

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : October 17, 2018

Time/Place : 6:00 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. Discussion with City Administrator Kyle Michel
 - b. 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.
 - c. Discussion of Public Library Standards
 - d. Personnel Policy update
 - e. Ideas for Sips and Snacks event
 - f. Let's Plan Sheet from Mariann Mori for goals and 5-year plan
6. Action Items
 - a. Approval of the Outreach Policy and Form, with the changes discussed
 - b. Vote on the date change of the November Library Board meeting
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, October 17, 2018. 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. Review of chapters 1 and 2 of the Trustee Handbook

C. Outreach Policy and Form

D. Personnel policy

E. Ideas for Sips and Snacks event

F. Let's Plan Sheet from Mariann Mori for goals and 5-year plan

Agenda Item #6 – Director's Report

Agenda Item #7 – President's Report

Agenda Item #8 – 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 – 9/19/18

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

President Maguire called the meeting to order at 6:03 PM. Members present at roll call: Molly Maguire, Megan Warwick, and Erin Freeman, Rachel Devick, and Kate McCombs. Also in attendance was Suzanne Lindaman.

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

After reviewing the Consent Agenda and discussion about the number of overdue materials, President Maguire asked for a motion to approve the Consent Agenda. Moved by Freeman, supported by Warwick. Passed unanimously.

The first item to discuss were the committee reports. Devick reported on the volunteer and community outreach committee, there will be a booth for the Library Foundation at the Winter Market the first weekend in December. We also discussed participating in Sips and Snacks as we had last year. Maguire reported about the city council meeting. Freeman and Lindaman had not met about the Personnel Policy but had e-mailed drafts. McCombs will join the Policy committee and Freeman was asked to still assist with the Personnel Policy. Freeman reported on the meeting with ISG about exteriors for the new building, information was gathered by ISG and new renderings is the next step. We are also inviting the city administrator Kyle Michel to our next meeting.

There was a discussion on chapters 1 and 2 of the Trustee Handbook. The readings were addressing advocacy as a role for a library trustee. Next the Outreach policy was reviewed. Freeman suggested rewording who participates by making the wording clearer and that we only include licensed daycares in their own facilities. We discussed moving the November meeting up a week because of Thanksgiving. That will be voted on at the next meeting. For trustee training we are going to review the Public Library Standards and discuss them at the next meeting.

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 7:38 p.m.

Van Meter Public Library
CirculationSummary
Transactions 9/1/2018 through 9/30/2018, VMPL

Totals for This Period

Checked out	488
Checked in	484
Renewed	55
Used in-library	14
Fines and charges	\$166.94
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 10/2/2018, 2:24 pm

Materials checked out	392
Materials overdue	119
Patrons overdue	48

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 9/1/2018 through 9/30/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Saturday	01-Sep-2018	13	33					
Sunday	02-Sep-2018							
Monday	03-Sep-2018							
Tuesday	04-Sep-2018	17	27	2				
Wednesday	05-Sep-2018	25	26	8				
Thursday	06-Sep-2018	27	32	2				
Friday	07-Sep-2018	4	15			1	166.94	
Saturday	08-Sep-2018	5	8					
Sunday	09-Sep-2018							
Monday	10-Sep-2018	3	14			4		
Tuesday	11-Sep-2018	15	33	2				
Wednesday	12-Sep-2018	4	12					
Thursday	13-Sep-2018	28	22	9				
Friday	14-Sep-2018	12	13	2				
Saturday	15-Sep-2018	39	13					
Sunday	16-Sep-2018							
Monday	17-Sep-2018	33	44	8	1			
Tuesday	18-Sep-2018	18	3					
Wednesday	19-Sep-2018	13	15	4	3			
Thursday	20-Sep-2018	60	24	1				
Friday	21-Sep-2018	21	24	4				
Saturday	22-Sep-2018	20	17	4				
Sunday	23-Sep-2018							
Monday	24-Sep-2018	29	38	3				
Tuesday	25-Sep-2018	13	19	1	3			
Wednesday	26-Sep-2018	10	4	2	2			
Thursday	27-Sep-2018	25	20					
Friday	28-Sep-2018	31	27	3				
Saturday	29-Sep-2018	23	1					
Sunday	30-Sep-2018							
Totals		488	484	55	14	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	3,082.67	9,282.65	24.43	28,717.35
182-410-6020	WAGES - PART TIME	10,500.00	793.00	2,410.80	22.96	8,089.20
182-410-6030	WAGES - SEASONAL/TEMP	.00	.00	.00	.00	.00
182-410-6210	DUES	200.00	.00	216.67	108.34	16.67-
182-410-6215	PROGRAMMING	1,500.00	1,497.94	2,442.46	162.83	942.46-
182-410-6220	SUBSCRIPTION	800.00	.00	386.96	48.37	413.04
182-410-6230	TRAINING	150.00	.00	.00	.00	150.00
182-410-6311	OPERATION & MAINTENANCE	400.00	.00	11.61	2.90	388.39
182-410-6371	UTILITIES	1,500.00	76.67	268.19	17.88	1,231.81
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	93.78	276.03	46.01	323.97
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	.00	.00	.00	1,000.00
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	.00	.00	2,000.00
182-410-6502	LIBRARY MATERIALS	5,000.00	309.88	5,202.02	104.04	202.02-
182-410-6506	OFFICE SUPPLIES	2,500.00	8.50	298.37	11.93	2,201.63
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	5,862.44	20,795.76	32.42	43,354.24
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	64,150.00	5,862.44	20,795.76	32.42	43,354.24
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
FROM 09/01/2018 TO 9/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
9/07/18	PR0977				PR DT: 8/26/18	1534.40
9/21/18	PR0981				PR DT: 9/16/18	1548.27
	ACCOUNT TOTAL					----- 3,082.67
182-410-6020	WAGES - PART TIME					
9/07/18	PR0977				PR DT: 8/26/18	396.50
9/21/18	PR0981				PR DT: 9/16/18	396.50
	ACCOUNT TOTAL					----- 793.00
182-410-6215	PROGRAMMING					
9/10/18	AP1347	SYNCB/AMAZON	092018	28127	LIB MATERIALS/PROGRAMMING	1497.94
	ACCOUNT TOTAL					----- 1,497.94
182-410-6371	UTILITIES					
9/10/18	AP1347	MIDAMERICAN ENERGY	092018	28117	GAS/ELEC	76.67
	ACCOUNT TOTAL					----- 76.67
182-410-6373	TELEPHONE/COMMUNICATIONS					
9/10/18	AP1347	CENTURY LINK	092018	28095	LIB PHONE LINE/FD FAX LINE	50.33
9/10/18	AP1347	WELLS FARGO CC	092018	28135	LIB POSTAGE	13.13
9/13/18	AP1349	WELLS FARGO CC	MAY/JUNE BALANCE	11178964	LIB POSTAGE	30.32
	ACCOUNT TOTAL					----- 93.78
182-410-6502	LIBRARY MATERIALS					
9/10/18	AP1347	SYNCB/AMAZON	092018	28127	LIB MATERIALS/PROGRAMMING	301.88
9/10/18	AP1347	MONTICELLO PUBLIC LIBRARY	092018	28120	DVDS	8.00
	ACCOUNT TOTAL					----- 309.88
182-410-6506	OFFICE SUPPLIES					
9/10/18	AP1347	CULLIGAN	LIB092018	28099	COOLER RENTAL	8.50
	ACCOUNT TOTAL					----- 8.50
					REPORT TOTAL	=====
						5,862.44

TREASURER'S REPORT
CALENDAR 9/2018, FISCAL 3/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	5,209.77	108.70	5,862.44	.00	543.97-
Report Total	5,209.77	108.70	5,862.44	.00	543.97-

REVENUE REPORT
CALENDAR 9/2018, FISCAL 3/2019

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	.00	.00	600.00
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	108.70	204.20	40.84	295.80
182-910-4830	TRANSFERS IN	49,050.00	.00	.00	.00	49,050.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
	DIFFERENCE	53,650.00	108.70	204.20	.38	53,445.80
	PROOF	53,650.00	108.70	204.20	.38	53,445.80

G/L REVENUE HISTORY REPORT
FROM 09/01/2018 TO 9/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	AMOUNT
182-410-4705	DONATIONS - LIBRARY TRUST				
		9/04/18	RM4801 HALF PRICE BOOKS	26477 LIBRARY DONATIO CASH	17.00
		9/13/18	RM4828 WARWICK	26628 LIBRARY DONATIO	11.20
		9/13/18	RM4828 CASH	26629 LIBRARY DONATIO CASH	40.50
		9/26/18	RM4855 HALF PRICE BOOKS	26757 LIBRARY DONATIO CASH	40.00
	ACCOUNT TOTAL				----- 108.70
				REPORT TOTAL	===== 108.70



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: 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			1163.63
	Programming			141.76

TOTAL COST: 1305.39

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

Department Director Signature: _____ Date: 10/2/18

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

Other Comments or Special Instructions:

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

SEP 17 2018

0



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

3898

SHG

Account: 60457 8781 034056 8 Statement Date: 09/10/18 Page: 1 of 17

Account: 60457 8781 034056 8

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



3898

CITY OF VAN METER
ATTN: ACCOUNTS PAYABLE
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: S6GYV865

DUE DATE: 10/05/18

Payments Received

08/17/18 0028069 (2574.86) 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		
07/17/18	484798877637	20.89	10/05/18		07/17	484798877637	<input type="checkbox"/> 20.89
07/19/18	458698984973	21.40	10/05/18		07/19	458698984973	<input type="checkbox"/> 21.40
07/20/18	755869445334	65.48	10/05/18		07/20	755869445334	<input type="checkbox"/> 65.48
07/20/18	446664996687	73.19	10/05/18		07/20	446664996687	<input type="checkbox"/> 73.19
07/20/18	776777987594	14.99	10/05/18		07/20	776777987594	<input type="checkbox"/> 14.99
07/21/18	987373763973	87.93	10/05/18		07/21	987373763973	<input type="checkbox"/> 87.93
07/21/18	737575656495	59.21	10/05/18		07/21	737575656495	<input type="checkbox"/> 59.21
07/21/18	935749479467	91.56	10/05/18		07/21	935749479467	<input type="checkbox"/> 91.56
07/21/18	466375937388	92.53	10/05/18		07/21	466375937388	<input type="checkbox"/> 92.53
07/22/18	455995775693	98.29	10/05/18		07/22	455995775693	<input type="checkbox"/> 98.29
07/22/18	733969484463	98.53	10/05/18		07/22	733969484463	<input type="checkbox"/> 98.53
07/23/18	469877754355	82.38	10/05/18		07/23	469877754355	<input type="checkbox"/> 82.38
07/25/18	448966948465	5.69	10/05/18		07/25	448966948465	<input type="checkbox"/> 5.69
07/25/18	586374663978	25.97	10/05/18		07/25	586374663978	<input type="checkbox"/> 25.97
07/25/18	469746369459	12.82	10/05/18		07/25	469746369459	<input type="checkbox"/> 12.82
07/25/18	777888378583	14.24	10/05/18		07/25	777888378583	<input type="checkbox"/> 14.24
07/25/18	479669884998	8.41	10/05/18		07/25	479669884998	<input type="checkbox"/> 8.41
07/25/18	684847677355	23.38	10/05/18		07/25	684847677355	<input type="checkbox"/> 23.38
07/25/18	436466777675	17.28	10/05/18		07/25	436466777675	<input type="checkbox"/> 17.28
07/25/18	447873978399	49.98	10/05/18		07/25	447873978399	<input type="checkbox"/> 49.98
07/25/18	458665778348	81.07	10/05/18		07/25	458665778348	<input type="checkbox"/> 81.07
07/25/18	448996377444	14.61	10/05/18		07/25	448996377444	<input type="checkbox"/> 14.61
07/25/18	434994869854	4.99	10/05/18		07/25	434994869854	<input type="checkbox"/> 4.99
07/26/18	675564677453	27.93	10/05/18		07/26	675564677453	<input type="checkbox"/> 27.93
07/26/18	838397568649	83.53	10/05/18		07/26	838397568649	<input type="checkbox"/> 83.53
07/26/18	436897445536	31.45	10/05/18		07/26	436897445536	<input type="checkbox"/> 31.45
07/27/18	474444554438	15.25	10/05/18		07/27	474444554438	<input type="checkbox"/> 15.25
07/27/18	886336588668	28.43	10/05/18		07/27	886336588668	<input type="checkbox"/> 28.43

-Continue-

Account: 60457 8781 034056 8 Statement Date: 09/10/18 Page: 2 of 17

Account: 60457 8781 034056 8

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

Date	Invoice	Original Amount	Due Date	Reference	Date	Invoice	Amount Due
					Please Indicate by <input checked="" type="checkbox"/> Invoices Paid		
07/27/18	837438787865	6.98	10/05/18		07/27	837438787865	6.98
07/27/18	567684896635	104.63	10/05/18		07/27	567684896635	104.63
07/27/18	468939356638	20.96	10/05/18		07/27	468939356638	20.96
07/27/18	433888988539	62.19	10/05/18		07/27	433888988539	62.19
07/27/18	466655795758	62.79	10/05/18		07/27	466655795758	62.79
07/27/18	469467933658	19.50	10/05/18		07/27	469467933658	19.50
07/27/18	463546478996	72.54	10/05/18		07/27	463546478996	72.54
07/28/18	657937965654	76.70	10/05/18		07/28	657937965654	76.70
07/28/18	445478548584	91.85	10/05/18		07/28	445478548584	91.85
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	433534959344	20.54	10/05/18		08/06	433534959344	20.54
08/06/18	455858964753	13.66	10/05/18		08/06	455858964753	13.66
08/07/18	499869587797	76.84	10/05/18		08/07	499869587797	76.84
08/09/18	686363678643	18.39	11/05/18		08/09	686363678643	18.39
08/09/18	459948867648	11.08	11/05/18		08/09	459948867648	11.08
08/10/18	439794797588	97.32	11/05/18		08/10	439794797588	97.32
08/11/18	464488893979	107.88	11/05/18		08/11	464488893979	107.88
08/11/18	567447944939	86.92	11/05/18		08/11	567447944939	86.92
08/11/18	943948846435	62.07	11/05/18		08/11	943948846435	62.07
08/13/18	457786957333	85.60	11/05/18		08/13	457786957333	85.60
08/13/18	859956854788	19.30	11/05/18		08/13	859956854788	19.30
08/13/18	466763856636	42.21	11/05/18		08/13	466763856636	42.21
08/15/18	573768864477	106.27	11/05/18		08/15	573768864477	106.27
08/15/18	465936438867	629.94	11/05/18		08/15	465936438867	629.94
08/16/18	568945963744	97.13	11/05/18		08/16	568945963744	97.13
08/16/18	437474955644	30.99	11/05/18		08/16	437474955644	30.99
08/16/18	434465733449	88.83	11/05/18		08/16	434465733449	88.83
08/16/18	937966479473	418.58	11/05/18		08/16	937966479473	418.58
08/17/18	654634666677	48.63	11/05/18		08/17	654634666677	48.63
08/21/18	468639576536	20.47	11/05/18		08/21	468639576536	20.47
08/21/18	467993889335	13.93	11/05/18		08/21	467993889335	13.93
08/21/18	894796853853	81.75	11/05/18		08/21	894796853853	81.75
08/21/18	434755839466	21.19	11/05/18		08/21	434755839466	21.19
08/21/18	466787458845	26.38	11/05/18		08/21	466787458845	26.38
08/23/18	436496534733	97.41	11/05/18		08/23	436496534733	97.41
08/24/18	785956844865	59.70	11/05/18		08/24	785956844865	59.70
08/26/18	753694673885	64.95	11/05/18		08/26	753694673885	64.95
08/27/18	443863775637	9.33	11/05/18		08/27	443863775637	9.33
08/28/18	953955683997	89.95	11/05/18		08/28	953955683997	89.95
08/30/18	499998365799	15.60	11/05/18		08/30	499998365799	15.60
08/30/18	445637449444	17.99	11/05/18		08/30	445637449444	17.99
09/02/18	694688643697	96.76	11/05/18		09/02	694688643697	96.76
09/03/18	435843638744	34.45	11/05/18		09/03	435843638744	34.45
09/05/18	459569867363	13.78	11/05/18		09/05	459569867363	13.78
09/05/18	755377669637	25.52	11/05/18		09/05	755377669637	25.52
09/05/18	694587654834	39.74	11/05/18		09/05	694587654834	39.74

-Continue-

Account: 60457 8781 034056 8 Statement Date: 09/10/18 Page: 3 of 17

Account: 60457 8781 034056 8

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

Date	Invoice	Original Amount	Due Date	Reference	Date	Invoice	Amount Due
09/06/18	599397855498	37.70	11/05/18		09/06	599397855498	37.70
09/07/18	744756937585	36.28	11/05/18		09/07	744756937585	36.28
09/08/18	475449775466	85.32	11/05/18		09/08	475449775466	85.32

Please Indicate by Invoices Paid

Unapplied Payments & Credits

Date	Reference	Original Amount	Description	Date	Reference	Current Amount
07/17/18	458739554535	(28.75)	CR MEMO	07/17	458739554535	(28.75)
08/17/18	0028069	(2574.86)	UNAPPLIED PAYMENT	08/17	0028069	(746.29)
09/04/18	465796776838	(18.48)	CR MEMO	09/04	465796776838	(18.48)

Please Indicate by Credits Applied

Library materials \$ 1,163.63

Programming \$ 141.76

Park & Rec ? \$ 1,176.64

\$ 2,482.03

Current Invoices: \$ 5104.12
Previously Billed Invoices: \$ 0.00
Unapplied Payments & Credits: \$ (2622.09)



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



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



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

Account: 60457 8781 034056 8

PLEASE PAY THIS AMOUNT
\$ 1471.26
DUE BY 10/05/18

PLEASE RETURN THIS STUB WITH YOUR PAYMENT

AMOUNT ENCLOSED \$ _____

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

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

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

-Continue-

Current Invoice Details

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 07/17/18
Invoice: 458739554535
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(28.7500)	(28.75)
Subtotal: (28.75)		Tax: 0.00		Balance Due: (28.75)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/07/18
Invoice: 499869587797
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1492663794	The Lost Queen of Crocker Coun	1.000	EA	13.0000	13.00
B06XFYYPQW	LEGO Classic Creative Builder	1.000	EA	29.9800	29.98
0606229965	Dragon Rider (Turtleback Schoo	1.000	EA	20.8500	20.85
1338215531	The Griffin's Feather (Dragon	1.000	EA	13.0100	13.01
Subtotal: 76.84		Tax: 0.00		Balance Due: 76.84	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/09/18
Invoice: 459948867648
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0547251270	A Long Walk to Water: Based on	1.000	EA	11.0800	11.08
Subtotal: 11.08		Tax: 0.00		Balance Due: 11.08	

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/09/18
Invoice: 686363678643
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0606234268	The Nightmays (Turtleback Sch	1.000	EA	18.3900	18.39
Subtotal: 18.39		Tax: 0.00		Balance Due: 18.39	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/10/18
Invoice: 439794797588
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1633880761	The Guise of Another	1.000	EA	10.8400	10.84
1633883558	The Deep Dark Descending	1.000	EA	10.8400	10.84
1633882055	The Heavens May Fall	1.000	EA	10.8400	10.84
1601427557	Accidental Saints: Finding God	1.000	EA	13.1900	13.19
1455560065	Unshakeable Trust: Find the Jo	1.000	EA	15.5000	15.50
0062432419	I Want to Be a Doctor (I Can R	1.000	EA	16.9900	16.99
125004443X	Siege and Storm (The Shadow an	1.000	EA	9.0500	9.05
1250063167	Ruin and Rising (The Shadow an	1.000	EA	10.0700	10.07
Subtotal: 97.32		Tax: 0.00		Balance Due: 97.32	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/11/18
Invoice: 464488893979
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1624167470	The Hope Jar (The Prayer Jars)	1.000	EA	7.9900	7.99
0399255001	The Emperor of Nihon-Ja: Book	1.000	EA	13.1100	13.11
1524713120	Hurricane Heroes in Texas (Mag	1.000	EA	11.4700	11.47
0399252061	The Kings of Clonmel: Book 8 (1.000	EA	12.5900	12.59
0618897410	The Old Willis Place	1.000	EA	7.3400	7.34
0312643004	Rain Reign (Ala Notable Childr	1.000	EA	9.8900	9.89
0399256180	Ranger's Apprentice: The Lost	1.000	EA	14.9900	14.99
039925207X	Halt's Peril (Ranger's Apprent	1.000	EA	12.4200	12.42
0544818091	One for Sorrow: A Ghost Story	1.000	EA	11.0900	11.09
0142408190	The Ghost's Grave	1.000	EA	6.9900	6.99
Subtotal: 107.88		Tax: 0.00		Balance Due: 107.88	

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/11/18
Invoice: 567447944939
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0736427953	Never Girls #2: The Space Betw	1.000	EA	5.8300	5.83
0618665455	Deep and Dark and Dangerous: A	1.000	EA	13.6400	13.64
0545402700	The Haunting of Gabriel Ashe	1.000	EA	12.9800	12.98
0606396756	Took: A Ghost Story	1.000	EA	18.4000	18.40
0525478353	Stolen Children	1.000	EA	19.9100	19.91
081091106X	Iggy Peck, Architect	1.000	EA	16.1600	16.16
Subtotal:	86.92	Tax:	0.00	Balance Due:	86.92

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/11/18
Invoice: 943948846435
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0606231463	Ghost Dog Secrets (Turtleback	1.000	EA	17.2000	17.20
0545645530	The Book of Bad Things	1.000	EA	16.9900	16.99
0545645565	The House on Stone's Throw Isl	1.000	EA	12.8900	12.89
1439596832	Stepping on the Cracks	1.000	EA	14.9900	14.99
Subtotal:	62.07	Tax:	0.00	Balance Due:	62.07

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/13/18
Invoice: 457786957333
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1451673264	Fahrenheit 451	1.000	EA	18.4000	18.40
0545402689	The Ghost of Graylock	1.000	EA	9.0700	9.07
0545925517	You Can't Hide (Shadow House,	1.000	EA	8.9300	8.93
0765385562	Ban This Book: A Novel	1.000	EA	9.4800	9.48
1501119818	The Mistletoe Secret: A Novel	1.000	EA	11.3900	11.39
0743287037	Finding Noel: A Novel	1.000	EA	11.2500	11.25
0545925525	No Way Out (Shadow House, Book	1.000	EA	8.6300	8.63
0545925509	The Gathering (Shadow House, B	1.000	EA	8.9100	8.91

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
Subtotal:	86.06	Tax:	0.00	Total:	86.06
				ALTERNATE TENDER	- 0.46
				Balance Due:	85.60

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/13/18
Invoice: 466763856636
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B004U5HWJ8	Little House on the Prairie Pu	1.000	EA	15.0400	15.04
B00HTK3KA6	By Laura Ingalls Wilder - Farm	1.000	EA	19.1900	19.19
MISC	SHIPPING AND TAX	1.000	EA	7.9800	7.98
Subtotal:	42.21	Tax:	0.00	Balance Due:	42.21

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/13/18
Invoice: 859956854788
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01FJ1BRX8	Little House in the Big Woods	1.000	EA	15.3100	15.31
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal:	19.30	Tax:	0.00	Balance Due:	19.30

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/15/18
Invoice: 465936438867
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00IDHRPO6	12" Mini Two Tone Duffle Bag i	2.000	EA	9.9900	19.98
B008BCXGK0	DALIX 12" Mini Two Tone Duffle	4.000	EA	9.9900	39.96
B001287JIA	BSN Heavy-Duty Mesh Equipment	4.000	EA	8.0800	32.32
B00PB9R17A	Adorox 12 Pack Youth Scrimmage	2.000	EA	15.9900	31.98
B000L2DSLK	Wilson Traditional Soccer Ball	8.000	EA	7.1900	57.52
B001C3O8O8	Wilson Traditional Soccer Ball	18.000	EA	12.9900	233.82
B001L3URAS	Wilson Traditional Soccer Ball	8.000	EA	8.4300	67.44
B002EB66QU	BSN Heavy Duty Mesh Equipment	4.000	EA	7.8400	31.36

-Continue-

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01AC99DHE	Always Prepared First Aid Medi	5.000	EA	14.0000	70.00
B01KZA8WTO	Extra Large Heavy Duty Soccer	2.000	EA	17.0000	34.00
MISC	SHIPPING AND TAX	1.000	EA	11.5600	11.56
Subtotal: 629.94		Tax: 0.00		Balance Due: 629.94	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/15/18
Invoice: 573768864477
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0606388060	The Science Fair Is Freaky! (T	1.000	EA	14.7500	14.75
006026683X	If You Give a Dog a Donut	1.000	EA	11.2700	11.27
0545873746	School Freezes Over!: A Branch	1.000	EA	11.1400	11.14
0545873533	Recess Is a Jungle!: A Branche	1.000	EA	15.9900	15.99
0545623960	The Locker Ate Lucy!: A Branch	1.000	EA	15.9900	15.99
0606358226	The School Is Alive! (Turtleba	1.000	EA	14.7500	14.75
0060266864	If You Give a Pig a Pancake	1.000	EA	10.8900	10.89
0060245867	If You Give a Mouse a Cookie (1.000	EA	11.4900	11.49
Subtotal: 106.27		Tax: 0.00		Balance Due: 106.27	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/16/18
Invoice: 434465733449
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0060278676	If You Take a Mouse to the Mov	1.000	EA	8.9600	8.96
0060283262	If You Give a Pig a Party	1.000	EA	10.4900	10.49
0060264802	These Happy Golden Years (Litt	1.000	EA	12.3500	12.35
1419725459	The Getaway	1.000	EA	9.9000	9.90
0060244054	If You Give a Moose a Muffin	1.000	EA	14.5400	14.54
0439136350	Harry Potter And The Prisoner	1.000	EA	12.7700	12.77
0060264268	The First Four Years	1.000	EA	11.5700	11.57
0810984911	The Ugly Truth (Diary of a Wim	1.000	EA	8.2500	8.25
Subtotal: 88.83		Tax: 0.00		Balance Due: 88.83	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/16/18
Invoice: 437474955644
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01LXXU3TG	Wilson MVP Junior Size Leather ?	1.000	EA	30.9900	30.99
Subtotal: 30.99		Tax: 0.00		Balance Due: 30.99	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/16/18
Invoice: 568945963744
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B000GBCY84	Champion Sports Mesh Equipment	5.000	EA	5.8900	29.45
B0019GM3HC	SKLZ 10-Man Flag Football Delu ?	2.000	EA	24.8000	49.60
MISC	SHIPPING AND TAX	1.000	EA	18.0800	18.08
Subtotal: 97.13		Tax: 0.00		Balance Due: 97.13	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/16/18
Invoice: 937966479473
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01N21QHE3	KROSER Laptop Bag 15.6 Inch La	1.000	EA	26.9900	26.99
B07CHLD8M8	ASUS 10.1" Transformer Mini T1 ?	1.000	EA	379.0000	379.00
B01N0BYRS4	Infiland Asus Transformer Mini	1.000	EA	12.5900	12.59
Subtotal: 418.58		Tax: 0.00		Balance Due: 418.58	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/17/18
Invoice: 654634666677
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0060264160	By the Shores of Silver Lake (1.000	EA	11.6800	11.68
0060264705	On the Banks of Plum Creek (Li	1.000	EA	14.0200	14.02
0060264608	The Long Winter	1.000	EA	11.5600	11.56
0060264500	Little Town on the Prairie (Li	1.000	EA	11.3700	11.37
Subtotal:	48.63	Tax:	0.00	Balance Due:	48.63

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/21/18
Invoice: 434755839466
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0545646308	Secret of the Water Dragon: A	1.000	EA	15.7000	15.70
MISC	SHIPPING AND TAX	1.000	EA	5.4900	5.49
Subtotal:	21.19	Tax:	0.00	Balance Due:	21.19

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/21/18
Invoice: 466787458845
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07BYWVLZR	AVENGERS: INFINITY WAR	1.000	EA	21.8000	21.80
MISC	SHIPPING AND TAX	1.000	EA	4.5800	4.58
Subtotal:	26.38	Tax:	0.00	Balance Due:	26.38

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/21/18
Invoice: 467993889335
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0146UT8W0	By Roald Dahl - Charlie and th	1.000	EA	9.9400	9.94
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal: 13.93		Tax: 0.00		Balance Due:	13.93

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/21/18
Invoice: 468639576536
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01FIYN4TQ	Matilda by Roald Dahl (1988-10	1.000	EA	15.4800	15.48
MISC	SHIPPING AND TAX	1.000	EA	4.9900	4.99
Subtotal: 20.47		Tax: 0.00		Balance Due:	20.47

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/21/18
Invoice: 894796853853
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1501147463	Desolation Mountain: A Novel (1.000	EA	19.9800	19.98
0735220441	Whiskey When We're Dry	1.000	EA	24.4100	24.41
125019198X	The Other Woman: A Novel	1.000	EA	18.8800	18.88
0062430270	Pieces of Her: A Novel	1.000	EA	18.4800	18.48
Subtotal: 81.75		Tax: 0.00		Balance Due:	81.75

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/23/18
Invoice: 436496534733
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07CF6X6XF	Deadpool 2 Blu-ray	1.000	EA	22.9600	22.96
0316318159	The Mysterious Benedict Societ	1.000	EA	26.9200	26.92
0544876393	The Vanderbeekers of 141st Str	1.000	EA	11.2900	11.29
B077LCCGMM	Neodymium Magnets Small Neodym	1.000	EA	10.8000	10.80
B06XFGMJ1K	Zicome 3-Inch Large Natural Co	1.000	EA	12.4500	12.45
B00JMZZUBI	(100) in a Bag Soft Mini Daisy	1.000	EA	12.9900	12.99
Subtotal: 97.41		Tax: 0.00		Balance Due: 97.41	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/24/18
Invoice: 785956844865
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0425287831	Charlie and the Great Glass Ei	1.000	EA	11.8900	11.89
0374304696	The BFG	1.000	EA	18.9900	18.99
0425290093	The Twits	1.000	EA	11.7200	11.72
0440000785	Vox	1.000	EA	17.1000	17.10
Subtotal: 59.70		Tax: 0.00		Balance Due: 59.70	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/26/18
Invoice: 753694673885
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062469339	Stop, Go, Yes, No!: A Story of	1.000	EA	17.9900	17.99
1400201659	Girl, Wash Your Face: Stop Bel	1.000	EA	13.7900	13.79
B015CPS9VY	Mega Bloks ABC Spell!	1.000	EA	13.1800	13.18
B06XJFZ4Q5	Mega Bloks Stack & Learn Math	1.000	EA	19.9900	19.99
Subtotal: 64.95		Tax: 0.00		Balance Due: 64.95	

proso

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/27/18
Invoice: 443863775637
P.O.:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1338245783	The Missing (Shadow House, Boo	1.000	EA	9.3300	9.33
Subtotal: 9.33		Tax: 0.00		Balance Due:	9.33

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/28/18
Invoice: 953955683997
P.O.:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0345803787	Crazy Rich Asians (Crazy Rich	1.000	EA	9.6000	9.60
0316229296	The Fifth Season (The Broken E	1.000	EA	11.8600	11.86
0316229261	The Obelisk Gate (The Broken E	1.000	EA	9.5400	9.54
0545913888	Song of the Poison Dragon: A B	1.000	EA	13.1000	13.10
054564626X	Saving the Sun Dragon: A Branc	1.000	EA	10.4500	10.45
0316229245	The Stone Sky (The Broken Eart	1.000	EA	10.8400	10.84
0545646324	Power of the Fire Dragon: A Br	1.000	EA	13.2400	13.24
B004EPZ034	Alvin and the Chipmunks: Chipw	1.000	EA	4.9900	4.99
B01K4PDIVI	Mike & Dave Need Wedding Dates	1.000	EA	6.3300	6.33
Subtotal: 89.95		Tax: 0.00		Balance Due:	89.95

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/30/18
Invoice: 445637449444
P.O.:

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1534427252	Can a Cat Do That? (The World	1.000	EA	17.9900	17.99
Subtotal: 17.99		Tax: 0.00		Balance Due:	17.99

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 08/30/18
Invoice: 499998365799
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0764201867	Amish Country Crossroads: The	1.000	EA	8.9500	8.95
MISC	SHIPPING AND TAX	1.000	EA	6.6500	6.65
Subtotal: 15.60		Tax: 0.00		Balance Due: 15.60	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/02/18
Invoice: 694688643697
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0545879736	Monster's New Undies	1.000	EA	10.5900	10.59
1627795103	Tyrannosaurus Rex vs. Edna the	1.000	EA	13.1500	13.15
1568463081	Chicken Wants a Nap	1.000	EA	8.6100	8.61
1524738808	Eat Pete	1.000	EA	17.9900	17.99
1338098969	Plankton is Pushy	1.000	EA	6.0500	6.05
1250104858	The 78-Story Treehouse: Moo-vi	1.000	EA	9.9300	9.93
1419723006	A Good Day for a Hat	1.000	EA	13.4500	13.45
1338116940	Knock Knock	1.000	EA	16.9900	16.99
Subtotal: 96.76		Tax: 0.00		Balance Due: 96.76	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/03/18
Invoice: 435843638744
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1481442937	People Kill People	1.000	EA	13.5100	13.51
0545913942	Flight of the Moon Dragon: A B	1.000	EA	10.3300	10.33
0062014552	Panic	1.000	EA	10.6100	10.61
Subtotal: 34.45		Tax: 0.00		Balance Due: 34.45	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/04/18
Invoice: 465796776838
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(18.4800)	(18.48)
Subtotal: (18.48)		Tax: 0.00		Balance Due: (18.48)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/05/18
Invoice: 459569867363
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0013ND30M	Sleeping Beauty (Two-Disc Plat	1.000	EA	9.7900	9.79
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal: 13.78		Tax: 0.00		Balance Due: 13.78	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/05/18
Invoice: 694587654834
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0778330788	When the Lights Go Out	1.000	EA	16.1800	16.18
1455527076	Pastrix: The Cranky, Beautiful	1.000	EA	5.9300	5.93
B0006UEVT0	Ice Age (Single-Disc Edition)	1.000	EA	4.9900	4.99
B011V07R06	Ice Age: Collision Course Icon	1.000	EA	12.6400	12.64
Subtotal: 39.74		Tax: 0.00		Balance Due: 39.74	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/05/18
Invoice: 755377669637
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B071WMYZRL	The Lion King 2: Simba's Pride	1.000	EA	21.5300	21.53
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal: 25.52		Tax: 0.00		Balance Due: 25.52	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/06/18
Invoice: 599397855498
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0545883806	If You're Groovy and You Know	1.000	EA	7.5400	7.54
1338250973	Grow Up, David! (David Books)	1.000	EA	12.2000	12.20
B07CF6WFZT	Deadpool 2	1.000	EA	17.9600	17.96
Subtotal: 37.70		Tax: 0.00		Balance Due: 37.70	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/07/18
Invoice: 744756937585
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1534412972	Arf! Buzz! Cluck!: A Rather No	1.000	EA	7.9900	7.99
0763693383	Walk and See: 123	1.000	EA	7.9900	7.99
0804172064	China Rich Girlfriend (Crazy R	1.000	EA	10.1300	10.13
052543237X	Rich People Problems: A Novel	1.000	EA	10.1700	10.17
Subtotal: 36.28		Tax: 0.00		Balance Due: 36.28	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 09/08/18
Invoice: 475449775466
P.O. :

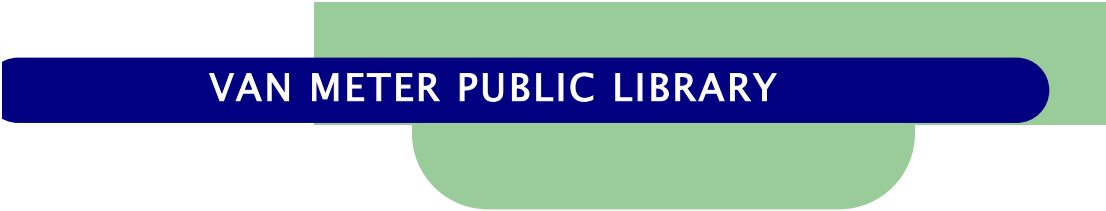
S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07D51585D	Book Club YBlu-ray™	1.000	EA	19.9600	19.96
B07BX3KJ45	Tag (2018) (BD) YBlu-ray™	1.000	EA	22.9900	22.99
1452164002	Ivy and Bean One Big Happy Fam	1.000	EA	14.9900	14.99
0545935172	Dog Man: Lord of the Fleas: Fr	2.000	EA	6.6400	13.28
0805092323	Pretty Kitty	1.000	EA	14.1000	14.10
Subtotal:	85.32	Tax:	0.00	Balance Due:	85.32

LM



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: Cascade Public Library	Address (Street, City, State, Zip) 301 1 st Avenue W, Cascade, IA 52033	Phone 563-852-3222
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print books			45.00

TOTAL COST: 45.00

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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



Cascade Public Library

301 1st Ave. W | Cascade, IA 52033 | 563-852-3222 | cpl@netins.net

Van Meter Public Library

Thank you for agreeing to purchase the books:

The Tattooist of Auschwitz

I Know You Know

Summer at the Garden Café

Please consider this letter as an invoice.

Total Amount Invoiced = \$45.00

Thank you,

Melissa A. Kane, Library Director

Cascade Public Library

P.O. Box 117

Cascade, IA 52033

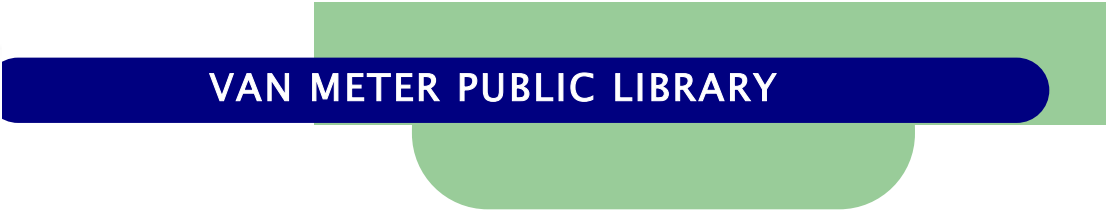
cpl@netins.net

(563) 852-3222



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			50.33
	Account #515-996-2435 567			

TOTAL COST: 50.33

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

Department Director Signature:

Date: 10/2 /18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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



CenturyLink™

Visit centurylink.com



Page 1 of 3

VAN METER PUBLIC LIBRARY

Bill Date: Sep 19, 2018
Account Number: 515 996-2435 567

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
00.00 \$0.00	\$50.33	\$50.33	Oct 16, 2018

Account Summary

Previous Balance
Charges
Payment
Balance Forward

Thank you for your payment

100.98
100.98%
\$.00

New Charges
CenturyLink
Total New Charges

For questions, call:
1-800-552-1104

Page 2

50.33
\$50.33
\$50.33

TOTAL AMOUNT DUE

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

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



CenturyLink™

Bill Date: Sep 19, 2018
Account No: 515 996-2435 567
Bill Due Date: Oct 16, 2018
New Charges: \$50.33



TOTAL AMOUNT DUE: \$50.33

>000338 2173454 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



235515119624352020202056720000000000000050336

00338 2173454 000655 001309 0001/0002



CenturyLink
 1-800-552-1104

VAN METER PUBLIC LIBRARY

VAN METER PUBLIC LIBRARY

Bill Date: Sep 19, 2018
 Account Number: 515 996-2435 567

For questions, call 1-800-552-1104

Page 3

CENTURYLINK SERVICES

FOR YOUR INFORMATION

Effective September 1, 2018, the Cost Recovery Fee will increase from 4.25% to 5.10%. If you have any questions, please call a Customer Care Representative at the telephone number printed in the 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.

ESR-000-00838-2172454 000656 001311 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: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Columbus Junction Public Library	Address (Street, City, State, Zip) 232 Second Street, Columbus Junction, IA 52738	Phone 319-728-7972	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			20.00

TOTAL COST: 20.00

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

Department Director Signature: _____ Date: 9/26/18

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

Other Comments or Special Instructions:

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

COLUMBUS JCT. PUBLIC LIBRARY

June 5, 2018

INVOICE #0004

Bill To		Ship To	
Customer	Van Meter Public Library	Recipient	Van Meter Public Library
Address	505 Grant St., PO Box 160 Van Meter, IA 50261	Address	505 Grant St. PO Box 160 Van Meter, IA 50261
Phone	515-996-2435	Phone	515-996-2435
Payment Due	October 31, 2018	Mailing Date	September 21, 2018
		Shipping Method	USPS

Qty.	Item#	Description	Unit Price	Discount	Line Total
1		Large Print: "Mrs. Poe"	\$20		\$20
				Total Discount	
				Subtotal	\$20
				Sales Tax	
Total					\$20.00

Thank you for your business!

Columbus Jct. Public Library

232 Second Street, Columbus Junction, IA 52738 | www.columbusjct.lib.ia.us
p. 319-728-7972 | f. 319-728-2303 | mandy.grimm@columbusjct.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: 182-410-6311	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			25.60

TOTAL COST: 25.60

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

Department Director Signature:

Date: 10/2/18

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: 09/30/2018 PAY THIS AMOUNT: \$25.60 ACCOUNT NUMBER: 752089

PAY BY DATE: OCT 22 AMOUNT PAID \$ _____

ADDRESSEE:

VAN METER PUBLIC LIBRARY
ATT DOROTHY KNIGHT
505 GRANT
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

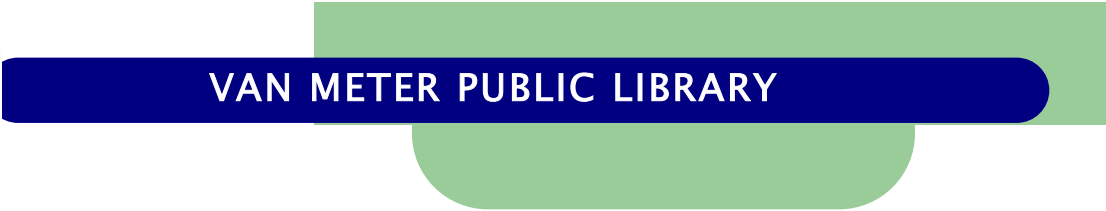
BRANCH ID: CA-01
CUSTOMER: VAN METER PUBLIC LIBRARY

				PREVIOUS BALANCE:	\$8.50																				
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE																				
09/12/2018	5.00	5 GAL BOTTLE WATER DELIVER	800050976	31.25	39.75																				
09/12/2018	-3.00	Deposit 5 GAL BOTTLE WATER DEL	800050976	-21.00	18.75																				
09/12/2018	1.00	DELIVERY CHARGE	800050976	2.10	20.85																				
09/12/2018	1.00	FLAT CUPS	800050976	4.75	25.60																				
09/14/2018	-1.00	PAYMENT	028099	-8.50	17.10																				
09/30/2018	1.00	COOLER RENTAL		8.50	25.60																				
 Service 10/01-10/31																									
<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="4">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> <th></th> </tr> </thead> <tbody> <tr> <td>\$ 5</td> <td>1.50 %</td> <td>18.00 %</td> <td></td> <td>OCT 22</td> </tr> <tr> <td>TO 5</td> <td>0.00 %</td> <td>0.00 %</td> <td>MIN CHARGE</td> <td>5.00</td> </tr> </tbody> </table>						FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE	OVER	PERCENTAGE RATE	ANNUAL RATE			\$ 5	1.50 %	18.00 %		OCT 22	TO 5	0.00 %	0.00 %	MIN CHARGE	5.00
FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE																					
OVER	PERCENTAGE RATE	ANNUAL RATE																							
\$ 5	1.50 %	18.00 %		OCT 22																					
TO 5	0.00 %	0.00 %	MIN CHARGE	5.00																					
				Balance Due	\$25.60																				
<table border="1"> <thead> <tr> <th>0-30</th> <th>31-60</th> <th>61-90</th> <th>Over 90</th> </tr> </thead> <tbody> <tr> <td>25.60</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>		0-30	31-60	61-90	Over 90	25.60	0.00	0.00	0.00	Next Deliveries: 10/10/18 11/07/18 12/07/18 01/10/19															
0-30	31-60	61-90	Over 90																						
25.60	0.00	0.00	0.00																						
CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:				<table border="1"> <thead> <tr> <th>CLOSING DATE</th> <th>ACCOUNT NUMBER</th> <th>NAME</th> </tr> </thead> <tbody> <tr> <td>09/30/2018</td> <td>752089</td> <td>VAN METER PUBLIC LIBRARY</td> </tr> </tbody> </table>		CLOSING DATE	ACCOUNT NUMBER	NAME	09/30/2018	752089	VAN METER PUBLIC LIBRARY														
CLOSING DATE	ACCOUNT NUMBER	NAME																							
09/30/2018	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: 182-410-6210	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Demco	Address (Street, City, State, Zip) PO Box 8048 Madison, WI 53708	Phone 800-962-4463
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Library Supplies Invoice #6427600			373.99
	Reference #82180742			

TOTAL COST: 373.99

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

Department Director Signature:

Date: 10/2/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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



P.O. Box 8048 | Madison, WI 53708-8048

Invoice

Invoice Number: 6427600
Invoice Date: 8/13/18
Reference Number: 82180742
Bid/Contract:

Page 1

Billing Customer: 740097066

First Request
Shipping Customer: 811482835

VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261-0160

SUZANNE LINDAMAN
VAN METER PUBLIC LIBRARY
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Suzanne Lindaman
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Extended
---------	-----	-----	-------------	------------	----------

The following products are shipped:

12223000	1	CTN	Paperfold Book Jacket Cover 10" x 300' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well.	51.67	51.67
12224000	1	CTN	Paperfold Book Jacket Cover 14" x 200' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well.	37.65	37.65
13718520	1	ROL	Clear Glossy Label Protectors 1-1/2" x 3-1/4" 1000/Roll	62.84	62.84

Terms: Net 30 days, Freight Prepaid and Added Federal I.D. number: 39-1311089

Invoice Number: 6427600
Invoice Date: 8/13/18
Reference Number: 82180742
Purchase Order:
Billing Customer: 740097066

Payment due on or before 09/12/18
Total 373.99
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: PO Box 8048, Madison, WI 53708-8048
For additional questions go to www.demco.com





P.O. Box 8048 | Madison, WI 53708-8048

Invoice

Invoice Number: 6427600
Invoice Date: 8/13/18
Reference Number: 82180742
Bid/Contract:

Page 2

Billing Customer: 740097066

First Request
Shipping Customer: 811482835

VAN METER PUBLIC LIBRARY
PO BOX 160
VAN METER IA 50261-0160

SUZANNE LINDAMAN
VAN METER PUBLIC LIBRARY
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Suzanne Lindaman
Purchase Order:

Product	Qty	UOM	Description	Unit Price	Extended
13830200	1	PKG	Borrowers' Cards w/ Imprint Address Style Yellow 500/Pkg	68.99	68.99
12281520	2	ROL	Vistafoil Laminate 4-Mil Gloss Finish 10"W x 600"L	37.39	74.78
12281530	1	ROL	Vistafoil Laminate 4-Mil Gloss Finish 12"W x 600"L	44.06	44.06
16394500	1	PKG	Sample Bookmark Package Stuffer July	.00	.00
16394510	1	PKG	Sample Bookmark Package Stuffer August	.00	.00
Subtotal					339.99
Shipping and Handling					34.00
Total					373.99





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: Emmetsburg Public Library	Address (Street, City, State, Zip) 707 North Superior, Emmetsburg, IA 50536	Phone 712-852-4009	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Book			9.60

TOTAL COST: 9.60

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

Department Director Signature: _____ Date: 9/26/18

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

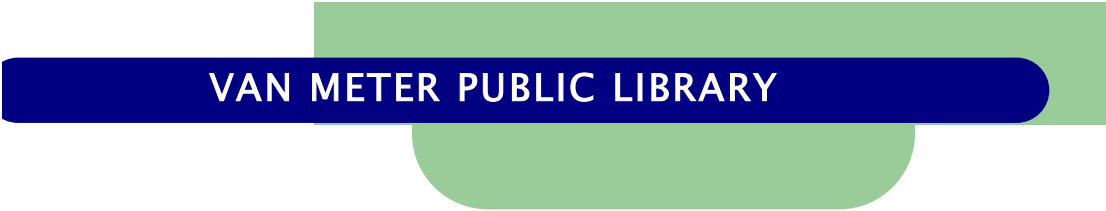
Other Comments or Special Instructions:

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



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: Guttenburg Public Library	Address (Street, City, State, Zip) PO Box 130, Guttenburg, IA 52052	Phone 563-252-3108
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Hard cover book			15.01

TOTAL COST: 15.01

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

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

INVOICE



Date: September 20, 2018
Invoice # 71

Guttenberg Public Library
PO Box 130
Guttenberg, IA 52052
563-252-3108
guttlib@alpinecom.net

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

ITEM	PAYMENT TERMS	DUE DATE
		October 31, 2018

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Hardcover <i>The Crooked Staircase</i> by Dean Koontz	\$ 12.00	
	Postage	\$ 3.01	
	Total	\$ 15.01	
SUBTOTAL			\$15.01
SALES TAX			0
TOTAL			\$15.01

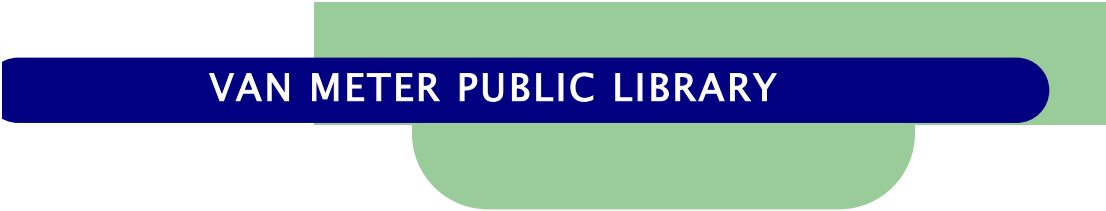
Please make all checks payable to Guttenberg Public Library

Thank you for your business!



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: 182-410-6215	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Lori Vicker	Address (Street, City, State, Zip) 16290 255 th Street, Spirit Lake, IA 51360	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Orphan Train program			75.00

TOTAL COST: 75.00

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

Department Director Signature: _____ Date: 9/26/18

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

Other Comments or Special Instructions:

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

Invoice # 009

Lori Vicker
16290 255th Ave
Spirit Lake, IA 51360

Date	To
October 18, 2018	Van Meter Public Library

	Total
--	--------------

Program and Mileage for "Remembering the Orphans" presentation 7:00 PM Oct. 18, 2018	\$75.00
---	---------

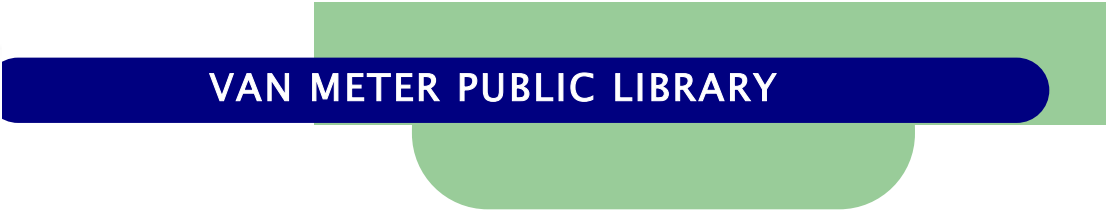
Subtotal	\$75.00
----------	---------

Total Due By 10.18.2018	\$75.00
------------------------------------	----------------



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: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Lowden Public Library	Address (Street, City, State, Zip) 605 Main Street Lowden, IA 52255	Phone 563-941-7629
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Books			45.00

TOTAL COST: 45.00

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

Department Director Signature: _____ Date: 10/2/18

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

Other Comments or Special Instructions:

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

Invoice-

Lowden Public Library
605-Main Street
Lowden IA, 52255
563-941-7629

Amish Grove 3 book series by Cindy Woodsmall - \$33.00
The Throwaway Children by Diney Costeloe - \$12.00

Total due - \$45.00

Make payable to the Lowden Library

Kendahl Goering (Director)

Thank you.



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: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Monticello Community Library	Address (Street, City, State, Zip) 205 E Grand St Monticello, IA 52310	Phone 319-465-3354
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Used DVDs			28.00
	Big Bang Theory - Season 10			15.00

TOTAL COST: 43.00

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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



205 E. Grand St
 Monticello, IA 52310
 Phone 319-465-3354
 Fax 319-465-4587

INVOICE

DATE: SEPTEMBER 14, 2018

TO:

Suzanne Lindamann
 Van Meter Library
 PO Box 160
 Van Meter, IA 50261

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	DVD- Big Bang Theory Season 10	\$15.00	\$15.00
SUBTOTAL			\$15.00
SHIPPING & HANDLING			Included
TOTAL DUE			\$15.00

Make all checks payable to Monticello Public Library
 If you have any questions concerning this invoice, please contact Michelle Turnis.
 319-465-3354 michelleturnis@monticello.lib.ia.us

THANK YOU FOR YOUR BUSINESS!!



205 E. Grand St
 Monticello, IA 52310
 Phone 319-465-3354
 Fax 319-465-4587

INVOICE

DATE: SEPTEMBER 11, 2018

TO:

Suzanne Lindaman
 Van Meter Public Library
 PO Box 160
 Van Meter, IA 50261

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
13	Used DVDs	\$2.00	\$26.00
SUBTOTAL			\$26.00
SHIPPING & HANDLING			\$2.00
TOTAL DUE			\$28.00

Make all checks payable to Monticello Public Library
 If you have any questions concerning this invoice, please contact Michelle Turnis.
 319-465-3354 michelleturnis@monticello.lib.ia.us

THANK YOU FOR YOUR BUSINESS!!



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: 182-410-6506	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Office Depot	Address (Street, City, State, Zip) PO Box 630813 Cincinnati, OH 45263	Phone 888-263-3423
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Invoice #201636057001			47.69
	Invoice #201636294001			15.06

TOTAL COST: 62.74

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

Department Director Signature: _____ Date: 10/2/18

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

Other Comments or Special Instructions:

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



Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US
FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
201636294001	15.08	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
10-SEP-18	Net 30	13-OCT-18

BILL TO:

ATTN: ACCTS PAYABLE
VAN METER:CITY CLERK
PO BOX 160
VAN METER IA 50261-0160

001536-000688

SHIP TO:

VAN METER PUBLIC LIBRARY
505 GRANT ST
VAN METER IA 50261-7707



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
33566301		LIBRARY	201636294001	10-SEP-18	10-SEP-18		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
199969			SUZANNE LINDAMAN				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
382620 075346	Belkin patch cable - 4 ft 382620	EA	2	2	0	7.540	15.08

SUB-TOTAL	15.08
DELIVERY	0.00
SALES TAX	0.00
TOTAL	15.08

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
VAN METER:CITY CLERK	199969	201636294001	10-SEP-18	15.08	

FL0

001999697 2016362940011 00000001508 1 5

Please
Send Your
Check to:

OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040

Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.



Office Depot, Inc
PO BOX 630813
CINCINNATI OH
45263-0813

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS
OR PROBLEMS, JUST CALL US

FOR CUSTOMER SERVICE ORDER: (888) 263-3423
FOR ACCOUNT: (800) 721-6592

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
201636057001	47.69	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
11-SEP-18	Net 30	13-OCT-18

BILL TO:

ATTN: ACCTS PAYABLE
VAN METER:CITY CLERK
PO BOX 160
VAN METER IA 50261-0160

001536-000688

SHIP TO:

VAN METER PUBLIC LIBRARY
505 GRANT ST
VAN METER IA 50261-7707



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
33566301		LIBRARY	201636057001	10-SEP-18	11-SEP-18		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
199969			SUZANNE LINDAMAN				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
262465 35038	TISSUE,PUFFS,FACIAL,WH 262465	CT	1	1	0	39.190	39.19
458621 91904	PAPER,65#C,96B,250PK,B/WHI 458621	PK	1	1	0	8.500	8.50

001536-000688

SUB-TOTAL	47.69
DELIVERY	0.00
SALES TAX	0.00
TOTAL	47.69

All amounts are based on USD currency

To return supplies, please repack in original box and insert our packing list, or copy of this invoice. Please note problem so we may issue credit or replacement, whichever you prefer. Please do not ship collect. Please do not return furniture or machines until you call us first for instructions. Shortage or damage must be reported within 5 days after delivery.

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
VAN METER:CITY CLERK	199969	201636057001	11-SEP-18	47.69	

FL0 001999697 2016360570018 00000004769 1 9

Please
Send Your
Check to:

OFFICE DEPOT
PO Box 88040
Chicago IL 60680-1040

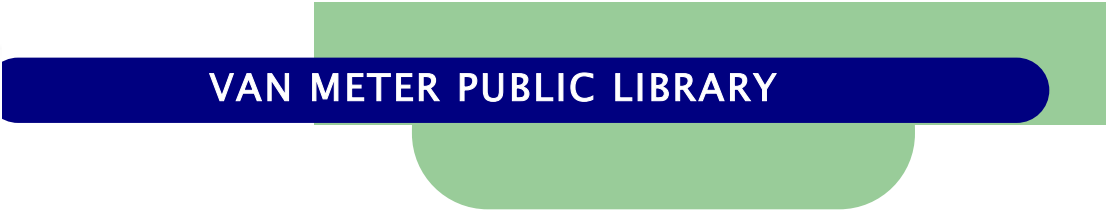
Please return this stub with your payment to
ensure prompt credit to your account.

Please DO NOT staple or fold. Thank You.



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: Orange City Public Library	Address (Street, City, State, Zip) 112 Albany Avenue SE, Orange City, IA 51041	Phone 712-707-4302
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			20.00

TOTAL COST: 20.00

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

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

Orange City Public Library

INVOICE

112 Albany Ave SE
Orange City, IA 51041
Phone 712-707-4302 Fax 712-707-4431

DATE: SEPTEMBER 17, 2018

TO:

Van Meter Public Library
505 Grant Street
P.O. Box 160
Van Meter, IA 50261

COMMENTS OR SPECIAL INSTRUCTIONS:

QUANTITY	DESCRIPTION	TOTAL
1	The First Love—Beverly Lewis [large print]	\$20.00
	SHIPPING & HANDLING	
	TOTAL DUE	\$20.00

Please make all checks payable to **City of Orange City**. Thank You!



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: 182-410-6220	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: Secretary of State	Address (Street, City, State, Zip) Notary Division Lucas Building, 1 st Floor, Des Moines, IA 50319	Phone 515-281-5204
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Notary stamp			30.00

TOTAL COST: 30.00

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

Department Director Signature: _____ Date: 10/2/18

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

Other Comments or Special Instructions:

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



PAUL D. PATE
Secretary of State
State of Iowa

Instructions for Application for Appointment as Notary Public

Incomplete or incorrect applications will be returned. A notary commission for a resident is 3 years; nonresident is 1 year. If any information on this application changes during the duration of the commission, the Secretary of State must be notified within 30 days of the change. Records of Iowa notaries are public record.

1. Applicant's Name: Documents must be notarized using the name that appears on the commission (e.g. if a middle initial is provided on this form it must be included during notarizations). A stamp or seal must be used when notarizing documents. The name on the stamp or seal must be identical to the name that appears on the notary's commission.

2. Applicant's Home Contact Information: Provide complete home address, phone number, and email address.

3. Applicant's Employer Contact Information: Provide name of applicant's employer, employer's complete address, applicant's work phone number, and work email address.

4. Preferred Contact Method: Check box to indicate applicant's preferred contact method. If box is not checked, home address will be designated. If applicant has provided business contact information different from home contact information, applicant may opt to shield home contact information from display on the Secretary of State's Web site. Check box to indicate if applicant would like to exercise this option.

5. Qualifications: Check boxes to indicate whether applicant meets all the requirements as stated in Iowa Code section 9B.21(2) and administrative rules in 721-chapter 43, and whether applicant is a resident of Iowa or resident of a state bordering Iowa with place of work or business within the state of Iowa. If applicant is not a resident of Iowa, print the abbreviation for the bordering state in which the applicant resides.

Applicants filing by paper may obtain a copy of Iowa Code chapter 9B at the following Web site:
<https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.9B.pdf>

6. Electronic Records – Effective January 1, 2013: Check box to indicate whether applicant will be performing notarial acts with respect to electronic records. If "Yes", identify the tamper proof technology the applicant intends to use.

7. Bilingual Notary Registry: Check box to indicate whether applicant wishes to have name placed on a list of bilingual notaries. If "Yes", identify the languages in which applicant is fluent. This information is used by notaries and the public for referral of clients who do not speak English or have documents in languages other than English which require notarial services.

8. Affirmation and Signature: Applicant must affirm the statement by signing the completed application.

9. Fee: \$30.00. Make check payable to SECRETARY OF STATE

DURATION OF COMMISSION: For an Iowa resident, a notary commission is effective for 3 years from the date of commission. For a resident of a bordering state, a notary commission is effective for 1 year from the date of commission.

CHANGES: If any information contained on this application changes during the term of your notary appointment, you are required to notify the Secretary of State within 30 days.

NOTICE: Iowa notary public records are available to the public.

Deliver completed application and \$30.00 fee to:

SECRETARY OF STATE
Notary Division
Lucas Building, 1st Floor
Des Moines, IA 50319

Phone: (515)281-5204
Fax: (515) 242-5953
Website: sos.iowa.gov



PAUL D. PATE
 Secretary of State
 State of Iowa

**Application for
 Appointment as
 Notary Public**

Read instructions before completing this application. Please type or print information clearly.

1. Applicant's Name (as it will appear on the commission):

Suzanne K Lindaman
 First Middle (Optional) Last

2. Applicant's Home Contact Information:

2404 Marion Street Des Moines IA 50321
 House Number Street Name City State ZIP Code
641-330-3764 suz.lindaman@gmail.com
 Home Phone Number Home Email Address

3. Applicant's Employer Contact Information:

Van Meter Public Library
 Employer's Name
505 Grant Street Van Meter IA 50261
 Building Number Street Name City State ZIP Code
515-996-2435 slindaman@vanmeteria.gov
 Applicant's Work Phone Number Applicant's Work Email Address

4. Preferred Contact Method: Designate preferred contact method. If no designation is made, home contact information will be used.

Home Contact Information Employer Contact Information

If applicant has provided business contact information different from home contact information, applicant may opt to shield home contact information from display on the Secretary of State's Web site. Does applicant wish to exercise this option: Yes No

5. Qualifications: Does applicant meet all the qualifications as stated in Iowa Code section 9B.21 (2): Yes No

Applicant is a resident of: Iowa or resident of _____, a state bordering Iowa.

6. Electronic records – Effective January 1, 2013: Will applicant be performing notarial acts with respect to electronic records:

Yes No

If "Yes", identify the tamper proof technology the applicant intends to use: _____

7. Bilingual Notary Registry: Does applicant wish to have name placed on a list of bilingual notaries: Yes No

If "Yes", list the language(s) in which applicant is fluent: _____

8. Affirmation and Signature:

By submitting this filing I hereby affirm that I will support the Constitution of the United States and the Constitution and laws of the state of Iowa, I will faithfully and impartially discharge the duties of notary public according to the best of my ability, and that I have read and understand the requirements of Iowa Code chapter 9B and administrative rules in 721-chapter 43, and that I may not notarize any documents until I have received my notary commission from the Secretary of State.

Suzanne K. Lindaman
 Applicant's Signature

9/27/18
 Date

9. Fee: \$30.00. Make check payable to SECRETARY OF STATE.

Applicants filing by paper may obtain a copy of Iowa Code chapter 9B at the following website:
<https://www.legis.iowa.gov/DOCS/ACO/IC/LINC/Chapter.9B.pdf>



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: Sheldon Public Library	Address (Street, City, State, Zip) 925 4 th Avenue, Sheldon, IA 51201	Phone 712-324-2442
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			30.00

TOTAL COST: 30.00

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

Department Director Signature: _____ Date: 10/2/18

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

Other Comments or Special Instructions:

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

Sheldon Public Library

925 4TH Avenue
Sheldon IA 51201

Phone: 712.324.2442
E-mail: nmorgan@sheldon.lib.ia.us
brenda.k@sheldon.lib.ia.us

Invoice #002
Date: September 28, 2018

To: Van Meter Public Library
505 Grant Street
Van Meter, IA 50261

For: Large Print copy of In His Father's Footsteps

DESCRIPTION	Cost of book		AMOUNT
In His Father's Footsteps by Danielle Steel	30.00		30.00
		TOTAL	\$30.00

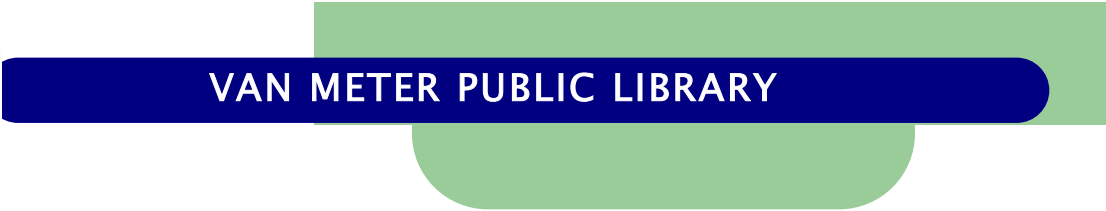
Make all checks payable to: Sheldon Public Library

Thank you for your business!



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: Stuart Public Library	Address (Street, City, State, Zip) 111 E Front Street PO Box 220, Stuart, IA 50250	Phone 515-523-2152	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			30.00

TOTAL COST: 30.00

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

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



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			20.59

TOTAL COST: 20.59

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

Department Director Signature:

Date: 10/10/18

City Administrator Signature:
(If Applicable)

Date:

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	10/03/18
Next Statement Date	11/02/18

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

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

Monthly Spending Limit*	\$500
-------------------------	-------

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

Sub Account Summary

Purchases and Other Charges	+	\$20.59
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$20.59

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
09/10	09/11	2444500LE00SYA34A	USPS PO 1891260761	VAN METER IA		5.54
09/13	09/14	2444500LH00V6TL4F	USPS PO 1891260761	VAN METER IA		3.01
09/24	09/25	2444500LW00SEHLQD	USPS PO 1891260761	VAN METER IA		9.51
10/01	10/02	2444500M300S7Q5TJ	USPS PO 1891260761	VAN METER IA		2.53
10/03	10/03	000000000000COMPC	TOTAL PURCHASES		\$20.59	
			TOTAL		\$20.59	

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 wells Fargo.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.



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: 182-410-6502	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: West Bend Public Library	Address (Street, City, State, Zip) 316 South Broadway PO Box 46, West Bend, IA 50597	Phone 515-887-6411
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			27.00

TOTAL COST: 27.00

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

Department Director Signature:

Date: 9/26/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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

West Bend Public Library

316 S Broadway
P.O. Box 46
West Bend, IA 50597
Phone: 515-887-6411
Fax: 515-887-6412
Email: wbplib@ncn.net

September 13, 2018

To: Suzanne Lindaman
Library Director
Van Meter Public Library
505 Grant Street
P.O. Box 160
Van Meter, IA 50261

“An Amish Family” by Kathleen Fuller, includes postage: \$27.00

Please remit payment to the above address. Thank You.

Sincerely,

Lisa Riesenberg
Director
West Bend Public Library

Community Outreach Policy

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



Purpose

The Van Meter Public Library provides a full range of collections and services for people visiting the Library. However, some residents of the community may not be able to visit the Library or use the Library through traditional service methods due to disability or transportation issues. To provide access for these individuals and/or groups, the Van Meter Public Library has established an Outreach Services Policy.

The purpose of the Outreach Policy is to provide Library materials and selected programming to Van Meter residents unable to come to the Library. Individuals, groups, institutions and agencies are eligible for outreach services as outlined in this document if they live in or are located within the boundaries of the City of Van Meter or a contracting city with no library that provides funding to the Van Meter Public Library.

Service to Homebound Individuals

Homebound service is the selection and delivery, by Library staff or volunteers, of library materials to Van Meter residents or a contracting city who are unable to use the Library facility due to disability, illness, or other long-term conditions. The patron must have an active library card in good standing.

Library staff will provide selected or requested material. The patron will have an opportunity to fill out an information sheet to help choose materials of interest. Library staff will drop-off materials as time allows. Library staff will retrieve materials when due as time allows or at the request of the homebound individual.

Service to Adults in Group Settings

Outreach service to adults in group settings includes service to local groups holding book clubs in the City of Van Meter or a contracting city. Service must be requested by the group and the library staff will fulfill requests for materials if they are available. Each patron is responsible for only the materials checked out under their name.

Service to Children

Outreach Service to children is targeted for children in a licensed day care facility within the city limits of the City of Van Meter and the Van Meter Community School District. Arrangements must be made ahead of time with the library staff regarding scheduled times for outreach.

Other services

There may be occasions when the library can best serve the community outside the library walls. Other services may be requested, and service may be provided, at the discretion of the library board and library director.

Adopted –

Van Meter Public Library Director's Report

October 2018

September Statistics

	2017	2018
Visitors	725	453
Programs	15	12
Programming attendance	100	39
Outreach attendance	63	70
Computer usage	127	55
Wireless usage	N/A	64
Reference questions	92	57
Fax/Scan	7	2
Copy/Print	15	9
Library checkouts	407	488
Renewals	67	55
Materials borrowed from other libraries	12	12
Materials loaned to other libraries	2	1
E-books & e-audiobooks usage	48	48

Activities

- We are repeating the survey done last year at this time. We want to see if we are meeting the needs of the community. <https://tinyurl.com/2018vmlibrary>
- The Pre-K from the school will be stopping by tomorrow on their tour of the town
- I am attending an Edge workshop on Monday at the West Des Moines Public Library
- Bill and I are meeting with Leslie Herman about using Constant Contact as a way to reach community members
- The Library Foundation has a meeting next Tuesday evening
- The new VM Moms book club is meeting here next Thursday night.

- Special programming

- The 2nd Annual Stuffed Animal Sleepover on October 5th was success with 25 stuffies spending the night.
- Lori Vicker, a former teacher in Van Meter, will be giving a presentation on orphan trains October 18th at 7:00 p.m.
- Teen/tween movie night on October 26th at 5:30 p.m. A scary movie and pizza!

- Weekly Programing

- Tech Tuesdays
- Story Time on Tuesdays at 6:30 p.m.
- Tween/Teen Crafting on Wednesdays at 3:30 p.m.



- Toddler Time on Friday mornings at 10:30 a.m.

- We added a new weekly program, requested by community members. It is a includes play time, stories, puppets, and songs.



- Movie Matinee on Fridays at 1:45 p.m.