



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: January 18, 2023 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 December 14, 2022 Meeting
  - B. December Financials
  - C. January Claims
5. Staffing Changes
  - A. Briefing
  - B. Director's Hours
  - C. Director's Compensation
6. Review Chapter Four of Trustee Handbook
7. Proposed Change in Hours and Closings Policy  
(Closing one hour earlier on Tuesdays & Thursdays)
8. FY2024 Closings
9. Proposed Revision to FY23 Budget
10. First Draft of FY24 Budget
11. Consider Adoption of City's new Personnel Manual
12. Review of Current Strategic Plan
13. Reports
  - A. Director's Report
  - B. President's Report
14. Adjourn

### Schedule

- 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



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## Van Meter Public Library

### 12/14/2022 Board Meeting Minutes

On December 14<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 Warwick and Backstrom. McCombs joined via phone. Nancy Studebaker was also in attendance. Miller and Kendall were absent.

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

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

#### Discussion Items:

Chapter Three of Trustee Handbook was presented by Backstrom. Each trustee read the chapter prior to the meeting and discussion was held.

Review of Financial Policy was presented by Studebaker. Discussion was held.

Budget discussion was presented by Backstrom. Discussion was held.

#### Action Items:

There were no action items.

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

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

Having no further business, President Backstrom asked for a motion to adjourn. McCombs motioned, Warwick seconded. Passed unanimously. Adjourned at 6:23 pm.

The next meeting will take place at the Van Meter Public Library on Wednesday, January 18<sup>th</sup> at 6:00pm.

# BUDGET REPORT

## CALENDAR 12/2022, FISCAL 6/2023

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	47,320.00	3,384.62	22,000.38	46.49	25,319.62
182-410-6020	WAGES - PART TIME	31,000.00	2,292.00	15,255.17	49.21	15,744.83
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	.00	.00	.00	.00	.00
182-410-6215	PROGRAMMING	5,000.00	.00	1,943.60	38.87	3,056.40
182-410-6220	SUBSCRIPTION	300.00	.00	.00	.00	300.00
182-410-6230	TRAINING	500.00	.00	.00	.00	500.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	11.18	2.80	388.82
182-410-6371	UTILITIES	1,500.00	101.39	539.04	35.94	960.96
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	106.34	318.71	39.84	481.29
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	5,500.00	227.74	2,028.69	36.89	3,471.31
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	.00	1,257.00	89.79	143.00
182-410-6502	LIBRARY MATERIALS	10,000.00	418.60	6,389.28	63.89	3,610.72
182-410-6506	OFFICE SUPPLIES	1,500.00	.00	1,503.10	100.21	3.10-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
182-910-6910	TRANSFERS OUT	.00	.00	.00	.00	.00
182-999-9999	PROFIT HANDLER	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	105,220.00	6,530.69	51,246.15	48.70	53,973.85
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	105,220.00	6,530.69	51,246.15	48.70	53,973.85
		=====	=====	=====	=====	=====

**TREASURER'S REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	33,385.65-	14,424.92	6,530.69	.00	25,491.42-
Report Total		33,385.65-	14,424.92	6,530.69	.00	25,491.42-

**TREASURER'S REPORT**  
**CALENDAR 12/2022, FISCAL 6/2023**

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

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
Expenses: City Budget for Library		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	\$ 447.92	\$ 434.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,850.08
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 822.75	\$ 539.97	\$ 534.87	\$ 520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,410.08
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 907.68
<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>\$ 1,134.45</b>	<b>\$ 1,105.93</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,167.84</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	\$ 3,384.62	\$ 3,384.62							\$ 22,000.38
Wages PT	\$ 2,500.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44	\$ 2,523.90	\$ 2,470.50	\$ 2,292.00							\$ 15,255.17
Programming	\$ 5,000.00	\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55	\$ 366.93	\$ -							\$ 1,943.60
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	\$ 64.65	\$ 101.39							\$ 539.04
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17	\$ -	\$ 106.34							\$ 318.71
Technology	\$ 5,500.00	\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -	\$ 232.81	\$ 227.74							\$ 2,028.69
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	\$ 1,611.63	\$ 418.60							\$ 6,389.28
Office Supplies	\$ 1,500.00	\$ 301.40	\$ 140.68	\$ 939.08	\$ -	\$ 121.94	\$ -							\$ 1,503.10
<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>\$ 8,253.08</b>	<b>\$ 6,530.69</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,246.15</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	\$ 4,974.20	\$ -	\$ -	\$ -	0	\$ 1,408.93							\$ 6,383.13
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	0	\$ 13,000.00							\$ 13,000.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ 15.99							\$ 15.99
Transfers In	\$ 91,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Other	\$ -	\$ 4,974.20	\$ -	\$ -	\$ -	\$ -	\$ -							\$ 4,974.20
<b>Total</b>	<b>\$ 105,300.00</b>	<b>\$ 4,974.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,424.92</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,399.12</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	\$ 15,678.34	\$ 15,678.34						
Library Trust Ending Balance (182)		\$ (2,360.62)	\$ (6,324.14)	\$ (18,017.50)	\$ (25,132.57)	\$ (33,385.65)	\$ (25,491.42)						
<b>Total</b>		\$ 13,317.72	\$ 9,354.20	\$ (2,339.16)	\$ (9,454.23)	\$ (17,707.31)	\$ (9,813.08)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# CLAIMS PAY REQUEST

# City of Van Meter

**Payable To: SYNCB/AMAZON**

**Date of Statement: 12/10/22**

**Mailing Address:** PO BOX 530958

**Amount To Be Paid: \$946.68**

[illegible]

Vendor #

Office Use Only

Nancy Studebaker-Barringer





0-8

SHG



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

1244

## PAYMENT STUB

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Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 1 of 8

Account: 60457 8781 034056 8

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



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

PLEASE INDICATE ADDRESS CHANGES

## PAYMENT ADDRESS

SYNCR/AMAZON  
P.O. BOX 530958  
ATLANTA, GA 30353-0958

Customer Service Online at amazon.com/creditline  
This account is not registered.  
The authentication code is: S1GYV965

DUE UPON RECEIPT

## Payments Received

11/21/22 0031521 (288.79) PAYMENT RECEIVED - THANK YOU

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

Date	Invoice	Original Amount	Due Date	Reference	Invoice	Date & Amount Due
					Please Indicate by <input checked="" type="checkbox"/> Invoices Paid	
10/10/22	443897884665	50.98	01/05/23		443897884665	<input type="checkbox"/> 10/10 50.98
10/11/22	887574693355	63.95	01/05/23		887574693355	<input type="checkbox"/> 10/11 63.95
10/16/22	435553855895	89.51	01/05/23		435553855895	<input type="checkbox"/> 10/16 89.51
10/27/22	447473874848	339.98	01/05/23		447473874848	<input type="checkbox"/> 10/27 339.98
10/27/22	839868549957	46.45	01/05/23		839868549957	<input type="checkbox"/> 10/27 46.45
10/30/22	467867566944	32.98	01/05/23		467867566944	<input type="checkbox"/> 10/30 32.98
10/30/22	838794633898	15.89	01/05/23		838794633898	<input type="checkbox"/> 10/30 15.89
10/30/22	439567966664	22.19	01/05/23		439567966664	<input type="checkbox"/> 10/30 22.19
10/30/22	467776436995	21.46	01/05/23		467776436995	<input type="checkbox"/> 10/30 21.46
11/03/22	849554343787	592.25	01/05/23		849554343787	<input type="checkbox"/> 11/03 592.25
11/05/22	987949865637	15.48	01/05/23		987949865637	<input type="checkbox"/> 11/05 15.48
11/05/22	935457799988	64.55	01/05/23		935457799988	<input type="checkbox"/> 11/05 64.55
11/07/22	467394796383	98.99	01/05/23		467394796383	<input type="checkbox"/> 11/07 98.99
11/09/22	887639936589	634.48	02/05/23		887639936589	<input type="checkbox"/> 11/09 634.48
11/12/22	993456437376	431.46	02/05/23		993456437376	<input type="checkbox"/> 11/12 431.46

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Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 2 of 8

Account: 60457 8781 034056 8

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

Date	Invoice	Original Amount	Due Date	Reference
11/12/22	946949836973	50.05	02/05/23	
11/19/22	786396487664	54.93	02/05/23	
11/19/22	674836338866	63.46	02/05/23	
11/24/22	443899685674	16.95	02/05/23	
12/02/22	783959889483	229.29	02/05/23	
12/03/22	434683738944	19.01	02/05/23	
12/04/22	453436933684	171.46	02/05/23	
12/05/22	673337545448	32.75	02/05/23	

Invoice Date & Amount Due

Please Indicate by ☒ Invoices Paid

946949836973	<input type="checkbox"/>	11/12 50.05
786396487664	<input type="checkbox"/>	11/19 54.93
674836338866	<input type="checkbox"/>	11/19 63.46
443899685674	<input type="checkbox"/>	11/24 16.95
783959889483	<input type="checkbox"/>	12/02 229.29
434683738944	<input type="checkbox"/>	12/03 19.01
453436933684	<input type="checkbox"/>	12/04 171.46
673337545448	<input type="checkbox"/>	12/05 32.75

## Previously Billed Invoices

Date	Invoice	Original Amount	Due Date	Reference
08/04/22	655855593489	166.40	10/05/22	
08/08/22	574738634874	60.64	10/05/22	
08/08/22	495488379896	17.49	10/05/22	
08/15/22	964893838766	199.96	11/05/22	
08/15/22	999675578395	149.50	11/05/22	
08/16/22	466593654456	32.22	11/05/22	
08/17/22	655339964489	25.76	11/05/22	
08/18/22	737684977968	34.57	11/05/22	
08/18/22	654736957739	54.78	11/05/22	
08/18/22	759334794849	87.79	11/05/22	
08/18/22	656675969589	89.33	11/05/22	
08/22/22	933385994388	27.47	11/05/22	
08/22/22	876638488385	7.55	11/05/22	
08/24/22	935998495686	22.60	11/05/22	
08/26/22	848985554757	16.97	11/05/22	
08/29/22	783695937784	37.10	11/05/22	

Invoice Date & Amount Due

Please Indicate by ☒ Invoices Paid

655855593489	<input type="checkbox"/>	08/04 132.33
574738634874	<input type="checkbox"/>	08/08 60.64
495488379896	<input type="checkbox"/>	08/08 17.49
964893838766	<input type="checkbox"/>	08/15 199.96
999675578395	<input type="checkbox"/>	08/15 149.50
466593654456	<input type="checkbox"/>	08/16 32.22
655339964489	<input type="checkbox"/>	08/17 25.76
737684977968	<input type="checkbox"/>	08/18 34.57
654736957739	<input type="checkbox"/>	08/18 54.78
759334794849	<input type="checkbox"/>	08/18 87.79
656675969589	<input type="checkbox"/>	08/18 89.33
933385994388	<input type="checkbox"/>	08/22 27.47
876638488385	<input type="checkbox"/>	08/22 7.55
935998495686	<input type="checkbox"/>	08/24 22.60
848985554757	<input type="checkbox"/>	08/26 16.97
783695937784	<input type="checkbox"/>	08/29 37.10

-Continue-

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Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 3 of 8

Account: 60457 8781 034056 8

## Previously Billed Invoices (continued)

Date	Invoice	Original Amount	Due Date	Reference
08/29/22	789463783645	15.98	11/05/22	
08/29/22	984453587947	439.25	11/05/22	
08/30/22	664555864453	8.73	11/05/22	
08/30/22	435684894479	38.98	11/05/22	
09/01/22	789355385443	499.74	11/05/22	
09/01/22	838366793947	23.08	11/05/22	
09/05/22	636837838739	80.83	11/05/22	
09/05/22	678839846759	10.88	11/05/22	
09/10/22	587849934639	5.12	12/05/22	
09/10/22	545557539899	23.96	12/05/22	
09/10/22	438899738736	10.54	12/05/22	
09/12/22	468994535649	62.40	12/05/22	
09/12/22	595784995748	43.92	12/05/22	
09/27/22	936587958499	68.98	12/05/22	
09/30/22	943776567474	43.98	12/05/22	
10/02/22	935473965794	52.96	12/05/22	
10/07/22	454843537386	25.97	12/05/22	

## Invoice Date &amp; Amount Due

Please Indicate by ☒ Invoices Paid

789463783645	<input type="checkbox"/>	08/29 15.98
984453587947	<input type="checkbox"/>	08/29 439.25
664555864453	<input type="checkbox"/>	08/30 8.73
435684894479	<input type="checkbox"/>	08/30 38.98
789355385443	<input type="checkbox"/>	09/01 499.74
838366793947	<input type="checkbox"/>	09/01 23.08
636837838739	<input type="checkbox"/>	09/05 80.83
678839846759	<input type="checkbox"/>	09/05 10.88
587849934639	<input type="checkbox"/>	09/10 5.12
545557539899	<input type="checkbox"/>	09/10 23.96
438899738736	<input type="checkbox"/>	09/10 10.54
468994535649	<input type="checkbox"/>	09/12 62.40
595784995748	<input type="checkbox"/>	09/12 43.92
936587958499	<input type="checkbox"/>	09/27 68.98
943776567474	<input type="checkbox"/>	09/30 43.98
935473965794	<input type="checkbox"/>	10/02 52.96
454843537386	<input type="checkbox"/>	10/07 25.97

## Unapplied Payments &amp; Credits

Date	Reference	Original Amount	Description
10/16/22	0031440	(570.32)	UNAPPLIED PAYMENT

## Reference Date &amp; Current Amount

Please Indicate by ☒ Credits Applied

0031440	<input type="checkbox"/>	10/16 (558.67)
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-Continue-

Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 4 of 8

Account: 60457 8781 034056 8

Current Invoices: \$ 3158.50  
 Previously Billed  
 Invoices: \$ 2485.43  
 Unapplied Payments &  
 Credits: \$ (570.32)



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



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



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

Account: 60457 8781 034056 8

PLEASE PAY THIS  
 AMOUNT  
 \$ 3347.35  
 DUE UPON RECEIPT

PLEASE RETURN THIS STUB WITH  
 YOUR PAYMENT

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

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

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

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

-Continue-

## Current Invoice Details

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 11/07/22  
Invoice: 467394796383  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B09H446THP	7.5ft Artificial Holiday Chris	1.000	EA	98.9900	98.99
Subtotal: 98.99		Tax: 0.00		Balance Due: 98.99	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 11/09/22  
Invoice: 887639936589  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B06XC9H64R	Brother TN-436C HL-L8360 L9310	1.000	EA	178.9900	178.99
B06XDSMKLT	Brother Business Color Laser P	1.000	EA	449.9900	449.99
MISC	SHIPPING AND TAX	1.000	EA	5.5000	5.50
Subtotal: 634.48		Tax: 0.00		Balance Due: 634.48	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 11/12/22  
Invoice: 946949836973  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B014V0M6EC	edxeducation-7208 Farm Animal	1.000	EA	20.1700	20.17
B07PLVJ67K	Mini Wood Popsicle Sticks for	1.000	EA	9.9900	9.99
B0B73YV46X	Tablecloth for Folding Table-E	1.000	EA	13.9000	13.90
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 50.05		Tax: 0.00		Balance Due: 50.05	

-Continue-

Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 6 of 8

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER

Account : 8781 034056 8  
Location: 0001

Date of Sale: 11/12/22  
Invoice: 993456437376  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B06XCVM79D	Brother Genuine Super High Yie	1.000	EA	178.9900	178.99
B06XCQFHGR	Brother TN436BK Super High Yie	1.000	EA	72.9900	72.99
B06XCNFVLV	Brother Genuine Super High Yie	1.000	EA	178.9900	178.99
MISC	SHIPPING AND TAX	1.000	EA	0.4900	0.49
Subtotal:	431.46	Tax:	0.00	Balance Due:	431.46

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER

Account : 8781 034056 8  
Location: 0003

Date of Sale: 11/19/22  
Invoice: 674836338866  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B099F57MYP	Christmas Mini Burlap Bow Buff	1.000	EA	11.4900	11.49
B09BVRTHJB	4 Rolls 26 Yard Christmas Buff	2.000	EA	22.9900	45.98
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal:	63.46	Tax:	0.00	Balance Due:	63.46

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER

Account : 8781 034056 8  
Location: 0003

Date of Sale: 11/19/22  
Invoice: 786396487664  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07M5M3HFD	Good Essential 30ml Oils - Gin	1.000	EA	8.9900	8.99
B06Y2CLF3T	Artizen 30ml Oils - Peppermint	1.000	EA	4.9900	4.99
B07M5M3H8X	Good Essential 30ml Oils - Hot	1.000	EA	8.9900	8.99
B07NH7P6XH	Good Essential 30ml Oils - App	1.000	EA	8.9900	8.99
0375826432	The Sweet Smell of Christmas (	1.000	EA	4.9900	4.99
B06Y23CM65	Artizen 30ml Oils - Pine Essen	1.000	EA	7.9900	7.99
B06Y23BLYV	Artizen 30ml Oils - Wild Orang	1.000	EA	4.0000	4.00
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal:	54.93	Tax:	0.00	Balance Due:	54.93

-Continue-

Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 7 of 8

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 11/24/22  
Invoice: 443899685674  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0BCK24B3X	2023 Planner - Weekly ? Monthl	1.000	EA	10.9600	10.96
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 16.95		Tax: 0.00		Balance Due: 16.95	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 12/02/22  
Invoice: 783959889483  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01MS40A5N	Extra Large Heavy Duty Soccer	14.000	EA	16.0000	224.00
MISC	SHIPPING AND TAX	1.000	EA	5.2900	5.29
Subtotal: 229.29		Tax: 0.00		Balance Due: 229.29	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 12/03/22  
Invoice: 434683738944  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1604338105	Aesop's Fables Hardcover: The	1.000	EA	17.9500	17.95
MISC	SHIPPING AND TAX	1.000	EA	1.0600	1.06
Subtotal: 19.01		Tax: 0.00		Balance Due: 19.01	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

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

Date of Sale: 12/04/22  
Invoice: 453436933684  
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1442487240	Fiona's Lace	1.000	EA	11.4400	11.44
B07BLWRQWT	EPSON T202 Claria -Ink Standar	1.000	EA	27.9700	27.97

-Continue-



Account: 60457 8781 034056 8 Statement Date: 12/10/22 Page: 8 of 8

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
144242141X	Rah, Rah, Radishes!: A Vegetab	1.000	EA	14.8900	14.89
0698116038	Jamie O'Rourke and the Big Pot	1.000	EA	7.1900	7.19
0803735111	The Boy Who Harnessed the Wind	1.000	EA	12.9900	12.99
1534473556	Snow Horses: A First Night Sto	1.000	EA	17.9400	17.94
0545722888	The Rooster Who Would Not Be Q	1.000	EA	15.5900	15.59
0399252487	Otis	1.000	EA	18.9900	18.99
1935279661	The Gobble Gobble Mooooooo Trac	1.000	EA	22.9900	22.99
0152325751	Growing Vegetable Soup	1.000	EA	16.9900	16.99
MISC	SHIPPING AND TAX	1.000	EA	4.4800	4.48
Subtotal: 171.46		Tax: 0.00		Balance Due: 171.46	

AMAZON  
PO BOX 530958  
ATLANTA, GA 30353-0958

CITY OF VAN METER

Account : 8781 034056 8

Location: 0001

Date of Sale: 12/05/22

Invoice: 673337545448

P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1944686576	Goodwin the Goat	1.000	EA	12.9900	12.99
0062883399	Escape Goat	1.000	EA	13.7700	13.77
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 32.75		Tax: 0.00		Balance Due: 32.75	



**Final Details for Order #113-9370842-0118607**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 28, 2022  
**Amazon.com order number:** 113-9370842-0118607  
**Order Total:** \$22.19

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

Shipped on October 30, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>How to Catch a Turkey , Wallace, Adam</i> Sold by: Amazon.com Condition: New	\$9.01
1 of: <i>Turkey Trouble , Silvano, Wendi</i> Sold by: Amazon.com Condition: New	\$7.19
<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: \$16.20 Shipping & Handling: \$5.99 ----- Total before tax: \$22.19 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$22.19</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$16.20 Shipping & Handling: \$5.99 ----- Total before tax: \$22.19 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$22.19</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 31, 2022: \$22.19

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



**Final Details for Order #113-0816987-5827428**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** December 2, 2022  
**Amazon.com order number:** 113-0816987-5827428  
**Order Total:** \$32.75

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

Shipped on December 6, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Escape Goat , Patchett, Ann</i> Sold by: Amazon.com Condition: New	\$13.77
1 of: <i>Goodwin the Goat , Freeman, Don</i> Sold by: Amazon.com Condition: New	\$12.99
<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: \$26.76 Shipping & Handling: \$5.99 ----- Total before tax: \$32.75 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$32.75</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$26.76 Shipping & Handling: \$5.99 ----- Total before tax: \$32.75 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$32.75</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 7, 2022: \$32.75

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



**Final Details for Order #113-1349669-8293049**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** December 1, 2022  
**Amazon.com order number:** 113-1349669-8293049  
**Order Total:** \$201.61

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

Shipped on December 4, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Aesop's Fables Hardcover: The Classic Edition by The New York Times Bestselling Illustrator, Charles Santore (Charles Santore Children's Classics)</i> , <i>Aesop</i> Sold by: Amazon.com Condition: New	\$17.95
<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: \$17.95 Shipping & Handling: \$1.06 ----- Total before tax: \$19.01 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$19.01</b> -----

Shipped on December 4, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>The Gobble Gobble Mooooooo Tractor Book</i> , <i>Alborough, Jez</i> Sold by: Custom Storybooks & Children's Toys ( <a href="#">seller profile</a> ) Condition: New	\$22.99
1 of: <i>Snow Horses: A First Night Story</i> , <i>MacLachlan, Patricia</i> Sold by: Amazon.com Condition: New	\$17.94
1 of: <i>EPSON T202 Claria -Ink Standard Capacity Black &amp; Color -Cartridge Combo Pack (T202120-BCS) for Select Epson Expression and Workforce Printers</i> Sold by: Amazon.com Condition: New	\$27.97
1 of: <i>The Boy Who Harnessed the Wind: Picture Book Edition</i> , <i>Kamkwamba, William</i> Sold by: Amazon.com Condition: New	\$12.99
1 of: <i>The Rooster Who Would Not Be Quiet!</i> , <i>Deedy, Carmen Agra</i>	\$15.59

Sold by: Amazon ( <a href="#">seller profile</a> )	
Business Price	
Condition: New	
1 of: <i>Jamie O'Rourke and the Big Potato , dePaola, Tomie</i>	\$7.19
Sold by: Amazon.com	
Condition: New	
1 of: <i>Fiona's Lace , Polacco, Patricia</i>	\$11.44
Sold by: Amazon.com	
Condition: New	
1 of: <i>Growing Vegetable Soup , Ehlert, Lois</i>	\$16.99
Sold by: Amazon.com	
Condition: New	
1 of: <i>Rah, Rah, Radishes!: A Vegetable Chant , Sayre, April Pulley</i>	\$14.89
Sold by: Amazon.com	
Condition: New	
1 of: <i>Otis , Long, Loren</i>	\$18.99
Sold by: Amazon.com	
Condition: New	
<b>Shipping Address:</b>	
City of Van Meter Public Library	Item(s) Subtotal: \$166.98
505 GRANT ST	Shipping & Handling: \$4.48
PO BOX 160	-----
VAN METER, IA 50261-7707	Total before tax: \$171.46
United States	Sales Tax: \$0.00
	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$171.46</b>
Standard Shipping	-----

Shipped on December 28, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Rosie: Stronger than Steel , Ward, Lindsay</i>	\$10.69
Sold by: Amazon.com	
Condition: New	
<b>Shipping Address:</b>	
City of Van Meter Public Library	Item(s) Subtotal: \$10.69
505 GRANT ST	Shipping & Handling: \$0.45
PO BOX 160	-----
VAN METER, IA 50261-7707	Total before tax: \$11.14
United States	Sales Tax: \$0.00
	-----
<b>Shipping Speed:</b>	<b>Total for This Shipment: \$11.14</b>
Standard Shipping	-----

Payment information	
<b>Payment Method:</b>	Item(s) Subtotal: \$195.62

Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568		Shipping & Handling:	\$5.99
			-----
		Total before tax:	\$201.61
		<b>Estimated Tax:</b>	\$0.00
			-----
		<b>Grand Total:</b>	<b>\$201.61</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 29, 2022: \$11.14		
	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 5, 2022: \$171.46		
	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 5, 2022: \$19.01		

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**Final Details for Order #113-0547649-6764214**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 26, 2022  
**Amazon.com order number:** 113-0547649-6764214  
**Order Total:** \$339.98

Business order information
<b>GL code:</b> 182-410-6311
<b>Department:</b> Library Operating & Maintenananc

Shipped on October 27, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Metal Garage Cabinet, 42-Inch Lockable Steel Storage Cabinet with Doors &amp; Adjustable Shelves, Office Storage Cabinet for Garage, Pantry, Home Office,</i> Sold by: FOHUFO GROUP-US ( <a href="#">seller profile</a> ) Business Price Condition: New	\$169.99
<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: \$169.99 Shipping & Handling: \$29.04 Free Shipping: -\$29.04 ----- Total before tax: \$169.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$169.99</b> -----

Shipped on October 27, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Metal Garage Cabinet, 42-Inch Lockable Steel Storage Cabinet with Doors &amp; Adjustable Shelves, Office Storage Cabinet for Garage, Pantry, Home Office,</i> Sold by: FOHUFO GROUP-US ( <a href="#">seller profile</a> ) Business Price Condition: New	\$169.99
<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: \$169.99 Shipping & Handling: \$29.03 Free Shipping: -\$29.03 ----- Total before tax: \$169.99 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> FREE Shipping	<b>Total for This Shipment: \$169.99</b> -----

-----

**Payment information**

**Payment Method:**

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

Item(s) Subtotal: \$339.98

Shipping & Handling: \$58.07

Promotion applied: -\$58.07

-----

Total before tax: \$339.98

**Estimated Tax:** \$0.00

-----

**Grand Total: \$339.98**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 28, 2022: \$339.98

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**Final Details for Order #113-0038673-5295422**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 4, 2022  
**Amazon.com order number:** 113-0038673-5295422  
**Order Total:** \$15.48

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

Shipped on November 6, 2022		
<b>Items Ordered</b>		<b>Price</b>
1 of: <i>Christmas Mini Burlap Bow Buffalo Plaid Bow White and Black Checkered Bows Red and Black Gingham Ribbon Bows</i> <i>Farmhouse Home Decoration for Christmas T</i> Sold by: KeerJorge ( <a href="#">seller profile</a> ) Condition: New		\$9.49
<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:	\$9.49
	Shipping & Handling:	\$5.99
		-----
	Total before tax:	\$15.48
	Sales Tax:	\$0.00
		-----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment:</b>	<b>\$15.48</b>
		-----

Payment information		
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal:	\$9.49
	Shipping & Handling:	\$5.99
		-----
	Total before tax:	\$15.48
	<b>Estimated Tax:</b>	<b>\$0.00</b>
		-----
	<b>Grand Total:</b>	<b>\$15.48</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 7, 2022: \$15.48	

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**Final Details for Order #113-6864191-6609003**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 28, 2022  
**Amazon.com order number:** 113-6864191-6609003  
**Order Total:** \$15.89

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

Shipped on October 30, 2022		
<b>Items Ordered</b>		<b>Price</b>
1 Of: <i>Dot Markers   Bingo Daubers   Washable 6 Colors Dot Markers for Toddlers and Kids Dot Art. Toddler Arts and Crafts</i>		\$9.90
Sold by: The Mega Deals ( <a href="#">seller profile</a> )		
Business Price		
Condition: New		
<b>Shipping Address:</b>	Item(s) Subtotal:	\$9.90
City of Van Meter Public Library	Shipping & Handling:	\$5.99
505 GRANT ST		-----
PO BOX 160	Total before tax:	\$15.89
VAN METER, IA 50261-7707	Sales Tax:	\$0.00
United States		-----
<b>Shipping Speed:</b>	<b>Total for This Shipment:</b>	<b>\$15.89</b>
Standard Shipping		-----

Payment information		
<b>Payment Method:</b>	Item(s) Subtotal:	\$9.90
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Shipping & Handling:	\$5.99
		-----
	Total before tax:	\$15.89
	<b>Estimated Tax:</b>	<b>\$0.00</b>
		-----
	<b>Grand Total:</b>	<b>\$15.89</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 31, 2022: \$15.89	

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**Final Details for Order #113-3513488-8666637**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 26, 2022  
**Amazon.com order number:** 113-3513488-8666637  
**Order Total:** \$32.98

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

Shipped on October 30, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: 3 Pack Farm Toy Tractor with 40pcs Plastic Farm Animals Figurines and Fence Farm Playset, Farm Figures Farmer Vehicle Toy Truck with Trailer for 3-12 Sold by: Kimicare ( <a href="#">seller profile</a> ) Condition: New	\$26.99
<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: \$26.99 Shipping & Handling: \$5.99 ----- Total before tax: \$32.98 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$32.98</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$26.99 Shipping & Handling: \$5.99 ----- Total before tax: \$32.98 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$32.98</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 31, 2022: \$32.98

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

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### Final Details for Order #113-1791110-1569856

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 8, 2022  
**Amazon.com order number:** 113-1791110-1569856  
**Order Total:** \$50.05

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

Shipped on November 13, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>edxeducation-7208 Farm Animal Counters - Pack of 72</i> Sold by: Amazon.com Condition: New	\$20.17
1 Of: <i>Mini Wood Popsicle Sticks for Crafts (0.4 x 2.5 Inches, 300 Pack)</i> Sold by: BrightCreations ( <a href="#">seller profile</a> ) Condition: New	\$9.99
1 Of: <i>Tablecloth for Folding Table-Elastic Edged Flannel Backed Vinyl Fitted Table Cover Waterproof Oil-Proof PVC Table Cloth</i> <i>Stain-Resistant Wipeable (Beig</i> Sold by: Walrus home ( <a href="#">seller profile</a> ) Condition: New	\$13.90
<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: \$44.06 Shipping & Handling: \$5.99 ----- Total before tax: \$50.05 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$50.05</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$44.06 Shipping & Handling: \$5.99 ----- Total before tax: \$50.05 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$50.05</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 14, 2022: \$50.05

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





**Final Details for Order #113-0931709-8653809**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 16, 2022  
**Amazon.com order number:** 113-0931709-8653809  
**Order Total:** \$54.93

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

Shipped on November 19, 2022	
Items Ordered	Price
1 of: Artizen 30ml Oils - Wild Orange Essential Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$4.00
1 of: Artizen 30ml Oils - Peppermint Essential Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$4.99
1 of: Artizen 30ml Oils - Pine Essential Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$7.99
1 of: The Sweet Smell of Christmas (Scented Storybook) , Scarry, Patricia M. Sold by: Amazon.com Condition: New	\$4.99
1 of: Good Essential 30ml Oils - Hot Chocolate Fragrance Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$8.99
1 of: Good Essential 30ml Oils - Gingerbread Fragrance Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$8.99
1 of: Good Essential 30ml Oils - Apple Pie Fragrance Oil - 1 Fluid Ounce Sold by: Prime Time Commerce ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Business Price Condition: New	\$8.99
<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707	Item(s) Subtotal: \$48.94 Shipping & Handling: \$5.99 ----- Total before tax: \$54.93

United States	Sales Tax: \$0.00
	-----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$54.93</b>
	-----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$48.94
	Shipping & Handling: \$5.99
	-----
	Total before tax: \$54.93
	<b>Estimated Tax: \$0.00</b>
	-----
	<b>Grand Total: \$54.93</b>
<b>Credit Card transactions</b> Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 20, 2022: \$54.93	

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

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### Final Details for Order #113-3012654-9372219

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 18, 2022  
**Amazon.com order number:** 113-3012654-9372219  
**Order Total:** \$63.46

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

Shipped on November 19, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: Christmas Mini Burlap Bow Buffalo Plaid Bow White and Black Checkered Bows Red and Black Gingham Ribbon Bows Farmhouse Home Decoration for Christmas T Sold by: KeerJorge ( <a href="#">seller profile</a> ) Condition: New	\$11.49
2 of: 4 Rolls 26 Yard Christmas Buffalo Plaid Ribbons Burlap Wired Edge Checkered Ribbons 2.5 Inch Fabric Wrapping Craft Ribbon Check Gingham Ribbon for Wre Sold by: Hifumunge ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$22.99
<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: \$57.47 Shipping & Handling: \$5.99 ----- Total before tax: \$63.46 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$63.46</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$57.47 Shipping & Handling: \$5.99 ----- Total before tax: \$63.46 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$63.46</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 20, 2022: \$63.46

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







### Final Details for Order #113-6584297-0183455

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 4, 2022  
**Amazon.com order number:** 113-6584297-0183455  
**Order Total:** \$64.55

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

Shipped on November 6, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Sunnyglade 1000PCS Wood Letter Tiles/Wooden Scrabble Tiles A-Z Capital Letters for Crafts, Pendants, Spelling (1000PCS)</i>  Sold by: Sunnyglade ( <a href="#">seller profile</a> ) Business Price Condition: New	\$23.98
1 of: <i>WILLBOND 60 Pieces DIY Unfinished Wooden Christmas Ornaments Wood Paintable Christmas Ornaments to Paint Holiday Hanging Ceramic Decorations with Rope</i>  Sold by: Joinka ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$14.99
1 of: <i>4 Rolls 26 Yard Christmas Buffalo Plaid Ribbons Burlap Wired Edge Checkered Ribbons 2.5 Inch Fabric Wrapping Craft Ribbon Check Gingham Ribbon for Wre</i>  Sold by: Hifumunge ( <a href="#">seller profile</a> )   Product question? ( <a href="#">Ask Seller</a> ) Condition: New	\$19.59
<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: \$58.56 Shipping & Handling: \$5.99 ----- Total before tax: \$64.55 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$64.55</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$58.56 Shipping & Handling: \$5.99 ----- Total before tax: \$64.55 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$64.55</b>

<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 7, 2022: \$64.55
---------------------------------	--

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

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**Final Details for Order #113-4904035-3580254**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** October 11, 2022  
**Amazon.com order number:** 113-4904035-3580254  
**Order Total:** \$63.95

Business order information
<b>GL code:</b> 182-410-6506 <b>Department:</b> Library Supplies

Shipped on October 12, 2022	
<b>Items Ordered</b>	<b>Price</b>
2 Of: <i>Bankers Box 10723 Corrugated Cardboard Magazine File, 4 x 9 1/4 x 11 3/4, White (Case of 12)</i> Sold by: Amazon.com Condition: New	\$28.98
<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: \$57.96 Shipping & Handling: \$5.99 ----- Total before tax: \$63.95 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$63.95</b> -----

Payment information	
<b>Payment Method:</b> Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568	Item(s) Subtotal: \$57.96 Shipping & Handling: \$5.99 ----- Total before tax: \$63.95 <b>Estimated Tax:</b> \$0.00 ----- <b>Grand Total: \$63.95</b>
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: October 13, 2022: \$63.95

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

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# CLAIMS PAY REQUEST

# City of Van Meter

**Payable To: BAKER & TAYLOR**

**Mailing Address:** P.O. BOX 277930  
ATLANTA, GA 30384-7930

**Amount To Be Paid: \$203.70**

**Account:** 207158 L043596 2

[illegible]

Vendor #

Office Use Only

Nancy Studebaker-Barringer



INVOICE

INVOICE #: 2037173522  
INVOICE DATE: 12/20/22  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9018020

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	NIGHT SHIFT			COOK, ROBIN	HRD	9780593540183	PENGU	29.00	43.0%	16.53	16.53
	82114887	AYAT			0000000001	0593540182					
1	HOW TO CATCH A LOVE	SAURUS		WALSTEAD, ALICE	HRD	9781728268781	SOUKD	10.99	43.0%	6.26	6.26
	82302114	20224QJF			535461217	1728268788					
1	1000 HEARTBEATS			CASS, KIERA	HRD	9780062665782	HARJU	19.99	43.0%	11.39	11.39
	82302117	20224QTEEN			535467640	0062665782					
3					SUB TOTAL						34.18
					USD CURRENCY						
3	OWNERSHIP LABEL	AT	0.25	=	0.75					VAS	3.03
2	SPINE LABEL	AT	0.25	=	0.50						
3	LABEL PROTECTORS	AT	0.00	=	0.00						
2	MYLAR JACKET NON STA	AT	0.89	=	1.78						
	TOTAL				3.03						

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2037212966  
INVOICE DATE: 12/27/22  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9034342

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	SLEEP NO MORE 82160665	AYAT	KRENTZ, JAYNE A	HRD 0000000003	9780593337820 0593337824	PENGU	28.00	43.0%	15.96
1	JESUS THE GOD WHO KNOWS YOUR NAME 82324939	INSP	LUCADO, MAX	PAP 0000000001	9781400214723 1400214726	HRPCR	19.99	40.0%	11.99
1	SUPERCAT NOW IN FULL COLOR 82302114	20224QJF	BRUEL, NICK	HRD 535460663	9781250749987 1250749980	HOLTJ	13.99	43.0%	7.97
1	EXTRAORDINARY DINOSAURS AND OTHER PREHIS 82302114	20224QJF	DORLING KINDERS	HRD 535464197	9780744056266 0744056268	DORKJ	17.99	43.0%	10.25
1	TO BEE OR NOT TO BEE 82302114	20224QJF	ELIOPULOS, NICK	HRD 535449371	9780593562888 0593562887	RANDJ	9.99	43.0%	5.69
5				SUB TOTAL					51.86
				USD CURRENCY					



INVOICE

INVOICE #: 2037212966  
INVOICE DATE: 12/27/22  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9034342

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
1 MYLAR JACKET NON STA	AT	0.89	=	0.89
TOTAL				3.14

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

	VAS	3.14
TOTAL AMOUNT DUE		55.00

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2037229685  
INVOICE DATE: 01/03/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9041645

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	WITHOUT A TRACE 82160665	AYAT	STEEL, DANIELLE	HRD 0000000001	9781984821867 1984821865	RANDO	28.99	43.0%	16.52
1	SPARE 82455780	1Q2023AFANF	HARRY, PRINCE,	HRD 550226901	9780593593806 0593593804	RANDO	36.00	43.0%	20.52
1	VILLA 82455780	1Q2023AFANF	HAWKINS, RACHEL	HRD 544454650	9781250280015 125028001X	STMAR	28.99	43.0%	16.52
1	ON THE CORNER OF CHOCOLATE AVENUE HOW MI 82455781	1Q2023JFJNFJB	COHEN, TZIPORAH	SAL 548916903	9780358578758 0358578752	HARJU	18.99	20.1%	15.17
1	RHINOS AT RECESS 82455781	1Q2023JFJNFJB	OSBORNE, MARY P	HRD 544454489	9780593488508 0593488504	RANDJ	14.99	43.0%	8.54
1	I SURVIVED HURRICANE KATRINA 2005 82455781	1Q2023JFJNFJB	TARSHIS, LAUREN	HRD 544460241	9781338766967 1338766961	SCHOH	24.99	43.0%	14.24
1	AMY AND THE EMERALD SNAKE 82302114	20224QJF	BARKLEY, CALLIE	HRD 535461155	9781665928274 1665928271	SIMJU	17.99	43.0%	10.25
7				SUB TOTAL					101.76
				USD CURRENCY					

INVOICE

INVOICE #: 2037229685  
INVOICE DATE: 01/03/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9041645

PAGE: 002

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		111.49

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

# CLAIMS PAY REQUEST

## City of Van Meter

**Payable To:** Culligan Water Adel

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

**Date of Invoice:** 12/31/2022

**Amount:** \$27.03

**Memo:** Acct 752089

Vendor #

Office Use Only

**Purchase Description:** Cooler Rental

**Invoice Number:**

**Account Number:** Other Contractual Serv 182-410-6499

*Nancy Studebaker-Barringer*



of Adel

518 GREENE STREET  
ADEL, IA 50003  
(515) 993-4203 (800) 747-4203  
adel@culliganlwa.com  
www.Culliganlwa.com

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW		
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
CARD NUMBER		V. CODE
SIGNATURE		EX P. DATE
DATE 12/31/2022	PAY THIS AMOUNT \$27.03	ACCOUNT NUMBER 752089
PAY BY DATE: JAN 22		AMOUNT PAID \$

**ADDRESSEE:**

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

**REMIT PAYMENT TO:**

CULLIGAN WATER ADEL  
518 GREENE ST  
ADEL, IA 50003-1811

**Just a reminder your account is past due, if payment has been made we thank you.**

**BALANCE FORWARD**

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	<b>\$18.02</b>
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
12/31/2022	1.00	COOLER RENTAL		9.01	27.03
Service 01/01-01/31					
<b>We are moving! Please come check out our new office at 518 Greene St in Adel. Please make sure to update our new address in your records!</b>					
<small>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</small>					
<b>FINANCE CHARGE SCHEDULE</b>				<small>PLEASE PAY NEW BALANCE BEFORE</small>	
OVER	5	1.50 %	18.00 %	JAN 22	
TO	5	0.00 %	0.00 %	MIN CHARGE 5.00	
0-30	31-60	61-90	Over 90	Balance Due	
9.01	9.01	9.01	0.00	<b>\$27.03</b>	
<b>CULLIGAN WATER ADEL</b> 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 <small>SERVICE ADDRESS:</small>				Next Deliveries: 01/25/23 02/22/23 03/22/23 04/19/23  PLEASE WATCH THE BOTTOM OF YOUR STATEMENT FOR 2022 DELIVERY DATES--NO POSTCARDS WILL BE SENT OUT	
<b>VAN METER PUBLIC LIBRARY</b> ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				12/31/2022	752089
				NAME	
				VAN METER PUBLIC LIBRARY	



## Briefing RE Staff Changes

January 18, 2023

**Background:** After Jennifer Bittner resigned in Spring 2021, we hired Katrina Brocka. She began working at the library as "Circulation and Cataloging Assistant" in October 2021. In October 2022 she was promoted to "Assistant Director." On December 28, 2022, Katrina submitted her resignation. She was kind enough to provide four weeks of notice; her last day will be January 28, 2023.

**Job Posting:** I posted the following notice on our website on January 6, 2023.

### **Circulation and Cataloging Assistant**

Hours: 20 - 25 hours including some evenings and Saturdays

Pay: \$15 - \$17

Due to the recent resignation of our Assistant Director we are seeking resumes for the position of Circulation and Cataloging Assistant.

**Customer Service:** We are looking for someone who enjoys working with the public and is able to turn the transactional task of checking out books into a positive library experience for our patrons. Providing excellent customer service at our library's front desk is always the priority when working in this position.

**Tech Skills:** You'll need very strong tech skills and experience to quickly learn new applications. We use MS Office, Google Suite, Apollo ILS, Constant Contact, WhoFi, BeanStack, Silo and more. We host a PLOW website and familiarity with website upkeep will also be a plus.

**On-The-Job Training:** Library experience is a plus, but not required. Both formal and informal on-the-job training will be provided.

**About VMPL:** VMPL is a small two-person library serving about 1,500 people. To learn more about our library, see the VMPL website.

To apply send resume and cover letter to:

Nancy Studebaker, Library Director [nstudebaker@vanmeteria.gov](mailto:nstudebaker@vanmeteria.gov).

## **Director's Schedule:**

Beginning January 30, and until we have a new person trained my schedule will be about 44 hours per week. (see below.) I expect it will take at least eight weeks to train someone to the point they are able to work alone.

**NOTE:** I expect there will days when I will need to close the library a couple hours early (or even for a full day) in order to go to appointments etc I don't see this as happening very often between now and April; I'll make every effort to minimize closings.

Monday 10:00am – 6:30pm (8.5 hrs)

Tuesday 9:30am – 7:00pm (9.5 hrs) (or 8:00pm if we do not change hours)

Wednesday 10:00am – 5:00pm (7 hrs)

Thursday Noon – 7:00pm (7 hrs) (or 8:00pm if we do not change hours)

Friday 10:00am – 5:00pm (7 hrs)

Saturday 10:00am – 3:00pm (5 hrs)

**Request:**

**Closings due to staffing issues: (this is what I know of at this time)**

- Close at 3:pm on February 1. I need to take my husband to medical appointment.
- Close at 3:pm on Thursday, February 2 and remain closed until Monday February 6 at 10am  
My two Montana grandchildren will be coming for a visit February 2. I have not seen them since September of 2021. This plan has been in the works since well before Christmas. I know it is a lot to ask.

**My Compensation:**

I began working at VMPL in April 2021. I have stayed at \$44,000 annually since I started, however, in July 2022 my weekly hours were reduced to 37.

**Request:**

**Additional compensation while working additional hours** in the form of 1.5 hours of paid-time-off earned for each hour above 74 hours per pay period during February, March and April.



## Chapter 4: Hiring a Library Director

Your job as a library board member is to make sure the library is well managed. To do that, the board hires a qualified director to manage the day-to-day operations of the library. Before hiring a library director, the entire board should have a good grasp of the work that public library directors do. Your library director is the department head of a city service who has many responsibilities.

### What Do Public Library Directors Do?

- ❖ Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries
- ❖ Hire and supervise staff
- ❖ Implement and interpret board policy to staff and the public
- ❖ Administer the library budget
- ❖ Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more)
- ❖ Manage library services and programming
- ❖ Supervise outreach services to the community
- ❖ Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment
- ❖ Represent the library in the community by promoting its services and programs
- ❖ Instruct users how to access, evaluate, and use information resources

As you can see by the list of responsibilities, hiring a library director is one of the most important duties of the library board.



In small cities with few or no other library staff, the library director serves customers directly and may also:

- ❖ Provide preschool story time to build early literacy skills in young children
- ❖ Help students find resources to complete school assignments
- ❖ Help readers find a good book
- ❖ Answer reference questions from patrons
- ❖ And yes... check out books!

To ensure that the most qualified candidate is hired, it is critical that the library board follow standard hiring procedures as outlined on the following pages.

### **Conduct a Preliminary Assessment**

The board must reach consensus on what they want a new director to accomplish and what qualifications are needed in a director for the library at this point in time. In order to do this, the board needs to discuss the following questions:

- ❖ What is the role of the library in the community?
- ❖ Have community needs changed? Has the library kept pace?
- ❖ What direction does the library need to go?
- ❖ What qualifications are needed in the next director?
- ❖ What is the reason for the job opening?
- ❖ Was the previous director dissatisfied? Why?
- ❖ Was the board dissatisfied with the previous director? Why?

### **Develop a Timeline**

A timeline should be established to include the following tasks:

- ❖ Appointing the search committee (should be less than a quorum).
- ❖ Reviewing the current job description and updating if necessary.
- ❖ Writing the job advertisement and sending it through various communication channels (library website, city website, local / area newspapers, State Library Job List posting, etc).
- ❖ Determining the deadline for applications.

- ❖ Reviewing the applications and deciding on persons to interview.
- ❖ Determining interview schedule and questions.
- ❖ Determining the time needed for the board to make a decision and offer the job to the candidate.
- ❖ Determining the timeframe for the candidate to respond.

### Set up the Search Committee

The board as a whole can function as the search committee. An alternative is to form a committee of board members and staff to review the applications and recommend candidates for the board to interview. If the board decides to appoint a subcommittee, the subcommittee must meet in open sessions as long as it is doing deliberative work. If a search committee is appointed, be sure the duties of the committee and the deadlines are clear.

Applications for public positions are confidential documents under **Iowa Code 22.7(18)**, so protect applicants' identities by referring to them as "Candidate A, Candidate B," etc. during this stage of the process in open meetings. Deciding whether or not a subcommittee meeting has to be an open meeting is complicated and often turns on the specific facts of a particular meeting, refer to the **Iowa Public Information Board** (515-725-1781) with questions.

### Review and Update the Job Description

The job description should indicate the minimum requirements for education and work experience. The job description should also include any desirable areas of expertise and technology competencies (online learning experience, website experience, social media use, etc.). All minimum requirements and desirable qualifications must be job related and should be delineated as required vs. preferred. The board should not hire a person with less than the minimum requirements.

Obtain a copy of the current job description from the current library director, the acting director, or the city. (If no written job description exists, the board will need to write one before continuing with the hiring process.) Review it to ensure that it meets current requirements including:

- ❖ Minimum requirement for education and previous work experience
- ❖ Primary management duties
- ❖ Desirable areas of expertise including technology skills
- ❖ Salary and benefits

- ❖ Probationary period
- ❖ Physical and environmental requirements of the job

### **Determine Salary and Benefits**

The first step in achieving pay commensurate with the work performed, referred to as “pay equity,” is to understand the job duties and responsibilities. It may help to re-read the list at the beginning of this chapter titled “What Do Public Library Directors Do?”

In small towns, the library director’s position might be comparable to the city clerk. In larger cities, the library director’s job will compare more favorably with another city department head. Another valid job comparison to make is to compare the education requirements and job responsibilities of the library director with that of school district personnel or county government workers.

Too often the work of library directors and staff is not well understood, too often undervalued and unfairly compensated for the complex level of management expectations. In other words, many library directors (and staff) receive lower pay than other city employees who do comparable work, who also supervise staff, and who also have considerable management duties and education requirements.

A caution: library boards and directors often ask about salaries of directors in nearby towns of similar size. While that can be useful information, it should not be the sole basis for making decisions on library director and staff salaries. The reason is that low pay is a common fact among library employees. So comparing to other libraries’ salary scales often results in comparing to equally low salaries that don’t adequately compensate for the work performed.

### **Advertise the Position**

The job description should be used to write the job advertisement; in turn, the advertisement should be as comprehensive as possible. Provide a fair summary of the position, the required education, experience, and skills needed, and the desirable areas of expertise and work experience. Include the salary range and benefits, a brief description of the library and community, where to send applications, and application deadline. Request a resume and professional references.

Integral to providing equal employment opportunities is a practice of openly advertising all available positions. Many city governments have policies regarding how city employment must be advertised so that all applicable laws are being followed. The city might also require consistent employment applications for city jobs. If your city has a human resources department, check there first before placing ads, or check with city hall.

While there is no state statute or regulation that explicitly mandates such advertising, the

“veterans’ preference” law in **Iowa Code 35C.1** requires cities to post a public notice of the application deadline to fill a public job at least ten days prior to that deadline. The spirit of the “veterans’ preference” law ensures that everyone has an equal opportunity to work for the government; that the best candidates have been sought for all public positions; that only the most qualified people work at all levels of government; and that when applicant qualifications are equal in every other way, veterans are the preferred candidates.

The job advertisement should be publicized widely. If the library board is considering hiring a director with a master’s degree in Library Science, then notify library schools or purchase an online ad through the American Library Association. If you decide to place print ads in professional journals such as *American Libraries* and *Library Journal*, check publication deadlines and see how those deadlines fit within your timeline. In addition to advertising in local newspapers, you are welcome to send your notice to the **State Library Job List** to be posted at no cost.

## Review the Applications

Many times, the city will receive the applications to ensure all requirements are complete, then send the applications to the library board. If your city has an HR department, use them to ensure all laws are followed. As applications arrive, each should be marked with the date of arrival to determine whether it falls within your timeline. Before applications are reviewed, evaluation criteria should be developed and used to rank them. It is helpful to develop a form that can be used by each member of the search committee; the form ensures a consistent screening and an easy way to compare each applicant’s qualifications to the requirements of the position.

The board must discuss applications in open session when determining which candidates will be contacted for an interview. Once the board has chosen which applicants will be interviewed, each of those candidates should be notified that they are a finalist and that the list of finalists may (or will, depending upon the particular city’s practice) become public. Some candidates may opt to drop out if they feel that their present jobs or working relationships would be compromised or endangered once their applications for different jobs become public. If a candidate agrees to be interviewed, again confirm whether a closed interview is required by law.

## Interview Process

Interviews should be conducted in “stand alone” sessions—not regular board meetings—in which the interviews are the only business before the board. If an interview is conducted during a closed session in accordance with **Iowa Code 21.5**, be sure the board follows the laws in subsections 2, 3, 4 and 5, especially those pertaining to recording and documenting the closed session.

Prior to the interviews, the search committee should provide all candidates an

information packet that could include but is not limited to: the library mission statement; planning document; recent budgets; community demographics; employers, shopping, schools, churches, recreation, higher education, and any other information that will inform candidates about the library and community.

Develop a list of questions to be asked of every candidate interviewed. And be sure to apply the questions consistently, even if the interview team is familiar with the candidates. Typical questions to cover in the interviews are questions about the candidate's prior management experience, their library service philosophy, their staff supervision experience, their technology competencies, etc. Check with your city to see if there are any required questions for city employment. **NOTE:** It is illegal to ask certain questions of candidates, such as marital status, age, family plans, etc. For more about interviewing see **Iowa Workforce Development's Successful Interviewing Guide**.

As part of the interview, arrange a tour of the library, a meeting with staff, and an opportunity for the candidate to learn about the community.

### **Evaluate the Candidates**

During the interview process, it's helpful to use your page of interview questions to record candidate responses and search committee impressions. Once all of the finalists have been interviewed, the search committee can then compare their notes, discussing and ranking the finalists. Some qualifications to consider in ranking candidates are:

- ❖ Library service attitude and philosophy; enthusiasm for librarianship
- ❖ Knowledge of foundational library principles such as intellectual freedom, patron privacy, etc.
- ❖ Knowledge of current library trends and literature
- ❖ Direct yet thorough responses to questions
- ❖ Evidence that the applicant has done some research for the position
- ❖ Ability to explain how their experience and talent can be used as library director
- ❖ Understanding the role of trustees; successful record of working with boards and community leaders
- ❖ Successful record of staff supervision
- ❖ Comfort level with technology, automation systems, online learning, social media, etc.
- ❖ Experience being involved in the community and comfort level with public relations
- ❖ Commitment to continuing education for self; support of continuing education for

staff and board

Check references before offering the position to a candidate. When calling references, agreed-upon questions should be asked with space on the questionnaire to record responses. The search committee may want to seek out references other than those provided by the applicants. Be aware: some employers will only verify such things as dates of employment and last salary earned.

### **Make the Hiring Decision**

Finally, decide if one or more of the candidates should be offered the job or if the search needs to be reopened. The top candidate should be offered the position by telephone. When a candidate accepts the position, follow up with a letter of agreement indicating date employment begins, salary, benefits, etc. The board may want to consider a formal employment contract. Soon after the job offer has been accepted, notify the other candidates.

For further information and to follow all applicable hiring laws, refer to the **Library Law FAQ** on the State Library website.

# Hours & Closings

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

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## Hours

The hours of operation for the Van Meter Public Library are as follows:

Monday – 10:00 a.m. – 5:00 p.m.

Tuesday – 12:00 a.m. – 7:00 p.m.

Wednesday – 10:00 a.m. – 5:00 p.m.

Thursday – 12:00 a.m. – 7:00 p.m.

Friday – 10:00 a.m. – 5:00 p.m.

Saturday – 10:00 a.m. – 3:00 p.m.

Sunday – closed

## Holiday Closings

The Van Meter Public Library for the following State and Federal holidays.

December 31 – New Year's Eve

January 1 – New Year's Day

Third Monday in January – Martin Luther King, Jr. Day

Third Monday in February – President's Day

Friday Before Easter

Last Monday in May – Memorial Day

July 4 – Independence Day

First Monday in September – Labor Day

Second Monday in October – Columbus Day

November 11 – Veterans Day

Fourth Thursday in November – Thanksgiving Day

Friday and Saturday Following Thanksgiving

December 24 – Christmas Eve

December 25 – Christmas Day

# Hours & Closings

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

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## Unplanned Closings

To fulfill its mission of public service the Van Meter Public Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Unplanned closings will be authorized by the Director and/or the Library Board President. The full Library Board will be informed of closings at the following regular board meeting.

Whenever possible, the library will post a sign on the exterior doors regarding unplanned closings. The library will also post information about unplanned closures on the Facebook account.

Inclement Weather: The library will close, delay opening, or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

Other Unplanned Closings: The library will close when it is unable to remain open due to concerns regarding the safety or health of our staff and patrons.

Adopted – September 25, 2017

Revised – December 20, 2017

Revised – February 21, 2018

Revised and Adopted – May 2021





## **Library Closings Fiscal Year 2024 (July 1, 2023 – June 30, 2024)**

<b>Fourth of July</b>	<b>Tuesday, July 4, 2023</b>
<b>Labor Day</b>	<b>Monday, September 4, 2023</b>
<b>Columbus Day</b>	<b>Monday, October 9, 2023</b>
<b>Veteran's Day</b>	<b>Saturday, November 11, 2023</b>
<b>Thanksgiving Day &amp; Weekend</b>	<b>Thursday, November 23 – Saturday November 25, 2023</b>
<b>Christmas Eve &amp; Day</b>	<b>Saturday, December 23 - Tuesday, December 26, 2023</b>
<b>New Year's Eve &amp; Day</b>	<b>Saturday, December 30, 2023 -Tuesday, January 2, 2024</b>
<b>Martin Luther King Day</b>	<b>Monday, January 15, 2024</b>
<b>President's Day</b>	<b>Monday, February 19, 2024</b>
<b>Friday Before Easter</b>	<b>Friday, March 29, 2024</b>
<b>Memorial Day</b>	<b>Monday, May 27, 2024</b>

### **Paid holidays Per City of VM Personnel Manual:**

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

**PROPOSED REVISIONS TO FY23 BUDGET. PRESENTED TO BOARD JANUARY 18, 2023**

					FY23 APPROVED BUDGET	FY23 PROPOSED BUDGET	Difference	
EXPENSE	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL					
Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 44,000.06	\$ 75,800.00	\$ 62,500.00	\$ (13,300.00)		Reduction due to KB resignation
Wages PT 182-410-6020	\$ 10,034.67	\$ 10,597.18	\$ 16,554.45	\$ 2,500.00	\$ 13,000.00	\$ 10,500.00		Increase for new part-time person
Dues 182-410-6210	\$ -		\$ -	\$ -	\$ -	\$ -		
Programming 182-410-6215	\$ 1,797.80	\$ 2,754.38	\$ 4,291.58	\$ 5,000.00	\$ 5,500.00	\$ 500.00		Increase for summer reading prizes
Subscriptions 182-410-6220	\$ 672.95	\$ 614.84	\$ 75.65	\$ 300.00	\$ 100.00	\$ (200.00)		Reduction because I projected too high
Training 182-410-6230	\$ -	\$ -	\$ -	\$ 500.00	\$ 100.00	\$ (400.00)		Reduction because I projected too high
Operating & Maintenance 182-410-6311	\$ 166.51	\$ 184.77	\$ 140.00	\$ 400.00	\$ 400.00	\$ -		
Utilities 182-410-6371	\$ 1,041.66	\$ 1,120.95	\$ 1,438.72	\$ 1,500.00	\$ 1,900.00	\$ 400.00		Increase because I'm concerned we will go over.
Telephone 182-410-6373	\$ 584.92	\$ 647.19	\$ 585.74	\$ 800.00	\$ 800.00	\$ -		
Technology 182-410-6419	\$ 3,319.74	\$ 2,643.30	\$ 4,538.48	\$ 5,500.00	\$ 6,000.00	\$ 500.00		Increase because of purchase of new printer
Community Intersect 182-410-6424	\$ 52.74			\$ -	\$ -	\$ -		
Other Contractual Services 182-410-6499	\$ 2,000.00	\$ 1,200.00	\$ 1,224.96	\$ 1,400.00	\$ 1,400.00	\$ -		
Library Materials 182-410-6502	\$ 6,412.92	\$ 6,856.49	\$ 15,966.43	\$ 10,000.00	\$ 10,500.00	\$ 500.00		Increase to increase Advantage Collection
Office Supplies 182-410-6206	\$ 1,820.24	\$ 3,084.38	\$ 1,433.73	\$ 1,500.00	\$ 3,000.00	\$ 1,500.00		Increase because I projected too low.
Transfer Out 182-910-6910		\$ 10,000.00	\$ -			\$ -		
<b>TOTAL EXPENSE</b>	<b>\$ 70,379.05</b>	<b>\$ 81,827.88</b>	<b>\$ 90,249.80</b>	<b>\$ 105,200.00</b>	<b>\$ 105,200.00</b>	<b>\$ -</b>		
REVENUE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET	FY23 APPROVED	FY23 PROPOSED			
State Grants 182-410-4440	\$ 941.50	\$ 1,387.95	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00			
Library Service 182-410-4470	\$ 3,019.83	\$ 5,389.13	\$ 4,513.00	\$ 13,000.00	\$ 13,000.00			
Donations- Library Trust 182-410-4705	\$ 416.95	\$ -	\$ -	\$ -	\$ -			
Transfers In 182-950-4300	\$ 78,000.00	\$ 68,000.00	\$ 50,000.00	\$ 91,000.00	\$ 91,000.00			
Other Grants			\$ 3,000.00	\$ 5,000.00	\$ 5,000.00			
<b>TOTAL REVENUE</b>	<b>\$ 82,378.28</b>	<b>\$ 74,777.08</b>	<b>\$ 58,813.00</b>	<b>\$ 110,300.00</b>	<b>\$ 110,300.00</b>			

**FIRST DRAFT OF PROPOSED FY24 BUDGET. PRESENTED TO BOARD JANUARY 18, 2023**

					FY23 PROPOSED	FY24 PROPOSED	
	EXPENSE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET	BUDGET	BUDGET	Difference
	Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 44,000.06	\$ 62,500.00	\$ <b>44,000.00</b>	\$ (18,500.00)
	Wages PT 182-410-6020	\$ 10,034.67	\$ 10,597.18	\$ 16,554.45	\$ 13,000.00	\$ <b>25,000.00</b>	\$ 12,000.00
	Dues 182-410-6210	\$ -		\$ -	\$ -	\$ -	\$ -
	Programming 182-410-6215	\$ 1,797.80	\$ 2,754.38	\$ 4,291.58	\$ 5,500.00	\$ <b>5,500.00</b>	\$ -
	Subscriptions 182-410-6220	\$ 672.95	\$ 614.84	\$ 75.65	\$ 100.00	\$ <b>100.00</b>	\$ -
	Training 182-410-6230	\$ -	\$ -	\$ -	\$ 100.00	\$ <b>100.00</b>	\$ -
	Operating & Maintenance 182-410-6311	\$ 166.51	\$ 184.77	\$ 140.00	\$ 400.00	\$ <b>25,000.00</b>	\$ 24,600.00
	Utilities 182-410-6371	\$ 1,041.66	\$ 1,120.95	\$ 1,438.72	\$ 1,900.00	\$ <b>1,900.00</b>	\$ -
	Telephone 182-410-6373	\$ 584.92	\$ 647.19	\$ 585.74	\$ 800.00	\$ <b>800.00</b>	\$ -
	Technology 182-410-6419	\$ 3,319.74	\$ 2,643.30	\$ 4,538.48	\$ 6,000.00	\$ <b>5,500.00</b>	\$ (500.00)
	Community Intersect 182-410-6424	\$ 52.74			\$ -	\$ -	\$ -
	Other Contractual Services 182-410-6499	\$ 2,000.00	\$ 1,200.00	\$ 1,224.96	\$ 1,400.00	\$ <b>1,400.00</b>	\$ -
	Library Materials 182-410-6502	\$ 6,412.92	\$ 6,856.49	\$ 15,966.43	\$ 10,500.00	\$ <b>11,000.00</b>	\$ 500.00
	Office Supplies 182-410-6206	\$ 1,820.24	\$ 3,084.38	\$ 1,433.73	\$ 3,000.00	\$ <b>3,000.00</b>	\$ -
	Transfer Out 182-910-6910		\$ 10,000.00	\$ -			\$ -
	<b>TOTAL EXPENSE</b>	\$ 70,379.05	\$ 81,827.88	\$ 90,249.80	\$ 105,200.00	\$ <b>123,300.00</b>	\$ 18,100.00

					FY23 PROPOSED	FY24 PROPOSED	
	REVENUE	FY20 ACTUAL	FY21 ACTUAL	FY22 BUDGET	BUDGET	BUDGET	
	State Grants 182-410-4440	\$ 941.50	\$ 1,387.95	\$ 1,300.00	\$ 1,300.00	\$ <b>1,300.00</b>	
	Library Service 182-410-4470	\$ 3,019.83	\$ 5,389.13	\$ 4,513.00	\$ 13,000.00	\$ <b>13,000.00</b>	
	Donations- Library Trust 182-410-4705	\$ 416.95	\$ -	\$ -	\$ -	\$ -	
	Transfers In 182-950-4300	\$ 78,000.00	\$ 68,000.00	\$ 50,000.00	\$ 91,000.00	\$ <b>109,200.00</b>	
	Other Grants			\$ 3,000.00	\$ 5,000.00	\$ -	
	<b>TOTAL REVENUE</b>	\$ 82,378.28	\$ 74,777.08	\$ 58,813.00	\$ 110,300.00	\$ 123,500.00	

# **COMPREHENSIVE PERSONNEL POLICY MANUAL**



## **CITY OF VAN METER**

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**Acknowledgement (City Copy)**

## **Acknowledgement**

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

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

- My employment with the City is voluntary and is subject to termination by me or by the City at will, with or without cause, at any time
- All electronic records and communications sent, received, or stored on the City's systems are the property of the City. I acknowledge that I have no expectation of privacy in connection with any communication or information using the City's electronics
- I acknowledge that this Handbook is neither a contract of employment nor a legal Document;
- I hereby acknowledge that all of the policies described in the Handbook are applicable to me; and,
- I further voluntarily authorize my employer to provide my final check to me by ordinary mail at my last known address.

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

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Signature

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Date Signed

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Your Name (Printed)

## **Intent of Document**

The purpose of this Personnel Policy Manual is to combine the personnel policies and benefits applicable to City employees. If these policies conflict with any policy contained in the contracts of any bargaining unit recognized by the City, the contract shall supersede these policies for any union member. An effort has been made to make this manual easy to read and understand. For more information regarding a particular benefit or policy, an employee may contact his/her Department Head or supervisor. This Manual constitutes neither a contract of employment nor a promise of job security or job permanence.

Each employee is expected to make himself/herself fully familiar with the policies contained in this Manual as soon as possible after hire and to maintain awareness of any policy changes occurring after the effective date of this Manual. The City regards all personnel as public employees who are to be governed by high ideals of honor and integrity in all public and personal conduct to merit the trust and confidence of the general public and co-workers. The City recognizes the value of obtaining employee input regarding these policies and will communicate in writing any changes before the effective date. In a conflict between these policies, as amended, and any other written or oral communication, these policies shall be controlled. These policies shall be superseded by any conflicting applicable Federal or State Statute, City Ordinance, or Charter provision.

## **Equal Employment Opportunity Provision**

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

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

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

The following grievance procedure is established and adopted by the City to address complaints from a person alleging that the City has not provided proper access to services, facilities, or employment opportunities to an individual with a disability. Any person who has such a complaint may have such grievance addressed in the following procedure: The City has designated an Americans with Disabilities Act (ADA) Coordinator to assist a grievance following the procedures outlined in this grievance policy. The ADA Coordinator may be reached at (515) 993-1751.

- A. Anyone with a disability who believes that the City has failed to provide access to a service, facility, or employment opportunity may file a written complaint with the ADA

Coordinator. Such a complaint shall be addressed to the ADA Coordinator and shall state in as much detail as possible the basis for the person's belief that the City is failing to provide proper access to its services.

- B. Upon receipt of such a complaint, the ADA Coordinator shall investigate the alleged facts and attempt to resolve the grievance to the mutual satisfaction of the five grievances and other parties involved. Should the ADA Coordinator be unable to resolve the matter to the satisfaction of all parties within ten (10) working days following receipt of the complaint, the ADA Coordinator shall prepare findings and decide relevant to the matter and submit the findings and decision to the Institutions and Human Resources Policy Committee.
- C. Upon receipt of the decision from the ADA Coordinator, the City Council shall provide notice to the grievor of an opportunity to present testimony relative to the complaint. The City Council shall render a decision within thirty (30) calendar days following the completion of the hearing. The City Council's decision shall be the final administrative remedy available to the grievant.
- D. This administrative grievance procedure is not a prerequisite to pursuing other legal remedies, including the pursuit of a grievance with the appropriate federal ADA enforcement agency.

### **City Government: Organization and Responsibilities**

- A. Department Heads/Managers
  - a. Department Heads, also called Managers, are appointed by the Mayor and are responsible for the efficient operation of their Departments. Department Heads/Managers are responsible for the impartial and equitable administration of City policies and Departmental directives and for encouraging all employees to actively participate in a cooperative management process.
- B. Employees
  - a. Each employee's responsibility is to perform the duties of his/her position.

### **Office Hours**

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

Monday through Friday  
9:00 AM to 5:00 PM

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

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



Tuesday  
6:00 PM to 8:00 PM  
Saturday  
9:00 AM to 12:00 PM

## **Hours of Work**

### **General Policy**

It is recognized that employees' daily and weekly work schedules and assignments are based on operating requirements and subject to change. The City retains the right (with appropriate advance notice to affected employees) to schedule straight time, overtime, number of shifts, and shift assignments to promote municipal government efficiency. The provisions of this section are intended to apply to regular full-time employees assigned a "normal" workday/week. It is recognized that certain positions may be assigned a normal workday or workweek other than as set forth below, i.e., firefighters, continuous operations, part-time, etc.

In such a case, the City Administrator shall take precedence over the provisions of this section.

### **Work Day / Work Week**

Depending on the Department, the normal workday shall be between eight (8) and twenty-four (24) consecutive hours of work, excluding a meal period, within a twenty-four-hour period as defined by the Department's operating requirements. When mutually agreeable between a supervisor and employee, a supervisor may institute a flexible schedule different from the normal workday/week as set forth herein, provided that such scheduling is cost-effective and compatible with the employee's designated work area. The Department Head may, with fourteen (14) calendar days' notice, require the employee to resume his/her normal schedule. A meal period is normally scheduled for thirty (30) minutes in length; however, exceptions may occur with shift-workers

### **Work Schedule**

All employees shall be scheduled to work a regular work assignment, and each non-management work assignment shall have an established starting and quitting time. Except for emergency conditions or specific Department procedures, permanent changes in work schedules shall occur only after allowing seven (7) days' notice to the employee.

### **Paid Leaves of Absence**

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

A. **Personal Time Off (PTO) Schedule.**

Regular full-time City employees will be granted PTO according to the schedule below:

<b>Years of Service</b>	<b>Hours</b>	<b>Annual Days</b>
0 to 2	120	15
2+ to 10	160	20
10+ to 18	200	25
18+ to 25	240	30
25+	280	35

B. **PTO Availability and Use.**

PTO shall be granted at the beginning of the Fiscal Year, which begins on July 1<sup>st</sup> and may start to be used at that time. New hires will be granted PTO at a pro-rated amount according to the hire date within the Fiscal Year, but PTO will not be able to be used before completing a 90 day probationary period. I.E. a new hire that starts on January 1<sup>st</sup>, ½ way through the Fiscal Year, would be granted ½ of the of the PTO or 7.5 days and would not be able to use them until April 1<sup>st</sup>, once the probationary period has ended. PTO shall be used in minimum units of one-quarter (.25) hour. An employee may carry over a maximum of 40 hours of unused PTO into the following year. Part-time employees shall not receive PTO hours.

C. **Pay in Lieu of PTO.**

Using PTO is important in providing the opportunity for rest, recreation and personal activities, therefore the City highly encourage employees to use the PTO they have earned. PTO must be used or carried over to the next Fiscal Year (Up to 40 hours) or you will lose it. No payments will be made in lieu of taking PTO, except at the time of the employee's termination of employment with the City. The Mayor may waive this provision for a good cause.

Employees terminating employment with the City for any reason are entitled to payment for his or her earned unused PTO up to 80 hours, as long as the City is provided with a written resignation at least 14 calendar days before the effective date of the resignation, employee continues employment duties through the date of resignation/termination, and employee returns all City property by the date of resignation/termination. If employee does not work through the full period or does not return all City property, earned unused vacation hours will not be paid to the employee.

In the event the employee has used PTO that has not yet been earned, based on where in the Fiscal Year we are, the employee must pay the City back for the unearned PTO. I.E. an employee is granted 20 days of PTO when the new Fiscal Year starts on July 1<sup>st</sup> and the employee uses all of those PTO days prior to January 1<sup>st</sup>, ½ way through the Fiscal Year. The employee then resigns or is terminated on January 1<sup>st</sup>. At this point

the employee would need to reimburse the City for ½ of the PTO they were granted, meaning 10 days

**D. Holiday Leave.**

City Employees shall be granted the following paid holidays:

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

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

**E. Comp Time.**

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

- Weekly overtime compensation shall accrue for all work performed over 40 hours in any workweek for any employee, which is determined to be nonexempt from the Fair Labor Standards Act requirements. Payment shall be made in compensatory time.
- The employer reserves the right to require employees to take cash payments rather than earned compensatory time.
- Compensatory time may only be accumulated to 240 hours.
- The employee may request a payout in cash of any accumulated compensatory time. There must be at least two weeks' notice provided to the City Clerk, and the money will be paid in a separate check issued at the next regular payday.
- Compensatory time may not be carried into a new fiscal year and paid in cash. Compensatory time due to an employee at the end of the calendar year shall be paid in cash.
- Compensatory time off may be granted at the employee's request with the Mayor's approval. The two-days notice must be provided for full days of comp time. Compensatory time off shall be granted at the convenience of the employee whenever possibly consistent with the staffing needs of the City.
- For computing overtime hours, all hours the employee works (e.g., excluding PTO and holiday leave) shall be considered hours worked when using 40 hours in pay status.

F. Sick Leave.

No Sick Leave will be granted. All leave must be taken from the employee's PTO pool.

G. Bereavement Leave.

Bereavement leave is available to an employee upon the death of his/her family and is offered on the regularly scheduled workdays immediately following the death. If a death occurs during an employee's scheduled PTO, additional PTO day(s) may be granted to make up for those used for bereavement leave. An employee may utilize PTO or personal leave to supplement bereavement leave. Note: For Fire Department personnel working shift schedules of twenty-four (24) hours on and forty-eight (48) hours off, "working days" shall mean calendar days and not specific scheduled shift days.

- Death of a Spouse, Party to a Civil Union, Domestic Partner, or Child  
Upon the death of an employee's spouse, party to a civil union, domestic partner, or child, the employee may request, and the Department Head or his/her designee may grant bereavement leave of up to ten (10) working days immediately following such death without loss of pay.
- Death of Parent  
Upon the death of an employee's parent, the employee may request, and the Department Head or his/her designee may grant bereavement leave of up to five (5) working days immediately following such death without loss of pay.
- Death of Immediate Family Member  
Upon the death of an immediate family member not otherwise mentioned above (such as brother, sister, father-in-law or mother-in-law, parents of parties to a civil union or domestic partners, grandparent), the Department Head or his/her designee may grant up to three (3) days leave with pay.
- Other  
Upon the employee's request, the Department Head or his/her designee may grant up to one day leave with pay to attend the funeral of a personal friend or member of the employee's family not mentioned herein.

H. Jury Duty.

An employee summoned to jury duty will be excused from his/her normal work schedule for the period necessary to perform such duty. The employee shall immediately report for work if the jury is excused from duty during working hours. An exception is an employee working on a shift that has not had at least a six (6) hour rest period, exclusive of one-half ( $\frac{1}{2}$ ) hour travel time to and from work before the commencement of his/her shift. An employee required to serve on a jury and thus be absent from regular duty shall be paid 100% of regular base pay by the City upon presenting proof of jury service.

Under no circumstances shall an employee be eligible for receipt of jury pay and City pay simultaneously. To be excused from work for jury duty, an employee must present to his/her supervisor a copy of the letter from the court requiring the employee's appearance for jury duty and attach it to his/her time sheet.

#### **I. Voting Time.**

Employees shall be granted a leave of absence on any election day if there is not sufficient time outside the employee's work hours to allow the employee to vote.

#### **J. Military Leave**

Employees who are members of the National Guard or on the Reserve List of any branch of the Federal Armed Forces and are required to attend training camp will annually be allowed five (5) workdays paid military leave and the employee's normal PTO allotment. Additional military leave shall be without pay or may be taken as a PTO.

Payment for the first week of military leave shall be computed on the same basis as vacation pay.

1. To be entitled to the benefits of this section, an employee must present his/her immediate supervisor with a copy of the orders calling for attendance at the training camp and said orders must be attached to the timesheet.
2. Military leave is calculated on a military fiscal year basis (October 1 through September 30)

#### **Unpaid Leaves of Absence**

Upon affirmative recommendation of the Department Head and approval of the City Administrator, an employee may be granted leave without pay for up to thirty (30) days. Leave without pay over thirty (30) days shall require the approval of the Mayor. At the expiration of leave without pay, the employee shall return to the same position. Failure of the employee to report promptly at the expiration of such leave shall be considered a resignation. Leave without pay shall not constitute a break in service; however, during leave without pay above thirty (30) calendar days, employee's PTO will be pro-rated for the days not worked.

No other benefits will be provided during this period of leave, and the employee's medical and dental benefits will be available at one hundred percent (100%) of the cost paid by the employee.

#### **Travel and Expense Reimbursements**

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

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

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

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

### **Personal Conduct:**

City employees are expected to perform their duties conscientiously and professionally so that they will not adversely affect the job performance of others or the efficiency of City services. Employees are expected to be courteous to all members of the general public and co-workers.

### **Sexual Harassment Policy:**

Employees are expected to be respectful of other employees and members of the public and conduct themselves professionally while engaged in public service. All employees are prohibited from engaging in any wrongful conduct or discrimination toward any employee, co-worker, or general public member.

Sexual harassment is a form of discrimination. It is the policy of the City to prevent the occurrence of sexual harassment in the workplace and provide a work environment free from sexual harassment. Prohibited sexual harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, unwelcome sexual advances, requests for sexual favors, and other

unwelcome and inappropriate verbal or physical conduct of a sexual nature, which would result in an intimidating, hostile, or offensive working environment. Employees have the right to be free from such harassment, either from co-workers, supervisors, or managers. According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is a violation of Title VII of the Civil Rights Act, which defines sexual harassment as a form of sex discrimination, including:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting such an individual.
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### **Whistleblower Policy**

The City of Van Meter will not discharge Employee or take, or fail to take, action regarding Employee's appointment, proposed appointment, promotion, proposed promotion, or advantage in a position in employment with the City of Van Meter as a reprisal for a disclosure by Employee to the Employee's supervisor, the Mayor, the City Administrator, any member of the City Council, any other City Official, City administrative or human resource management staff, any State official, or any other public official or law enforcement agency if Employee, in good faith, reasonably believes the information disclosed evidences a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety. This non-reprisal provision does not apply if the disclosure of information is prohibited by statute.

If the Employee wishes to make a complaint or disclosure of information under this provision concerning public elected officials, the Employee may make such complaints or disclosures to the Mayor, or if concerning the Mayor, to the City Administrator. For complaints or disclosures concerning appointed officials or other City staff, the Employee may make such complaints or disclosures to the City Administrator, or if concerning the City Administrator, to the Mayor.

Employee is further notified that complaints may also be made to the Iowa Office of Ombudsman which may be contacted at [ombudsman@legis.iowa.gov](mailto:ombudsman@legis.iowa.gov) or 1.888.426.6283. Further information about the Ombudsman may be found at: <https://www.legis.iowa.gov/Ombudsman>.

### **Iowa Code § 70A.29(1)**

1. A person shall not discharge an employee from or take or fail to take action regarding an employee's appointment or proposed appointment to, promotion or proposed promotion to, or any advantage in, a position in employment by a political

subdivision of this state as a reprisal for a disclosure of any information by that employee to a member or employee of the general assembly, an official of that political subdivision, a person providing human resource management for that political subdivision, or a state official, or for a disclosure of information to any other public official or law enforcement agency if the employee, in good faith, reasonably believes the information evidences a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety. This section does not apply if the disclosure of the information is prohibited by statute.

2. A person who violates subsection 1 commits a simple misdemeanor.

3. Subsection 1 may be enforced through a civil action.

a. A person who violates subsection 1 is liable to an aggrieved employee for affirmative relief including reinstatement, with or without back pay, civil damages in an amount not to exceed three times the annual wages and benefits received by the aggrieved employee prior to the violation of subsection 1, and any other equitable relief the court deems appropriate, including attorney fees and costs.

b. When a person commits, is committing, or proposes to commit an act in violation of subsection 1, an injunction may be granted through an action in district court to prohibit the person from continuing such acts. The action for injunctive relief may be brought by an aggrieved employee, the county attorney, or the person providing human resource management for the political subdivision.

4. Each political subdivision of this state subject to the requirements of this section shall provide procedures for notifying new employees of the authority of the office of ombudsman to investigate complaints under chapter 2C and shall provide information to all employees of the political subdivision, including the toll-free telephone number of the ombudsman.

### **Compensation Policy**

(Adopted by council August 10, 2009)

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

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



## **Annual Performance Planning and Review**

Annually, the supervisor and employee will meet to jointly review the existing job description, including the essential functions of the job and the employee's accomplishments in the position for the year. The employee will sign and date the job description, and the signed job description shall be placed in the employee's personnel file. Suppose the employee performs work not stated in the job description or does not perform work in the job description, and the work is of some significance in terms of the amount, skill level, and importance to the Department. In that case, this information will be shared with the Department Head and the Human Resources Department to consider whether the job description needs revision. The Review and Planning process should include a review of past achievements and challenges and establishing goals (developmental and project/skill) for the upcoming year.

If necessary, the supervisor will develop a plan for performance improvement and establish the performance improvement goals that must be met within the appropriate time frame. The outcome of these conversations should be a memo identifying the agreed-to goals for the upcoming year, including any required performance improvement goals and confirmation of the achievements and challenges from the prior year. The memo shall be reviewed, signed, and dated by the employee and placed in the employee's personnel file. If a Performance Improvement Plan is established, the Plan will include the dates for regular supervisory meetings with the employee to monitor progress and provide assistance. The supervisor will also review the City's Non-Discrimination and Sexual Harassment Policy with the employee.

Both the employee and the supervisor will sign the policy acknowledging the review, which will be placed in the employee's personnel file. The review documents and signed Non-Discrimination and Harassment Policy shall be accompanied by a completed Change of Status Form and submitted to the City Administrator. All documents will be stored in the employee's personnel file in City Hall.

## **On-going Review**

It is expected that the supervisor and employee will meet during the review period and before an employee's eligibility for a wage increase to discuss the employee's progress to date on the developed performance plan and goals. If necessary, the employee and supervisor will identify any needed changes to the plan and re-establish a commitment to the work outcomes. If there are performance deficiencies, the supervisor shall document the deficiencies and create a plan to assist the employee in remedying the matter before the next review date. If the employee is under a Performance Improvement Plan, the supervisor will meet regularly with the employee to review the employee's progress in achieving the stated goals.

Such meetings and their results will be documented by the supervisor, shared with the employee, signed by the employee, and kept in the employee's personnel file.

### **Phone Policy**

Employee use of City telephones for personal business is discouraged and should be kept minimum. Unless an employee has received prior approval from his/her immediate supervisor, an employee shall not make long-distance personal calls for which a City Department will be billed. Any long-distance personal calls made by an employee and charged against his/her Department's telephone bill must be reimbursed by that employee.

### **Vehicle and Equipment Policy**

City vehicles and equipment are to be used for official city business only, including vehicles and equipment used within a valid 28E agreement with another governmental entity. No personal or non-official city use of vehicles or equipment is allowed. Under normal circumstances, all equipment shall be expected to remain within the city's corporate limits. Exceptions to this are limited to official fire or police calls outside the corporate city boundary, documented as described below. Other exceptions may be granted by city council approval for participation in events such as neighboring city holiday parades.

All vehicles and equipment shall be operated by city employees only unless specifically authorized by the city employee responsible for the equipment. City employees shall be responsible for assuring any person authorized to operate city equipment is capable of doing so. Employees are responsible that all vehicles and equipment under their control are kept in good repair and properly maintained. Each department shall be responsible for the proper security of its equipment.

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

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

### **Patrol Vehicle Use:**

It is generally understood and expected that officers of the Van Meter Police Department take patrol vehicles home to respond to calls in a timely and immediate fashion. There will be no personal use of City property to include vehicles. Police Officers that live outside of a 20 mile radius of the City of Van Meter will use personal vehicles and be charged a mileage rate, which will be removed from salary.

### Automobile Accident Procedures:

If an employee is involved in an accident with a City vehicle, the following steps must be followed.

1. The employee who had the accident must fill out ALL City accident report forms and a State report, if applicable, by the end of the workday and forward them to City Hall.
2. All claims are handled through City Hall.
3. It is the responsibility of the employee involved in the accident to complete all information on each form. If the employee is seriously injured and unable to complete the forms, the employee's supervisor will be responsible for following all of the above procedures.
4. Questions relating to this directive should be directed to City Hall.

### Budget Policies

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

### Receipt of Gifts and/or Gratuities

City employees shall not accept any gift or gratuity from any person, company, or organization with whom the City transacts any business or from any person within or outside City employment whose interests may be affected by an employee's performance or non-performance of official duties. A gift or gratuity is defined as an item over twenty dollars (\$20) in value that the City would not consider a business expense. An employee who receives an unsolicited gratuitous gift is encouraged to donate the item to a non-profit organization on behalf of the employees of the City.

### **Computer/Internet Usage**

- A. The City recognizes the benefits of accessing information through the internet. City computers for e-mail and internet usage should be kept to a minimum. Excessive use of e-mail and Internet privileges are considered a theft of an employee's time. Employees utilizing the internet must adhere to the following guidelines:
  - 1. Acceptable Uses: The internet is to be used as it pertains to the employee's job for research, surveys, and communications with colleagues and co-workers. An employee may use the internet for personal use after normal working hours if approved in advance by the Supervisor. The employee must indicate the purpose of using the internet.
  - 2. Unacceptable Uses Prohibited personal use during normal working hours. Using the internet for unprofessional references, i.e., games, profane or obscene material, is prohibited. The electronic mail system shall not be used to create offensive or disruptive messages.
- B. The City reserves the right to review, audit, and disclose all messages created or received via the electronic mail system and information accessed via the internet, except those involving a law enforcement investigation. Employees violating this policy shall be subject to disciplinary action, including termination, as determined by their department head.

### **Disciplinary Action**

In most cases, the City subscribes to a policy of progressive discipline when dealing with disciplinary actions related to the personnel policies contained in this document. This includes, but is not limited to, an oral warning; a written reprimand; formal referral to EAP, suspension; demotion; and dismissal. In situations that warrant other than an oral reprimand, an employee shall be given a written notice specifying the act(s) that gave rise to the disciplinary action, the appropriate remedy, and notice of right to appeal. A copy of the written notice shall be kept in the employee's personnel file for three (3) years. Except in a case resulting in discharge, any written reprimand remaining in an employee's personnel file after that time will not be considered concerning any further disciplinary action.

Notwithstanding the above, materials related to a "major offense" shall not be removed from the file. For this section, a "major offense" shall mean conviction of a crime involving moral turpitude or either a conviction or an administrative adjudication finding that the employee participated in discriminatory behavior, including sexual harassment, the excessive use of force, the violation of another's civil rights or act involving dishonesty or theft. In all cases, the measure of disciplinary action shall be properly and reasonably related to the severity of the offense.

Certain types of behavior by an employee may warrant immediate disciplinary action without the imposition of progressive levels of discipline. This may include suspension or dismissal without an oral or written reprimand.

\*Note to supervisors and managers: Progressive discipline requires documentation to be effectively implemented. Supervisors are expected to document and share both positive and negative performance and behavioral matters with employees to properly meet the standards for discipline and performance review. Consistent with the Federal Fair Labor Standards Act (FLSA) requirements, exempt employees shall not be subject to a term of suspension without pay for periods of less than full days. NOTE: Failure to observe proper safety procedures will result in disciplinary action.

### **Flex Time:**

An employee may be allowed to work four (4) nine-hour days and one four-hour day, or other combinations of a 40-hour workweek, as approved by their supervisor and department head.

An employee may be allowed to adjust the length of their lunch period while still working the required number of hours in the day.

An employee may be allowed to adjust leave or start time. No more than eight hours may be flexed consecutively.

### **Managerial Flex Time:**

Managers work whatever hours and days are necessary to carry out their responsibilities but not less than 40 hours and five days per week. However, the number of hours worked in a day may be less than seven if the total for the week is at least 40. (with your supervisor's authorization)

### **Acknowledgement (City's Copy)**

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

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

I also understand that:

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

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

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Signature

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Date Signed

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Your Name (Printed)

**Background:**

The original planning process began when the library director and members of the library board met with the State Library's Central District Consultant on Tuesday, November 19, 2019 for a 3-hour planning session. During this time, the director, trustees, and District Consultant reviewed demographic information from the State Data Center, statistical data from the library's past annual survey reports, and current trends in libraries. The board and director then scheduled several work sessions to draft details of the plan. The original plan was approved by the board of trustees on February 19, 2020.

In March 2020, like many libraries across the nation, the library closed indefinitely due to the pandemic. The library was still closed in March 2021 when Kathleen Nubel, Library Director, resigned; Nancy Studebaker began as director in April 2021. These unforeseeable events impacted the library's ability to make progress on many areas of the plan.

The library reopened in May of 2021. A public survey in June and a focus group in November 2021 indicated that expanded programming and a new building are seen as priorities for the library's future. This revised plan reflects updated time frames for activities included in the original, and adds new activities.

**Mission Statement:** The mission of the Van Meter Public Library is to provide materials and services that support and encourage lifelong learning and love of literature.

**Vision Statement:** The library builds a community of lifelong learners in Van Meter.



### **Strategic Theme: Growing, Strengthening and A Building for the Future**

This section looks at ways to improve the organizational health of Van Meter Public Library. The goals outlined here will allow us to grow along with our growing community.

**Goal I:** The library has the people it needs to provide exceptional library services.

- Ongoing► : Library staff and Trustees are engaged and committed to fulfilling the mission and vision of VMPL. They participate in continuing education highlight best practices and improve library governance, management, and service delivery.
- Ongoing► : All staff seek out and participate in training that will improve the skills needed to provide exceptional library services.
- Ongoing► : Trustees participate in training as required for Tier 3 accreditation.
- Ongoing► : Staff and Board participate in self-evaluation annually.
- Spring 2024: The library hires a 20 hour per week children's services librarian. (Bringing total staffing to approximately 2.4FTE)
- Summer 2024: Library Board develops a succession plan in preparation for Director's retirement (circa 7/2026)

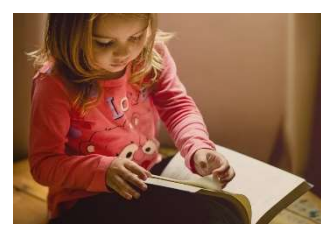
**Goal II:** The library has the funding it needs to provide exceptional library services and a new building.

- Ongoing► : The Library Director will identify and apply for grant funds whenever appropriate.
- Summer 2022► : The Library Director and Trustees begin meeting regularly with the Foundation to re-start fundraising efforts.
- March 2022► : The Trustees meet twice-a-year with the City Administrator to discuss the upcoming budget cycle.
- January 2023► : The Foundation has multiple fundraising efforts planned for the coming year.

**Goal III:** The planning process supports our efforts to provide exceptional library services, including a new library building.

- Ongoing► : The library has a three-year planning cycle that emphasizes evaluation and improvement.
- Summer 2022: The Library Board begins working with a firm to develop architectural concept drawings of a new library.
- Summer/Fall 2022: The Library Board works with the Foundation to develop a marketing campaign aimed at raising awareness about the Foundation and building plans.
- Fall 2022: The architectural drawings and marketing materials will be available for Sips & Snacks.





### **Strategic Theme: Programs and Resources to Engage Learners of All Ages**

This section identifies ways the library can expand its services and materials to better serve all ages.

**Goal I:** The library sparks curiosity and encourages a love of learning with programs and services for children ages birth to 12.

- Ongoing► : Offer weekly, literacy-based programming for children five and under throughout the year.
- Ongoing► : Offer monthly learning opportunities for early elementary age children (grades K – 4).
- Ongoing► : Take literature-based programs to the local elementary school and preschools.
- Ongoing► : Encourage reading with challenges and rewards for meeting reading goals.
- Fall 2022► : There is a process for formal evaluation of all programs by participants.

*Goal I Benchmark for success: The number of children ages birth to 12 coming to the library for programming will increase annually during the plan period.*

**Goal II:** The library offers programs and services that nurture a love of literature and help teens prepare to be engaged citizens.

- Summer 2022► : The library has a Summer Reading Program aimed at teens.
- Fall 2022: The library begins a process to determine what type of library services and/or programming teens want in our community.
- Fall 2022► : There is a process for formal evaluation of all programs by participants.
- Winter 2023: Offer a program (or series of programs), or new service(s) to meet the needs identified in our process.
- Summer 2023: Set goals for teen programming and services for remainder of plan term.

*Goal II Benchmark for success: The initial program or service offered in 2024 will engage 10 or more teens.*

**Goal III:** The library supports the lifelong learning process for adults with in-library programs.

- Spring/Summer 2022: Library staff research potential programs of interest for adults in Van Meter; present ideas to Library Board.
- Fall 2022: Library offers one unique in-library program targeted at adults.
- Fall 2022► : There is a process for formal evaluation of programs by participants.
- Calendar Year 2023: Library offers approximately two adult, in-library programs.
- Spring 2024: Set goals for adult in-library programming for the remainder of plan term.

*Goal III Benchmark for success: An average of 10 adults will attend programs offered in 2022 and 2023.*

**Goal IV :** Van Meter residents have access to a wide range of online tools for lifelong learning.

- Ongoing► : The library promotes the resources provided by the State Library of Iowa.
- Ongoing► : The library purchases e-books and audiobooks to meet the needs of VMPL patrons.

*Goal IV Benchmark for success: Usage of online resources will grow annually throughout the plan period.*



### **Strategic Theme: Creating Community**

This section emphasizes the need to expand the library's role in the greater Van Meter community.

**Goal I:** Van Meter residents turn to the library for information about what is happening at the library and in our community.

- Ongoing► : The library has a vibrant website with up-to-date information about what is happening at the library and in the community.
- Ongoing► : The library uses FaceBook to inform the public about library events.
- Spring 2022► : The library publishes a monthly newsletter which highlights both library and community information and events.
- Summer 2022► : The library utilizes new social media outlets, such as Twitter and Instagram, to engage teens in Summer Reading.
- Winter 2023► : The library continues to explore ways to utilize FaceBook, Twitter, Instagram and/or other social media to create community.
- Winter 2024: The library has a written marketing plan that outlines our strategies for sharing information about what is happening at the library and in our community.

**Goal II:** The library partners with organizations that share our commitment to providing lifelong-learning opportunities in Van Meter.

- Fall 2022► : A library representative is present at meetings of many community organizations such as School Board, Parks Board and Van Meter Community Development Corporation.

### **Evaluation**

Progress on the plan will be included in the Director's monthly report; this will include informing the Board as early as possible when a benchmark is unlikely to be met. Formal methods of evaluation may be quantitative, through the use of statistics and graphing. Evaluation should also include qualitative methods such as surveys.

December 2022 compared to December 2021	Dec-22	Dec-21	Difference
<b>VISITORS</b>	260	301	-16%
<b>CIRCULATION</b>			
Books- Adult	93	59	
Books- Teen	3	7	
Books- Juvenile	276	415	
DVD	45	21	
E-Books & Audio Books	214	155	
Misc	14	22	
<b>Total Circulation</b>	<b>645</b>	<b>679</b>	<b>-5%</b>
<b>PROGRAMMING</b>			
Children's & Teens' Programs Offered	1	0	
Children's and Teens' Program Attendance	53	0	100%
Adult Programs Offered	1	2	
Adult Program Attendance	78	88	-13%

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	188	260							2287
Library checkouts	1080	787	577	562	573	431							4010
E-books & e-audiobooks check-out	296	311	278	204	215	214							1518
<b>Total Circulation</b>	<b>1376</b>	<b>1098</b>	<b>855</b>	<b>766</b>	<b>788</b>	<b>645</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5528</b>
Programs offered	23	2	14	16	10	2							67
Programming attendance	74	14	128	112	48	131							507
Passive program participation	1	0	0	0	0	0							1
<b>Total Programming</b>	<b>75</b>	<b>14</b>	<b>128</b>	<b>112</b>	<b>48</b>	<b>131</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>508</b>
Library visit schools/daycare	0	50	0	0	0	0							50
Groups/students visit library	0	0	0	0	0	0							0
Other Outreach	0	0	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>
Beanstack Active Readers	140	150	10	20	16	6							342
Beanstack Books Read	N/A	N/A	117	272	154	43							586
Reading Rewards (minutes read)	72000	48000	N/A	N/A	N/A	N/A							120000
Computer usage	2	9	3	3	0	0							17
Wireless usage visits	104	98	136	217	116	68							739
Reference questions	4	2	5	5	0	0							16
ILL Borrow Completed	61	38	41	22	37	13							212
ILL Lender Completed	25	18	16	19	14	14							106
Website Visits	284	291	277	217	167	178							1414

The following reflects work accomplished in December 2022

**Strategic Theme: Growing, strengthening and a building for the future. The library has the people it needs to provide exceptional library services.**

**We took a step in the wrong direction for achieving this goal:** Katrina Brocka submitted her resignation on December 28, 2022. Katrina has been with the library for a little over a year. She was popular with patrons and brought much needed skills to the job. She will be greatly missed.

**No progress has been made in re-forming the VMPL Foundation.** The papers that I submitted did not have the proper signatures.

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

**Our monthly newsletter now goes to just over 300 people.** The December issue had an impressive 64% open rate.

**A new feature of BeanStack is reading challenges with articles included.** We are currently running these two challenges. Readers earn badges for reading a series of short themed articles. To date, we have thirty-three readers who have registered for a total of eighty-eight challenges. They have logged over 750 books since we started in July.



	file									
Total Cirulation	MON	MON	MON	MON	MON	MON	MON	MON*	MON*	*Open for Toddler Time
Oct 21 - Sept 22	10 - 11	11 - Noon	Noon - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	
	43	130	26	95	48	121	153	137	138	
Broken down by			TUE	TUE	TUE	TUE	TUE	TUE	TUE	TUE
hour of the day			Noon - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8
			55	181	83	98	200	145	149	87
	WED	WED	WED	WED	WED	WED	WED			
	10 - 11	11 - Noon	Noon - 1	1 - 2	2 - 3	3 - 4	4 - 5			
	298	113	131	83	125	171	163			
			THU	THU	THU	THU	THU	THU	THU	THU
			Noon - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 6	6 - 7	7 - 8
			164	143	94	107	243	102	106	59
	FRI	FRI	FRI	FRI	FRI	FRI	FRI			
	10 - 11	11 - Noon	Noon - 1	1 - 2	2 - 3	3 - 4	4 - 5			
	122	150	50	126	178	148	138			
	SAT	SAT	SAT	SAT	SAT					
	10 - 11	11 - Noon	Noon - 1	1 - 2	2 - 3					
	151	138	98	106	128					