

NOTICE OF PUBLIC MEETING

Governmental Body : Van Meter Public Library

Date : March 26, 2019

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. Committee reports
 - i. Volunteer & community outreach – Rachel D.
 - ii. City council & documentation – Molly M.
 - iii. Policy – Kate M.
 - iv. Building – Molly M. & Erin F.
 - v. Fundraising – Megan W.
 - b. Personnel Committee
 - c. Policies timeline for accreditation - Trustee's please review Library Standards
 - d. Budget
 - e. Review Library Director job description
 - f. Nominate Board Secretary
 - g. Director's evaluation
 - h. Financial policy
 - i. Resignation of Library Director
 - j. Allan Adams to speak
6. Action Items
 - a. Vote on members of Personnel Committee
 - b. Vote on Board Secretary
 - c. Vote on resignation of Library Director
7. President's report
8. Director's report

9. Adjourn

Agenda Item #1 - Call to Order

Sample Motions: The time is six o'clock p.m. on Tuesday, March 26, 2019. I hereby call this meeting of the Van Meter Public Library Board to order.

Agenda Item #2 – Roll Call

Sample Language: Roll call please.

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

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

Submitted for: Action

Recommendation: Approval

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

Additions:

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

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

Agenda Item #4 – Consent Agenda

Submitted for: Action

Recommendation: Approval

Sample Language: Please review the Consent Agenda.

Additions:

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

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

Agenda Item #5 - Discussion Items

- A. Committee reports
 - a. Volunteer & community outreach – Rachel D.
 - b. City council & documentation – Molly M.
 - c. Policy – Kate M.
 - d. Building – Molly M. & Erin F.
 - e. Fundraising – Megan W.
- B. Personnel Committee
- C. Policies timeline for accreditation - Trustee's please review Library Standards
- D. Budget
- E. Review Library Director job description
- F. Nominate Board Secretary
- G. Director's evaluation
- H. Financial policy
- I. Resignation of Library Director
- J. Allan Adams to speak

Agenda Item #6 – Action Items

- A. Vote on members of the Personnel Committee
- B. Vote on Board Secretary
- C. Vote on resignation of Library Director

Agenda Item #7 – President’s Report

Agenda Item #8 – Director’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 – 2/20/19

The Van Meter Public Library Board met on Tuesday, February 29, 2019 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 were Kyle Michel, Joe Herman, Maryann Mori (via Zoom), and 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 a correction of the January minutes to 2019 and not 2018, President Maguire asked for a motion to approve the Consent Agenda. Moved by Devick, supported by McCombs. Passed unanimously.

The meeting began with City Administrator Kyle Michel reviewing the changes he had made to the library budget. He had increased the amount for salaries to accommodate another part time employee or making the director position salaried. He also increased the amount for IT to cover the new service, if approved by the council. He reiterated that the budget was affected by the changes that were approved by the council, but not put into effect before he arrived. The next item were the reports by committees – Devick reported that she contacted Vicki Lyon to say she would be the person representing the library. Maguire reported on the last council meeting. McCombs reported that the director had e-mailed her the policy information. There was nothing to report from the building committee. Warwick reported that she will attend the group meeting, including the Foundation, on the 26th of February.

A discussion of the effectiveness of the committees was held and it was decided to add a personnel committee. The vote on any changes to the committees was tabled until the next meeting. A discussion of the events of the last board meeting were conducted by Freeman. She expressed her concern about the conduct of the director in stating that she was frustrated and considering resigning. The discussion continued with President Maguire and Director Lindaman.

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

Having no further business, President Maguire asked for a motion to adjourn. Moved by Freeman, supported by Warwick. Passed unanimously. Adjourned at 8:03 p.m.

Van Meter Public Library
CirculationSummary

Transactions 2/1/2019 through 2/28/2019, VMPL

Totals for This Period

Checked out	596
Checked in	540
Renewed	91
Used in-library	9
Fines and charges	\$12.99
Payments collected	\$12.99
Ledger adjustments	\$0.00

As of 3/8/2019, 12:51 pm

Materials checked out	379
Materials overdue	89
Patrons overdue	29

Van Meter Public Library Multi-Day Circulation Statistics

Transactions 2/1/2019 through 2/28/2019, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Friday	01-Feb-2019	75	50	10				
Saturday	02-Feb-2019	21	24		1			
Sunday	03-Feb-2019							
Monday	04-Feb-2019	6	14		1	12.99	12.99	
Tuesday	05-Feb-2019	21	18	2	2			
Wednesday	06-Feb-2019	28	25	1	3			
Thursday	07-Feb-2019	18	17	9				
Friday	08-Feb-2019	54	44	7				
Saturday	09-Feb-2019	17	9					
Sunday	10-Feb-2019							
Monday	11-Feb-2019	21	37					
Tuesday	12-Feb-2019	29	22	16	2			
Wednesday	13-Feb-2019	10	3	8				
Thursday	14-Feb-2019	24	25	1				
Friday	15-Feb-2019	83	75	18				
Saturday	16-Feb-2019	21	43					
Sunday	17-Feb-2019							
Monday	18-Feb-2019	15	23	2				
Tuesday	19-Feb-2019	20	13					
Wednesday	20-Feb-2019		2					
Thursday	21-Feb-2019	28	24	2				
Friday	22-Feb-2019	9	24	6				
Saturday	23-Feb-2019	52	15	2				
Sunday	24-Feb-2019							
Monday	25-Feb-2019	12	13					
Tuesday	26-Feb-2019	32	20	7				
Wednesday	27-Feb-2019							
Thursday	28-Feb-2019							
Totals		596	540	91	9	0.00	12.99	0.00

BUDGET REPORT
CALENDAR 2/2019, FISCAL 8/2019

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,957.87	25,661.89	67.53	12,338.11
182-410-6020	WAGES - PART TIME	10,500.00	768.52	6,728.22	64.08	3,771.78
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	3,500.00	.00	3,133.52	89.53	366.48
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	197.61	49.40	202.39
182-410-6371	UTILITIES	1,500.00	182.81	799.44	53.30	700.56
182-410-6373	TELEPHONE/COMMUNICATIONS	1,000.00	107.22	786.08	78.61	213.92
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	387.50	38.75	612.50
182-410-6499	OTHER CONTRACTUAL SERV	2,000.00	.00	1,775.00	88.75	225.00
182-410-6502	LIBRARY MATERIALS	11,000.00	30.00	10,411.18	94.65	588.82
182-410-6506	OFFICE SUPPLIES	2,500.00	514.26	1,001.55	40.06	1,498.45
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	72,550.00	4,560.68	51,889.61	71.52	20,660.39
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	72,550.00	4,560.68	51,889.61	71.52	20,660.39
		=====	=====	=====	=====	=====

G/L EXPENSE HISTORY REPORT
FROM 02/2019 TO 2/2019

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2019 TO 8/2019)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6010		WAGES - FULL TIME				
2/08/19	PR1027				PR DT: 2/03/19	1478.93
2/22/19	PR1031				PR DT: 2/17/19	1478.94
		ACCOUNT TOTAL				----- 2,957.87
182-410-6020		WAGES - PART TIME				
2/08/19	PR1027				PR DT: 2/03/19	376.92
2/22/19	PR1031				PR DT: 2/17/19	391.60
		ACCOUNT TOTAL				----- 768.52
182-410-6371		UTILITIES				
2/11/19	AP1450	MIDAMERICAN ENERGY	022019		28469 GAS/ELEC	182.81
		ACCOUNT TOTAL				----- 182.81
182-410-6373		TELEPHONE/COMMUNICATIONS				
2/11/19	AP1450	CENTURY LINK	022019		28441 LIB PHONE LINE/FD FAX LINE	50.45
2/11/19	AP1450	WELLS FARGO CC	022019		28481 LIB POSTAGE AND SUPPLIES	56.77
		ACCOUNT TOTAL				----- 107.22
182-410-6502		LIBRARY MATERIALS				
2/11/19	AP1450	WEST BEND PUBLIC LIB	022019		28482 BOOK(S)	30.00
		ACCOUNT TOTAL				----- 30.00
182-410-6506		OFFICE SUPPLIES				
2/11/19	AP1450	OFFICE DEPOT	21927001		28472 OFFICE SUPPLIES	56.02
2/11/19	AP1450	CULLIGAN	LIB022019		28442 COOLER RENTAL	8.50
2/11/19	AP1450	DEMCO	6501467		28446 LIBRARY SUPPLIES	449.74
		ACCOUNT TOTAL				----- 514.26
					REPORT TOTAL	=====
						4,560.68

TREASURER'S REPORT
CALENDAR 2/2019, FISCAL 8/2019

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	23,377.75	.00	4,560.68	.00	18,817.07
Report Total	23,377.75	.00	4,560.68	.00	18,817.07

REVENUE REPORT
CALENDAR 2/2019, FISCAL 8/2019

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
182-410-4440	STATE GRANTS	600.00	.00	1,181.05	196.84	581.05-
182-410-4470	LIBRARY SERVICE	3,500.00	.00	.00	.00	3,500.00
182-410-4705	DONATIONS - LIBRARY TRUST	500.00	.00	428.04	85.61	71.96
182-910-4830	TRANSFERS IN	49,050.00	.00	49,050.00	100.00	.00
182-950-4300	INTEREST	.00	.00	.00	.00	.00
		=====	=====	=====	=====	=====
	DIFFERENCE	53,650.00	.00	50,659.09	94.43	2,990.91
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	.00	50,659.09	94.43	2,990.91
		=====	=====	=====	=====	=====

G/L REVENUE HISTORY REPORT
FROM 02/2019 TO 2/2019

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 8/2019 TO 8/2019)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
REPORT TOTAL			=====
			.00

TREASURER'S REPORT
CALENDAR 2/2019, FISCAL 8/2019

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

Van Meter Public Library Director's Report

March 2019

February Statistics

	2018	2019
Visitors	464	398
Programs	12	16
Programming attendance	91	53
Outreach attendance	114	21
Computer usage	88	46
Wireless usage	55	37
Reference questions	59	45
Fax/Scan	3	5
Copy/Print	7	18
Library checkouts	401	596
Renewals	80	91
Materials borrowed from other libraries	9	7
Materials loaned to other libraries	1	2
E-books & e-audiobooks usage	74	107

Past Programming

- On Thursday, February 21st at 7:00 p.m. we had a presentation called '*We the People: the American Constitution*'. Every participant received a copy of the Constitution.
- The visit from TheraPet Sophie on Saturday, February 23rd at 11:00 a.m. was a big success! Sophie and Sheryl are coming back on March 2nd.



- We had another STEAM Saturday (science, technology, engineering, art, and mathematics) on March 9th for hands-on fun with elementary age kids. We built houses from straw, sticks, and blocks – then we huffed and we puffed until we blew them down!
- Critter Cindy, a Dallas County Conservationist, visited March 13th at 3:30 p.m. to talk about swans



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: 3/4 /19

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: 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: *Suzanne Lunda* Date: 3/4 /19

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

Other Comments or Special Instructions:

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



CenturyLink™

Visit centurylink.com

VAN METER PUBLIC LIBRARY
Bill Date: Feb 19, 2019
Account Number: 515 996-2435 567

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
\$0.00	\$50.45	\$50.45	Mar 18, 2019

Account Summary

Previous Balance
Charges
Payment
Balance Forward
New Charges
CenturyLink
Total New Charges

Thank you for your payment

For questions, call:
1-800-777-9594

Page
2

100.90
100.90
\$.00

50.45
\$50.45

\$50.45

TOTAL AMOUNT DUE

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

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



CenturyLink™

62202560 C3 RP 13 20190213 NNNNNNNY 0000709 0003
VAN METER PUBLIC
PO BOX 160
VAN METER IA 50261-0160

Bill Date: Feb 19, 2019
Account No: 515 996-2435 567
Bill Due Date: Mar 18, 2019
New Charges: \$50.45

TOTAL AMOUNT DUE: \$50.45

Amount Enclosed \$ _____

CENTURYLINK
P O BOX 2956
PHOENIX, AZ 85062-2956



23551511962435202020567200000000000000050450



For questions, call 1-800-777-9594

VAN METER PUBLIC
LIBRARY
Bill Date: Feb 19, 2019
Account Number: 515 996-2435 567

Page 3

CENTURYLINK SERVICES

FOR YOUR INFORMATION

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.



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
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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			49.60

TOTAL COST: 49.60

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

Department Director Signature: _____ Date: 3/5/19

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

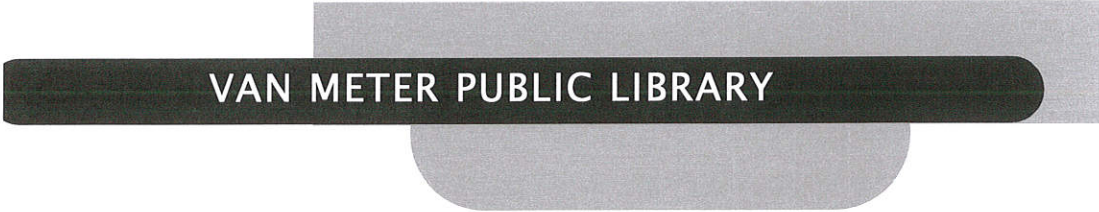
Other Comments or Special Instructions:

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: 182-410-6311	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			49.60

TOTAL COST: 49.60

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

Department Director Signature: <i>Suzanne Lindana</i>	Date: 3/5/19
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City Administrator Signature: (If Applicable)	Date:
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Other Comments or Special Instructions:

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

Culligan Water™

of Adel

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

IF PAYING BY CREDIT CARD, PLEASE FILL OUT BELOW		
<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
CARD NUMBER		V. CODE
SIGNATURE		EXP. DATE
DATE 02/28/2019	PAY THIS AMOUNT \$49.60	ACCOUNT NUMBER 752089
PAY BY DATE: MAR 22		AMOUNT PAID \$

ADDRESSEE:

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

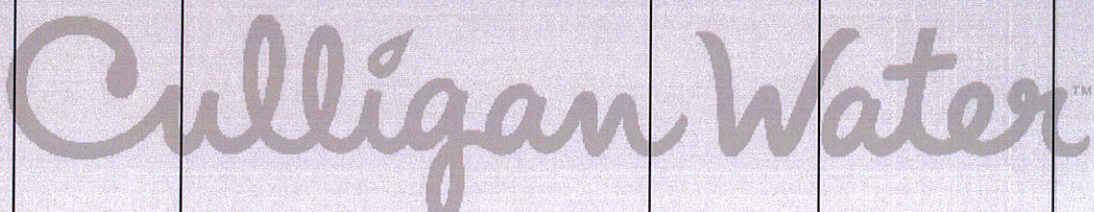
REMIT PAYMENT TO:

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:	\$8.50
02/20/2019	-1.00	PAYMENT	28442	-8.50	0.00
02/22/2019	6.00	5 GAL BOTTLE WATER DELIVER	13326	39.00	39.00
02/22/2019	1.00	DELIVERY CHARGE	13326	2.10	41.10
02/28/2019	1.00	COOLER RENTAL		8.50	49.60



Service 03/01-03/31

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			
OVER \$	PERIODIC RATE	ANNUAL RATE	PLEASE PAY NEW BALANCE BEFORE
5	1.50 %	18.00 %	MAR 22
TO	0.00 %	0.00 %	MIN CHARGE 5.00

Balance Due **\$49.60**

0-30	31-60	61-90	Over 90
49.60	0.00	0.00	0.00

Next Deliveries: 03/07/19 04/04/19 05/02/19 05/31/19

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

CLOSING DATE	ACCOUNT NUMBER	NAME
02/28/2019	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: 182-410-6373	PURCHASE ORDER #: VMPL
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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			15.50

TOTAL COST: 15.50

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

Department Director Signature: <i>Suzanne Linden</i>	Date: 3/8/19
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	03/03/19
Next Statement Date	04/03/19

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

Sub Account Summary

Purchases and Other Charges	+	\$15.50
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$15.50

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
02/04	02/05	24445001400TNH1YP	USPS PO 1891260761		
			VAN METER IA		2.61

VAN METER
409 GRANT ST
VAN METER
IA

50261-9722
1891260761
(800)275-8777 9:55 AM

Product Description	Sale Qty	Final Price
Library Mail	1	\$2.61

(Domestic)
(ORANGE CITY, IA 51041)
(Weight: 0 Lb 7.20 Oz)
(Estimated Delivery Date)
(Tuesday 02/26/2019)
(USPS Tracking #)
(9555 1112 6296 9053 0666 877)
Library Mail 1 \$2.61

(Monday 02/25/2019)
(USPS Tracking #)
(9555 1112 6296 9053 0666 94)

Total \$5.22
Credit Card Remitd \$5.22
(Card Name: VISA)
(Account #: XXXXXXXXXXXX3792)
(Approval #: 022177)
(Transaction #: 862)
(AID: A0000000031010 Chip)
(AL: Visa Credit)
(PIN: Not Required)

Text your tracking number to 28777
(2USPS) to get the latest status.
Standard Message and Data rates may
apply. You may also visit www.usps.com

VAN METER
409 GRANT ST
VAN METER
IA

50261-9722
1891260761
(800)275-8777 2:53 PM

Product Description	Sale Qty	Final Price
Library Mail	1	\$2.61

(Domestic)
(HTAWATHA, IA 52233)
(Weight: 0 Lb 7.10 Oz)
(Estimated Delivery Date)
(Thursday 02/07/2019)
(USPS Tracking #)
(9555 1112 6296 9035 0647 48)

(Monday 02/07/2019)
(USPS Tracking #)
(9555 1112 6296 9035 0647 48)

Total \$2.61
Credit Card Remitd \$2.61
(Card Name: VISA)
(Account #: XXXXXXXXXXXX3792)
(Approval #: 004163)
(Transaction #: 826)
(AID: A0000000031010 Chip)
(AL: Visa Credit)
(PIN: Not Required)

Text your tracking number to 28777
(2USPS) to get the latest status.
Standard Message and Data rates may
apply. You may also visit www.usps.com
USPS Tracking or call 1-800-222-1811.

VAN METER
409 GRANT ST
VAN METER
IA

50261-9722
1891260761
(800)275-8777 12:54 PM

Product Description	Sale Qty	Final Price
Library Mail	1	\$2.61

(Domestic)
(LEWIS, IA 51544)
(Weight: 0 Lb 6.70 Oz)
(Estimated Delivery Date)
(Friday 03/01/2019)
(USPS Tracking #)
(9555 1112 6296 9057 0669 28)

(Friday 03/01/2019)
(USPS Tracking #)
(9555 1112 6296 9057 0669 35)

Total \$7.67
Credit Card Remitd \$7.67
(Card Name: VISA)
(Account #: XXXXXXXXXXXX3792)
(Approval #: 026313)
(Transaction #: 871)
(AID: A0000000031010 Chip)
(AL: Visa Credit)
(PIN: Not Required)

Text your tracking number to 28777
(2USPS) to get the latest status.
Standard Message and Data rates may
apply. You may also visit www.usps.com



SUB ACCOUNT MEMO STATEMENT

Prepared For	CITY OF VAN METER SUZANNE LINDAMAN
Sub Account Number	4484 6100 0843 3792
Statement Closing Date	03/03/19
Next Statement Date	04/03/19

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

Sub Account Summary

Purchases and Other Charges	+	\$15.50
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$15.50

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
02/04	02/05	24445001400TNH1YP	USPS PO 1891260761		
			VAN METER IA		2.61