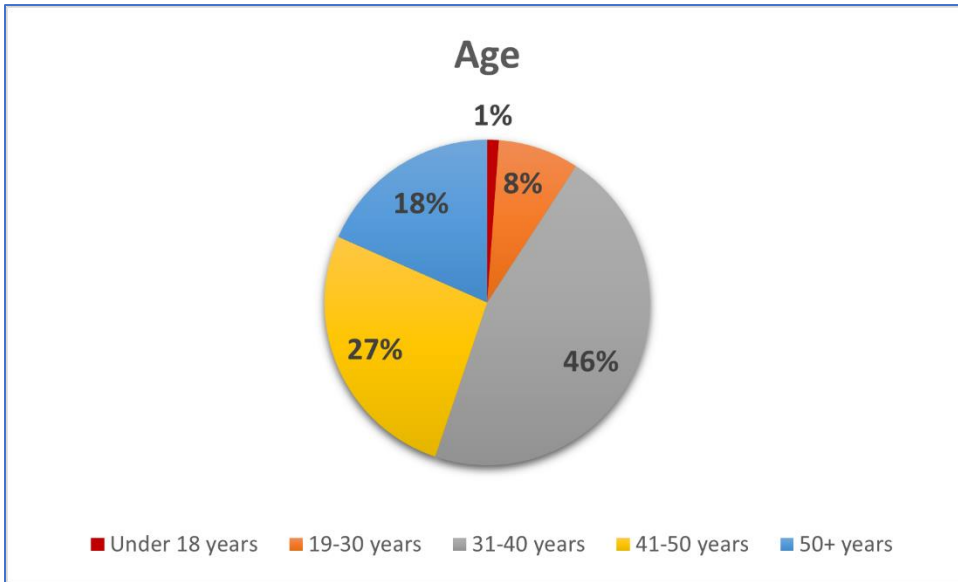
Note: Populations reflect 2010 census. The Census Bureau currently estimates Van Meter population at 1,512. (This is based on projected 2020 census results; final numbers have not yet been published.)

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

# Section Three: Survey Results

## Demographics:

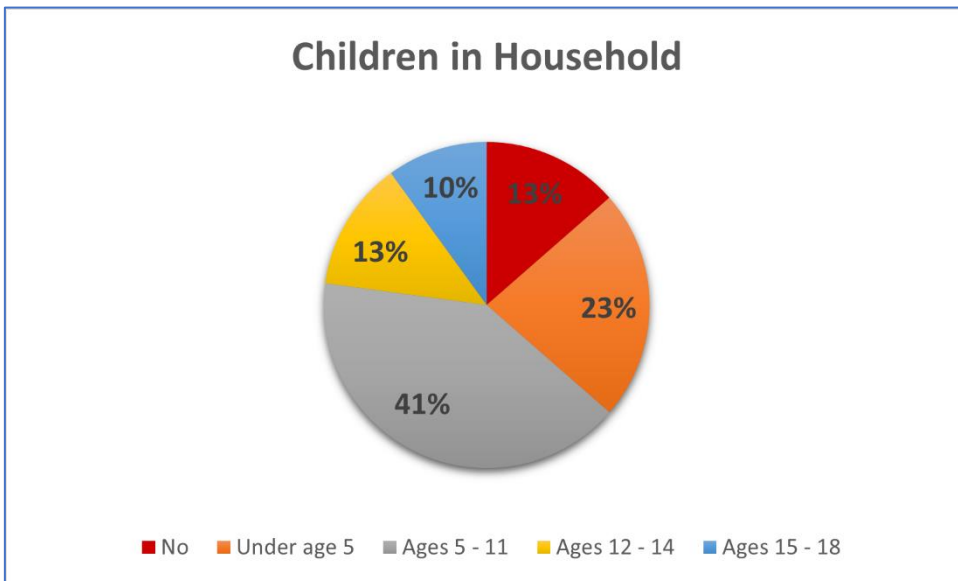
Q1					
How old are you?	<input type="checkbox"/> Under 18	<input type="checkbox"/> 19-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 50+
Q2					
Are there children in your household? (mark all that apply)	<input type="checkbox"/> Yes, under 5 years old	<input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



### Questions 1 & 2 Demographics:

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

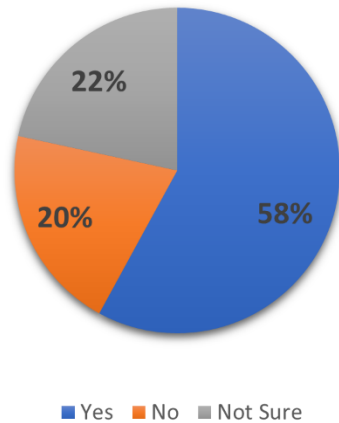
87% of respondents indicated they have children in the home. Over 60% of our respondents have children ages 11 and under. This emphasizes the need to improve our services to children.



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

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

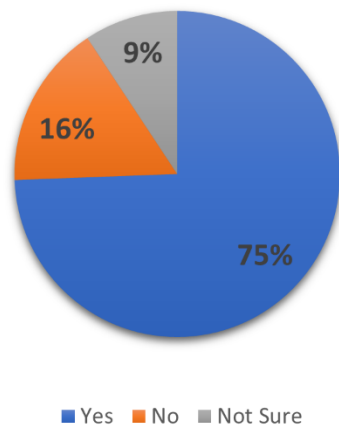
### Value of Current Library Services



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

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

### New Library Vital to Community

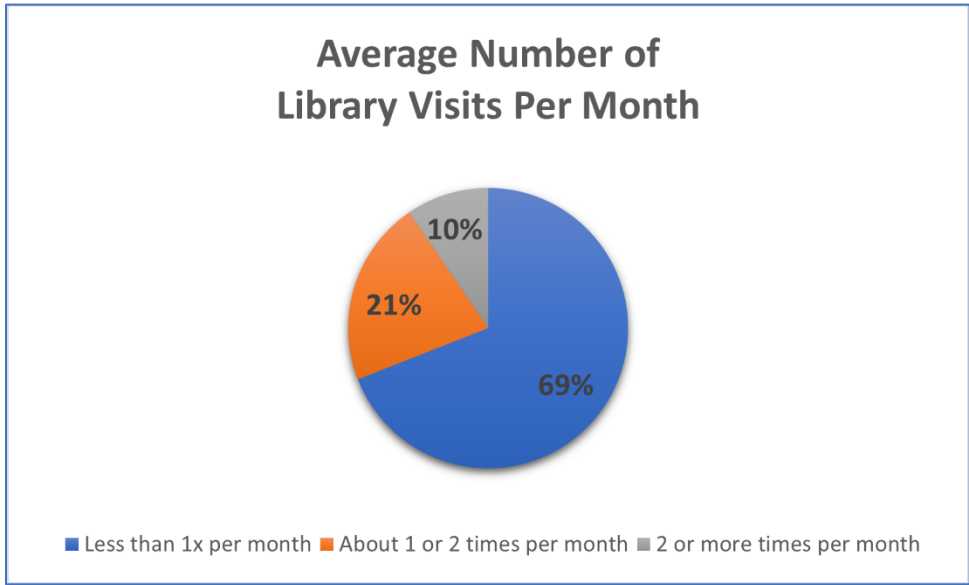


Respondents in the 31-40 age range were the least likely to believe that the library services were a sound investment of taxpayer dollars (Q3). Only 47.5% responded yes. Respondents age 50+ were the most likely to answer yes- 75%.

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

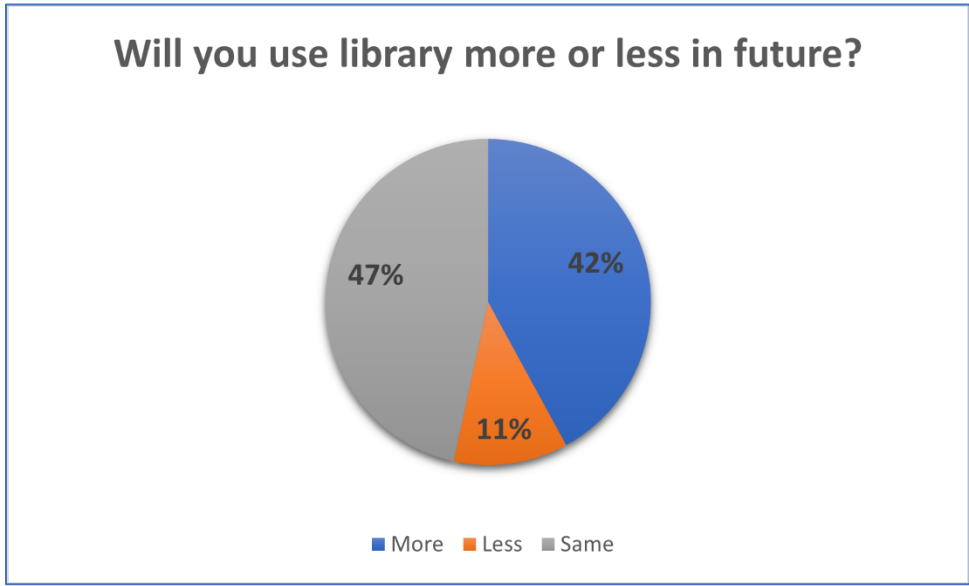
**Library Usage Trends:** Questions 4 through 8 are designed to better understand how patrons will use the library in the coming year.

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



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

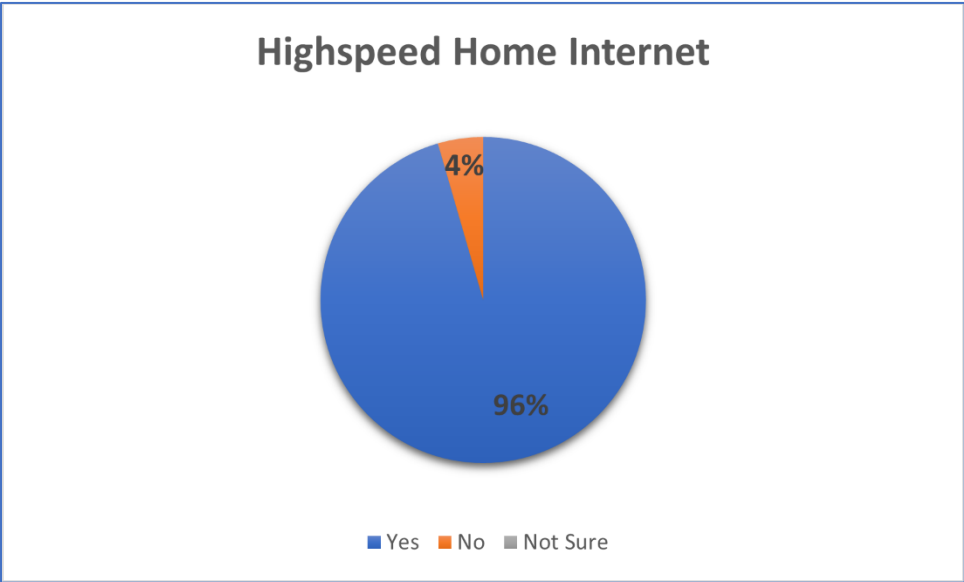
<b>Q5</b>			
Now that we are re-opened, do you expect to come to the library more or less than you did in the past?	<input type="checkbox"/> More	<input type="checkbox"/> Less	<input type="checkbox"/> About the same



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

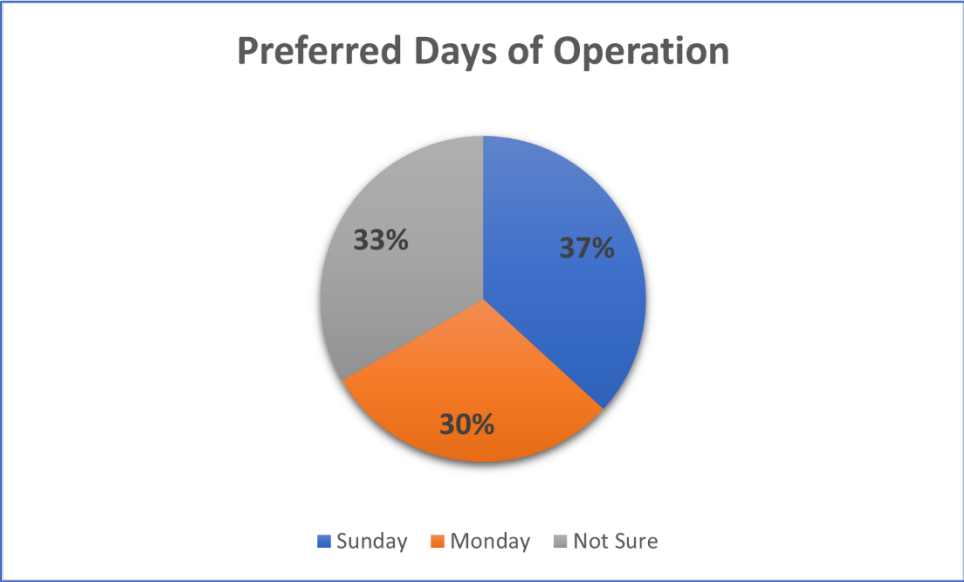


Q6			
Do you have high-speed Internet access at home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure



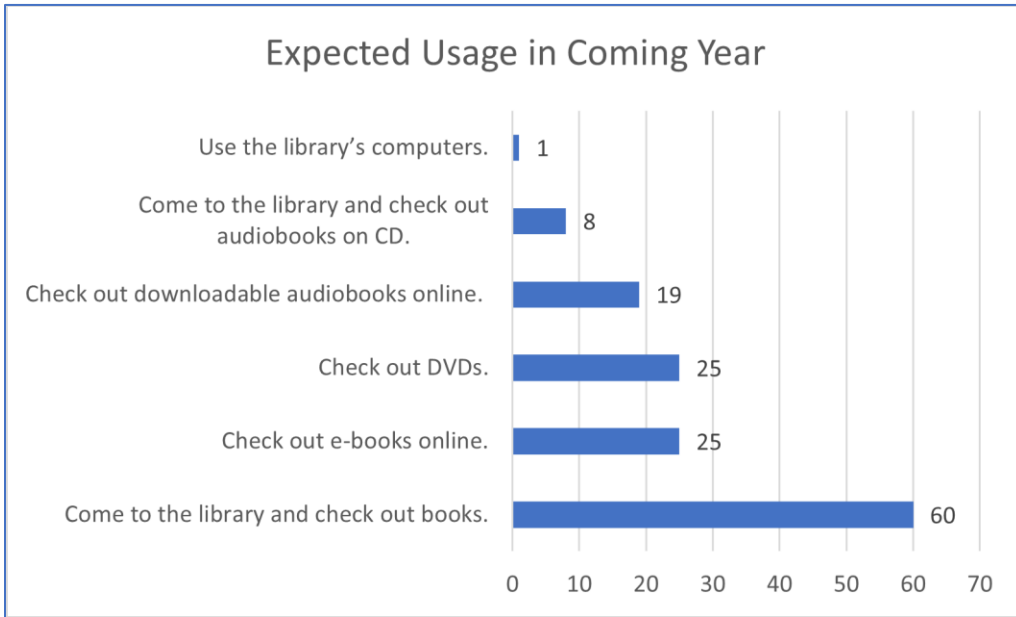
**Question 6 Home Internet Access:** Question 6 reveals that almost all homes have highspeed internet at home. This finding will guide the library’s future decisions regarding what services are appropriate for such a well-connected community.

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



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

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



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

**Question 9 Suggested Improvements:**

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

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

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

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

## Section Four: Conclusions and Recommendations

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

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

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

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

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

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

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

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

## Appendix A

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

Not sure.

More programs for the kids

Promote new books or happenings on social media

Programming for all ages

More new book selections. More online copies for Kindle.

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

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

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

More books from current best seller lists

More children's programming

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

More community activities in the park and library

A community room

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

Keep planning activities for the kids

Bigger space for more community involvement.

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

Continue adult learning sessions along with sessions for kids.

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

Larger building

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

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

Love the library!

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

Better hours

Merge with the school library

Add activities for adults to interact

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

More large print

The library should go away

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

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

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

Available printing services. Adult programming

No need to

Toddler reading time! And programming for elementary children.

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

Open bathrooms

More kids activities and updated website about the activities.

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

Offer more enticing programs.

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



Director's Report  
 Statistics for October 2022  
 Submitted to VMPL Board by Nancy  
 Studebaker November 2022

October 2022 Compared to October 2021	Oct-22	Oct-21	Difference
<b>VISITORS</b>	317	255	<b>20%</b>
<b>CIRCULATION</b>			
Books- Adult	94	63	
Books- Teen	9	16	
Books- Juvenile	364	310	
DVD	55	30	
E-Books & Audio Books	204	129	
Misc	40	15	
<b>Total Circulation</b>	<b>766</b>	<b>563</b>	<b>27%</b>
<b>PROGRAMMING</b>			
Children's & Teens' Programs Offered	16	13	
Children's and Teens' Program Attendance	112	38	<b>66%</b>
Adult Programs Offered	0	0	
Adult Program Attendance	0	0	

FY23 At a Glance	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	FY23
Visitors	665	490	367	317									1839
Library checkouts	1080	787	577	562									3006
E-books & e-audiobooks check-out	296	311	278	204									1089
<b>Total Circulation</b>	<b>1376</b>	<b>1098</b>	<b>855</b>	<b>766</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4095</b>
Programs offered	23	2	14	16									55
Programming attendance	74	14	128	112									328
Passive program participation	1	0	0	0									1
<b>Total Programming</b>	<b>75</b>	<b>14</b>	<b>128</b>	<b>112</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>329</b>
Library visit schools/daycare	0	50	0	0									50
Groups/students visit library	0	0	0	0									0
Other Outreach	0	0	0	0									0
<b>Total Outreach</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>
Reading Rewards (children participating)	140	150	10	20									320
Reading Rewards (books read)	N/A	N/A	117	272									389
Reading Rewards (minutes read)	72000	48000	N/A	N/A									120000
Computer usage	2	9	3	3									17
<a href="#">Wireless usage visits</a>	104	98	136	217									555
Reference questions	4	2	5	5									16
<a href="#">ILL Borrow Completed</a>	61	38	41	22									162
<a href="#">ILL Lender Completed</a>	25	18	16	19									78
Website Visits	284	291	277	217									1069

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

**Strategic Theme: Growing, strengthening and a building for the future. Improving the organizational health of Van Meter Public Library to prepare for growth in the future.**

**Katrina has been working for the library one year as of October 11.** She has fully met, even exceeded my expectations in many ways, and I was happy to be able to express that in her first annual performance evaluation. Her self-evaluation expressed a eagerness to continue to learn about library work. We are fortunate to have her working on our team.

**The Library Board will be reviewing the State Library of Iowa's Trustee Manual,** one chapter at a time over the next couple of years. This will help us maintain our Tier 3 rating and achieve our goal of having the leadership we need to provide exceptional library services.

**Strategic Theme: Programs and resources to engage learners of all ages.**

**It is a goal of the library to spark curiosity and encourage a love of learning with programs and services for children ages birth to 12.** Attendance has been strong and consistent at Toddler Time and Tween Scene. Laugh & Learn (for 1<sup>st</sup> – 3<sup>rd</sup> graders) is struggling to build an audience.

**October circulation was disappointing.** After a very busy summer, things seem really slow. However, we are far ahead on circulation and foot traffic as compared to October of 2021.

**Katrina and Nancy continue working on collection maintenance.** Katrina is updating series information in the catalog for the adult fiction. She will also be completing an inventory and weeding of adult fiction by the end of the year. Nancy is weeding the adult non-fiction.

**BeanStack is gaining popularity.** Since we started in August, twenty-six individuals have registered for one or more challenges. We will be using BeanStack for our summer reading program.

**Strategic Theme: Creating Community**