



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: February 15, 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 January 18, 2023 Meeting
  - B. January Financials
  - C. February Claims
6. Final FY24 Budget Request
7. Comp time policy & Director's exempt/non-exempt status
8. Director Performance Check-in: Possible closed Session Pursuant to Iowa Code Chapter 21.5 (i) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
9. Director's resignation & hiring new Director
10. Reports
  - A. Director's Report
  - B. President's Report
11. Adjourn

### Schedule

- 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 Annual Evaluation
- May 17, 2023 Chapter Eight Trustee Handbook  
Approve dates of next FY Board Meetings
- June 21, 2023 Chapter Nine Trustee Handbook  
Review Community Outreach Policy
- July 19, 2023 Chapter Ten Trustee Handbook  
Elect Officers  
Submit annual report to City Council  
See VM Code 22.09
- 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
- November 13, 2023 Chapter Fourteen Trustee Handbook  
Review Circulation Policy  
Review First Draft of FY25 Budget
- December 13, 2023 (moved to second Wednesday) Chapter  
Approve FY25 Budget (submit to Council by Jan 10)  
Fifteen Trustee Handbook  
Board Self-Assessment

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	\$ 479.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,329.22
IPERS - City Portion	\$ 5,100.00	\$ 472.57	\$ 519.92	\$ 822.75	\$ 539.97	\$ 534.87	\$ 520.00	\$ 579.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,989.98
Group Insurance	\$ 1,200.00	\$ 149.38	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 151.66	\$ 113.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021.28
<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>\$ 1,172.64</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,340.48</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	\$ 62,500.00	\$ 3,384.62	\$ 3,257.69	\$ 5,204.21	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62	\$ 3,384.62						\$ 25,385.00
Wages PT	\$ 13,000.00	\$ 1,750.13	\$ 2,419.20	\$ 3,799.44	\$ 2,523.90	\$ 2,470.50	\$ 2,292.00	\$ 2,878.50						\$ 18,133.67
Programming	\$ 5,500.00	\$ 606.39	\$ 349.70	\$ 200.03	\$ 420.55	\$ 366.93	\$ -	\$ 297.34						\$ 2,240.94
Subscriptions	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Training	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							\$ -
Operating & Maintenance	\$ 400.00	\$ -	\$ -	\$ 11.18	\$ -	\$ -	\$ -	\$ 339.98						\$ 351.16
Utilities	\$ 1,900.00	\$ 82.30	\$ 100.92	\$ 103.73	\$ 86.05	\$ 64.65	\$ 101.39	\$ 208.69						\$ 747.73
Telephone	\$ 800.00	\$ 52.79	\$ 52.79	\$ 53.62	\$ 53.17	\$ -	\$ 106.34	\$ 52.79						\$ 371.50
Technology	\$ 6,000.00	\$ 1,122.81	\$ 222.66	\$ 222.67	\$ -	\$ 232.81	\$ 227.74	\$ 688.28						\$ 2,716.97
Other Contractual Services	\$ 1,400.00	\$ -	\$ 1,209.01	\$ 12.87	\$ 35.12	\$ -	\$ -	\$ 27.03						\$ 1,284.03
Library Materials	\$ 10,500.00	\$ 1,415.79	\$ 1,185.07	\$ 1,146.53	\$ 611.66	\$ 1,611.63	\$ 418.60	\$ 449.11						\$ 6,838.39
Office Supplies	\$ 3,000.00	\$ 301.40	\$ 140.68	\$ 939.08	\$ -	\$ 121.94	\$ -	\$ 63.95						\$ 1,567.05
<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>\$ 8,390.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 59,636.44</b>

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	\$ 311.23						\$ 6,694.36
County Funding	\$ 13,000.00	\$ -	\$ -	\$ -	\$ -	0	\$ 13,000.00	\$ -						\$ 13,000.00
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ 15.99	\$ 160.00						\$ 175.99
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>\$ 471.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,870.35</b>

Treasurer's Report		Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
Library Building Ending Balance (051)		\$ 15,678.34	\$ 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)	\$ (33,410.48)					
<b>Total</b>		\$ 13,317.72	\$ 9,354.20	\$ (2,339.16)	\$ (9,454.23)	\$ (17,707.31)	\$ (9,813.08)	\$ (17,732.14)	\$ -	\$ -	\$ -	\$ -	\$ -

# BUDGET REPORT

## CALENDAR 1/2023, FISCAL 7/2023

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
001-410-6010	WAGES - FULL TIME	.00	.00	.00	.00	.00
001-410-6020	WAGES - PART TIME	.00	.00	.00	.00	.00
001-410-6150	GROUP INSURANCE	.00	.00	.00	.00	.00
001-410-6210	DUES	.00	.00	.00	.00	.00
001-410-6230	TRAINING	.00	.00	.00	.00	.00
001-410-6311	OPERATION & MAINTENANCE	.00	.00	.00	.00	.00
001-410-6371	ELECTRIC/GAS	.00	.00	.00	.00	.00
001-410-6373	TELEPHONE/COMMUNICATIONS	.00	.00	.00	.00	.00
001-410-6408	INSURANCE	.00	.00	.00	.00	.00
001-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
001-410-6490	OTHER PROFESSIONAL SERV	.00	.00	.00	.00	.00
001-410-6499	OTHER CONTRACTUAL SERVICES	.00	.00	.00	.00	.00
001-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
001-410-6506	OFFICE SUPPLIES	.00	.00	.00	.00	.00
051-410-6220	SUBSCRIPTION	.00	.00	.00	.00	.00
051-410-6419	TECHNOLOGY SERVICES	.00	.00	.00	.00	.00
051-410-6499	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00
051-410-6502	LIBRARY MATERIALS	.00	.00	.00	.00	.00
112-410-6110	FICA - CITY PORTION	4,500.00	479.14	3,329.22	73.98	1,170.78
112-410-6130	IPERS - CITY PORTION	5,100.00	579.90	3,989.98	78.23	1,110.02
112-410-6150	GROUP INSURANCE	1,200.00	113.60	1,021.28	85.11	178.72
112-410-6160	WORKMAN'S COMP	.00	.00	.00	.00	.00
112-410-6161	UNEMPLOYMENT	.00	.00	.00	.00	.00
112-410-6181	UNIFORM ALLOWANCE	.00	.00	.00	.00	.00
182-410-6010	WAGES - FULL TIME	47,320.00	3,384.62	25,385.00	53.65	21,935.00
182-410-6020	WAGES - PART TIME	31,000.00	2,878.50	18,133.67	58.50	12,866.33
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	297.34	2,240.94	44.82	2,759.06
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	339.98	351.16	87.79	48.84
182-410-6371	UTILITIES	1,500.00	208.69	747.73	49.85	752.27
182-410-6373	TELEPHONE/COMMUNICATIONS	800.00	52.79	371.50	46.44	428.50
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	688.28	2,716.97	49.40	2,783.03
182-410-6424	COMMUNITY INTERSET	.00	.00	.00	.00	.00
182-410-6499	OTHER CONTRACTUAL SERV	1,400.00	27.03	1,284.03	91.72	115.97
182-410-6502	LIBRARY MATERIALS	10,000.00	449.11	6,838.39	68.38	3,161.61
182-410-6506	OFFICE SUPPLIES	1,500.00	63.95	1,567.05	104.47	67.05-
182-410-6511	MEMORIAL MATERIALS	.00	.00	.00	.00	.00
DIFFERENCE		116,020.00	9,562.93	67,976.92	58.59	48,043.08
PROOF		116,020.00	9,562.93	67,976.92	58.59	48,043.08

REVENUE REPORT  
CALENDAR 1/2023, FISCAL 7/2023

PCT OF FISCAL YTD 58.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	1,300.00	311.23	6,694.36	514.95	5,394.36-
182-410-4470	LIBRARY SERVICE	5,000.00	.00	13,000.00	260.00	8,000.00-
182-410-4705	DONATIONS - LIBRARY TRUST	.00	160.00	175.99	.00	175.99-
182-910-4830	TRANSFERS IN	90,000.00	.00	.00	.00	90,000.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	96,300.00	471.23	19,870.35	20.63	76,429.65
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	96,300.00	471.23	19,870.35	20.63	76,429.65
		=====	=====	=====	=====	=====



TREASURER'S REPORT  
CALENDAR 1/2023, FISCAL 7/2023

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

**TREASURER'S REPORT**  
**CALENDAR 1/2023, FISCAL 7/2023**

ACCOUNT TITLE		LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182	LIBRARY TRUST FUND	25,491.42-	471.23	8,390.29	.00	33,410.48-
	Report Total	25,491.42-	471.23	8,390.29	.00	33,410.48-

# CLAIMS PAY REQUEST

# City of Van Meter

**Payable To: SYNCB/AMAZON**

**Date of Statement: 01/10/23**

**Mailing Address:** PO BOX 530958

**Amount To Be Paid: \$1,188.34**

[illegible]

Vendor #

Office Use Only

Nancy Studebaker-Barringer



**Final Details for Order #113-7932211-3322653**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** November 7, 2022  
**Amazon.com order number:** 113-7932211-3322653  
**Order Total:** \$1,065.94

Business order information
<b>GL code:</b> 182-410-6373
<b>Department:</b> Library Technology

Shipped on November 10, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Brother Business Color Laser Printer, HL-L8360CDW, Wireless Networking, Automatic Duplex Printing, Mobile Printing, Cloud printing, Amazon Dash Replenishment</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$449.99
<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: \$449.99 Shipping & Handling: \$5.34 ----- Total before tax: \$455.33 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$455.33</b> -----

Shipped on November 13, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Brother Genuine Super High Yield Toner Cartridge, TN436Y, Replacement Yellow Toner, Page Yield Up To 6,500 Pages, Amazon Dash Replenishment Cartridge</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$178.99
1 of: <i>Brother TN-436C HL-L8360 L9310 MFC-L8900 L9570 Toner Cartridge (Cyan) in Retail Packaging</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$178.99
1 of: <i>Brother TN436BK Super High Yield Toner-Retail Packaging, Black</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New	\$72.99
1 of: <i>Brother Genuine Super High Yield Toner Cartridge, TN436M, Replacement Magenta Toner, Page Yield Up To 6,500 Pages,</i>	\$178.99

Amazon Dash Replenishment Cartridge

Sold by: Amazon ([seller profile](#))

Business Price

Condition: New

**Shipping Address:**

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

**Shipping Speed:**

Standard Shipping

Item(s) Subtotal: \$609.96

Shipping & Handling: \$0.65

-----

Total before tax: \$610.61

Sales Tax: \$0.00

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**Total for This Shipment: \$610.61**

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**Payment information**

**Payment Method:**

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

Item(s) Subtotal: \$1,059.95

Shipping & Handling: \$5.99

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Total before tax: \$1,065.94

**Estimated Tax: \$0.00**

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**Grand Total: \$1,065.94**

**Credit Card transactions** Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 14, 2022: \$431.46

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: November 14, 2022: \$634.48

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

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**Final Details for Order #111-4108527-6559448**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** August 29, 2022  
**Amazon.com order number:** 111-4108527-6559448  
**Order Total:** \$50.95

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

Shipped on August 30, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Hamilco Colored Carstock Paper Gray Bristol Vellum Card Stock for Scrapbook Craft 8 1/2 x 11" - 67lb Cover for Printer - 50 Pack</i> Sold by: Hamilco ( <a href="#">seller profile</a> ) 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: \$12.99 Shipping & Handling: \$1.89 ----- Total before tax: \$14.88 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$14.88</b> -----

Shipped on August 30, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>200 PCS Button Puzzle Toy, Big Button Threading Toy, Button Lacing Toy, Button Toys, Big Bag of Buttons, Buttons Assorted, Bright Buttons, Plastic But</i> Sold by: Shirocky Homan ( <a href="#">seller profile</a> ) Condition: New	\$18.99
1 of: <i>(Pack of 128) Mini Wooden Colored clothespins, 16 colors Each 8pcs</i> Sold by: Qianqianmao ( <a href="#">seller profile</a> ) Condition: New	\$7.99
<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: \$26.98 Shipping & Handling: \$3.97 ----- Total before tax: \$30.95 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$30.95</b> -----

-----

**Shipped on September 10, 2022****Items Ordered**1 of: *EXPO 86661 Low-Odor Dry Erase Markers, Fine Point, Black, 4-Count*

Sold by: Amazon.com

Condition: New

**Price**

\$4.99

**Shipping Address:**

City of Van Meter Public Library

505 GRANT ST

PO BOX 160

VAN METER, IA 50261-7707

United States

Item(s) Subtotal: \$4.99

Shipping &amp; Handling: \$0.13

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Total before tax: \$5.12

Sales Tax: \$0.00

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**Shipping Speed:**

Standard Shipping

**Total for This Shipment: \$5.12**

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**Payment information****Payment Method:**

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

Item(s) Subtotal: \$44.96

Shipping &amp; Handling: \$5.99

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Total before tax: \$50.95

**Estimated Tax: \$0.00**

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**Grand Total: \$50.95****Credit Card transactions**

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: September 11, 2022: \$5.12

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 31, 2022: \$8.73

Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: August 31, 2022: \$37.10

To view the status of your order, return to [Order Summary](#) .[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.



**Final Details for Order #113-9850575-2613843**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** December 13, 2022  
**Amazon.com order number:** 113-9850575-2613843  
**Order Total:** \$24.03

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

Shipped on December 18, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Hidden Figures: The True Story of Four Black Women and the Space Race</i> , Shetterly, Margot Lee Sold by: Amazon.com Condition: New	\$10.89
<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: \$10.89 Shipping & Handling: \$5.45 ----- Total before tax: \$16.34 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$16.34</b> -----

Shipped on December 29, 2022	
<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Dreaming of America: An Ellis Island Story (International Reading Association Teacher's Choice Award)</i> , Bunting, Eve Sold by: -OnTimeBooks- ( <a href="#">seller profile</a> ) Condition: Used - Acceptable Shipped fast and reliably through the Amazon Prime program! Book may contain some writing, highlighting, and or cover damage.	\$7.15
<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: \$7.15 Shipping & Handling: \$0.54 ----- Total before tax: \$7.69 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$7.69</b> -----

Payment information
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<b>Payment Method:</b>		Item(s) Subtotal: \$18.04
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568		Shipping & Handling: \$5.99
		-----
		Total before tax: \$24.03
		<b>Estimated Tax:</b> \$0.00
		-----
		<b>Grand Total: \$24.03</b>
<hr/>		
<b>Credit Card transactions</b>	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 30, 2022: \$7.69	
	Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 19, 2022: \$16.34	

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**Final Details for Order #113-0410622-9153807**

**Paid By:** City of Van Meter  
**Placed By:** Nancy Studebaker  
**Order Placed:** December 12, 2022  
**Amazon.com order number:** 113-0410622-9153807  
**Order Total:** \$82.11

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

Shipped on December 18, 2022		
Items Ordered		Price
1 Of: <i>RBHK Thermal Laminating Pouches, 8.9 x 11.4 -Inches Laminating Sheets, 3 mil Thick (200 Pack)</i> Sold by: KingLeader Inc. ( <a href="#">seller profile</a> ) Condition: New		\$22.99
1 Of: <i>Balloon Glue Double Sided Dots of Glue Craft Removable Adhesive Point Tape 3000 PCS (30 Rolls) Non-Liquid Glue for Scrapbook, Party, Wedding, Balloons De</i> Sold by: WeLiu.LLC ( <a href="#">seller profile</a> ) Business Price Condition: New		\$11.99
1 Of: <i>Elmer's All Purpose School Glue Sticks, Washable, 7 Gram, 30 Count</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New		\$11.07
1 Of: <i>Neenah Vellum Bristol Cardstock, Lightweight, 325 Sheets, 67 lb/147 gsm, 94 Brightness, 8.5" x 11" - MORE SHEETS! (91633)</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New		\$13.49
2 Of: <i>NEENAH Creative Collection Classics Specialty Cardstock Starter Kit, 8.5 X 11 Inches, 72 Count Assortment (46407-02)</i> Sold by: Amazon ( <a href="#">seller profile</a> ) Business Price Condition: New		\$8.29
<b>Shipping Address:</b> City of Van Meter Public Library 505 GRANT ST PO BOX 160 VAN METER, IA 50261-7707 United States	Item(s) Subtotal: Shipping & Handling: ----- Total before tax: Sales Tax: -----	\$76.12 \$5.99 ----- \$82.11 \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment:</b>	<b>\$82.11</b> -----



<b>Payment Method:</b>		Item(s) Subtotal: \$76.12
Amazon.com Corporate Pay-in-Full Credit Line   Last digits: 0568		Shipping & Handling: \$5.99
		-----
		Total before tax: \$82.11
		<b>Estimated Tax:</b> \$0.00
		-----
		<b>Grand Total: \$82.11</b>
<b>Credit Card transactions</b> Amazon.com Corporate Pay-in-Full Credit Line ending in 0568: December 19, 2022: \$82.11		

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

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**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 Moooooo 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 Boy 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		

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: \$104.27**

**Account:** 207158 L449645 2

[illegible]

Vendor #

Office Use Only  
Page 19 of 63

Page 19 of 63

Nancy Studebaker-Barringer





INVOICE

INVOICE #: 2037127494  
INVOICE DATE: 11/04/22  
ACCOUNT #: 207158 L449645 2 B00000  
ATS #: MOM9995379

PAGE: 001

SHIPPED FROM: MOMENCE  
CUSTOMER SERVICE:  
CREDIT: 800.340.5370/INTL 704.998.3399

GST/TAX ID#: 42--6037786  
PO#: 20224QPIC

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

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

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

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

QTY	TITLE			AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #		FUND #	CUST REF #	ISBN-10			VAS		
1	SOUR GRAPE			JOHN, JORY	SAL	9780063045415	HARJU	19.99	20.1%	15.97	15.97
	82302119	20224QPIC			535173514	0063045419					
1	CONSTRUCTION SITE FARMING STRONG ALL YEA			RINKER, SHERRI	SAL	9781797213873	CHRNJ	17.99	20.1%	14.37	14.37
	82302119	20224QPIC			535166541	1797213873					
1	DINO VALENTINES DAY			WHEELER, LISA	SAL	9781512403190	LERNT	18.99	20.1%	15.17	15.17
	82302119	20224QPIC			535173792	1512403199					
3					SUB TOTAL						45.51
					USD CURRENCY						
3	OWNERSHIP LABEL	AT	0.25 =	0.75						VAS	4.17
3	SPINE LABEL	AT	0.25 =	0.75							
3	LABEL PROTECTORS	AT	0.00 =	0.00							
3	MYLAR JACKET NON STA	AT	0.89 =	2.67							
	TOTAL			4.17							

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 #: 2037202068  
INVOICE DATE: 01/10/23  
ACCOUNT #: 207158 L449645 2 B00000  
ATS #: MOM2481039

PAGE: 001

SHIPPED FROM: MOMENCE  
CUSTOMER SERVICE:  
CREDIT: 800.340.5370/INTL 704.998.3399  
GST/TAX ID#: 42--6037786  
PO#: 1Q2023ERPBB

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

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

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

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

QTY	TITLE			AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #		FUND #	CUST REF #	ISBN-10			VAS		
1	TURKEYS VALENTINE SURPRISE			SILVANO, WENDI	SAL	9781542023665	AMZNC	17.99	20.1%	14.37	14.37
	82455342	1Q2023ERPBB			548911634	1542023661					
1	BOOKS ARENT FOR EATING			SOROSIAK, CARLI	SAL	9781536214963	CANWP	17.99	20.1%	14.37	14.37
	82455342	1Q2023ERPBB			544463893	1536214965					
1	HOW TO CATCH A LOVEOSAURUS			WALSTEAD, ALICE	HRD	9781728268781	SOUKD	10.99	43.0%	6.26	6.26
	82455342	1Q2023ERPBB			548910678	1728268788			VA		
3					SUB TOTAL						35.00
					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

STATUS REPORT

INVOICE #: 2037202068  
INVOICE DATE: 01/10/23  
ACCOUNT #: 207158 L449645 2 B00000  
ATS #: MOM2481039

PAGE: 001

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

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	BERENSTAIN BEARS BLAST OFF	82455342	1Q2023ERPBB	BERENSTAIN, MIK	HRD	9780063024502	HARJU	16.99	BACK ORDERED	NP	02/2023
1	WORLD AND EVERYTHING IN IT	82455342	1Q2023ERPBB	HENKES, KEVIN	SAL	9780063245648	HARJU	19.99	BACK ORDERED	NP	03/2023

INVOICE

INVOICE #: 2037221900  
INVOICE DATE: 01/16/23  
ACCOUNT #: 207158 L449645 2 B00000  
ATS #: MOM9038112

PAGE: 001

SHIPPED FROM: MOMENCE  
CUSTOMER SERVICE:  
CREDIT: 800.340.5370/INTL 704.998.3399

GST/TAX ID#: 42--6037786  
PO#: 1Q2023ERPBB

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

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

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

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		VAS		
1	HOW DO DINOSAURS LEARN TO BE KIND	YOLEN, JANE	SAL	9781338827200	SCHOL	18.99	20.1%	15.17	15.17
1	82455342	1Q2023ERPBB	544453845	1338827200					15.17
			SUB TOTAL						15.17
			USD CURRENCY						
1	OWNERSHIP LABEL	AT	0.25	=	0.25			VAS	1.39
1	SPINE LABEL	AT	0.25	=	0.25				
1	LABEL PROTECTORS	AT	0.00	=	0.00				
1	MYLAR JACKET NON STA	AT	0.89	=	0.89				
	TOTAL				1.39				

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE



# 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: \$273.02**

**Account:** 207158 L043596 2

[illegible]

Vendor #

Office Use Only

Page 25 of 63

Nancy Studebaker-Barringer





## INVOICE

INVOICE #: 2037193872  
INVOICE DATE: 01/05/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9027147

PAGE: 001

SHIPPED FROM: MOMENCE  
CUSTOMER SERVICE:  
CREDIT: 800.340.5370/INTL 704.998.3399

GST/TAX ID#: 42--6037786  
PO#: 20224QJF

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	BIRD BOOK 82302114	20224QJF	JENKINS, STEVE	SAL 535462219	9780358325697 0358325692	HARJU	18.99	20.1%	15.17	15.17
1	BIG NATE DESTINED FOR AWESOMENESS 2 82302114	20224QJF	PEIRCE, LINCOLN	HRD 535174717	9781524879419 152487941X	ANDML	19.99	43.0%	11.39	11.39
2				SUB TOTAL USD CURRENCY						26.56
2	OWNERSHIP LABEL	AT 0.25 =	0.50						VAS	1.89
2	SPINE LABEL	AT 0.25 =	0.50							
2	LABEL PROTECTORS	AT 0.00 =	0.00							
1	MYLAR JACKET NON STA	AT 0.89 =	0.89							
	TOTAL		1.89		TERMS: 00 NET 30 DAYS AMOUNTS BILLED IN USD		REMIT TO:		BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930	
							TOTAL AMOUNT DUE			28.45

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037193872  
INVOICE DATE: 01/05/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9027147

PAGE: 001

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

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	CIRCLE OF DEATH	82498643	AYAT	PATTERSON, JAME	HRD	9781538711118	GDCTP	32.00	BACK ORDERED	NP	07/2023
					0000000001	1538711117					

INVOICE

INVOICE #: 2037246828  
INVOICE DATE: 01/11/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9048822

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	HOUSE OF WOLVES 82317228	AYAT	PATTERSON, JAME	HRD 0000000005	9780316404297 0316404292	LITTL	29.00	43.0%	16.53	16.53
1	CABINET OF DR LENG 82189577	AYAT	PRESTON, DOUGLA	HRD 0000000001	9781538736777 1538736772	GDCTP	30.00	43.0%	17.10	17.10
1	ROUGH SLEEPERS DR JIM OCONNELLS URGENT M 82324939	AYNF	KIDDER, TRACY	HRD 0000000002	9781984801432 1984801430	RANDO	30.00	43.0%	17.10	17.10
1	IN THE FOOTSTEPS OF THE SAVIOR FOLLOWING 82394960	INSP	LUCADO, MAX	HRD 0000000002	9781400335169 1400335167	HRPCR	22.99	43.0%	13.10	13.10
1	MITFORD AFFAIR 82455780	1Q2023AFANF	BENEDICT, MARIE	HRD 544454625	9781728229362 1728229367	SOUBO	27.99	43.0%	15.95	15.95
1	WINGS OF FIRE 6 MOON RISING 82302114	20224QJF	SUTHERLAND, TUI	HRD 535460469	9781338730906 1338730908	SCHOH	24.99	43.0%	14.24	14.24
6				SUB TOTAL USD CURRENCY						94.02

INVOICE

INVOICE #: 2037246828  
INVOICE DATE: 01/11/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9048822

PAGE: 002

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

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

	VAS	7.45
TOTAL AMOUNT DUE		101.47

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

INVOICE

INVOICE #: 2037276000  
INVOICE DATE: 01/24/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9064973

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	MITFORD AFFAIR			BENEDICT, MARIE	HRD	9781728229362	SOUBO	27.99	43.0%	15.95	15.95
	82523544	AYAT			0000000003	1728229367					
1	MORE THAN MEETS THE EYE			JOHANSEN, IRIS	HRD	9781538726235	GDCTP	29.00	43.0%	16.53	16.53
	82229948	AYAT			0000000003	1538726238					
1	FORBIDDEN			BUNN, DAVIS	HRD	9781448309412	SEVEU	30.99	5.0%	29.44	29.44
	82467456	INSP			0000000001	1448309417					
1	CHAIN OF THORNS			CLARE, CASSANDR	HRD	9781481431934	SIMJU	24.99	43.0%	14.24	14.24
	82302117	20224QTEEN			535435538	1481431935					
4					SUB TOTAL						76.16
					USD CURRENCY						
4	OWNERSHIP LABEL	AT	0.25 =	1.00						VAS	5.56
4	SPINE LABEL	AT	0.25 =	1.00							
4	LABEL PROTECTORS	AT	0.00 =	0.00							
4	MYLAR JACKET NON STA	AT	0.89 =	3.56							
	TOTAL			5.56							
					TERMS: 00 NET 30 DAYS						
					AMOUNTS BILLED IN USD						
								TOTAL AMOUNT DUE			81.72
								REMIT TO:	BAKER & TAYLOR		
									P.O. BOX 277930		
									ATLANTA, GA 30384-7930		

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037276000  
 INVOICE DATE: 01/24/23  
 ACCOUNT #: 207158 L043596 2 B00000  
 ATS #: MOM9064973

PAGE: 001

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

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE			
	BT ORDER #	CUSTOMER PO #	FUND #	CUST REF #	ISBN-10		DISPOSITION	STATUS	DUE DATE
1	ATTACK 81415236	AYAT	GRIFFIN, W. E.	HRD 0000000002	9780525541752 0525541756	PENGU 29.00		NP	08/2023
1	STORM WATCH 82295106	AYAT	BOX, C. J.	HRD 0000000001	9780593331309 0593331303	PENGU 29.00		NP	02/2023
1	SOMEONE ELSE'S SHOES 82317228	AYAT	MOYES, JOJO	HRD 0000000007	9781984879295 1984879294	PENGU 29.00		NP	02/2023
1	SMALL MERCIES 82379187	AYAT	LEHANE, DENNIS	HRD 0000000001	9780062129482 0062129481	HARPE 30.00		NP	04/2023
1	ANSWER TO ANXIETY HOW TO BREAK FREE FROM 82464736	INSP	MEYER, JOYCE	HRD 0000000001	9781546029175 1546029176	GDCRL 26.00		NP	02/2023
1	SHELL BEACH 82515308	INSP	BUNN, T. DAVIS	HRD 0000000001	9781496734709 149673470X	KNSGT 26.00	BACK ORDERED	NP	04/2023
1	NEVER NEVER THE COMPLETE SERIES 82523544	AYAT	HOOVER, COLLEEN	HRD 0000000001	9781335004895 1335004890	HRLQN 30.00	BACK ORDERED	NP	02/2023
1	1ST LADIES 82523544	AYAT	BENEDICT, MARIE	HRD 0000000002	9780593440285 0593440285	PENGU 28.00	BACK ORDERED	NP	06/2023
1	DEAD FALL A THRILLER 82532114	AYAT	THOR, BRAD	HRD 0000000004	9781982182199 1982182199	SIMON 29.99	BACK ORDERED	NP	07/2023
1	FLAGS ON THE BAYOU 82532114	AYAT	BURKE, JAMES LE	HRD 0000000003	9780802161697 0802161693	PGWTF 28.00	BACK ORDERED	NP	07/2023
1	LIAR 82532114	AYAT	MICHAELS, FERN	HRD 0000000002	9781496741295 1496741293	KNSGT 28.95	BACK ORDERED	NP	05/2023
1	MUST LOVE FLOWERS 82532114	AYAT	MACOMBER, DEBBI	HRD 0000000001	9780593600559 059360055X	RANDO 28.00	BACK ORDERED	NP	07/2023
1	COLLECTOR 82536021	AYAT	SILVA, DANIEL	HRD 0000000002	9780062834874 0062834878	HARPE 32.00	BACK ORDERED	NP	07/2023
1	NEAR MISS 82536021	AYAT	WOODS, STUART	HRD 0000000003	9780593540060 0593540069	PENGU 29.00	BACK ORDERED	NP	06/2023
1	OBSESSED A MICHAEL BENNETT PSYCHOLOGICAL 82536021	AYAT	PATTERSON, JAME	HRD 0000000001	9780316499576 0316499579	LITTL 30.00	BACK ORDERED	NP	07/2023



INVOICE

INVOICE #: 2037297353  
INVOICE DATE: 02/02/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9069199

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	UNNATURAL HISTORY		KELLERMAN, JONA	HRD	9780525618614	RANDO	28.99	43.0%	16.52	16.52
	82229948	AYAT		0000000001	0525618619					
1	ENCORE IN DEATH		ROBB, J. D.	HRD	9781250284082	STMAR	29.99	43.0%	17.09	17.09
	82229948	AYAT		0000000002	1250284082					
1	ON AIR WITH ZOE WASHINGTON		MARKS, JANAE	HRD	9780063212312	HARJU	19.99	43.0%	11.39	11.39
	82455781	1Q2023JFJNFJJB		544457107	0063212315					
1	HEX YOU		CAST, P. C.	HRD	9781250765697	STMAR	18.99	43.0%	10.82	10.82
	82302117	20224QTEEN		535431880	1250765692					
4										55.82
				SUB TOTAL						
				USD CURRENCY						
4	OWNERSHIP LABEL	AT	0.25 =	1.00					VAS	5.56
4	SPINE LABEL	AT	0.25 =	1.00						
4	LABEL PROTECTORS	AT	0.00 =	0.00						
4	MYLAR JACKET NON STA	AT	0.89 =	3.56						
	TOTAL			5.56						

TERMS: 00 NET 30 DAYS  
AMOUNTS BILLED IN USD

TOTAL AMOUNT DUE 61.38

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

PLEASE INDICATE INVOICE # ON YOUR REMITTANCE

STATUS REPORT

INVOICE #: 2037297353  
INVOICE DATE: 02/02/23  
ACCOUNT #: 207158 L043596 2 B00000  
ATS #: MOM9069199

PAGE: 001

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

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR	FUND #	TYPE	CUST REF #	ISBN	ISBN-10	PUB.	PRICE	DISPOSITION	STATUS	DUE DATE
1	DISCREET CHARM OF THE BIG BAD WOLF	82539683	AYAT	SMITH, ALEXANDE		HRD	0000000001	9780593700839	059370083X	RANDO	28.00	BACK ORDERED	NP	07/2023
1	OBSESSION	82539683	AYAT	WOODS, STUART		HRD	0000000002	9780593188484	0593188489	PENGU	29.00	BACK ORDERED	NP	07/2023
1	NEVER GIVE UP A PRAIRIE FAMILYS STORY	82539683	AYNF	BROKAW, TOM		HRD	0000000003	9780593596371	0593596374	RANDO	28.00	BACK ORDERED	NP	06/2023

# CLAIMS PAY REQUEST

# City of Van Meter

**Payable To: OVERDRIVE**

**Mailing Address:** One OverDrive Way  
PO Box 72117  
Cleveland, OH 44192-0002

**Amount To Be Paid: \$348.47**

**Account:** 6497-1125

[illegible]

Nancy Studebaker-Barringer

Vendor #

Office Use Only

Customer ID	Invoice number	Date
6497-1125	06497CO23030408	January 31, 2023



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

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

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

**Payment terms:**  
On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	2	\$87.49 USD	\$0.00 USD	\$87.49 USD
Audiobook	2	\$107.49 USD	\$0.00 USD	\$107.49 USD

**Total items:** 4 **Subtotal:** \$194.98 USD

**Tax amount:** \$0.00 USD

**Total:** **\$194.98 USD**

**Amount due:** **\$194.98 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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

#### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:





PO Box 72117  
Cleveland, OH 44192-0002  
United States

#### Pay by ACH or wire

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

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

Customer ID	Invoice number	Date
6497-1125	06497CO23030408	January 31, 2023

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780593492550	Our Missing Hearts	Penguin Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
2	9781668013359	Maybe Now	Atria Books		MA	\$59.99 USD	1	\$59.99 USD	0.00%	\$0.00 USD	\$59.99 USD	
3	9780593507544	Lessons in Chemistry	Books on Tape		MA	\$47.50 USD	1	\$47.50 USD	0.00%	\$0.00 USD	\$47.50 USD	
4	9781797145082	It Starts with Us	Simon & Schuster Audio		MA	\$59.99 USD	1	\$59.99 USD	0.00%	\$0.00 USD	\$59.99 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	2	\$87.49 USD	\$0.00 USD	\$87.49 USD
Audiobook	2	\$107.49 USD	\$0.00 USD	\$107.49 USD

Total items:		4	Subtotal:	\$194.98 USD
Tax amount:				\$0.00 USD
Total:				\$194.98 USD
Amount due:				\$194.98 USD

Customer ID	Invoice number	Date
6497-1125	06497CO23017889	January 18, 2023



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

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

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

**Payment terms:**  
On receipt

Invoice Summary - Details follow on next page(s)

Format	Items	Subtotal	Tax amount	Total
Ebook	3	\$77.99 USD	\$0.00 USD	\$77.99 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

Total items:	4	Subtotal:	\$125.49 USD
		Tax amount:	\$0.00 USD
		Total:	\$125.49 USD

Amount due:	\$125.49 USD
-------------	--------------

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





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

**Pay by check**  
Please make checks payable in USD to OverDrive, Inc.  
Remittance address:  
PO Box 72117  
Cleveland, OH 44192-0002  
United States

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

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

Customer ID	Invoice number	Date
6497-1125	06497CO23017889	January 18, 2023

#	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total	Notes
1	9780385547376	Lessons in Chemistry	Knopf Doubleday Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
2	9781728229379	The Mitford Affair	Sourcebooks		OC/OU	\$22.99 USD	1	\$22.99 USD	0.00%	\$0.00 USD	\$22.99 USD	
3	9780593593813	Spare	Random House Publishing Group		MA	\$27.50 USD	1	\$27.50 USD	0.00%	\$0.00 USD	\$27.50 USD	
4	9780593675106	Spare	Books on Tape		MA	\$47.50 USD	1	\$47.50 USD	0.00%	\$0.00 USD	\$47.50 USD	

Format	Items	Subtotal	Tax amount	Total
Ebook	3	\$77.99 USD	\$0.00 USD	\$77.99 USD
Audiobook	1	\$47.50 USD	\$0.00 USD	\$47.50 USD

Total items:		4	Subtotal:	\$125.49 USD
Tax amount:				\$0.00 USD
Total:				\$125.49 USD
Amount due:				\$125.49 USD



Customer ID	Invoice number	Date
6497-1125	06497DA22457678	December 27, 2022



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

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

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

**Payment terms:**  
On receipt

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

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$28.00 USD	\$0.00 USD	\$28.00 USD

Total items: 1 Subtotal: \$28.00 USD

Tax amount: \$0.00 USD

**Total: \$28.00 USD**

**Amount due: \$28.00 USD**

#### Pay directly in Marketplace

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

#### Other payment options

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

#### Pay by check

Please make checks payable in USD to OverDrive, Inc.

Remittance address:


PO Box 72117  
Cleveland, OH 44192-0002  
United States

#### Pay by ACH or wire

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

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

Customer ID	Invoice number	Date
6497-1125	06497DA22457678	December 27, 2022

#	Order date	Order ID	Order name	Internal purchase order ID	ISBN	Title	Publisher	Format	Lending model	Unit price	Quantity	Cost	Tax rate	Tax amount	Total
1	12/27/2022	bridges-20220805-103723-167429	202208 - 202212		9781420153255	Wicked Dreams	Zebra Books		OC/OU	\$28.00 USD	1	\$28.00 USD	0.00%	\$0.00 USD	\$28.00 USD

Format	Items	Subtotal	Tax amount	Total
Ebook	1	\$28.00 USD	\$0.00 USD	\$28.00 USD

Total items:	1	Subtotal:	\$28.00 USD
		Tax amount:	\$0.00 USD
		Total:	\$28.00 USD

Amount due:	\$28.00 USD
-------------	-------------

# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Bedford Public Library

**Mailing Address:** 507 Jefferson Ave; Beford IA 50833

**Amount:** \$8.98

**Memo:**

**Purchase Description:**

Patron did not return interlibrary loan book from Bedford Public Library

**Account Number: Materials 182-410-6419**

Vendor #

Office Use Only

*Nancy Studebaker-Barringer*

Bedford Public Library  
507 Jefferson St.  
Bedford, IA 50833  
712-523-2828

Van Meter Public Library  
PO Box 60  
Van Meter, Iowa 50261

## STATEMENT

Lost ILL Book

Book - Danny the Dinosaur (60 Anniversary) by Syd Hoff	\$8.98
--	--------

Total	\$8.98
-------	--------

# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Iowa City Public Library

**Mailing Address:** 123 S Linn St; Iowa City, IA 52240

**Amount:** \$17.00

**Purchase Description:**

Patron did not return interlibrary loan book from Iowa City Public Library

**Account Number: Materials 182-410-6419**

Vendor #

Office Use Only

*Nancy Studebaker-Barringer*

01-17-23 03:13PM

Iowa City Public Library  
123 South Linn St.  
Iowa City, IA 52240

21977003691346  
Van Meter Public Library  
PO Box 160  
Van Meter, IA 50261

~~LOST BOOK:~~ The following lost material has been charged to  
your library account. Please pay at the Help Desk.  
If you believe this notice is in error, please call the  
Library at 319-356-5200.

ITEM	Amount
The Maverick M.D. : Dr. Nicholas Gonzalez and his fight for a new ca	
LOST 2nd Floor 31977013417284.....	\$17.00
	TOTAL\$17.00

NOTE: Total outstanding fines and bills \$17.00  
9:88

# CLAIMS PAY REQUEST

City of Van Meter

**Payable To:** Culligan Water Adel

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

**Amount:** \$9.01

**Purchase Description:** Water cooler rental

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

Vendor #

Office Use Only

*Nancy Studebaker-Barringer*



of Adel

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

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW				
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover	<input type="checkbox"/> PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT
CARD NUMBER			V. CODE	
SIGNATURE			EX P. DATE	
DATE	PAY THIS AMOUNT	ACCOUNT NUMBER		
01/31/2023	\$9.01	752089		
PAY BY DATE: FEB 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

BALANCE FORWARD

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	\$27.03
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
01/13/2023	-1.00	PAYMENT	031592	-27.03	0.00
01/31/2023	1.00	COOLER RENTAL		9.01	9.01
					
Service 02/01-02/28					
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!					
ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE					
FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE	
OVER	5	1.50 %	18.00 %	FEB 22	
TO	5	0.00 %	0.00 %	MIN CHARGE 5.00	
				Balance Due	\$9.01
0-30	31-60	61-90	Over 90	Next Deliveries: 02/22/23 03/22/23 04/19/23 05/17/23	
9.01	0.00	0.00	0.00		
CULLIGAN WATER ADEL 518 GREENE STREET ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:					
VAN METER PUBLIC LIBRARY ATT DIRECTOR 505 GRANT ST VAN METER IA 50261				CLOSING DATE	ACCOUNT NUMBER
				01/31/2023	752089
				NAME	
				VAN METER PUBLIC LIBRARY	



## **FISCAL YEAR 2024 VAN METER PUBLIC LIBRARY BUDGET REQUEST NARRATIVE**

**Summary:** We are asking for an increase of \$20,300 in funding for FY24; this is primarily for library facilities improvements.

**The library's FY2024 budget request reflects the wants and needs of our community.** The request also reflects the library's 2020-2025 Strategic Plan. People are using the library in record numbers. The library broke circulation and programming attendance records during 2022. The following data is from annual reports submitted to the State Library

Year	In Library Circulation	Online Circulation	Visitors*	Programs Offered	Program Attendance	Average Attendance
2023 (6 months)	4010	1518	2287	67	507	8
<b>2022</b>	<b>7075</b>	<b>2139</b>	<b>3276</b>	<b>88</b>	<b>958</b>	<b>11</b>
2021	1582	1690	699	4	32	8
2020	4074	1283	3933	34	326	10
2019	6374	1553	5808	145	762	5
2018	5475	1131	6924	166	1171	7

\*Visitors is the door count kept on a tally sheet by employees as people enter the library.



**Staffing Full-Time: The increased request reflects a 5% increase in salary for the Director.** This increase in salary is less than the January 2023 8.7 percent cost-of-living adjustment (COLA) set by the Social Security Administration. The Library Director works 37 hours per week. In FY24 we anticipate that the Director will be the only full-time employee. NOTE: This is a change from FY23 due to resignation of Katrina Brocka in January 2023. We are replacing her with a part-time employee.

From June 2021 Survey

**Staffing Part-Time: The man hours for the library supports our current service level.** We are asking for one part-time (20 hours per week) employee at a rate of \$16.50 per hour, plus another person about 5 hours per week.

**Operating and Maintenance: We anticipate being in this building in the foreseeable future.** We would like to make a number of largely cosmetic improvements to the library's facilities (noted below). We are asking for about \$25,000 to complete these improvements; we anticipate this will be adequate for most, but not all the work. We will likely ask for additional funds in FY25.

- Interior painting
- Replace all carpet and tile
- Bathroom upgrades
- Built in cabinets/storage in office and bathrooms

**Revenue: Transfer In: We are asking for a significant increase in funding from the City.** We know that the City has many competing priorities. We ask that the City make library building improvements a priority this year.

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

<b>EXPENSE</b>	<b>FY20 ACTUAL</b>	<b>FY21 ACTUAL</b>	<b>FY22 BUDGET</b>	<b>FY23 PROPOSED BUDGET</b>	<b>FY24 PROPOSED BUDGET</b>	<b>Difference</b>
Wages FT 182-410-6010	\$ 42,474.90	\$ 42,124.40	\$ 44,000.06	\$ 62,500.00	\$ <b>46,200.00</b>	\$ (16,300.00)
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>125,500.00</b>	\$ 20,300.00

<b>REVENUE</b>	<b>FY20 ACTUAL</b>	<b>FY21 ACTUAL</b>	<b>FY22 BUDGET</b>	<b>FY23 PROPOSED BUDGET</b>	<b>FY24 PROPOSED BUDGET</b>
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>111,200.00</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	\$ 125,500.00

From: Nancy Studebaker  
2625 Tracy Ave  
Van Meter, IA 50261  
nancystudebaker@gmail.com

February 11, 2023

To: Van Meter Public Library Board

Dear Board Members,

Please accept my resignation effective as soon as a replacement is hired, but no later than June 1, 2023. I hope the Library Board will begin the search process as soon as possible.

Nancy Studebaker

A handwritten signature in black ink that reads "Nancy Studebaker-Barringer". The script is cursive and fluid, with the first name "Nancy" being the most prominent.

## Library Director's Job Description

The Director is responsible for all aspects of library operations and functions, for advocating for the library at all times, and meeting the requirements of the Library Board, the community, the staff, and local and state government.

### 1. Qualifications for the Directorship of the Library:

Master's Degree in Library Science or Library & Information Science, or any related field such as Education, Public Administration, or Business

Consideration will be given to candidates who possess the following:

- I. A Bachelor's degree in Library Science, Information Science, Education, Public Administration, Business or any related field.
  - II. 3-5 years of experience working in a public library or another library institution.
  - III. Able to obtain at least a Level 4 Public Library Director Certification within the first 2 years of employment.
- a. Demonstrates commitment to the mission and philosophy of public library service.
  - b. Demonstrates high skill level at using a wide range of resources including print and non-print materials, computerized databases, internet sources, digital communications, ILS systems, and other library sources and related hardware.
  - c. Excellent customer service and communication skills, orally in person and over the telephone as well as in writing using electronic devices and handwritten (in English.)
  - d. Excellent leadership and organizational skills.
  - e. Able to prioritize, make independent decisions, and exercise discretion with patrons and staff.
  - f. Able to research and leverage cutting edge technologies to better serve public needs.
  - g. Able to work in a dynamic library environment, and work with the public to provide excellent services and programs.
  - h. Able to supervise and motivate other library staff and volunteers, listen carefully, take instructions, and learn procedures quickly.
  - i. Able to work effectively with library trustees, elected officials, and community groups.
  - j. Flexible when necessary, does whatever procedure is needed to be done
  - k. Knowledge of non-profit foundations, endowment growth, and experience seeking and obtaining philanthropic or public funding is a plus.
  - l. Physical conditions: essential and marginal functions may require maintaining a physical condition necessary for sitting and/or standing for prolonged periods of time, bending/stooping, and moderate lifting/reaching.

### 2. Monthly & Long-Range Management Duties

#### General

- Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations.
- Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.
- Prepares accurate reports, such as: Open Access, Interlibrary loan, Annual State Library Survey, Accreditation applications, E-Rate, and others, and files with appropriate agency before deadlines.

- Attends professional meetings, workshops, and classes to keep abreast of developments in the library field.
- Works in compliance with Iowa Public Library standards and submits annual statistical surveys to the State Library of Iowa and Dallas County Library Association.

#### Board and City Council Relations

- Report to the board, which has the legal responsibility for governing the library and hiring the library's director.
- Organize and prepares monthly meeting agenda in consultation with the Board President, addressing any current problems, concerns, or projects related to the library.
- Prepares financial reports, circulation reports, report of monthly activities/events, and other documents necessary to the meeting as part of a packet and sends them to Library Board and City Council.
- Posts notices of meetings on local city news boards and on the website in accordance with the Iowa Open Meeting Laws.
- Attends all Library Board and Committee meetings except when officially excused by the President.
- Acts as executive secretary to the Board & provide administrative support.
- Formulates and recommends policies for Board approval and implementation.
- Assist with and promote orientation and continuing education for Board members.

#### Public & Patron Relations

- Advocate for and promote the library through a variety of venues.
- Respond to the unique needs of the community as the demography dictates.
- Work with Library board, volunteers, library users, as well as educational and other non-profit organizations.
- Establish and maintain effective working relationships with local schools, local agencies, civic and community groups, the general public, and news media.
- Represent the library when speaking before community, civic, and other groups regarding the objectives and activities of the library.
- Establish and maintain effective communications through news releases, emails, newsletters, blogs, website, etc.
- Manage and write the Library's section of the City Newsletter.
- Manage/edit the Library's webpages, keeping information and links up-to-date.
- Create marketing and promotional items for library programs and services.
- Monitor public perceptions of the library and its services.
- Participate as a member in appropriate civic or service organizations.

#### Project, Facility, and Service Planning

- Conducts a Community Survey at least every five years.
- Continually evaluates the effectiveness of library services in relation to changing needs of the community and develops short-range plans to meet those needs.
- Anticipates future needs for library services to develop long-range plans.
- Assists in the planning, implementation, and evaluation of long and short term goals and objectives.
- Prepares and edits library policies and procedures.

#### Finance

- Develop and prepare an annual library budget and present it to the Library Board for consideration, and then to the City Council upon Board approval.
- Prepare monthly and yearly financial reports on budget accounts, receipts, and endowment funds for the Board.
- Make or supervise expenditures of library funds, and track expenditures and revenues in relation to budget management.
- Prepare Purchase Orders for Board approval and subsequent processing and payment by the City.

### Personnel

The Director shall be responsible for all aspects of personnel management, including:

- Recruiting and interviewing candidates for open positions.
- Hiring, firing, annual evaluations, and promotions for all staff.
- Providing effective management of personnel and providing corrective training to ensure high quality performance.
- Promoting and supporting staff development and certification.
- Schedule, organize, and supervise work operations.
- Establish and maintain effective working relationships with superiors, subordinates, and officials of other agencies.
- Recruit, oversee and train adult and teen volunteers.

## **3. Daily Library Operation & Management Duties**

### Circulation & Reference

- Provides reference and reader's advisory services to patrons of all ages.
- Knowledge of standard principles and practices of library reference interview techniques, information retrieval and reader's advisory.
- Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- Circulates library materials & answers reference questions.
- Researches complex questions.
- Uses a variety of computer databases, electronic resources and computer software packages.
- Has access to and maintains the integrity of confidential customer information.
- Interprets policy and explains procedures to the public.
- Responds to customer concerns and complaints and conducts conflict resolution.
- Works on preparation and presentation of programs and services for all ages. This may include reading for book clubs, telling stories, preparing crafts, preparing materials, and interacting closely with children of all ages and adults.
- Answers reference questions & requests for materials using local materials, SILO, or Regional libraries.
- Recommends books for patrons' use from the library's collection.

### Collection & Materials

- Develops, selects, and maintains the adult, teen, and children's collections including print, non-print, and electronic resources.
- Selects and orders materials in accordance with the library's selected vendors, approved budget, and materials selection policies.
- Performs copy cataloging and original cataloging of MARC records, following AACR2 and RDA standards, entering new acquisitions into the library's database and the State of Iowa SILO database.
- Prepares materials for circulation by barcoding, labeling, covering and applying preservation techniques to materials as needed before being placed into circulation.
- Performs collection weeding and deaccessioning materials from the ILS, following collection development policies.
- Maintains accurate inventory of the collection by ensuring proper category and status updates of materials.
- Performs book repair, artwork replacement, and other preservation procedures.
- Applies archival and preservation techniques to historical special collection materials.
- Creates and edits collection development policies.

### Facility Maintenance

- Ensures safe and clean conditions for patrons by performing or delegating cleaning tasks including, but not limited to: vacuuming, mopping, sanitizing, dusting, sweeping, etc.
- Ensure facilities are stocked with appropriate materials, such as toilet paper, tissues, paper towels, cleaning supplies, etc.
- Maintains inventory of various office supplies, such as labels, tape, pens, paper, etc.
- Contacts appropriate City Staff or vendors in a timely manner for equipment and building repairs.
- Takes appropriate action in emergency situations to ensure safety of the library building, materials, users, and surrounding grounds.
- Develops policies and procedures for disaster planning.

### Information Technology

- Works on technology projects designed to organize online information to make it more accessible and useful to the public.
- Able to learn to use current hardware and software and perform basic maintenance.
- Utilize Microsoft Office products and provide instruction on their use to patrons.
- Operate the Apollo Integrated Library System and become an expert with its functions.
- Use and instruct others to use the copier machine, printers, and other hardware in the library, and perform simple maintenance of equipment.
- Instruct patrons on computer and internet technologies.
- Develop/update instruction manuals and trouble-shooting guides.
- Provides technical support to patrons and staff including computer troubleshooting, software, and equipment.

### Programming & Outreach

- Initiates, plans, and conducts a variety of programs and activities to encourage the use of the library by young adults and adults, including but not limited to, films and special events, reading clubs, story hours, and school and community outreach.
- Prepares community analysis and conducts surveys regarding current and future programming needs and evaluates effectiveness of programs making revisions as needed.
- Actively seeks program presenters and exhibitions on a variety of subjects.
- Researches, writes and acquires grants to support library programming.
- Promotes programs by producing publicity releases, flyers, and monthly calendar.
- Effectively use social media and other related tools to promote programs.
- Develops partnerships with the community to provide programs and services.
- Continue current programs based on attendance and reception and plan new programs.
- Works with other community entities to provide programming and outreach services to adults, teens, and children.

Last updated February 2021



January 2023 compared to January 2022	Jan-23	Jan-22	Difference
<b>VISITORS</b>	304	169	<b>44%</b>
<b>CIRCULATION</b>			
Books- Adult	112	79	
Books- Teen	17	12	
Books- Juvenile	350	352	
DVD	65	25	
E-Books & Audio Books	273	239	
Misc	50	38	
<b>Total Circulation</b>	<b>867</b>	<b>745</b>	<b>14%</b>
<b>PROGRAMMING</b>			
Children's & Teens' Programs Offered	16	11	
Children's and Teens' Program Attendance	104	18	<b>83%</b>
Adult Programs Offered	1	0	
Adult Program Attendance	17	0	<b>100%</b>

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	304						2591
Library checkouts	1080	787	577	562	573	431	594						4604
E-books & e-audiobooks check-out	296	311	278	204	215	214	273						1791
<b>Total Circulation</b>	<b>1376</b>	<b>1098</b>	<b>855</b>	<b>766</b>	<b>788</b>	<b>645</b>	<b>867</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6395</b>
Programs offered	23	2	14	16	10	2	17						84
Programming attendance	74	14	128	112	48	131	121						628
Passive program participation	1	0	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>121</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>629</b>
Library visit schools/daycare	0	50	0	0	0	0	0						50
Groups/students visit library	0	0	0	0	0	0	0						0
Other Outreach	0	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	11						353
Beanstack Books Read	N/A	16	89	174	154	44	59						536
Reading Rewards (minutes read)	72000	48000	N/A	N/A	N/A	N/A	N/A						120000
Computer usage	2	9	3	3	0	0	1						18
Wireless usage visits	104	98	136	217	116	68	45						784
Reference questions	4	2	5	5	0	0	0						16
ILL Borrow Completed	61	38	41	22	37	13	29						241
ILL Lender Completed	25	18	16	19	14	14	16						122
Website Visits	284	291	277	217	167	178	716						2130



**The following reflects work accomplished in January 2023**

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

**Spencer Cross was hired as Circulation and Cataloging Assistant.** She will begin work February 7<sup>th</sup>. Spencer has worked in retail and is a veteran of the United States Air Force. She lives in Van Meter.

**We submitted the application and documentation for Public Library Accreditation** which will be good for July 1, 2023 – June 30, 2026. I expect to receive our office certificate of Tier 3 accreditation later this year.

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

**We ended our contract with TumbleBook.** Circulation was very low and did not warrant continuing this service.

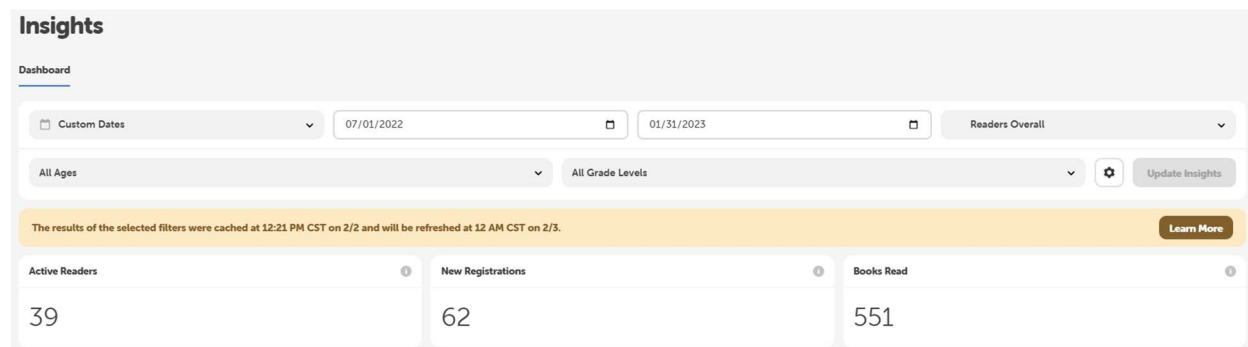
**Toddler Time started the new year off strong.** We have had great attendance (between 18 and 24) on Monday evenings. Tuesday mornings have seen much smaller groups (2-5).

**Tween Scene has a steady group of five or six attending each week.** This Friday afternoon program for fourth, fifth and sixth graders offers an opportunity to tweens to socialize.

**Laugh & Learn continues to struggle to find an audience.** With just one or two regular attendees, this program needs to grow in order to continue into another season.

**We partnered with Senior Health Insurance Information Program (SHIIP)** to provide an informational program about Medicare. It was held at the Veteran's Reception Hall. Seventeen people attended. Our benchmark in the Strategic Plan is to offer two programs for adults in 2023.

**Beanstack usage is growing rather slowly,** but we had planned from the start to make our biggest push during Summer Reading 2023. All summer reading will be logged through Beanstack rather than on paper logs. The chart below shows cumulative numbers for fiscal year-to-date. The total number of readers that have logged activity since July 1, 2022 is 39. "New registrations" refers to the number of challenges that readers are participating in. And, my favorite, "books read" shows the number of books that have been logged by readers.



The following table is a screen shot of a report produced by our circulation system, Apollo (AKA Biblionix). "Normal" refers to the number of items checked out at the library. "Renewal (staff)" and "Renewal (member)" is the number of items renewed manually by a staff member or patron. "Auto-renewal" refers to the number of times an item was renewed automatically by the system. Frankly, I've never been entirely clear what "In Library" refers to. We use "In Library (Bulk)" to record the number of online check-outs. This is just for the convenience of having the information all in one place. Notice that the total of 6413 is a discrepancy of 18 items from what is reported above.

Back to Reports Back to Report Setup Print this page

**Circulation Statistics - February 2, 2023 at 12:36:25 PM CST**

- 7/1/2022 through 1/31/2023
- By Circulation Type
- Including In-Library
- Including Renewals and Auto-Renewals
- By Checked OUT

	7/2022	8/2022	9/2022	10/2022	11/2022	12/2022	1/2023	Totals
Normal	650	465	381	363	349	202	404	2814
Self-Check	0	0	0	0	0	0	0	0
Renewal (staff)	49	16	21	20	16	38	3	163
Renewal (member)	54	13	8	29	21	1	8	144
Auto-Renewal	272	269	126	124	169	179	148	1287
In-Library	45	24	41	26	18	11	31	196
In-Library (Bulk)	296	329	278	204	215	214	273	1809
	1376	1116	855	766	788	645	867	6413

**January 2023 saw the fourth highest Libby circulation to date.** 273 items were checked out during the month. 38 of these were items purchased by VMPL. Generally speaking, circulation is split about 50/50 between e-books and audiobooks. You will not a small variance between the monthly total in this chart and the total of audiobooks and e-books checked out online in the "FY23 Year at a Glance." This is because statistics from Tumblebook are also included in the chart above.

Month (13)	Checkouts ...	Checkouts (chart) *
1 2022-08-01	305	
2 2022-07-01	292	
3 2022-06-01	275	
4 2023-01-01	273	
5 2022-09-01	258	
6 2022-11-01	215	
7 2022-12-01	214	
8 2022-05-01	206	
9 2022-10-01	204	
10 2022-03-01	159	
11 2022-01-01	155	
12 2022-02-01	152	
13 2022-04-01	152	

The table below is from WhoFi; this is the system we use for the website calendar, patron registration and tracking attendance at programs. There is a small variance between the total number of programs reported in FY23 At-a-Glance above and the total in this report which covers the entire fiscal year. There is a larger discrepancy between the number in attendance. That is because not everything we track in WhoFi is reported in the FY23 At-A-Glance.

The annual report to the State Library asks for a complex break-down of programming. Programs offered and attendance are broken down into the categories you can see below (Total in Person; Total Live Virtual etc). We generally only offer programming as either "In Person" or "Passive Programs." Within each of these categories the state report further breaks numbers into age groups: 0-5, 6-11, 12-18, Adult and General Interest. In addition, "In Person" is broken down into "In Library" and "Out-of-Building."

Because we use the state provided WhoFi system, all these categories are tracked automatically. The numbers we report in WhoFi populate the annual State Library report automatically.

Totals		
	Total Programs	In-Person Attendees
Total In Person	83	680
Total Live Virtual	0	0
Total Passive Programs	2	0
Total Content Recordings	0	0
Total Combo In Person/Live Virtual	0	0
Total Live Virtual / Content Recordings	0	0
<b>Total</b>	<b>85</b>	<b>680</b>



# STATE LIBRARY OF IOWA

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## ACCREDITATION APPLICATION SIGNATURE PAGE FY24

The library director and board president must sign this form in order to complete the accreditation application process. To fill out the form:

1. Fill out the library name and director's printed name.
2. Click on the "Signature Here" box on the "Signed (Director)" line.
3. Fill in your full legal name and valid email address. Your signature will automatically fill in using the "Type" option. Click one of the other radial buttons if you wish to use one of the other options.
4. Once you've filled out the signature page, check the "I agree..." box, and then click on the blue "Apply Signature" button.
5. Once the director has signed the form they need to send it to their board president. Click on the orange "Finalize & Submit" button.
6. A box will pop up requiring the board president's full name and valid email address. Fill those out and click the orange "Continue" button. You will receive a Thank You page and an email as receipts.
7. The board president should receive an email asking them to sign the document. They should click on the "Sign Document" button.
8. The board president should finish filling out the form. Once ready, click the orange "Finalize & Submit" button.
9. You will receive a Thank You page and an email as receipts.

I certify that the Accreditation Application Form and all supporting documentation for FY24 are true and correct to the best of my knowledge.

Library Van Meter Public Library Date 01-10-2023

Printed Name (Director) Nancy Studebaker Signed (Director)   
eSigned via SeamlessDocs.com  
Key: 9a4763b3-6317-497f-8047-d02de1a3b56a

Printed Name (Board President) Rachel Backstrom Signed (Board President)   
eSigned via SeamlessDocs.com  
Key: aa3702dd-35ab-4e2a-8798-0103b1c91943



# LIB-Bridges FY24 Letter of Agreement for Current Members

## State Library of Iowa

**Submitted On:**

Feb 1, 2023, 11:34AM EST

### Letter of Agreement for Current Participants

Enrollment Period: July 1, 2023 - June 30, 2024

#### Important Dates:

- **March 31, 2023:** Deadline for receipt of signed Letter of Agreement at State Library of Iowa
- **Within 90 days receipt of invoice:** Deadline for receipt of payment. Library will be invoiced in July.


#### Member Library Responsibilities:

- The Library agrees to continue its participation in the Bridges Overdrive eAudiobook / eBook Consortium for a twelve-month period beginning July 1, 2023 extending through June 30, 2024.
- Signing and returning this Letter of Agreement, along with payment of fees makes the Library eligible to continue participation in the Bridges Consortium. Nonpayment will result in suspension of patron access.
- The annual Consortium fee for public libraries for downloadable audiobooks and eBooks is calculated as follows: a \$300.00 base for each library, plus \$0.21 per capita based on the city population in which the library is located. Per capita numbers are based on population figures from the 2020 Census certified by the Iowa Secretary of State's office. FY24 fees are now available at <https://www.statelibraryofiowa.gov/index.php/libraries/services-resources/online-resources-libraries/bridges/bridgesfees>.
- A library may pay an amount in addition to their annual fee as an extraordinary contribution to the development of the collection. A Library that pays an amount in excess of that Library's annual fee will have the option of selecting additional content of their own choice up to the amount of the extra fee they have contributed. Any content so purchased will be the property of the Consortium as a whole and will be accessible by all Consortium members. An extraordinary contribution may be made at any time during the fiscal year.
- A library agrees to adhere to access, circulation, and collection policies determined jointly by the Bridges Consortium and by eligible group participants.
- The Library agrees to make this service available only to residents of its own city, rural residents of its own county, and/or residents of contracting cities. Open Access customers are not eligible for this service. The Library agrees to cooperate with the Bridges Consortium in a good faith effort toward this goal.
- With the above goal in mind, the Library is asked to make reasonable distinctions between eligible and ineligible patrons (ineligible meaning Open Access or out of state patrons) and agrees to work with the Bridges Management Team in this effort.

- The Library agrees to provide first-level technical support to their patrons, understanding that State Library of Iowa acts as back-up support for the Library. In providing first-level technical support, the Library agrees that it will not publish or distribute contact names, emails, or phone numbers of State Library of Iowa staff to local patrons.
- The Library understands that if the Library withdraws, the content remains the property of the Bridges Consortium.

**State Library of Iowa Responsibilities:**

- State Library of Iowa will manage the Consortium in partnership with Overdrive on behalf of the participants of the Consortium.
- State Library of Iowa will act as the fiscal agent for the Consortium.
- State Library of Iowa will continue to provide authentication services to member Libraries who choose not to authenticate through their own ILS system.
- State Library of Iowa will work with selectors comprised of member libraries to ensure a quality collection.
- State Library of Iowa will help promote the service, as well as provide consulting and training to member libraries in helping them effectively use the service.

<b>Library name:</b>	Van Meter Public Library
<b>Key contact person's name:</b>	<b>First Name:</b> Nancy <b>Last Name:</b> Studebaker
<b>Key contact phone number:</b>	515-996-2435
<b>Key contact email address:</b>	nstudebaker@vanmeteria.gov
<b>Library director name:</b>	<b>First Name:</b> Nancy <b>Last Name:</b> Studebaker
<b>Signature Data</b>	<div>First Name: Nancy Last Name: Studebaker Email Address: nstudebaker@vanmeteria.gov</div> <div></div> <div>Signed at: February 1, 2023 11:34am America/New_York</div>
<b>Today's date:</b>	February 01, 2023

## Van Meter Public Library

### 1/18/2023 Board Meeting Minutes

On January 18<sup>th</sup> 2023, the Van Meter Public Library Board met via Zoom.

The meeting was called to order at 6:02pm by President Backstrom.

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

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

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

#### Discussion Items:

Staffing Changes was presented by Studebaker.

Proposed Change in Hours & Closings Policy was presented by Backstrom.

Discussion was held.

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

Proposed Revision to FY23 Budget was presented by Backstrom. Discussion was held.

First Draft of FY24 Budget was presented by Backstrom. Discussion was held.

City's new Personnel Manual was presented by Backstrom. Discussion was held.

#### Action Items:

McCombs motioned to adjust the library hours to be open at noon until the training for a new assistant director has been done. Miller seconded, passed unanimously.

McCombs motioned to change the closing time to 7pm on Tuesdays and Thursdays going forward. Miller seconded, passed unanimously.

Warwick motioned to approve the proposed revision to the FY23 budget. Kendall seconded, passed unanimously.

McCombs motioned to adopt the City's new Personnel Manual. Seconded by Kendall, passed unanimously.

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

There was no President's report.

Having no further business, President Backstrom asked for a motion to adjourn. Warwick motioned, McCombs seconded. Passed unanimously. Adjourned at 6:34 pm.



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