

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : December 19, 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. Presentation by Maryann Mori
 - 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. Technology needs
 - d. Budget discussion
6. Action Items
 - a. Vote on change of time for January board meeting from the 16th to the 22nd
 - b. Vote on any changes for the budget
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, December 19, 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. Presentation by Maryann Mori
- B. 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.
- C. Technology needs
- D. Budget discussion

Agenda Item #6 – Action Items

- A. Vote on change of time for January board meeting from the 16th to the 22nd
- B. Vote on any changes for the budget

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 – 10/17/18

The Van Meter Public Library Board met on Wednesday, October 17, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 6:01 p.m. 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 McCombs, 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 McCombs. Passed unanimously.

The committee reports began with volunteer and community outreach, by Rachel Devick. She reported on the plans for Sips & Snacks and the Van Meter Winter Market. Members of the board volunteered to work different shifts – Friday night will be covered by Warwick and McCombs and Saturday morning will be covered by Freeman from 9:00-11:00 and Maguire from 11:00-1:00. Devick will provide stuffed mushrooms for Sips & Snacks at the library again and Lindaman will contact Amanda Durlinger about baking cookies for us again. Maguire reported on the last council meeting. No other committees had reports to give. Freeman made a motion to change the date of the November board meeting to Wednesday, November 17th. Warwick seconded the motion and it was passed unanimously. Freeman motioned to approve the Outreach Policy and Form, with the changes discussed suggested at the last board meeting. Devick seconded the motion and it was passed unanimously.

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 McCombs. Passed unanimously. Adjourned at 7:23 p.m.

Van Meter Public Library
CirculationSummary

Transactions 10/1/2018 through 10/31/2018, VMPL

Totals for This Period

Checked out	622
Checked in	675
Renewed	98
Used in-library	21
Fines and charges	\$25.99
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 11/16/2018, 10:12 am

Materials checked out	298
Materials overdue	93
Patrons overdue	42

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 10/1/2018 through 10/31/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Monday	01-Oct-2018	44	40	5	2			
Tuesday	02-Oct-2018	22	30	10	2			
Wednesday	03-Oct-2018	12	15		1			
Thursday	04-Oct-2018	13	20					
Friday	05-Oct-2018	70	77	2				
Saturday	06-Oct-2018	15	6	2				
Sunday	07-Oct-2018							
Monday	08-Oct-2018	6	14		2			
Tuesday	09-Oct-2018	31	23	9	1			
Wednesday	10-Oct-2018	21	20	2				
Thursday	11-Oct-2018	22	12					
Friday	12-Oct-2018	46	52	16				
Saturday	13-Oct-2018	44	12	1				
Sunday	14-Oct-2018							
Monday	15-Oct-2018	4	29	2				
Tuesday	16-Oct-2018	13	40	3	3			
Wednesday	17-Oct-2018	31	17	1				
Thursday	18-Oct-2018	39	34	1	1			
Friday	19-Oct-2018							
Saturday	20-Oct-2018	34	63	2				
Sunday	21-Oct-2018							
Monday	22-Oct-2018	13	5					
Tuesday	23-Oct-2018	29	19	28	2			
Wednesday	24-Oct-2018	18	12					
Thursday	25-Oct-2018	3	36					
Friday	26-Oct-2018	18	24	7	1			
Saturday	27-Oct-2018	15	9		1			
Sunday	28-Oct-2018							
Monday	29-Oct-2018	4	19	4		25.99		
Tuesday	30-Oct-2018	26	32	3	5			
Wednesday	31-Oct-2018	29	15					
Totals		622	675	98	21	0.00	0.00	0.00

Van Meter Public Library
CirculationSummary
Transactions 11/1/2018 through 11/30/2018, VMPL

Totals for This Period

Checked out	449
Checked in	494
Renewed	63
Used in-library	19
Fines and charges	\$136.91
Payments collected	\$0.00
Ledger adjustments	\$0.00

As of 12/7/2018, 1:46 pm

Materials checked out	306
Materials overdue	92
Patrons overdue	40

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 11/1/2018 through 11/30/2018, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Thursday	01-Nov-2018	18	19	3		136.91		
Friday	02-Nov-2018	36	35	8				
Saturday	03-Nov-2018	30	22	3				
Sunday	04-Nov-2018							
Monday	05-Nov-2018	6	7	7				
Tuesday	06-Nov-2018	31	24	1	5			
Wednesday	07-Nov-2018	31	26	1	2			
Thursday	08-Nov-2018	7	5	2				
Friday	09-Nov-2018	23	16	1				
Saturday	10-Nov-2018	11	15	1				
Sunday	11-Nov-2018							
Monday	12-Nov-2018							
Tuesday	13-Nov-2018	23	68	1	3			
Wednesday	14-Nov-2018	15	6	15				
Thursday	15-Nov-2018	15	18	2				
Friday	16-Nov-2018	7	18					
Saturday	17-Nov-2018	25	5					
Sunday	18-Nov-2018							
Monday	19-Nov-2018	16	30	1	3			
Tuesday	20-Nov-2018	13	22	1	2			
Wednesday	21-Nov-2018	38	37	3				
Thursday	22-Nov-2018							
Friday	23-Nov-2018							
Saturday	24-Nov-2018	17	11					
Sunday	25-Nov-2018							
Monday	26-Nov-2018	9	10	4	1			
Tuesday	27-Nov-2018	6	17	1	3			
Wednesday	28-Nov-2018	29	16	1				
Thursday	29-Nov-2018	20	40	6				
Friday	30-Nov-2018	23	27	1				
Totals		449	494	63	19	0.00	0.00	0.00

BUDGET REPORT
CALENDAR 11/2018, FISCAL 5/2019

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	4,436.81	16,788.26	44.18	21,211.74
182-410-6020	WAGES - PART TIME	10,500.00	1,194.39	4,383.50	41.75	6,116.50
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	191.44	2,850.66	190.04	1,350.66-
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	.00	11.61	2.90	388.39
182-410-6371	UTILITIES	1,500.00	55.82	401.43	26.76	1,098.57
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	212.82	559.77	93.30	40.23
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	1,775.00	1,775.00	88.75	225.00
182-410-6502	LIBRARY MATERIALS	5,000.00	1,355.28	8,005.54	160.11	3,005.54-
182-410-6506	OFFICE SUPPLIES	2,500.00	47.35	434.09	17.36	2,065.91
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	9,268.91	36,217.48	56.46	27,932.52
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	64,150.00	9,268.91	36,217.48	56.46	27,932.52
		=====	=====	=====	=====	=====

G/L EXPENSE REPORT
FROM 11/01/2018 TO 11/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	PO NUMBER	INVOICE	CHECK NO	REF/DESCRIPTION	AMOUNT
DATE	JRNL	NAME/OTHER REFERENCE				
182-410-6010	WAGES - FULL TIME					
11/02/18	PR0993				PR DT: 10/28/18	1478.94
11/16/18	PR0997				PR DT: 11/11/18	1478.94
11/30/18	PR1001				PR DT: 11/25/18	1478.93
	ACCOUNT TOTAL					4,436.81
182-410-6020	WAGES - PART TIME					
11/02/18	PR0993				PR DT: 10/28/18	406.29
11/16/18	PR0997				PR DT: 11/11/18	396.50
11/30/18	PR1001				PR DT: 11/25/18	391.60
	ACCOUNT TOTAL					1,194.39
182-410-6215	PROGRAMMING					
11/19/18	AP1382	SYNCB/AMAZON	112018	28303	LIB MATERIALS/PROGRAMMING	191.44
	ACCOUNT TOTAL					191.44
182-410-6371	UTILITIES					
11/19/18	AP1382	MIDAMERICAN ENERGY	112018	28286	GAS/ELEC	55.82
	ACCOUNT TOTAL					55.82
182-410-6373	TELEPHONE/COMMUNICATIONS					
11/19/18	AP1382	CENTURY LINK	112018	28248	LIB PHONE LINE/FD FAX LINE	50.43
11/19/18	AP1382	WELLS FARGO CC	112018	28314	POSTAGE & ORIENTAL TRADING	162.39
	ACCOUNT TOTAL					212.82
182-410-6499	OTHER CONTRACTUAL SERV					
11/19/18	AP1382	SURPASS SOFTWARE	200035105	28302	19/20 SUPPORT/SERVICE	1775.00
	ACCOUNT TOTAL					1,775.00
182-410-6502	LIBRARY MATERIALS					
11/19/18	AP1382	SYNCB/AMAZON	112018	28303	LIB MATERIALS/PROGRAMMING	1273.28
11/19/18	AP1382	MONTICELLO PUBLIC LIBRARY	112018	28289	BOOKS AND/OR DVDS	18.00
11/19/18	AP1382	HAWKINS MEMORIAL LIB	1030	28266	BOOKS	21.00
11/19/18	AP1382	WEST BEND PUBLIC LIB	112018	28316	BOOK(S)	9.00
11/19/18	AP1382	NISSEN PUBLIC LIBRARY	112018	28294	BOOKS	17.00
11/19/18	AP1382	VICTOR PUBLIC LIBRARY	112018	28309	BOOKS	17.00
	ACCOUNT TOTAL					1,355.28
182-410-6506	OFFICE SUPPLIES					
11/19/18	AP1382	CULLIGAN	LIB112018	28254	LIB WATER/COOLER RENTAL	47.35
	ACCOUNT TOTAL					47.35
					REPORT TOTAL	9,268.91

TREASURER'S REPORT
CALENDAR 11/2018, FISCAL 5/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	6,676.78-	1,219.05	9,268.91	.00	14,726.64-
Report Total	6,676.78-	1,219.05	9,268.91	.00	14,726.64-

REVENUE REPORT
CALENDAR 11/2018, FISCAL 5/2019

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	1,181.05	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	38.00	262.20	52.44	237.80
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	1,219.05	1,443.25	2.69	52,206.75
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	1,219.05	1,443.25	2.69	52,206.75
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
FROM 11/01/2018 TO 11/30/2018

ACCOUNT NUMBER	ACCOUNT NAME	RECEIPT NO	REF/DESCRIPTION	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID			
182-410-4440	STATE GRANTS			
11/09/18	RM4937 STATE OF IOWA	27170	Library State ENRICH IOWA STATE AID	885.11
11/09/18	RM4937 STATE OF IOWA	27171	Library State OPEN ACCESS ILL REIM	295.94
	ACCOUNT TOTAL			----- 1,181.05
182-410-4705	DONATIONS - LIBRARY TRUST			
11/09/18	RM4937 GERI RICHARDS	27169	LIBRARY DONATIO	30.00
11/21/18	RM4960 VM PUB LIB FOUNDATION	27341	LIBRARY DONATIO DONATION	8.00
	ACCOUNT TOTAL			----- 38.00
		REPORT TOTAL		=====
				1,219.05



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			1703.52
	Programming			129.88
TOTAL COST: 1833.40				

TOTAL COST: 1833.40

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

Department Director Signature: _____ Date: 12/3/18

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 PAYABLE

PO BOX 160

VAN METER IA 50261-0160

2914

Account: 60457 8781 034056 8 Statement Date: 11/10/18 Page: 1 of 14

Account: 60457 8781 034056 8

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

PLEASE INDICATE ADDRESS CHANGES



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

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: S6GYV365

DUE DATE: 12/05/18

Payments Received

10/12/18 0028215 (1852.09) 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		
09/06/18	579958946498	55.38	12/05/18		09/06	579958946498	55.38
09/08/18	576394773796	61.60	12/05/18		09/08	576394773796	61.60
09/10/18	978445434963	8.97	12/05/18		09/10	978445434963	8.97
09/10/18	449885438789	13.06	12/05/18		09/10	449885438789	13.06
09/10/18	965354954873	10.53	12/05/18		09/10	965354954873	10.53
09/10/18	435445364945	75.68	12/05/18		09/10	435445364945	75.68
09/10/18	453966934493	47.52	12/05/18		09/10	453966934493	47.52
09/12/18	585438846488	49.25	12/05/18		09/12	585438846488	49.25
09/12/18	543474663673	73.98	12/05/18		09/12	543474663673	73.98
09/12/18	999368788793	87.73	12/05/18		09/12	999368788793	87.73
09/13/18	848784447884	98.65	12/05/18		09/13	848784447884	98.65
09/17/18	454638534989	105.69	12/05/18		09/17	454638534989	105.69
09/17/18	596587368764	75.51	12/05/18		09/17	596587368764	75.51
09/19/18	539376358649	31.99	12/05/18		09/19	539376358649	31.99
09/20/18	579984953646	49.46	12/05/18		09/20	579984953646	49.46
09/20/18	883496893933	18.94	12/05/18		09/20	883496893933	18.94
09/24/18	437997539796	14.86	12/05/18		09/24	437997539796	14.86
09/24/18	536487969999	6.61	12/05/18		09/24	536487969999	6.61
09/24/18	744756368877	16.99	12/05/18		09/24	744756368877	16.99
09/24/18	878574963445	35.50	12/05/18		09/24	878574963445	35.50
09/26/18	495678478464	14.99	12/05/18		09/26	495678478464	14.99
09/26/18	439558363437	117.28	12/05/18		09/26	439558363437	117.28
09/28/18	467537769736	47.58	12/05/18		09/28	467537769736	47.58
10/01/18	466853657853	84.35	12/05/18		10/01	466853657853	84.35
10/03/18	463565733488	74.52	12/05/18		10/03	463565733488	74.52
10/04/18	433996867377	11.16	12/05/18		10/04	433996867377	11.16
10/08/18	773594883897	15.40	12/05/18		10/08	773594883897	15.40
10/09/18	943338779868	31.84	01/05/19		10/09	943338779868	31.84

-Continue-

Account: 60457 8781 034056 8 Statement Date: 11/10/18 Page: 2 of 14

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
10/10/18	684739899445	17.28	01/05/19		10/10	684739899445	17.28
10/10/18	468894535787	64.19	01/05/19		10/10	468894535787	64.19
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	867989744895	95.33	01/05/19		10/17	867989744895	95.33
10/17/18	588867794843	5.99	01/05/19		10/17	588867794843	5.99
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	468883846593	33.08	01/05/19		10/19	468883846593	33.08
10/19/18	733549773954	43.03	01/05/19		10/19	733549773954	43.03
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	437348695877	67.40	01/05/19		11/01	437348695877	67.40
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	444434453777	36.72	01/05/19		11/01	444434453777	36.72
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

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

Unapplied Payments & Credits

Date	Reference	Original Amount	Description	Date	Reference	Current Amount
09/12/18	0028069CM-033OK	(746.29)	CR MEMO	09/12	0028069CM-033OK	(746.29)
09/18/18	546995895967	(6.64)	CR MEMO	09/18	546995895967	(6.64)
09/20/18	785355546478	(38.99)	CR MEMO	09/20	785355546478	(38.99)
09/25/18	553774753678	(3.98)	CR MEMO	09/25	553774753678	(3.98)
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)
10/01/18	465648558345	(31.99)	CR MEMO	10/01	465648558345	(31.99)
10/12/18	0028215	(1852.09)	UNAPPLIED PAYMENT	10/12	0028215	(31.66)

-Continue-

Account: 60457 8781 034056 8 Statement Date: 11/10/18 Page: 3 of 14

Account: 60457 8781 034056 8

Unapplied Payments & Credits (continued)

Date	Reference	Original Amount	Description	Date	Reference	Current Amount
10/16/18	454948853435	(10.52)	CR MEMO	10/16	454948853435	(10.52)
10/16/18	458939845533	(16.99)	CR MEMO	10/16	458939845533	(16.99)
10/30/18	455748368763	(4.99)	CR MEMO	10/30	455748368763	(4.99)

Please Indicate by Credits Applied

Library materials

1703.52

Programming

129.88

1833.40



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Current Invoices:	\$ 2413.41
Previously Billed Invoices:	\$ 1446.37
Unapplied Payments & Credits:	\$ (2736.58)

\$ 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
\$ 1833.40
DUE BY 12/05/18

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:	Date of Sale: 09/12/18 Invoice: 0028069CM-033OK P.O. :
--	--

S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
	CASH_TO_CREDIT UNAPPLIED CASH	1.000	(746.2900)	(746.29)
Subtotal: (746.29)		Tax: 0.00	Balance Due: (746.29)	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958 CITY OF VAN METER Account : 8781 034056 8 Location: 0001	Date of Sale: 09/18/18 Invoice: 546995895967 P.O. :
---	---

S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000 EA	(6.6400)	(6.64)
Subtotal: (6.64)		Tax: 0.00	Balance Due: (6.64)	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958 CITY OF VAN METER Account : 8781 034056 8 Location: 0001	Date of Sale: 09/20/18 Invoice: 785355546478 P.O. :
---	---

S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000 EA	(38.9900)	(38.99)
Subtotal: (38.99)		Tax: 0.00	Balance Due: (38.99)	

AMAZON PO BOX 530958 ATLANTA, GA 30353-0958 CITY OF VAN METER Account : 8781 034056 8 Location: 0001	Date of Sale: 09/25/18 Invoice: 553774753678 P.O. :
---	---

S.K.U.	DESCRIPTION	QUANTITY UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000 EA	(3.9800)	(3.98)
Subtotal: (3.98)		Tax: 0.00	Balance Due: (3.98)	

-Continue-

SHG 0-0

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: 0003

Date of Sale: 10/01/18
Invoice: 465648558345
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1	Amazon.com Refund	1.000	EA	(31.9900)	(31.99)
Subtotal:					(31.99)
	Tax: 0.00			Balance Due:	(31.99)

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/08/18
Invoice: 773594883897
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1423140575	The Serpent's Shadow (The Kane	1.000	EA	7.9500	7.95
1423153626	The Kane Chronicles Survival G	1.000	EA	7.4500	7.45
Subtotal:					15.40
	Tax: 0.00			Balance Due:	15.40

LM

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/09/18
Invoice: 943338779868
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0062432478	I Want to Be a Veterinarian (I	1.000	EA	11.7200	11.72
1423113381	The Red Pyramid (The Kane Chro	1.000	EA	10.1400	10.14
1423140567	The Throne of Fire (The Kane C	1.000	EA	9.9800	9.98
Subtotal:	31.84	Tax:	0.00	Balance Due:	31.84

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/10/18
Invoice: 468894535787
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0545902487	Hey, Kiddo	1.000	EA	10.8800	10.88
B00FZPS2YQ	Swiffer Dusters Handle and Ref	1.000	EA	22.6900	22.69
0316435511	Winter in Paradise	1.000	EA	18.3000	18.30
1101939532	Odd One Out	1.000	EA	12.3200	12.32
Subtotal:	64.19	Tax:	0.00	Balance Due:	64.19

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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: 10/10/18
Invoice: 684739899445
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01DNUWO66	IRIS Medium Desktop Drawer Sys	1.000	EA	12.2900	12.29
MISC	SHIPPING AND TAX	1.000	EA	4.9900	4.99
Subtotal:	17.28	Tax:	0.00	Balance Due:	17.28

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SHG 0-0

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/12/18
Invoice: 468948947856
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1338045261	Howl at the Moon: A Branches B	1.000	EA	14.5000	14.50
0545818877	All Paws on Deck: A Branches B	1.000	EA	15.9900	15.99
0545873797	Sam Battles the Machine!: A Br	1.000	EA	10.6300	10.63
0545818893	Digging for Dinos: A Branches	1.000	EA	15.9900	15.99
1338181912	The Hall Monitors Are Fired!:	1.000	EA	15.9900	15.99
0606406697	Classes Are Canceled! (Eerie E	1.000	EA	14.7500	14.75
Subtotal: 87.85		Tax: 0.00		Balance Due: 87.85	

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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: 10/14/18
Invoice: 454668484996
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0375845593	Bridge of Clay (Signed Edition	1.000	EA	20.8000	20.80
154780002X	My First Book of Basketball: A	1.000	EA	9.3300	9.33
1943147469	Unicorns and Germs (Zoey and S	1.000	EA	11.7200	11.72
B07DXRW6MM	Hotel Transylvania 3 Y'Blu-ray	1.000	EA	22.9600	22.96
B07F53HGZ6	Skyscraper Y'Blu-ray	1.000	EA	24.9600	24.96
Subtotal: 89.77		Tax: 0.00		Balance Due: 89.77	

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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: 10/15/18
Invoice: 436833343557
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0375939881	Babymouse #6: Camp Babymouse	1.000	EA	12.9900	12.99
037593989X	Babymouse #7: Skater Girl	1.000	EA	12.9900	12.99
0375939903	Babymouse #8: Puppy Love	1.000	EA	12.9900	12.99
0375843876	Babymouse #9: Monster Mash	1.000	EA	6.4800	6.48
0375937919	Babymouse #10: The Musical	1.000	EA	12.9900	12.99
Subtotal: 58.44		Tax: 0.00		Balance Due: 58.44	

LM

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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: 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)	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/17/18
Invoice: 588867794843
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00M31F9ZA	Superlon Bead Cord Tex210 - Me	1.000	EA	5.9900	5.99
Subtotal: 5.99		Tax: 0.00		Balance Due: 5.99	

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/17/18
Invoice: 865357753493
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B00QUBMTRK	12 Hand-felted Wool Felt Balls	1.000	EA	7.9500	7.95
Subtotal: 7.95		Tax: 0.00		Balance Due: 7.95	

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/17/18
Invoice: 867989744895
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1538728524	Every Breath	1.000	EA	16.8000	16.80
0062429469	My Weirdest School #12: Ms. Ha	1.000	EA	16.8900	16.89
1501170015	When We Were Young: A Novel (T	1.000	EA	15.4800	15.48
0765396815	An Irish Country Cottage: An I	1.000	EA	18.2900	18.29
1534426388	Dork Diaries 13: Tales from a	1.000	EA	10.4900	10.49
B075768YKD	PAW Patrol: Space Pups	1.000	EA	17.3800	17.38
Subtotal:	95.33	Tax:	0.00	Balance Due:	95.33

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/18/18
Invoice: 597868867493
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07CQKS23B	Solo: A Star Wars Story	1.000	EA	21.7900	21.79
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal:	25.78	Tax:	0.00	Balance Due:	25.78

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/19/18
Invoice: 463687374783
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0399554416	Miss Communication (Babymouse	1.000	EA	9.9300	9.93
1442450061	Children of Refuge (Children o	1.000	EA	16.1900	16.19
0399546839	A Land of Permanent Goodbyes	1.000	EA	14.0500	14.05
1481492063	Amina's Voice	1.000	EA	10.4800	10.48
0399554386	Lights, Camera, Middle School!	1.000	EA	9.7900	9.79
0399593438	Seven Stones to Stand or Fall:	1.000	EA	12.1900	12.19
0399170731	The Snowy Nap	1.000	EA	13.3700	13.37
Subtotal:	86.00	Tax:	0.00	Balance Due:	86.00

-Continue-

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/19/18
Invoice: 468883846593
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1368024572	I Lost My Tooth! (Unlimited Sq	1.000	EA	11.3100	11.31
006267532X	Pete the Cat Checks Out the Li	1.000	EA	4.9900	4.99
B07BZQQ66H	Blmusi 50pcs 20 mm (0.79 inch)	1.000	EA	13.9900	13.99
B003SBUAAI	Surebonder CS15 CoolShot Low T	1.000	EA	2.7900	2.79
Subtotal:		33.08		Tax: 0.00	Balance Due: 33.08

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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: 10/19/18
Invoice: 733549773954
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B01NBB78M8	Wild Kratts: Wild Kratts: Pand	1.000	EA	7.6700	7.67
B01F73UWBG	Wild Kratts: A Creature Christ	1.000	EA	5.9900	5.99
B073LWR96R	Wild Kratts: Wild Winter Creat	1.000	EA	6.3900	6.39
1250165547	Killing the SS: The Hunt for t	1.000	EA	17.9900	17.99
B07C5SJSR3	Wild Kratts: Adventures on the	1.000	EA	4.9900	4.99
Subtotal:		43.03		Tax: 0.00	Balance Due: 43.03

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 10/24/18
Invoice: 635959344998
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1432859684	Fear: Trump in the White House	1.000	EA	34.5600	34.56
B07F9GVFK6	Mamma Mia! Here We Go Again	1.000	EA	16.9500	16.95
0525639314	The Reckoning: A Novel	1.000	EA	20.3100	20.31
Subtotal:		71.82		Tax: 0.00	Balance Due: 71.82

LM



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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: 10/25/18
Invoice: 534359579633
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07G2MYV7Z	ANT-MAN AND THE WASP	1.000	EA	17.0000	17.00
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal:	20.99	Tax:	0.00	Balance Due:	20.99

LM
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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: 10/26/18
Invoice: 458748497767
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B000FGG66Q	American Experience - The Orph	1.000	EA	13.6900	13.69
1449470769	Unicorn on a Roll (Phoebe and	1.000	EA	9.3900	9.39
1449446205	Phoebe and Her Unicorn (Phoebe	1.000	EA	9.9900	9.99
Subtotal:	33.07	Tax:	0.00	Balance Due:	33.07

LM

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)

-Continue-



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SHG

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: 459655768834
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B0015KEIXE	Little Folk Visuals Five Speck	1.000	EA	14.9900	14.99
MISC	SHIPPING AND TAX	1.000	EA	4.0700	4.07
Subtotal: 19.06		Tax: 0.00		Balance Due: 19.06	

Prog

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/01/18
Invoice: 437348695877
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1419727435	The Meltdown (Diary of a Wimpy	1.000	EA	8.3700	8.37
1982102314	Elevation	1.000	EA	11.9700	11.97
0062747185	Winter Is Here	1.000	EA	12.7500	12.75
133818198X	The Art Show Attacks!: A Branc	1.000	EA	15.9900	15.99
0525521429	Washington Black: A novel	1.000	EA	18.3200	18.32
Subtotal: 67.40		Tax: 0.00		Balance Due: 67.40	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/01/18
Invoice: 444434453777
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0764218972	Breath of Hope (Under Northern	1.000	EA	10.5400	10.54
1432847708	Use of Force: A Thriller (Thor	1.000	EA	10.1900	10.19
B07FVPMQ1Y	DIY Pom Pom Balls Christmas Ha	1.000	EA	15.9900	15.99
Subtotal: 36.72		Tax: 0.00		Balance Due: 36.72	

LM

-Continue-



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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: 11/01/18
Invoice: 883674888499
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B018MVHOH0	Little Folk Visuals Pete the C	1.000	EA	14.5900	14.59
B00JFKL4K6	Little Folk Visuals LFF-228 Li	1.000	EA	20.9500	20.95
Subtotal: 35.54		Tax: 0.00		Balance Due: 35.54	

Prox

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/01/18
Invoice: 884694776995
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
1782216472	Encyclopedia of Woodworking Te	1.000	EA	13.3600	13.36
0062852345	Texas Splendor	1.000	EA	4.4800	4.48
1481459732	Bear Can't Sleep (The Bear Boo	1.000	EA	12.7500	12.75
0399172769	The Epic Adventures of Huggie	1.000	EA	14.8800	14.88
Subtotal: 45.47		Tax: 0.00		Balance Due: 45.47	

LM

AMAZON
PO BOX 530958
ATLANTA, GA 30353-0958

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

Date of Sale: 11/05/18
Invoice: 459995898745
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
0764218980	A Season of Grace (Under North	1.000	EA	10.9900	10.99
Subtotal: 10.99		Tax: 0.00		Balance Due: 10.99	

LM

-Continue-



0-0 SHG

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	

Prof

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: 699499396569
P.O. :

S.K.U.	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
B07DL6X6ZJ	INCREDIBLES 2 Y Blu-ray™	1.000	EA	24.9900	24.99
MISC	SHIPPING AND TAX	1.000	EA	3.9900	3.99
Subtotal: 28.98		Tax: 0.00		Balance Due: 28.98	

LM



SHG 0-0



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: Anderson Service Company	Address (Street, City, State, Zip) 1999 290 th Street, Stanhope, IA 50246	Phone 515-669-5159
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Furnace repair - flue			186.00

TOTAL COST: 186.00

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

Department Director Signature: _____ Date: 12/3/18

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

Other Comments or Special Instructions:

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

JOB INVOICE

HEATING • AIR CONDITIONING • REFRIGERATION
• SHEETMETAL • ENERGY MANAGEMENT



Anderson Service Co.
Serving the Golden Circle

Ron Anderson
515-669-5159

Chad Anderson
515-250-7575

1999 290th Street
Stanhope, IA 50246
Email: rdanderson@netins.net

TO	VAN METER LIBRARY
ADDRESS	505 GLANT ST
	VAN METER
ATTENTION	SUZANNE

PHONE NO	996-2435	CUSTOMER ORDER #	
JOB LOCATION			
JOB PHONE		STARTING DATE	11/27/18
TERMS	COD		

QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK	
	5' 4" PIPE	10	20.00	REPLACE OLD RUSTED FLU WITH NEW PIPE AND ELBOWS	
	2 90° ELBOWS	10	20.00		
	5"-4" REDUCER	6	10.00		
				MISCELLANEOUS CHARGES	
				N/A	
				RECOMMEND CO ² TESTER TO BE PLUGGED IN	
		LABOR	HRS.	RATE	AMOUNT
		1x2	2	80	160.00

WORK ORDERED BY	CHAD
DATE ORDERED	
DATE COMPLETED	11/27/18

TOTAL LABOR	160	00
TOTAL MATERIALS	26	00
TOTAL MISCELLANEOUS		
SUBTOTAL		
TAX		
GRAND TOTAL	186	00

Jennifer Bittner
CUSTOMER APPROVAL SIGNATURE

[Signature]
AUTHORIZED SIGNATURE

JOB INVOICE



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: 182-410-6424	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

V E N D O R	Vendor: BerganKDV Technology and Consulting	Address (Street, City, State, Zip) 100 East Park Avenue Suite 200 PO Box 2100, Waterloo, IA 50704-2100	Phone 319-234-0521
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Computer technology service			387.50
	Account #03-007638			

TOTAL COST: 387.50

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

Department Director Signature:

Date: 12/7 /18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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



BerganKDV Technology & Consulting
100 East Park Avenue Suite 200
P.O. Box 2100
Waterloo, IA 50704-2100
(319) 234-0521

Bill To:
City of Van Meter Attn: Liz Thompson 505 Grant St. PO Box 160 Van Meter, IA 50261 United States

Date	Invoice
11/16/2018	CW64444
Account Number	
03-007638	

Terms	Due Date	PO Number	Reference
Net 30 days	12/16/2018		

	Hours	Amount
<u>Billable Services</u>		
	2.50	387.50
Total Services:		387.50
Make checks payable to BerganKDV Technology	Invoice Subtotal:	387.50
	Sales Tax:	0.00
	Invoice Total:	387.50
	Payments:	0.00
	Credits:	0.00
	Balance Due:	387.50

Thank you for your business

To help facilitate the processing of your payments, please include our invoice numbers with all remittance.
If current charges are not paid within 30 days, a finance charge of 1.5% will be added to your account.

Invoice Time Detail

Invoice Number: CW64444
Company: City of Van Meter

Location: Main Charge To: City of Van Meter / Computer won't boot

Date	Staff	Notes	Hours	Ext Amt
11/14/2018	Masker, Kris	Service Ticket:745695 -onsite, turned on PC and had 2 beep code, RAM was not showing as connected -unplugged PC, pulled RAM, and reseated it, PC now working again -worked on issue with Internet on Patron2 thin client, reset the TCP/IP stack and is now working Closing ticket.	1.25	\$193.75

Subtotal: \$193.75

Location: Main Charge To: City of Van Meter / replace UPS batteries

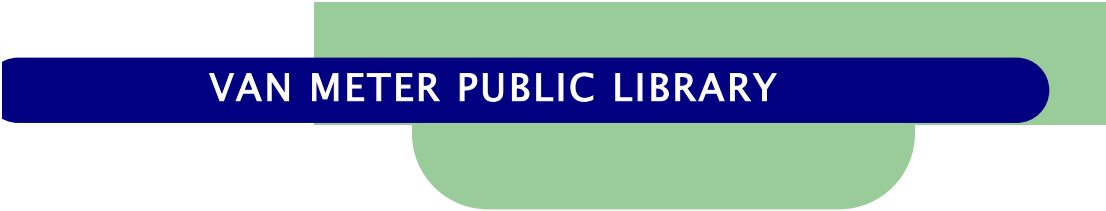
Date	Staff	Notes	Hours	Ext Amt
11/06/2018	Masker, Kris	Service Ticket:738386 -onsite, moved plugins around to shut down UPS and swapped batteries -old batteries were in bad shape, had to take UPS apart -set back up, verified everything is working Closing ticket.	1.25	\$193.75

Subtotal: \$193.75



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: 12/3 /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 2

VAN METER PUBLIC
LIBRARY

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

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
\$50.43	\$50.45	\$100.88	Dec 17, 2018

Account Summary

Previous Balance			
Charges			50.43
Balance Forward			\$50.43
New Charges			
CenturyLink			50.45
Total New Charges			\$50.45
TOTAL AMOUNT DUE			\$100.88

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

Page
2

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

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



CenturyLink™



>000002 2377423 0001 008243 10Z
 VAN METER PUBLIC
 LIBRARY
 PO BOX 160
 VAN METER IA 50261-0160

Bill Date: Nov 19, 2018
 Account No: 515 996-2435 567
 Bill Due Date: Dec 17, 2018
 Balance Forward: \$50.43
 New Charges: \$50.45
TOTAL AMOUNT DUE: \$100.88

Amount Enclosed \$ _____

CENTURYLINK
P O BOX 2956
PHOENIX, AZ 85062-2956



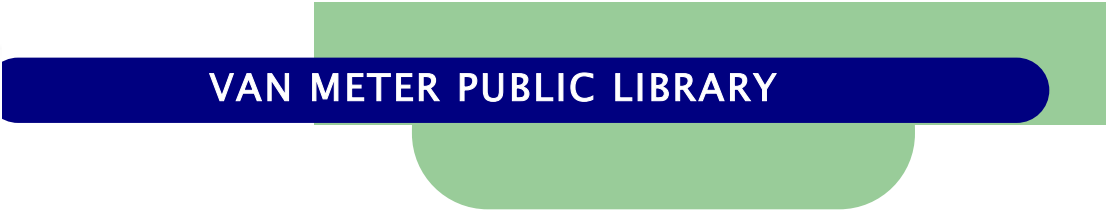
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00002 2377423 000003 000005 0001/0001



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			30.10

TOTAL COST: 30.10

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

Department Director Signature:

Date: 12/3/18

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: 11/30/2018 PAY THIS AMOUNT: \$30.10 ACCOUNT NUMBER: 752089

PAY BY DATE: DEC 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

DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE
				PREVIOUS BALANCE:	\$47.35
11/07/2018	2.00	5 GAL BOTTLE WATER DELIVER	800052165	12.50	59.85
11/07/2018	1.00	Deposit 5 GAL BOTTLE WATER DEL	800052165	7.00	66.85
11/07/2018	1.00	DELIVERY CHARGE	800052165	2.10	68.95
11/26/2018	-1.00	PAYMENT	28254	-47.35	21.60
11/30/2018	1.00	COOLER RENTAL		8.50	30.10



Service 12/01-12/31

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.

FINANCE CHARGE SCHEDULE				PLEASE PAY NEW BALANCE BEFORE						
OVER	PERIODIC RATE	ANNUAL RATE		DEC 22						
\$ 5	1.50 %	18.00 %								
TO 5	0.00 %	0.00 %	MIN CHARGE	5.00						
0-30	31-60	61-90	Over 90							
30.10	0.00	0.00	0.00							
Next Deliveries: 12/07/18 01/10/19 02/07/19 03/07/19				Balance Due						
				\$30.10						
CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS: VAN METER PUBLIC LIBRARY ATT DOROTHY KNIGHT 505 GRANT ST VAN METER IA 50261				<table border="1"> <thead> <tr> <th>CLOSING DATE</th> <th>ACCOUNT NUMBER</th> <th>NAME</th> </tr> </thead> <tbody> <tr> <td>11/30/2018</td> <td>752089</td> <td>VAN METER PUBLIC LIBRARY</td> </tr> </tbody> </table>	CLOSING DATE	ACCOUNT NUMBER	NAME	11/30/2018	752089	VAN METER PUBLIC LIBRARY
CLOSING DATE	ACCOUNT NUMBER	NAME								
11/30/2018	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: 182-410-6502	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:
	Books			19.18

TOTAL COST: 19.18

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

Department Director Signature:
/18

Date: 12/7/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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

INVOICE

Emmetsburg Public Library

Date: December 4, 2018
INVOICE # 017

From: Nathan R. E. Clark Emmetsburg Public Library 707 North Superior Emmetsburg, IA 50536 712-852-4009	Ship To: Attn: Suzanne Lindaman Van Meter Public Library P. O. Box 160 Van Meter, IA 50261 515-996-2435
---	---

Salesperson	Job	Shipping Method	Shipping Terms	Shipping Date	Payment Terms	Due Date
Nathan		USPS	FREE	12/04/2018	Net 45	01/18/2019

Qty	Item #	Description	Unit Price	Discount	Line Total
1	9780764218941	The Lieutenant's bargain	9.59		9.59
1	9780764218170	The Bride of Ivy Green	9.59		9.59
Total Discount					
				Subtotal	\$19.18
				Sales Tax	
				Total	\$19.18

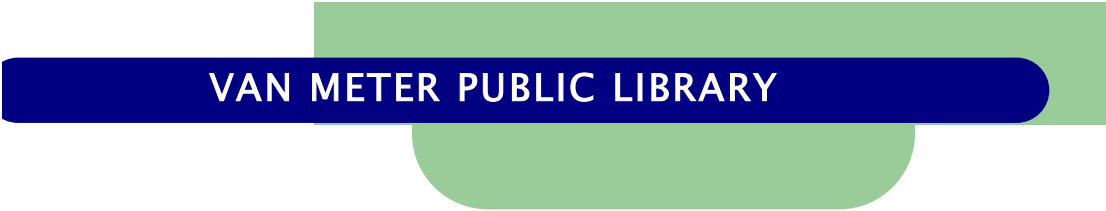
Make all checks payable to Emmetsburg Public Library
Thank you for your business!

Emmetsburg Public Library 707 North Superior, Emmetsburg, IA 50536 Phone 712-852-4009 Fax 712-852-3785
nclark@emmetsburg.lib.ia.us



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: Fisher Whiting Memorial Library	Address (Street, City, State, Zip) 609 Courtright Street, Mapleton, IA 51034	Phone 712-881-1312
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	DVD			15.00

TOTAL COST: 15.00

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

Department Director Signature:

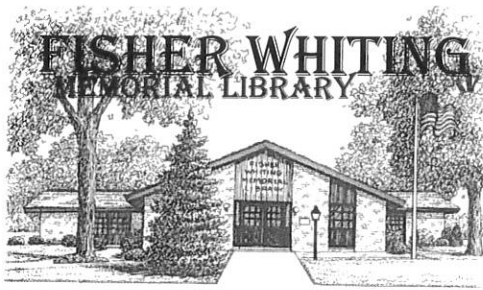
Date: 12/3/18

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

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



FISHER WHITING MEMORIAL LIBRARY

609 Courtright Street

Mapleton, IA 51034

Ph; 712 881-1312

Date	Material	Cost
11/20/18	DVD – Mile 22	15.00
	Total	\$15.00

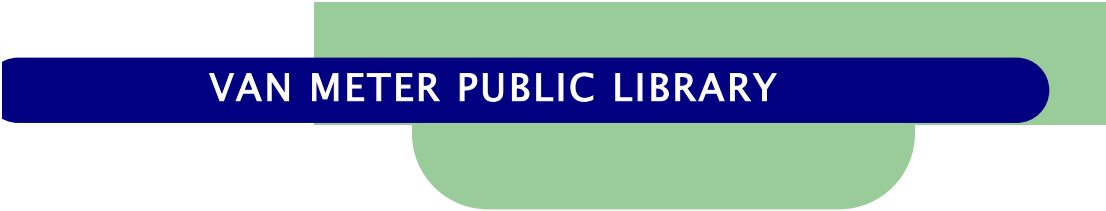
Sold to:

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



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: Hawkins Memorial Library	Address (Street, City, State, Zip) 308 Main Street, La Porte, IA 50651	Phone 319-342-3025
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Large print book			23.00

TOTAL COST: 23.00

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

Department Director Signature:
/18

Date: 12/3

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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

Hawkins Memorial Library
308 Main Street
La Porte City, IA 50651
Tel: 319-342-3025
Email: Hawkins@laportecity.lib.ia.us

Invoice

Bill To: Van Meter Public Library
505 Grant Street
PO Box 160
Van Meter, IA 50261

Please make checks payable to:
Hawkins Memorial Library
308 Main Street
La Porte City, IA 50651

Invoice No: 1032
November 15, 2018

QUANTITY	DESCRIPTION	UNIT PRICE	PRICE
1	Book: The Clockmaker's Daughter by Kate Morton	\$ 23.00	\$ 23.00
SUBTOTAL			23.00
SALES TAX			N/A
SHIPPING & HANDLING			0
TOTAL			\$ 23.00

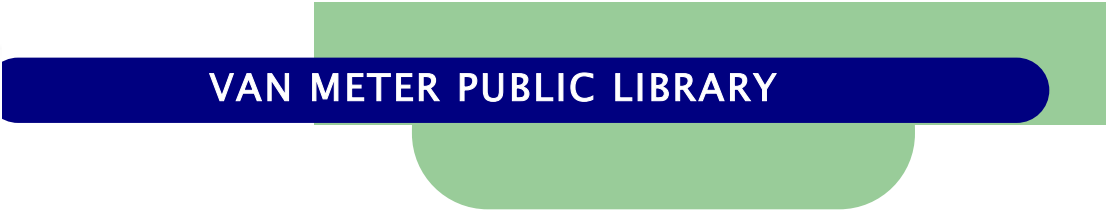
If you have any questions concerning this invoice, please contact

Jolene Kronschnabel Tel: (319)342-3025
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: 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:
	Audiobook			18.00

TOTAL COST: 18.00

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

Department Director Signature: _____ Date: 11/8/18

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

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: NOVEMBER 7, 2018

TO:

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

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	Low Pressure audiobook	\$12.50	\$12.50
1	News of the World audiobook	\$17.50	\$17.50
		SUBTOTAL	\$30.00
		SHIPPING & HANDLING	Included
		TOTAL DUE	\$30.00

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



PURCHASE ORDER

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

V E N D O R	Vendor: Nissen Public Library	Address (Street, City, State, Zip) PO Box 40, St.Ansgar, IA 50472	Phone	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Book			17.00

TOTAL COST: 17.00

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

Department Director Signature:

Date: 12/3/18

City Administrator Signature:
 (If Applicable)

Date:

Other Comments or Special Instructions:

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

From: Van Meter Public Library
Sent: Thursday, November 8, 2018 5:16 PM
To: 'Marsha Kuntz'
Subject: RE: [LT] [Buy Sell Swap Talk] Dark Sacred Night, by Michael Connolly

Van Meter will take it, please!

Thanks,
Suzanne

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

From: Marsha Kuntz <noreply@lt.silo.lib.ia.us>
Sent: Thursday, November 8, 2018 5:13 PM
To: library@vanmeteria.gov
Subject: [LT] [Buy Sell Swap Talk] Dark Sacred Night, by Michael Connolly



Nissenlibrary Marsha Kuntz
November 8

We have a new book for sale; \$17.00 and we pay shipping to your library if you are interested. The title is Dark Sacred Night by Michael Connolly. There is no processing or labels on this book. Contact information is:

Nissen Public Library
nissenlib@myomnitel.com

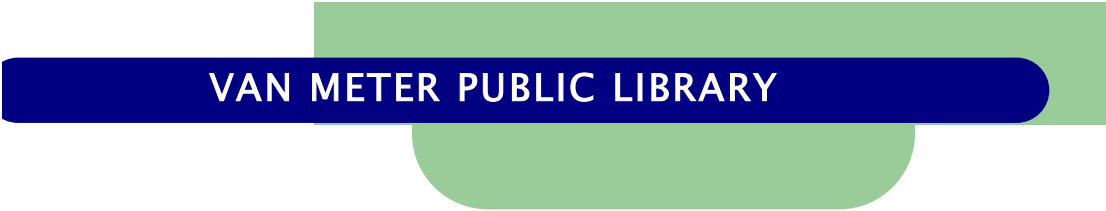
Marsha Kuntz, Director

-
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 - **Unsubscribe from these emails**



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: Taste of Home	Address (Street, City, State, Zip) PO Box 3061, Harlan, IA 51593-0125	Phone
	Requisitioner:	Ship Via:	
	Shipping Terms:		

Item #:	Description	Qty.:	Unit Price:	Total:
	Book			33.98

TOTAL COST: 33.98

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

Department Director Signature:

Date: 12/3/18

City Administrator Signature:
(If Applicable)

Date:

Other Comments or Special Instructions:

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

DATE	INVOICE NUMBER	QTY	DESCRIPTION	CHARGES
10/16/18	01009	1	TASTE OF HOME ANNUAL RECIPES SHIPPING AND HANDLING	\$26.99 \$6.99
Total Balance Due: (incl. S&H)				\$33.98

Taste of Home

TOTAL DUE NOW	DUE DATE
\$33.98	12/04/18

Dear VAN METER LIBRARY:

Wait till you get a look at TASTE OF HOME ANNUAL RECIPES!

As promised, your preview copy is enclosed...along with our thanks for your continued trust in us.

Please take a moment to pay \$33.98 as shown on the invoice above by December 04, 2018.

Your prompt payment now will save us from sending you multiple bills...thereby keeping the cost of our books more affordable for valued customers like you. For your convenience, you may also pay by credit card. Simply fill in your credit card information below or pay online at www.tasteofhome.com/quickpay.

Enjoy your new TASTE OF HOME ANNUAL RECIPES! We look forward to serving you again in the near future.

Sincerely,

Brenda Tweed

Brenda Tweed
Preferred Customer Service

P.S. Thanks in advance for your prompt payment.

P.P.S. Check out the brochure enclosed in this envelope for a special offer on Taste of Home Christmas. To order, simply check the box below.

Correspondence to: Taste Of Home, PO Box 3075, Harlan Iowa 51593-0139
Payments to: Taste Of Home, PO Box 3061, Harlan Iowa 51593-0125
Save Time! Pay online at: www.tasteofhome.com/quickpay
Book Returns to: Taste Of Home, PO Box 1197, Buffalo, NY 14240-1197

Please return this portion with your payment to: Taste Of Home, PO Box 3061, Harlan Iowa 51593-0125

Taste of Home

YES! Send me the brand-new Taste of Home Christmas. See full offer details in the enclosed brochure (TXFWHD1101).

Please correct my address as shown below. DATE: 10/16/18 AMOUNT DUE: \$33.98

Enter E-mail to receive special offers:

ACCOUNT NUMBER: 00023009269

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

TRUSTED MEDIA BRANDS, INC
PO BOX 3061
HARLAN, IA 51593-0125

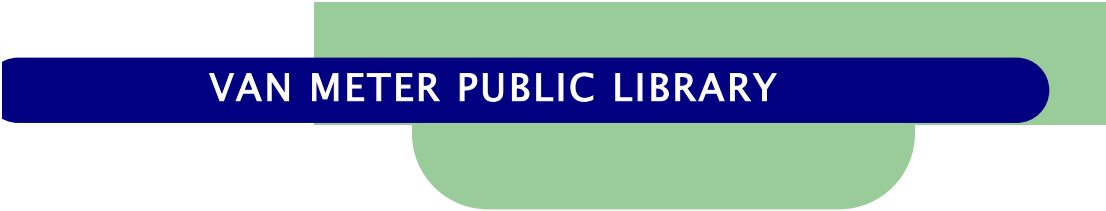


RMBBKS0002300926901009X1000339800033981



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: 182-410-6373	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			7.59

TOTAL COST: 7.59

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

Department Director Signature:

Date: 12/10/18

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	12/03/18
Next Statement Date	01/03/19

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	+	\$7.59
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$7.59

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
11/14	11/15	2444500NF00W8E1X4	USPS PO 1891260761		7.59
12/03	12/03	000000000000COMPC	TOTAL PURCHASES	\$7.59	
			TOTAL	\$7.59	

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.

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	0000000000000044846100084337926

Print address or phone changes:

Work ()



ELITE CARD PAYMENT CENTER YTG 29
PO BOX 77066
MINNEAPOLIS MN 55480-7766

CITY OF VAN METER
SUZANNE LINDAMAN
505 GRANT ST
PO BOX 160
VAN METER IA 50261-0160

29930
MSP 166



Strategic Planning: Process in a Nutshell

Maryann Mori, MSLIS
State Library of Iowa (updated 02/26/18)

Plan: According to the Library Director Manual from Iowa Library Services: A plan is a written document that projects up to five years into the future and outlines the library's goals and objectives to meet the community's needs.

Standard 17: “The library has a written plan...that projects up to 5 years into the future...” It must address community needs based on community data; be reviewed and updated annually by the board; contain a mission statement; outline goals regarding admin, fiscal, programs, services, etc.; include annual actions to achieve the goals.

Accreditation: A strategic plan (as defined above) is required for all Tier 2 and Tier 3 libraries in order to maintain that tier status and receive that level of state funding.

Options for developing a plan:

- **DATA:** Use data from the State Data Center (District consultant can help guide you through analysis of this information: requires a 2- to 3-hour meeting.)
- **SURVEYS:** Develop and issue community surveys (District consultant is willing to provide information regarding survey development and to help analyze completed surveys.)
- **FOCUS GROUPS:** Interview focus groups (Requires formation of multiple groups and volunteers, as well as development of questions and analysis. Consultant can help on a limited basis.)
- **PFR:** Planning for Results (Requires a community team and one 3-hour meeting that consultant facilitates. Provision of light supper is encouraged. Also requires a pre- and post-meeting with board and consultant.) See details below.
- **REVISION:** Revamp current plan (This works only if the plan is still relevant and previous goals/objectives were unmet. Not recommended.)
- **HIRE:** Hire an outside consultant to do a formal planning process, but ensure the person/firm knows you need community data as the basis of your plan.

State Library: Your district consultant is available to help in a variety of ways, including as a PFR facilitator.

Planning for Results: This is a more formal process of strategic planning (although our organization has streamlined and shortened it to make it enjoyable) that involves assembling a core group of residents who represent a broad spectrum of the community (i.e. educators, business leaders, retirees, teens, seniors, newcomers, long-time residents, etc.). These residents will form your “community team.” The process consists of one 3-hour meeting with that community team. After the community meeting, Consultant conducts a follow-up meeting with the board to give them a summary of that

community meeting and to help them understand the next steps to developing their plan. Usually, the community meeting starts at 5:00 with a light supper (often provided by board members or Friends of the Library) and the meeting running from 5:30-8:30.

Typical Timeline:

- 1st month: board meeting with consultant; select planning format; set dates for community planning meeting or issuance of survey, etc.; determine members of community or focus groups or method of disseminating surveys, etc.
- 2nd month: Do the actual planning meeting (either with consultant, focus groups or community team—depending on process chosen).
- 3rd month: possible planning session with staff (and board) to discuss library trends as well as choose service responses (This is usually done with larger libraries that have a lot of staff.)
- 4th month: board meeting with consultant to review planning process summary; write and approve plan (district consultant is available to help with this process). Director and staff prepare to implement plan.

Examples of Plans:

A good plan will be outlined as follows:

- Introduction of library and city (perhaps a bit of historical info with current demographic info)
- Explanation of how the plan was developed (i.e. process chosen, groups providing input, consultant used, etc.)
- Mission statement—preferably an updated one!
- Clear outline of service responses (chosen areas of service the library will seek to provide), goals (what the public receives), objectives (what the library does to meet the goals), and activities (necessary steps to achieve the objective) with measurements and time frames.

Sample plans from other libraries are available upon request.

Maryann Mori
Central District Consultant
State Library of Iowa
(515) 725-3367
maryann.mori@iowa.gov

(Name of Library)--DEMOGRAPHICS

POPULATION:

- The **largest age group**(s) is:
 - Are those ages currently using the library?
 - If so, how?
 - If not, why not?
 - What services does the library currently offer for this age group?
 - How can the library market those services to this group?
 - What do we know about this age group (locally, nationally, etc.)?
 - What else could the library consider offering this age group to meet its needs and interests?
-
- What is the predominant age of **children**?
 - Are those children currently using the library?
 - If so, how?
 - If not, why not?
 - What services does the library currently offer for this group?
 - What new services could this library consider offering this group?
 - How can the library market these existing and new services?
-
- What percentage of the population is comprised of "**seniors**"?
 - Using library?
 - How?
 - Current services offered?
 - New services to consider?
 - Marketing/Publicity options?
-
- What percentage of population is considered "**minority**"?
 - Using library?
 - How?
 - Current services?
 - New services to consider?
 - Marketing/Publicity options?

ECONOMICS of population:

- What percentage of residents commutes to work?
- Length of commute to work:
- What can the library offer these residents?
- What is the median household income?
- How does this compare statewide? (See other census data)
- What percentage of parents with children are in the workforce?
- How do these number affect the library's programming and services?
- What can the library do to meet the needs of working parents?

__(Name)_____ Public Library—CITY

- What businesses are in town?
- What businesses have closed over the past 5 years?
- What new businesses have opened over the past 5 years?
- What non-profit organizations are in town?
- Where do the non-profit groups meet?
- What recreational services are in town?
- What schools are in town?
- Do these schools have a library/librarian?
- Are there any preschools in town?
- What do residents do with recreational time?
- Where do residents spend their spare time?
- What would people like to have in town that doesn't currently exist?

_____(Name)_____ Public Library—SERVICES

- What services does the library currently offer?
- What programs does the library currently offer?
- Does the library conduct any off-site programs?
- If yes, where?
- What is attendance like at those off-site programs?
- Where could the library consider hosting any or more off-site programs?
- Does the library have any partnerships with businesses/organizations?
- Does the library offer e-books?
- Does the library have online resources?
- If so, which ones?

- Based upon the information we've reviewed above, what changes could/should the library make regarding its services and programs?

QUESTIONS SPECIFICALLY FOR THIS LIBRARY (Modify for your needs based upon what you see prior to the meeting)

- What are the library's current hours?
- Are those hours conducive for a commuting population?
- Are those hours conducive for children in school?
- Could the population's needs be better served with different hours?

____(NAME_____ Public Library—FACILITIES

- How welcoming is the library's space?
- What areas are most heavily used in the library?
- What kinds of spaces are lacking?
- Where are some areas that could incorporate this space, or what would need to be done to the current building to add these spaces?
- Is there a designated children's area?
- If so, how is it used?
- How could it be improved?
- Is there a teen area?
- If so, how is it used?
- How could it be improved?
- Is there an area for social/community gathering (such as "soft seating" or "family room" areas)?
- Are there areas for quiet study?
- Are there computers available?
- How old are the computers and software?
- Are these used?
- If no, why not?
- If yes, how?

____NAME___Public Library---ONLINE PRESENCE

- How welcoming is the library's website?
- Does the library have any other online presence (social media)?
- How much are these online resources used?
- How could these resources be maximized and publicized?

- What improvements need to be made to these online presences?

___ Name ___ Public Library—STATISTICS (FY___—most currently published)

CATEGORIES

AVERAGES FOR ___-sized LIBRARIES

- Population = (avg =)
- Books = (avg =)
- Video = (avg =)
- Audio = (avg =)
- Per capita circ = (avg =)
- Card holders = (avg =)
- Collection = (avg =)
- Per capita from city = (avg =)
- Visits = (avg =)
- Kids Programs = (avg =)
- Teen Programs = (avg =)
- Adult Programs = (avg =)
- Hours/week = (avg =)

<http://www.statelibraryofiowa.org/ld/a-b/statistics/publibstats/iowapublibstats>

Budget Conversations with Kyle

In the past Jake took care of the transfers from the general fund into the Library Trust Fund. From what I understand, this was done twice a year when taxes were collected. He left no instructions for Kyle on this transfer process and, it appears, did not put the budget we requested into place. I noticed that our numbers were very low and talked to Kyle about this. He was also concerned because of the line items not matching what is being spent. I take responsibility for this, I have been trying to update our collection, the statistics and surveys show that people are happy with the new materials and updated books. We will need to address this as we plan for the next budget.

I requested he transfer funds into our account -

This is his answer on December 4, 2018

Suzanne,

I have completed the transfer, your fund balance is no longer negative.

After reviewing the various account lines in the budget I am concerned about where we will end at end of year for the Library budget. It would appear that budgeted expenses exceed revenues which means you will end the year with a negative fund balance. I have transferred all of the property tax revenue that was budgeted for your programming. There are some charges for services budgeted that have not been received. This makes up about \$3500.

From a to-date budget perspective, you are well over budget on programming and library materials. Almost 200% and 160% respectively, for a total expenditure of 56.46% of budget at today's date. The Library was budgeted to end with a negative fund balance already but if programming and materials continue to trend as they are, you will most certainly end at a much higher negative balance. This is something that should be taken into consideration for the second half of the fiscal year and as you work on budgeting for next fiscal year. This is also something that should be relayed to your board.

The Library Fund will need a budget amendment for the current fiscal year and we will work on putting that together in January. I won't have time to get it worked up before next Monday.

Respectfully,

Kyle Michel, MPA

City Administrator

City of Van Meter, IA

515-996-2644

I told him that the numbers in our current budget do not match was I gave Jake. Also, that I was told by Jake that the budget had been approved.

His response on December 5, 2018

I would need to track down anything from Jake and I don't necessarily recall seeing any Council action in the first half of this year that would suggest Council approved a transfer of surplus funds. At start of the Fiscal Year there was only about \$3k in the Library Fund. In either instance, your budget was approved at around \$65k in expense with \$52k in budgeted revenue. With your current trends, you're going to exceed \$65k regardless which will trigger a budget amendment being necessary. What I mean is, even if we track down and transfer a surplus of funds, you are still with certainty going to exceed the budgeted expenses for the Library Fund. If I cannot find anything with regards to a surplus transfer, you will need to come to Council with a request.

In terms of a budget workshop, my expectation is that you will complete your worksheets with the assistance of your board and Council liaison. At some point this month or next, we will workshop at a staff level to input those numbers into Summit for upload into the State Excel worksheet.

Working with your board and Council liaison is the time to vet projects and get soft approvals for anything large. The expectation would be that budget presentations to Council will occur in February or March. This date will be discussed next Monday at the Council meeting. At this presentation, department heads would give the overview of their individual departmental budgets, including any particular projects that need special consideration. Undoubtedly different that what Jake did in the past, but there are numerous issues with our current budget that are a result of lack of oversight from Jake and a lack of communication between everyone involved.

Respectfully,

Kyle Michel, MPA
City Administrator
City of Van Meter, IA
515-996-2644
www.vanmeteria.gov

I sent him the forms I had created and the budget worksheets from Jake.

His response on December 12, 2018

Suzanne,

Thank you for tracking down and providing those documents. I believe I have already provided this to you, but attached is the budget that was produced and adopted in Summit. You will note that the budget is \$64,000. I cannot speculate as to what Jake did or why he did it, but these are the numbers you are working with. Since the Library Fund is broken out as a separate (a 182 fund instead of an 001 general department fund) we are going to need a budget amendment. You are going to exceed \$64,000 and we will need to resolve that with Council before the end of the fiscal year. My thought is to work on current fiscal year amendments at the same time we are working on adopting the budget for next year. While I understand you requested more than \$64,000, that is irrelevant to the matter at hand. For reasons we will never know, Jake did not adopt those numbers and as such we are charged with cleaning up the situation. Again, since you are a 182 and not a 001, we will need to do an amendment and a fund transfer to take more general fund dollars and transfer them to the 182 fund to maintain a positive or zero ending balance. In this instance, the amendment would need to occur first. Since I can do nothing but pull up Jake's work and speculate as to what was going on and what he did, I am not going to go on

a fact finding mission. That would be a waste of time and time I do not have. We just need to fix the situation prior to end of fiscal year through the established process of a budget amendment and move forward.

For next fiscal year, provide the same type of documents you just sent to me. I have the state budget form and I want to start entering items before end of year. In January we will have a staff meeting to work through our requests together prior to presenting to Council.

Respectfully,

Kyle Michel, MPA
City Administrator
City of Van Meter, IA
515-996-2644
www.vanmeteria.gov

Van Meter Public Library Director's Report

December 2018

November Statistics

	2017	2018
Visitors	516	353
Programs	13	15
Programming attendance	91	56
Outreach attendance	221	55
Computer usage	66	44
Wireless usage	49	43
Reference questions	85	56
Fax/Scan	2	4
Copy/Print	7	16
Library checkouts	323	449
Renewals	57	63
Materials borrowed from other libraries	5	10
Materials loaned to other libraries	3	0
E-books & e-audiobooks usage	96	133

Activities

- Future Programming
 - Interactive movie – December 28th from 2:00-4:00
 - Do you have a golden ticket? Join us for an interactive viewing of the movie, Willy Wonka and the Chocolate Factory. There will be golden tickets for all, fizzy lifting drinks, golden eggs, and of course, candy for all.

- STEAM Saturday – January 12th 10:30-11:30
 - This Saturday event is geared for elementary age children and focuses on STEAM – science, technology, engineering, art, and mathematics. Join us for an hour of hands-on fun!
- Inside the Lines, Outside the Box on Thursdays at 6:30 p.m.
 - We will be starting an indoor recess for adults at the library! Bring a project you are working on or join us for coloring and conversation Thursday night.
- I am also looking into having a visit from a therapy pet through the ARL.