

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : January 29, 2019

Time/Place : 5:30 PM – Van Meter Public Library, 505 Grant Street

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

1. Call to Order
2. Roll Call
3. Emergency Additions and Approval of the Agenda
4. Consent Agenda
 - a. Minutes
 - b. Claims
 - c. Stats
 - d. Finances
5. Discussion Items
 - a. Committee reports
 - i. Volunteer & community outreach – Rachel D.
 - ii. City council & documentation – Molly M.
 - iii. Policy – Kate M.
 - iv. Building – Molly M. & Erin F.
 - v. Fundraising – Megan W.
 - b. Budget discussion
 - i. Budget review for next year
 - ii. Review of the budget for this year and spending moving forward
 - iii. Library Director's wage
 - c. Review possibility of new IT service
6. Action Items
 - a. Vote on any changes for the budget
 - b. Vote on addition of new IT service
7. Director's report
8. President's report
9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Wednesday, January 29, 2019. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

Maguire ___; Devick ___; Freeman ___; Warwick ___; McCombs ___;

Agenda Item #3 - Emergency additions and Approval of the Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: At this time are there any additions to the agenda?

Additions:

Sample Motion: Do I hear a motion to approve the agenda?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

Sample Motion: Does the Library Board wish to discuss any item on the consent agenda separately? If not, I would entertain a motion to approve a Resolution Adopting the Consent Agenda as it has been presented to us?

Board Member _____: So moved. Board Member _____: Second.

Agenda Item #5 - Discussion Items

A. Committee reports

- a. Volunteer & community outreach – Rachel D.
- b. City council & documentation – Molly M.
- c. Policy – Erin F.
- d. Building – Molly M. & Erin F.
- e. Fundraising – Megan W.

B. Budget discussion

- a. Budget review for next year
- b. Review of the budget for this year and spending moving forward
- c. Library Director's wage

C. Review possibility of new IT service

Agenda Item #6 – Action Items

- A. Vote on any changes for the budget
- B. Vote on addition of new IT service

Agenda Item #7 – Director’s Report

Agenda Item #8 – President’s Report

Agenda Item #9 – Adjourn

Submitted for: Action

Recommendation: Approval

Sample Motion: With no further business do I hear a motion to adjourn?

Board Member _____: So moved. Board Member _____: Second.

Sample Language: The meeting is adjourned. Thank you.

Van Meter Public Library

Library Board Minutes – 12/19/18

The Van Meter Public Library Board met on Wednesday, December 19, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:02 p.m. Members present at roll call: Molly Maguire, Megan Warwick, and Erin Freeman, Rachel Devick, and Kate McCombs. Also in attendance were Barb Phillips and Suzanne Lindaman. Maryann Mori, from the State Library of Iowa, joined the meeting via Zoom.

Having no emergency additions, President Maguire asked for a motion to approve the Agenda. Moved by Freeman, supported by Devick. Passed unanimously.

After reviewing the Consent Agenda President Maguire asked for a motion to approve the Consent Agenda. Moved by Warwick, supported by Devick. Passed unanimously.

Guest Maryann Mori presented information about creating a strategic 5-year plan for 2020. We need a plan because of Standard 17 in Public Library Standards. Several methods can be used to gain the community needs feedback for the plan – focus group, community survey, or using demographic/census data. Discussion will continue at future library board meetings.

The committee reports began with volunteer and community outreach, by Rachel Devick. She reported on the Sips & Snacks and the Van Meter Winter Market activities. She also talked about the information she has provided the director for the city newsletter. Maguire reported on the last council meeting. McCombs is waiting for information from the director on policies. Freeman expressed concern about the lack of communication with ISG about the new facility. Warwick and Phillips reported on the Library Foundation activities.

The director completed the first stage of the Edge technology assessment and e-mailed the results to the board members as well as the last communication from ISG regarding the exteriors of the building project. A new quote from Biblionix will be requested to add to next year's budget. The board reviewed the dialogue between the city administrator and the director concerning the current budget. A motion was made by Freeman and seconded by Warwick to freeze discretionary spending until the new fiscal year. The motion was approved by all. Devick made a motion, supported by McCombs, to change the date of the January board meeting to 5:30 p.m. on January 22nd. The motion was approved.

The Library Director's report was given, as seen in the packet.

Molly Maguire gave her President's report.

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Devick. Passed unanimously. Adjourned at 7:52 p.m.

Van Meter Public Library
CirculationSummary

Transactions 12/1/2018 through 12/31/2018, VMPL

Totals for This Period

Checked out	402
Checked in	405
Renewed	41
Used in-library	23
Fines and charges	\$0.00
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 1/2/2019, 11:10 am

Materials checked out	253
Materials overdue	109
Patrons overdue	43

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 12/1/2018 through 12/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Saturday	01-Dec-2018	37	18	1				
Sunday	02-Dec-2018							
Monday	03-Dec-2018	22	25	2	4			
Tuesday	04-Dec-2018	14	14	3	4			
Wednesday	05-Dec-2018	22	23	3				
Thursday	06-Dec-2018	8	9		2			
Friday	07-Dec-2018	41	31	1				
Saturday	08-Dec-2018	9	22					
Sunday	09-Dec-2018							
Monday	10-Dec-2018	6	55	4				
Tuesday	11-Dec-2018	16	6	1				
Wednesday	12-Dec-2018	39	16	1				
Thursday	13-Dec-2018	9	19	1				
Friday	14-Dec-2018	23	16	1				
Saturday	15-Dec-2018	15	6					
Sunday	16-Dec-2018							
Monday	17-Dec-2018	16	12		5			
Tuesday	18-Dec-2018	22	27	2	4			
Wednesday	19-Dec-2018	19	21	3	1			
Thursday	20-Dec-2018							
Friday	21-Dec-2018	35	28	1	1			
Saturday	22-Dec-2018	11	8					
Sunday	23-Dec-2018							
Monday	24-Dec-2018							
Tuesday	25-Dec-2018							
Wednesday	26-Dec-2018	15	8	1				
Thursday	27-Dec-2018	5	29	7	1			
Friday	28-Dec-2018	16	6	9	1			
Saturday	29-Dec-2018	2	6					
Sunday	30-Dec-2018							
Monday	31-Dec-2018							
Totals		402	405	41	23	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 12/2018, FISCAL 6/2019

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	38,000.00	2,957.88	19,746.14	51.96	18,253.86
182-410-6020	WAGES - PART TIME	10,500.00	868.87	5,252.37	50.02	5,247.63
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	590.66	295.33	390.66-
182-410-6215	PROGRAMMING	1,500.00	129.88	2,980.54	198.70	1,480.54-
182-410-6220	SUBSCRIPTION	800.00	.00	416.96	52.12	383.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	186.00	197.61	49.40	202.39
182-410-6371	UTILITIES	1,500.00	88.66	490.09	32.67	1,009.91
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	58.04	617.81	102.97	17.81-
182-410-6408	INSURANCE	.00	.00	.00	.00	.00
182-410-6413	PAYMENTS - OTHER AGENCIES	.00	.00	.00	.00	.00
182-410-6419	TECHNOLOGY	.00	.00	.00	.00	.00
182-410-6424	COMMUNITY INTERSET	1,000.00	387.50	387.50	38.75	612.50
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,775.00	88.75	225.00
182-410-6502	LIBRARY MATERIALS	5,000.00	1,824.68	9,830.22	196.60	4,830.22-
182-410-6506	OFFICE SUPPLIES	2,500.00	30.10	464.19	18.57	2,035.81
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	64,150.00	6,531.61	42,749.09	66.64	21,400.91
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	64,150.00	6,531.61	42,749.09	66.64	21,400.91
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
FROM 12/2018 TO 12/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2019 TO 6/2019)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6010		WAGES - FULL TIME				
12/14/18	PR1005				PR DT: 12/09/18	1478.94
12/28/18	PR1010				PR DT: 12/23/18	1478.94
		ACCOUNT TOTAL				2,957.88
182-410-6020		WAGES - PART TIME				
12/14/18	PR1005				PR DT: 12/09/18	394.05
12/28/18	PR1010				PR DT: 12/23/18	474.82
		ACCOUNT TOTAL				868.87
182-410-6215		PROGRAMMING				
12/10/18	AP1395	SYNCB/AMAZON	122018		28362 LIB MATERIALS & PROGRAMMING	129.88
		ACCOUNT TOTAL				129.88
182-410-6311		OPERATION & MAINTENANCE				
12/10/18	AP1395	ANDERSON SERVICE	112018		28326 FURNACE REPAIRS	186.00
		ACCOUNT TOTAL				186.00
182-410-6371		UTILITIES				
12/10/18	AP1395	MIDAMERICAN ENERGY	122018		28352 GAS/ELEC	88.66
		ACCOUNT TOTAL				88.66
182-410-6373		TELEPHONE/COMMUNICATIONS				
12/10/18	AP1395	CENTURY LINK	122018		28328 LIB PHONE LINE/FD FAX LINE	50.45
12/10/18	AP1395	WELLS FARGO CC	122018		28369 LIB POSTAGE	7.59
		ACCOUNT TOTAL				58.04
182-410-6424		COMMUNITY INTERSET				
12/10/18	AP1395	NETWORKING SOLUTIONS	CW64444		28354 LIB COMPUTER REPAIRS	387.50
		ACCOUNT TOTAL				387.50
182-410-6502		LIBRARY MATERIALS				
12/10/18	AP1395	TASTE OF HOME	122018		28363 SUBSCRIPTION	33.98
12/10/18	AP1395	SYNCB/AMAZON	122018		28362 LIB MATERIALS & PROGRAMMING	1703.52
12/10/18	AP1395	MONTECELLO PUBLIC LIBRARY	122018		28353 BOOKS AND/OR DVDS	30.00
12/10/18	AP1395	HAWKINS MEMORIAL LIB	1032		28338 BOOKS	23.00
12/10/18	AP1395	FISHER WHITING MEMORIAL	122018		28333 BOOK	15.00
12/10/18	AP1395	EMMETSBURG PUBLIC LIB	017-2		28332 BOOKS	19.18
12/10/18	AP1395	NISSEN PUBLIC LIBRARY	122018		BOOKS	17.00
12/28/18	AP1402	NISSEN PUBLIC LIBRARY	122018		AP CHECK VOIDED	17.00-
					BOOKS	
		ACCOUNT TOTAL				1,824.68
182-410-6506		OFFICE SUPPLIES				
12/10/18	AP1395	CULLIGAN	LIB122018		28329 WATER/COOLER RENTAL	30.10

G/L EXPENSE HISTORY REPORT
FROM 12/2018 TO 12/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2019 TO 6/2019)	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE	
		PO NUMBER INVOICE	CHECK NO REF/DESCRIPTION
182-410-6506		OFFICE SUPPLIES	
		ACCOUNT TOTAL	----- 30.10
		REPORT TOTAL	=====
			6,531.61

TREASURER'S REPORT
CALENDAR 12/2018, FISCAL 6/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	14,726.64-	49,119.00	6,531.61	.00	27,860.75
Report Total	14,726.64-	49,119.00	6,531.61	.00	27,860.75

REVENUE REPORT
CALENDAR 12/2018, FISCAL 6/2019

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	1,181.05	196.84	581.05-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	69.00	331.20	66.24	168.80
182-910-4830	TRANSFERS IN	49,050.00	49,050.00	49,050.00	100.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	53,650.00	49,119.00	50,562.25	94.24	3,087.75
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	49,119.00	50,562.25	94.24	3,087.75
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
FROM 12/2018 TO 12/2018

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 6/2019 TO 6/2019)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
12/20/18	RM5003 GERI RICHARDS	27684 LIBRARY DONATIO BOOKS	30.00
12/20/18	RM5003 HALF PRICE BOOKS	27685 LIBRARY DONATIO BOOKS	32.00
12/26/18	RM5011 HALF PRICE BOOKS	27698 LIBRARY DONATIO BOOKS	7.00
	ACCOUNT TOTAL		----- 69.00
182-910-4830	TRANSFERS IN		
12/04/18	GL0219	GENERAL TO LIBRARY FUND	49,050.00
	ACCOUNT TOTAL		----- 49,050.00
	REPORT TOTAL		===== 49,119.00

TREASURER'S REPORT
CALENDAR 1/2019, FISCAL 7/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
051 LIBRARY BUILDING FUND	5,634.34	.00	.00	.00	5,634.34
Report Total	5,634.34	.00	.00	.00	5,634.34

Proposal for a Salaried Library Director Position

January 19, 2019

Current situation

The Van Meter Public Library is open 42 hours a week. I work 40 hours a week with the ability to work 42 hours with no prior approval and the library assistant works 20 hours a week. She works primarily Mondays, Tuesdays, and Wednesdays and we share the Saturday hours. Her schedule is limited by other responsibilities. The main issue is that the library needs to be staffed during the open hours, but there are also outreach and meetings outside of those open hours that need to be attended.

The duties of the Library Director include multiple facets. On the fiscal and administrative side, I work on budgets, policies, and writing grants. On the patron services side, I develop the library collection through selecting new materials, removing outdated material, and organization. Additionally, I have made a concerted effort to create programming for all ages, including weekly programming, special programs, and outreach, to reengage the community. A duty that is not visible is the advertising of programming through signage, social media posts, communication with the school, newspaper advertising, and the upkeep of the library web page. Continuing education is also an important aspect of the position through the meetings and webinars I attend. I also have responsibilities for the daily upkeep of the library, such as manning the circulation desk, shelving materials, sending overdue notices, and cleaning the library.

As the library has become more involved in the community, my responsibilities have increased. I was asked to be part of the Raccoon River Days planning committee, but my schedule did not allow for me to attend that meeting. I have also added the preschool at the elementary to my list of outreach programs. The building project is also adding to the responsibilities of the position though planning, meetings, and

grant writing. For example, last week I spent several hours co-writing a grant for the new facility.

In order to maintain the 40 to 42 hour a week limit, Jennifer and I have maintained a flexible schedule that changes weekly based on the current need. We overlap our schedules to allow me to visit the day cares and complete administrative duties, but many times I also work alone in the library, which limits the work I can complete.

Feedback from community

The following are quotes from the two community surveys completed in the last two years. These sentiments have also been expressed verbally in the library.

- “They do an amazing job of working with the limited amount of space, and they are so helpful and friendly. For being a small town library we always have the latest books and movies which is a huge plus.”
- “The kids programming has significantly improved. My kids are excited about reading and learning!”
- “love our little library, i love how Suzanne is so helpful and will always get me an inter-library loan like its no problem”
- “Suzanne is so friendly, helpful and knowledgeable. I just started coming back to the library this summer and she has been a wonderful addition!

Pay range

The Van Meter Public Library is currently a size C library, but a size D library begins with a population of 2,500 residents. According to the 2017 annual survey completed by Iowa libraries, the average pay for a library director of a C sized library is \$15.91 per hour and the top salary is \$25.39 per hour. The average pay for a D sized library director is \$20.27 per hour and the most paid is \$29.44. The minimum for a salaried position in Iowa is \$47,476, which is \$22.83 an hour for a 40-hour week.

My current salary is \$18.48 an hour and, with the cost of living raise of 2.9% (based on the city compensation package), it would be \$19.02 an hour for fiscal year 2019-2020. Calculating an average of 6 hours of overtime in a month, that would make my monthly overtime pay \$171.18 a month for a total yearly salary of \$41,615.76. The benefit to Van Meter of having the director available for community outreach, meetings, and duties of the position outweighs the fiscal concerns making the position salaried instead of hourly would raise.

Van Meter Public Library Director's Report

January 2019

December Statistics

	2017	2018
Visitors	549	409
Programs	12	12
Programming attendance	103	59
Outreach attendance	0	213
Computer usage	90	46
Wireless usage	63	18
Reference questions	98	45
Fax/Scan	3	2
Copy/Print	12	13
Library checkouts	265	402
Renewals	68	41
Materials borrowed from other libraries	6	10
Materials loaned to other libraries	7	2
E-books & e-audiobooks usage	101	124

Book Donations Through Outreach

- Free book club sets (8 books) were offered from the National Institute of Health. We ordered It's All Relative by A.J. Jacobs. The author "muses on the nature of family and the interconnectedness of humanity in this entertaining introduction to the world of genealogy"
- For the second year we will be celebrating Money Smart Week® Kids Read the first week in April. We will be handing free books out during a special Saturday Story Time on April

6th at 10:30 a.m. Our library will receive 50 copies of the book *Count on Pablo* and a discussion guide for parents.

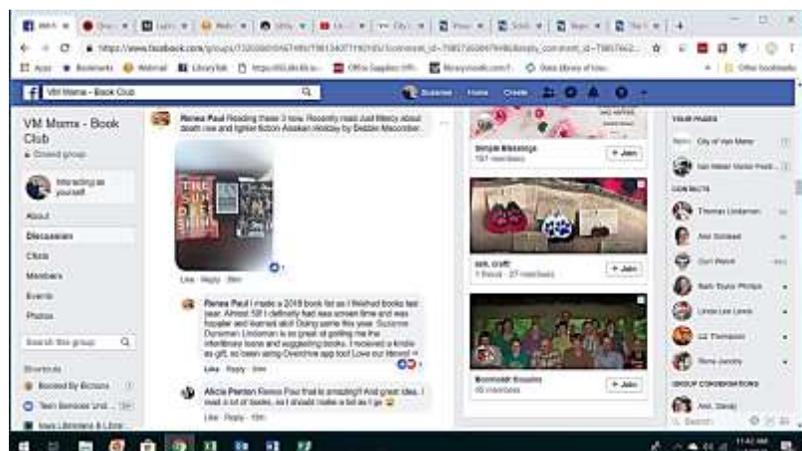
Planning

- Our next STEAM Saturday (science, technology, engineering, art, and mathematics) will be held February 9th for elementary age kids
- We will be hosting a program called “We the People”: the American Constitution on February 21st at 7:00 p.m. It will be a look at the history of the Constitution and the first twenty participants will receive a free copy of the constitution.
- I have been talking with the ARL to have a Thera pets visit on February 23rd.
- There are four webinars I plan to attend to prepare for summer reading.
- The next step in the Edge process is to make a plan and then I will be attending the webinar about phase two on Friday.

Past Activities

- Special Programming
 - We hosted a tween/teen interactive movie during winter break – Willy Wonka and the Chocolate Factory
 - Critter Cindy, a Dallas County Conservationist, visited us on January 9th to talk about nocturnal animals
 - We hosted a STEAM Saturday (science, technology, engineering, art, and mathematics) on January 12th for elementary age kids

A warm fuzzy –





505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



PURCHASE ORDER

Budget Line Item #'s: 182-410-6502	PURCHASE ORDER #: VMPL
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V E N D O R	Vendor: Amazon	Address (Street, City, State, Zip) SYNCB/Amazon PO Box 530958 Atlanta, GA 30353	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Library Materials			523.96
	Programming			152.98

TOTAL COST: 679.94

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature: _____ Date: 12/27/18

City Administrator Signature: _____ Date: _____
 (If Applicable)

Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File



0-0

SHG



CITY OF VAN METER

ATTN: ACCOUNTS PAYABLES

PO BOX 160

VAN METER IA 50261-0160

22727

Account: 60457 8781 034056 8 Statement Date: 12/10/18 Page: 1 of 10

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
SYNCB/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: S2GYV465

DUE UPON RECEIPT

Payments Received

11/24/18 0028303 (1464.72) PAYMENT RECEIVED - THANK YOU

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

Date	Invoice	Original Amount	Due Date	Reference	Date	Invoice	Amount Due
					Please Indicate by <input checked="" type="checkbox"/> Invoices Paid		
10/09/18	943338779868	31.84	01/05/19		10/09	943338779868	31.84
10/10/18	468894535787	64.19	01/05/19		10/10	468894535787	64.19
10/10/18	684739899445	17.28	01/05/19		10/10	684739899445	17.28
10/12/18	468948947856	87.85	01/05/19		10/12	468948947856	87.85
10/14/18	454668484996	89.77	01/05/19		10/14	454668484996	89.77
10/15/18	436833343557	58.44	01/05/19		10/15	436833343557	58.44
10/17/18	588867794843	5.99	01/05/19		10/17	588867794843	5.99
10/17/18	867989744895	95.33	01/05/19		10/17	867989744895	95.33
10/17/18	865357753493	7.95	01/05/19		10/17	865357753493	7.95
10/18/18	597868867493	25.78	01/05/19		10/18	597868867493	25.78
10/19/18	463687374783	86.00	01/05/19		10/19	463687374783	86.00
10/19/18	733549773954	43.03	01/05/19		10/19	733549773954	43.03
10/19/18	468883846593	33.08	01/05/19		10/19	468883846593	33.08
10/24/18	635959344998	71.82	01/05/19		10/24	635959344998	71.82
10/25/18	534359579633	20.99	01/05/19		10/25	534359579633	20.99
10/26/18	458748497767	33.07	01/05/19		10/26	458748497767	33.07
10/30/18	459655768834	19.06	01/05/19		10/30	459655768834	19.06
11/01/18	444434453777	36.72	01/05/19		11/01	444434453777	36.72
11/01/18	884694776995	45.47	01/05/19		11/01	884694776995	45.47
11/01/18	883674888499	35.54	01/05/19		11/01	883674888499	35.54
11/01/18	437348695877	67.40	01/05/19		11/01	437348695877	67.40
11/05/18	459995898745	10.99	01/05/19		11/05	459995898745	10.99
11/06/18	465748857645	82.68	01/05/19		11/06	465748857645	82.68
11/07/18	465384646499	10.98	01/05/19		11/07	465384646499	10.98
11/07/18	699499396569	28.98	01/05/19		11/07	699499396569	28.98
11/10/18	455357946374	145.83	02/05/19		11/10	455357946374	145.83
11/12/18	739538555876	56.50	02/05/19		11/12	739538555876	56.50
11/13/18	843936548857	21.65	02/05/19		11/13	843936548857	21.65

-Continue-

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

Date	Invoice	Original Amount	Due Date	Reference	Date	Invoice	Amount Due
11/13/18	448767558388	63.85	02/05/19		11/13	448767558388	63.85
11/13/18	759756336585	33.69	02/05/19		11/13	759756336585	33.69
11/14/18	678779833579	61.01	02/05/19		11/14	678779833579	61.01
11/15/18	446634456794	14.99	02/05/19		11/15	446634456794	14.99
11/17/18	456443688994	87.68	02/05/19		11/17	456443688994	87.68
11/17/18	673673846453	53.94	02/05/19		11/17	673673846453	53.94
11/19/18	437954335655	116.10	02/05/19		11/19	437954335655	116.10
11/20/18	748449475966	73.88	02/05/19		11/20	748449475966	73.88
11/28/18	956878545746	32.64	02/05/19		11/28	956878545746	32.64

Please Indicate by Invoices Paid

Previously Billed Invoices

Date	Invoice	Original Amount	Due Date	Reference	Date	Invoice	Amount Due
07/29/18	943733663944	78.74	10/05/18		07/29	943733663944	78.74
08/01/18	868768684667	102.52	10/05/18		08/01	868768684667	102.52
08/01/18	985594799555	86.12	10/05/18		08/01	985594799555	86.12
08/04/18	445774685867	116.81	10/05/18		08/04	445774685867	116.81
08/06/18	455858964753	13.66	10/05/18		08/06	455858964753	13.66
08/15/18	465936438867	629.94	11/05/18		08/15	465936438867	629.94
08/16/18	937966479473	418.58	11/05/18		08/16	937966479473	418.58

Please Indicate by Invoices Paid

Unapplied Payments & Credits

Date	Reference	Original Amount	Description	Date	Reference	Current Amount
09/26/18	0028127CM-034V8	(9.73)	CR MEMO	09/26	0028127CM-034V8	(9.73)
09/28/18	446783479389	(14.37)	CR MEMO	09/28	446783479389	(14.37)
10/16/18	458939845533	(16.99)	CR MEMO	10/16	458939845533	(16.99)
10/16/18	454948853435	(10.52)	CR MEMO	10/16	454948853435	(10.52)
10/30/18	455748368763	(4.99)	CR MEMO	10/30	455748368763	(4.99)
11/21/18	535693974653	(13.51)	CR MEMO	11/21	535693974653	(13.51)
11/24/18	454697949436	(1.92)	CR MEMO	11/24	454697949436	(1.92)
11/28/18	0028303CM-03A3E	(989.43)	CR MEMO	11/28	0028303CM-03A3E	(989.43)
11/28/18	0028215CM-03A3C	(31.66)	CR MEMO	11/28	0028215CM-03A3C	(31.66)

Please Indicate by Credits Applied

-Continue-

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SHG

Library materials

Programming

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679.94

523.96

152.98

145.83

Account: 60457 8781 034056 8

PLEASE PAY THIS
AMOUNT
\$ 1463.48
DUE UPON RECEIPT

PLEASE RETURN THIS STUB WITH
YOUR PAYMENT

AMOUNT ENCLOSED \$ _____

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

-Continue-



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

Current Invoices: \$ 1871.99
Previously Billed Invoices: \$ 1446.37
Unapplied Payments & Credits: \$ (1093.12)

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.

Current Invoice Details

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

CITY OF VAN METER
Account : 8781 034056 8
Location:

Date of Sale: 09/26/18
Invoice: 0028127CM-034V8
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	CASH_TO_CREDIT UNAPPLIED CASH	1.000		(9.7300)	(9.73)
Subtotal:				(9.73)	
	Tax: 0.00				
				Balance Due:	(9.73)

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/28/18
Invoice: 446783479389
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(14.3700)	(14.37)
Subtotal:				(14.37)	
	Tax: 0.00				
				Balance Due:	(14.37)

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/16/18
Invoice: 454948853435
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(10.5200)	(10.52)
Subtotal:				(10.52)	
	Tax: 0.00				
				Balance Due:	(10.52)

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/16/18
Invoice: 458939845533
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(16.9900)	(16.99)
Subtotal:				(16.99)	
	Tax: 0.00				
				Balance Due:	(16.99)

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/30/18
Invoice: 455748368763
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(4.9900)	(4.99)
Subtotal: (4.99)		Tax: 0.00		Balance Due: (4.99)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/06/18
Invoice: 465748857645
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
148149743X	Flashback (Keeper of the Lost	1.000	EA	13.2400	13.24
1328850927	The Girl in the Locked Room: A	1.000	EA	11.7200	11.72
1250069823	Nine Perfect Strangers	1.000	EA	18.9800	18.98
1501172050	The Noel Stranger (The Noel Co	2.000	EA	13.5100	27.02
0062386573	Warriors: A Vision of Shadows	1.000	EA	11.7200	11.72
Subtotal: 82.68		Tax: 0.00		Balance Due: 82.68	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/07/18
Invoice: 465384646499
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0759V93JS	Baker Ross Gold & Silver Glitt	1.000	EA	4.9900	4.99
MISC	SHIPPING AND TAX	1.000	EA	5.9900	5.99
Subtotal: 10.98		Tax: 0.00		Balance Due: 10.98	

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-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/10/18
Invoice: 455357946374
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B073F5Y3MK	Brizled 200 LED String Lights,	2.000	EA	32.9900	65.98
B07DQL5PTB	XUNATA 40ft Solar Christmas Li	3.000	EA	15.9900	47.97
B07G9TH9JD	Jiamao 2 Pack Solar String Lig	1.000	EA	13.9900	13.99
MISC	SHIPPING AND TAX	1.000	EA	17.8900	17.89
Subtotal: 145.83		Tax: 0.00		Balance Due: 145.83	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/12/18
Invoice: 739538555876
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00J5HMZ0M	Arm & Hammer Fridge Fresh Refr	1.000	EA	7.9900	7.99
B014FFMWL0	Darice Core'dinations Value Pa	1.000	EA	3.5100	3.51
B01G3A21QQ	COSMOS Crystal Round 4MM Rhine	1.000	EA	6.4100	6.41
B01FXMD402	Ziploc Freezer Bags, Two Gallo	1.000	EA	14.3400	14.34
B074CR89QG	Amazon Brand - Prestol Flex-a-	1.000	EA	24.2500	24.25
Subtotal: 56.50		Tax: 0.00		Balance Due: 56.50	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/13/18
Invoice: 448767558388
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0998225908	Mandalas II Adult Coloring Boo	1.000	EA	19.9900	19.99
1574219952	Good Vibes Coloring Book (Colo	1.000	EA	7.7900	7.79
B00006IEEV	Prismacolor 3598T Premier Colo	1.000	EA	26.9900	26.99
1680223178	Color & Frame Coloring Book -	1.000	EA	6.0900	6.09
B004ZDL0K2	Prismacolor Premier Pencil Sha	1.000	EA	2.9900	2.99
Subtotal: 63.85		Tax: 0.00		Balance Due: 63.85	

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/13/18
Invoice: 759756336585
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1335005919	Season of Wonder (Haven Point)	1.000	EA	17.7000	17.70
0763663069	The Great Thanksgiving Escape	1.000	EA	15.9900	15.99
Subtotal:	33.69	Tax:	0.00	Balance Due:	33.69

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AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/13/18
Invoice: 843936548857
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062571346	Fantastic Beasts and Where to	1.000	EA	12.7000	12.70
B07DFCCFQP	Funko Pop Keychain: Fantastic	1.000	EA	8.9500	8.95
Subtotal:	21.65	Tax:	0.00	Balance Due:	21.65

prog

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/14/18
Invoice: 678779833579
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0735228736	I am Sonia Sotomayor (Ordinary	1.000	EA	10.9100	10.91
0316509787	The Shadows We Hide	1.000	EA	17.7000	17.70
0062866451	A Call for Revolution: A Visio	1.000	EA	12.9100	12.91
1524763136	Becoming	1.000	EA	19.4900	19.49
Subtotal:	61.01	Tax:	0.00	Balance Due:	61.01

LM

AMAZON
 PO BOX 530958
 ATLANTA, GA 30353-0958

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

Date of Sale: 11/15/18
 Invoice: 446634456794
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1338263897	Fantastic Beasts: The Crimes o	1.000	EA	14.9900	14.99
Subtotal: 14.99		Tax: 0.00		Balance Due: 14.99	

LM

AMAZON
 PO BOX 530958
 ATLANTA, GA 30353-0958

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

Date of Sale: 11/17/18
 Invoice: 456443688994
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0545493242	Day of the Night Crawlers: A B	1.000	EA	15.9900	15.99
B07D512BDG	Meg, The (BD) YBlu-ray"	1.000	EA	24.9600	24.96
0545698960	Whack of the P-Rex: A Branches	1.000	EA	15.9900	15.99
0606323694	Attack Of The Shadow Smashers	1.000	EA	14.7500	14.75
0545553008	Chomp of the Meat-Eating Veget	1.000	EA	15.9900	15.99
Subtotal: 87.68		Tax: 0.00		Balance Due: 87.68	

LM

AMAZON
 PO BOX 530958
 ATLANTA, GA 30353-0958

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

Date of Sale: 11/17/18
 Invoice: 673673846453
 P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062353195	Duck, Duck, Dinosaur: Snowy Su	1.000	EA	16.9900	16.99
0448480530	The Very Busy Spider (Penguin	1.000	EA	14.9900	14.99
0062353128	Duck, Duck, Dinosaur: Bubble B	1.000	EA	10.9800	10.98
0062353152	Duck, Duck, Dinosaur: Perfect	1.000	EA	10.9800	10.98
Subtotal: 53.94		Tax: 0.00		Balance Due: 53.94	

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AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/19/18
Invoice: 437954335655
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1635650755	This Makes Me Silly (Rodale Ki	1.000	EA	12.2200	12.22
1635650585	This Makes Me Sad (Rodale Kids	1.000	EA	9.9300	9.93
1623369622	I Am Helpful (Rodale Kids Curi	1.000	EA	13.3400	13.34
1623369568	I Am Brave (Rodale Kids Curio	1.000	EA	13.3400	13.34
1623369215	I Am Kind (Rodale Kids Curious	1.000	EA	13.1900	13.19
1635650577	This Makes Me Happy (Rodale Ki	1.000	EA	9.7900	9.79
1635650720	This Makes Me Angry (Rodale Ki	1.000	EA	12.2900	12.29
1623369533	I Am Strong (Rodale Kids Curio	1.000	EA	9.7900	9.79
1623369592	I Am Smart (Rodale Kids Curio	1.000	EA	9.6200	9.62
1623369207	I Am Thankful (Rodale Kids Cur	1.000	EA	12.5900	12.59
Subtotal:	116.10	Tax:	0.00	Balance Due:	116.10

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AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/20/18
Invoice: 748449475966
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
152479628X	Fire & Blood: 300 Years Before	1.000	EA	22.9100	22.91
060640550X	The Bad Guys In Attack Of The	1.000	EA	16.0000	16.00
0545912415	The Bad Guys in Mission Unpluc	1.000	EA	5.9900	5.99
1338189573	The Bad Guys in Intergalactic	1.000	EA	5.9900	5.99
0606401849	The Bad Guys In The Furball St	1.000	EA	16.0000	16.00
0545663180	Fly Guy and the Alienzz (Fly G	1.000	EA	6.9900	6.99
Subtotal:	73.88	Tax:	0.00	Balance Due:	73.88

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AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/21/18
Invoice: 535693974653
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(13.5100)	(13.51)
Subtotal:	(13.51)	Tax:	0.00	Balance Due:	(13.51)

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/24/18
Invoice: 454697949436
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(1.9200)	(1.92)
Subtotal: (1.92)		Tax: 0.00		Balance Due: (1.92)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

CITY OF VAN METER
Account : 8781 034056 8
Location:

Date of Sale: 11/28/18
Invoice: 0028215CM-03A3C
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	CASH_TO_CREDIT UNAPPLIED CASH	1.000		(31.6600)	(31.66)
Subtotal: (31.66)		Tax: 0.00		Balance Due: (31.66)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

CITY OF VAN METER
Account : 8781 034056 8
Location:

Date of Sale: 11/28/18
Invoice: 0028303CM-03A3E
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
	CASH_TO_CREDIT UNAPPLIED CASH	1.000		(989.4300)	(989.43)
Subtotal: (989.43)		Tax: 0.00		Balance Due: (989.43)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/28/18
Invoice: 956878545746
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07FDP7ZN1	CHRISTOPHER ROBIN Y'Blu-ray'	1.000	EA	28.6500	28.65
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal: 32.64		Tax: 0.00		Balance Due: 32.64	



505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



VAN METER PUBLIC LIBRARY

PURCHASE ORDER

Budget Line Item #'s: 182-410-6373	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Century Link	Address (Street, City, State, Zip) PO Box 91154 Seattle, WA 98111	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Telephone Bill			50.45
	Account #515-996-2435 567			

TOTAL COST: 50.45

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature:

Date: 12/27 /18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File



Visit centurylink.com

VAN METER PUBLIC LIBRARY
Bill Date: Dec 19, 2018
Account Number: 515 996-2435 567

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
\$.00	\$50.45	\$50.45	Jan 15, 2019

Account Summary

Previous Balance			
Charges			100.88
Payment	<i>Thank you for your payment</i>		100.88
Balance Forward			\$.00
New Charges			
CenturyLink	For questions, call: 1-800-552-1104	Page 2	50.45
Total New Charges			\$50.45
TOTAL AMOUNT DUE			\$50.45

CenturyLink, P O Box 2956, Phoenix, AZ 85062-2956

Please fold, tear here and return this portion with your payment.



Bill Date: Dec 19, 2018
Account No: 515 996-2435 567
Bill Due Date: Jan 15, 2019
New Charges: \$50.45



TOTAL AMOUNT DUE: \$50.45

>000502 2488027 0001 008243 10Z
VAN METER PUBLIC
LIBRARY
PO BOX 160
VAN METER IA 50261-0160

Amount Enclosed \$ _____

CENTURYLINK
P O BOX 2956
PHOENIX, AZ 85062-2956



2355151196243520202020567200000000000000050450

00502 2488027 000987 001973 0001/0002



For questions, call 1-800-552-1104

VAN METER PUBLIC
LIBRARY
Bill Date: Dec 19, 2018
Account Number: 515 996-2435 567



Page 3

CENTURYLINK SERVICES

FOR YOUR INFORMATION

per month. This charge is in addition to the applicable late payment charge assessed on unpaid balances for local service. The late payment charge for local service will increase to the greater of \$8.00 or 5% of the unpaid balance. All directory assistance calls completed by your local telephone company will increase to \$5.99 per call, and the monthly rate for non-published and non-listed telephone numbers and all chargeable directory listings will increase by up to \$1.00 per month. If you have any questions, please call a Customer Care Representative at the telephone number printed in the Manage Your Account or Important Information section of your bill.

Third-Party Billing Block

Cramming occurs when unauthorized charges appear on your telephone bill. To help prevent unwanted third party charges on your bill, contact CenturyLink and request, at no charge, a bill block that will prevent some third party charges such as charitable contributions, dial-up Internet by non-CenturyLink companies or other non-telecommunications charges from appearing on your bill.

00502 2488027 000988 001975 0002/0002



505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



PURCHASE ORDER

Budget Line Item #'s: 182-410-6311	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Culligan Water Adel	Address (Street, City, State, Zip) 120 Nile Kinnick Dr N, Adel, IA 50003	Phone (515) 993-4203	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Water Service #752089			23.10

TOTAL COST: 23.10

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature:

Date: 1/2/19

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File



of Adel

120 NILE KINNICK DR N
ADEL, IA 50003
(515) 993-4203 (800) 747-4203
adel@culliganIowa.com
www.CulliganIowa.com

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW

VISA MasterCard American Express Discover

PLEASE CHECK BOX TO ENROLL IN AUTOMATIC BILL PAYMENT

CARD NUMBER		V. CODE
SIGNATURE		EX P. DATE
DATE	PAY THIS AMOUNT	ACCOUNT NUMBER
12/31/2018	\$23.10	752089
PAY BY DATE: JAN 22		AMOUNT PAID \$

ADDRESSEE:

VAN METER PUBLIC LIBRARY
ATT DOROTHY KNIGHT
505 GRANT ST
VAN METER IA 50261

REMIT PAYMENT TO:

CULLIGAN WATER ADEL
120 NILE KINNICK DR N
ADEL, IA 50003-1436

BALANCE FORWARD

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	\$30.10																
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE																
12/07/2018	2.00	5 GAL BOTTLE WATER DELIVER	800052659	12.50	42.60																
12/07/2018	1.00	DELIVERY CHARGE	800052659	2.10	44.70																
12/14/2018	-1.00	PAYMENT	28329	-30.10	14.60																
12/31/2018	1.00	COOLER RENTAL		8.50	23.10																
																					
Service 01/01-01/31																					
<p>With our new capability to email delivery calendars, 2019 delivery calendars will not be mailed out. Please call our office to update your email address today! If you do not need a calendar you can find future deliveries on your statement and delivery receipts.</p>																					
<p>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</p> <table border="1"> <thead> <tr> <th colspan="3">FINANCE CHARGE SCHEDULE</th> <th>PLEASE PAY NEW BALANCE BEFORE</th> </tr> <tr> <th>OVER</th> <th>PERCENTAGE RATE</th> <th>ANNUAL RATE</th> <th></th> </tr> </thead> <tbody> <tr> <td>\$ 5</td> <td>1.50 %</td> <td>18.00 %</td> <td>JAN 22</td> </tr> <tr> <td>TO 5</td> <td>0.00 %</td> <td>0.00 %</td> <td>MIN CHARGE 5.00</td> </tr> </tbody> </table>				FINANCE CHARGE SCHEDULE			PLEASE PAY NEW BALANCE BEFORE	OVER	PERCENTAGE RATE	ANNUAL RATE		\$ 5	1.50 %	18.00 %	JAN 22	TO 5	0.00 %	0.00 %	MIN CHARGE 5.00	Balance Due	\$23.10
FINANCE CHARGE SCHEDULE			PLEASE PAY NEW BALANCE BEFORE																		
OVER	PERCENTAGE RATE	ANNUAL RATE																			
\$ 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	Next Deliveries: 01/10/19 02/07/19 03/07/19 04/04/19																	
23.10	0.00	0.00	0.00																		
<p>CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203</p>																					
<p>SERVICE ADDRESS: VAN METER PUBLIC LIBRARY ATT DOROTHY KNIGHT 505 GRANT ST VAN METER IA 50261</p>																					
CLOSING DATE		ACCOUNT NUMBER		NAME																	
12/31/2018		752089		VAN METER PUBLIC LIBRARY																	



505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



PURCHASE ORDER

Budget Line Item #'s: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Spillville Public Library	Address (Street, City, State, Zip) PO Box 197 Spillville, IA 52168	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Book			5.00

TOTAL COST: 5.00

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature:	Date: 1/3/19
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City Administrator Signature: (If Applicable)	Date:
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Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File



Spillville Public Library

P. O. Box 197

Spillville, Iowa 52168

To Suzanne Lindaman
Library Director
Van Meter Public Library
505 Grant Street
P.O. Box 160
Van Meter, IA 50261
515-996-2435

Ever After by Karen Kingsbury \$5

Total Due \$5

Please remit payment to:

Spillville Public Library

P.O. Box 97

Spillville, IA 51237

Thank You!!

Ruth Kuhn



505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



PURCHASE ORDER

Budget Line Item #'s: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Union Public Library	Address (Street, City, State, Zip) 406 Commercial Street, Union, IA 50258	Phone 641-486-5561
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Books			22.00

TOTAL COST: 22.00

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature: _____ Date: 12/27/18

City Administrator Signature: _____ Date: _____
 (If Applicable)

Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File

Union Public Library

Phone: 641-486-5561
FAX: 641-486-2284

406 Commercial Street
Union, Iowa 50258-0146

Dec 12, 2018

Librarian:

Here are the books that you purchased from us. Please make your check out to
Union Public Library for \$22.00

Mailing address: Union Public Library

Box 146

Union, Iowa 50258

Thank you

Laura Newby

Director

Union Public Library.

director@union.lib.ia.us



505 Grant Street
 P.O. Box 160
 Van Meter, Iowa 50261

Library: 515-996-2435
 Fax: 515-996-2207



VAN METER PUBLIC LIBRARY

PURCHASE ORDER

Budget Line Item #'s: 182-410-6373	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Wells Fargo Credit Card	Address (Street, City, State, Zip) PO Box 77066, Minneapolis, MN 55480	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Credit card use			10.60

TOTAL COST: 10.60

This purchase order is approved and the Requisitioner has permission to purchase the listed items from the preferred vendor.

Department Director Signature: _____ Date: 1/8/19

City Administrator Signature: _____ Date: _____
 (If Applicable)

Other Comments or Special Instructions:

White – Vendor Yellow – Department Director Pink – City Clerk Green – Department File



SUB ACCOUNT MEMO STATEMENT

Prepared For	CITY OF VAN METER SUZANNE LINDAMAN
Sub Account Number	4484 6100 0843 3792
Statement Closing Date	01/03/19
Next Statement Date	02/03/19
Monthly Spending Limit*	\$500

For 24-Hour Customer Service Call:
800-231-5511

Inquiries or Questions:
Wells Fargo SBL PO Box 29482
Phoenix, AZ 85038-8650

*Available funds are subject to the monthly spending limit and the available credit on the control account.

Sub Account Summary

Purchases and Other Charges	+	\$10.60
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$10.60

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

Sub Account Transactions

Trans Post	Reference Number	Description	Credits	Charges
12/03	12/04	2444500P200ZKW75D		
12/17	12/18	2444500PG015M5KSD		
12/27	12/28	2444500PS00VM6PA2		
01/03	01/03	000000000000COMPC		
		TOTAL PURCHASES		\$10.60
		TOTAL		\$10.60

All transactions detailed above have been billed to the company control account.

Wells Fargo News

What can alerts do for your business?*

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.
Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking
*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

See reverse side for important information.

The transactions detailed on this statement are for informational use only.

Sub Account Number	4484 6100 0843 3792
No Payment is due on this Sub Account	

0000000000000044846J000084337926

Print address or phone number