

**\*NOTICE OF PUBLIC MEETING\***

Governmental Body : Van Meter Public Library

Date : February 20, 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. Review of committees and adjustment
  - c. Budget discussion
    - i. Budget update from Kyle M.
6. Action Items
  - a. Vote on any committee changes
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, February 20, 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. Review of committees and adjustments

##### C. Budget discussion

- a. Budget update from Kyle M.

#### Agenda Item #6 – Action Items

- A. Vote on any committee changes

#### 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 – 1/29/18

The Van Meter Public Library Board met on Tuesday, January 29, 2018 at the Van Meter Public Library.

President Maguire called the meeting to order at 5:35 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 Devick, supported by Freeman. Passed unanimously.

After reviewing the Consent Agenda and discussion if the date of the meeting in the minutes should be changed since it was postponed due to weather, President Maguire asked for a motion to approve the Consent Agenda. Moved by Devick, supported by Freeman. Passed unanimously.

The committee reports began with volunteer and community outreach, by Rachel Devick. She reported about the information placed in the city newsletter. She also talked about joining the Raccoon River Days committee since Director Lindaman was unable to attend the last meeting. Maguire reported on the last council meeting. McCombs is waiting for information from the director on policies. Freeman reported there was no new information about the building project. Warwick said there was nothing to report from the Foundation since there has not been a meeting.

The next item discussed was the proposed budget for fiscal year 2019-2020. The board went through and discussed each line item, looking at the history of spending and proposing changes for the future. A motion was made by Freeman and seconded by McCombs to accept the changes made to the budget during the meeting. The motion was passed unanimously. Another budget item up for discussion was about keeping the Director on an hourly salary or changing the position to salaried. It was decided to keep the position hourly. The board also reviewed the possibility of a new IT service in conjunction with other city government entities. After a discussion of the cost and questions about comparable quotes from other companies, it was decided to table any vote on the issue.

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 Devick, supported by Freeman. Passed unanimously. Adjourned at 7:36 p.m.

Van Meter Public Library  
**CirculationSummary**

Transactions 1/1/2019 through 1/31/2019, VMPL

***Totals for This Period***

Checked out	502
Checked in	450
Renewed	76
Used in-library	19
Fines and charges	\$48.98
Payments collected	\$0.00
Ledger adjustments	\$0.00

***As of 2/19/2019, 2:45 pm***

Materials checked out	324
Materials overdue	55
Patrons overdue	29

# Van Meter Public Library Multi-Day Circulation Statistics

Transactions 1/1/2019 through 1/31/2019, VMPL

Date		Out	In	Renew	In-Lib Use	Fines & Charges	Payments	Adjustments
Tuesday	01-Jan-2019							
Wednesday	02-Jan-2019	25	28	1				
Thursday	03-Jan-2019	15	47	3	3			
Friday	04-Jan-2019	69	44	2				
Saturday	05-Jan-2019	5	3					
Sunday	06-Jan-2019							
Monday	07-Jan-2019	11	20	4	4			
Tuesday	08-Jan-2019	19	20	2				
Wednesday	09-Jan-2019	13	12					
Thursday	10-Jan-2019	44	7					
Friday	11-Jan-2019							
Saturday	12-Jan-2019	19	18					
Sunday	13-Jan-2019							
Monday	14-Jan-2019	11	20	2	4			
Tuesday	15-Jan-2019	25	30		3			
Wednesday	16-Jan-2019	16	11	2				
Thursday	17-Jan-2019	16	11	5	2			
Friday	18-Jan-2019	69	27	14				
Saturday	19-Jan-2019	12	2	1				
Sunday	20-Jan-2019							
Monday	21-Jan-2019	27	30	4	3			
Tuesday	22-Jan-2019	4	14					
Wednesday	23-Jan-2019	3	5	1				
Thursday	24-Jan-2019	16	24	17		48.98		
Friday	25-Jan-2019	40	24	2				
Saturday	26-Jan-2019	8	9	3				
Sunday	27-Jan-2019							
Monday	28-Jan-2019	2	7					
Tuesday	29-Jan-2019	20	14	1				
Wednesday	30-Jan-2019	3	11					
Thursday	31-Jan-2019	10	12	12				
<b>Totals</b>		<b>502</b>	<b>450</b>	<b>76</b>	<b>19</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BUDGET REPORT**  
**CALENDAR 1/2019, FISCAL 7/2019**

**PCT OF FISCAL YTD 58.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
182-410-6010	WAGES - FULL TIME	38,000.00	2,957.88	22,704.02	59.75	15,295.98
182-410-6020	WAGES - PART TIME	10,500.00	707.33	5,959.70	56.76	4,540.30
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	152.98	3,133.52	208.90	1,633.52-
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	126.54	616.63	41.11	883.37
182-410-6373	TELEPHONE/COMMUNICATIONS	600.00	61.05	678.86	113.14	78.86-
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	5,000.00	550.96	10,381.18	207.62	5,381.18-
182-410-6506	OFFICE SUPPLIES	2,500.00	23.10	487.29	19.49	2,012.71
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	4,579.84	47,328.93	73.78	16,821.07
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	64,150.00	4,579.84	47,328.93	73.78	16,821.07
		=====	=====	=====	=====	=====

**G/L EXPENSE HISTORY REPORT**  
**FROM 01/2019 TO 1/2019**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 7/2019 TO 7/2019)			AMOUNT	
DATE	JRNL	NAME/OTHER REFERENCE	PO NUMBER	INVOICE	CHECK NO REF/DESCRIPTION	
182-410-6010		WAGES - FULL TIME				
1/11/19	PR1015				PR DT: 1/06/19	1478.94
1/25/19	PR1023				PR DT: 1/20/19	1478.94
		ACCOUNT TOTAL				----- 2,957.88
182-410-6020		WAGES - PART TIME				
1/11/19	PR1015				PR DT: 1/06/19	298.60
1/25/19	PR1023				PR DT: 1/20/19	408.73
		ACCOUNT TOTAL				----- 707.33
182-410-6215		PROGRAMMING				
1/14/19	AP1415	SYNCB/AMAZON	012019		28421 LIBRARY/REC	152.98
		ACCOUNT TOTAL				----- 152.98
182-410-6371		UTILITIES				
1/14/19	AP1415	MIDAMERICAN ENERGY	012019		28410 GAS/ELEC	126.54
		ACCOUNT TOTAL				----- 126.54
182-410-6373		TELEPHONE/COMMUNICATIONS				
1/14/19	AP1415	CENTURY LINK	012019		28387 LIB PHONE LINE/FD FAX LINE	50.45
1/15/19	AP1419	WELLS FARGO CC	012019		28430 LIB POSTAGE	10.60
		ACCOUNT TOTAL				----- 61.05
182-410-6502		LIBRARY MATERIALS				
1/14/19	AP1415	SYNCB/AMAZON	012019		28421 LIBRARY/REC	523.96
1/14/19	AP1415	UNION PUBLIC LIBRARY	012019		28422 BOOKS	22.00
1/14/19	AP1415	SPILLVILLE PUBLIC LIBRARY	012019		28418 BOOKS	5.00
		ACCOUNT TOTAL				----- 550.96
182-410-6506		OFFICE SUPPLIES				
1/14/19	AP1415	CULLIGAN	LIB012019		28389 WATER/RENTAL LIBRARY	23.10
		ACCOUNT TOTAL				----- 23.10
					REPORT TOTAL	=====
						4,579.84

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

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
182 LIBRARY TRUST FUND	27,860.75	96.84	4,579.84	.00	23,377.75
Report Total	27,860.75	96.84	4,579.84	.00	23,377.75

**REVENUE REPORT**  
**CALENDAR 1/2019, FISCAL 7/2019**

**PCT OF FISCAL YTD 58.3%**

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	96.84	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	96.84	50,659.09	94.43	2,990.91
		=====	=====	=====	=====	=====
		=====	=====	=====	=====	=====
	PROOF	53,650.00	96.84	50,659.09	94.43	2,990.91
		=====	=====	=====	=====	=====

**G/L REVENUE HISTORY REPORT**  
**FROM 01/2019 TO 1/2019**

ACCOUNT NUMBER	ACCOUNT NAME	(FISCAL 7/2019 TO 7/2019)	AMOUNT
DATE	JOURNAL RECEIVED FROM/ALPHA ID	RECEIPT NO REF/DESCRIPTION	
182-410-4705	DONATIONS - LIBRARY TRUST		
1/02/19	RM5021 MOLLY MAGUIRE	27730 LIBRARY DONATIO DONATION	20.00
1/02/19	RM5021 JANA TEACHOUT	27731 LIBRARY DONATIO DONATION	50.00
1/02/19	RM5021 CASH	27732 LIBRARY DONATIO DONATION	12.00
1/02/19	RM5023 MOLLY MAGUIRE	27733 LIBRARY DONATIO CHECK WRITTEN WRONG	4.00
1/04/19	RM5030 CASH	27742 LIBRARY DONATIO LIB DONATION	10.84
	ACCOUNT TOTAL		----- 96.84
		REPORT TOTAL	===== 96.84

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

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

# Van Meter Public Library Director's Report

February 2019

## January Statistics

	2018	2019
Visitors	456	385
Programs	15	17
Programming attendance	108	36
Outreach attendance	216	193
Computer usage	86	47
Wireless usage	64	66
Reference questions	70	74
Fax/Scan	5	6
Copy/Print	11	19
Library checkouts	331	503
Renewals	52	79
Materials borrowed from other libraries	5	8
Materials loaned to other libraries	2	1
E-books & e-audiobooks usage	108	133

## Past Programming

- We hosted a STEAM Saturday (science, technology, engineering, art, and mathematics) on January 12<sup>th</sup> for hands-on fun with elementary age kids. We focused on flight and what makes a paper airplane fly the farthest.
- Critter Cindy, a Dallas County Conservationist, visited February 13<sup>th</sup> at 3:30 p.m. to talk about swans

## Future Programming

- On Thursday, February 21<sup>st</sup> at 7:00 p.m. we will have a presentation called '*We the People*': *the American Constitution*. The presentation will delve into the history of the Constitution and will give clearer meaning to what can be confusing and misunderstood about it. Whether you're a Constitutionalist or don't know your habeus corpus from a hole in the ground, this presentation is for you! The first twenty participants will receive a free copy of the constitution.
- Join us on Saturday, February 23<sup>rd</sup> at 11:00 a.m. for a visit from Sophie, a therapist from the ARL. The team will be on-site so kids can line-up to read to her. The kids can pick your favorite book from our collection or bring their own.

## Weekly Programming

- Tech Tuesdays
  - Drop by with your questions about technology or make an appointment for a more involved issue.
- Story Time on Tuesdays at 6:30 p.m.
  - There will be stories, puppets, rhymes and songs. We will end with a craft!
- Tween/Teen Crafting on Wednesdays at 3:30 p.m.
  - Join us for a fun craft, all supplies will be provided. We had great response to the dragon egg craft!
- 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.
- Toddler Time on Friday mornings at 10:30 a.m.
  - Just for babies and toddlers with play time, stories, puppets, and songs.



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: 2/4 /19

City Administrator Signature:  
(If Applicable)

Date:

Other Comments or Special Instructions:

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



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VAN METER PUBLIC LIBRARY

Bill Date: Jan 19, 2019  
Account Number: 515 996-2435 567

Balance Forward	New Charges	Total Amount Due	Due Date for New Charges
\$50.45	\$50.45	\$100.90	Feb 14, 2019

Account Summary

Previous Balance			
Charges			50.45
Balance Forward			\$50.45
New Charges			
CenturyLink			50.45
Total New Charges			\$50.45
<b>TOTAL AMOUNT DUE</b>			<b>\$100.90</b>

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

Page  
2

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

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



CenturyLink™



>001149 2598332 0001 008243 10Z  
VAN METER PUBLIC  
LIBRARY  
PO BOX 160  
VAN METER IA 50261-0160

Bill Date: Jan 19, 2019  
Account No: 515 996-2435 567  
Bill Due Date: Feb 14, 2019  
Balance Forward: \$50.45  
New Charges: \$50.45  
**TOTAL AMOUNT DUE: \$100.90**

Amount Enclosed \$ \_\_\_\_\_

CENTURYLINK  
P O BOX 2956  
PHOENIX, AZ 85062-2956



2355151196243520202020567200000504500000100909

01149 2598332 002226 004451 0001/0002



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

For questions, call 1-800-777-9594

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**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.

*CenturyLink Tax Identification Number: 84-0273800*

01149 2598332 002227 004453 0002/0002



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

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



## VAN METER PUBLIC LIBRARY

### PURCHASE ORDER

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

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

Item #:	Description	Qty.:	Unit Price:	Total:
	Water Service #752089			8.50

TOTAL COST: 8.50

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

Department Director Signature: \_\_\_\_\_ Date: 2/4/19

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If Applicable)

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 \_\_\_\_\_ EXP. DATE \_\_\_\_\_

DATE: 01/31/2019 PAY THIS AMOUNT: \$8.50 ACCOUNT NUMBER: 752089

PAY BY DATE: FEB 22 AMOUNT PAID \$ \_\_\_\_\_

**ADDRESSEE:**

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

**REMIT PAYMENT TO:**

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

**BALANCE FORWARD**

RETURN THIS TOP PORTION WITH YOUR PAYMENT

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

				PREVIOUS BALANCE:	\$23.10																
DATE	QUANTITY	DESCRIPTION	REF	AMOUNT	BALANCE																
01/17/2019	-1.00	PAYMENT	28289	-23.10	0.00																
01/31/2019	1.00	COOLER RENTAL		8.50	8.50																
																					
Service 02/01-02/28																					
<p>With our new capability to email delivery calendars, 2019 delivery calendars will not be mailed out. Please call our office to update your email address today! If you do not need a calendar you can find future deliveries on your statement and delivery receipts.</p>																					
<p>ACCOUNTS ARE SUBJECT TO A LATE PAYMENT FINANCE CHARGE</p> <table border="1"> <thead> <tr> <th colspan="3">FINANCE CHARGE SCHEDULE</th> <th>PLEASE PAY NEW BALANCE BEFORE</th> </tr> <tr> <th>OVER</th> <th>PERCENT RATE</th> <th>ANNUAL RATE</th> <th></th> </tr> </thead> <tbody> <tr> <td>\$ 5</td> <td>1.50 %</td> <td>18.00 %</td> <td>FEB 22</td> </tr> <tr> <td>TO 5</td> <td>0.00 %</td> <td>0.00 %</td> <td>MIN CHARGE 5.00</td> </tr> </tbody> </table>				FINANCE CHARGE SCHEDULE			PLEASE PAY NEW BALANCE BEFORE	OVER	PERCENT RATE	ANNUAL RATE		\$ 5	1.50 %	18.00 %	FEB 22	TO 5	0.00 %	0.00 %	MIN CHARGE 5.00	Balance Due	\$8.50
FINANCE CHARGE SCHEDULE			PLEASE PAY NEW BALANCE BEFORE																		
OVER	PERCENT RATE	ANNUAL RATE																			
\$ 5	1.50 %	18.00 %	FEB 22																		
TO 5	0.00 %	0.00 %	MIN CHARGE 5.00																		
<table border="1"> <thead> <tr> <th>0-30</th> <th>31-60</th> <th>61-90</th> <th>Over 90</th> </tr> </thead> <tbody> <tr> <td>8.50</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>				0-30	31-60	61-90	Over 90	8.50	0.00	0.00	0.00	<p>Next Deliveries: 02/07/19 03/07/19 04/04/19 05/02/19</p>									
0-30	31-60	61-90	Over 90																		
8.50	0.00	0.00	0.00																		
<p>CULLIGAN WATER ADEL 120 NILE KINNICK DR N ADEL, IA 50003 (515) 993-4203 (800) 747-4203 SERVICE ADDRESS:</p>																					
<p>VAN METER PUBLIC LIBRARY ATT DOROTHY KNIGHT 505 GRANT ST VAN METER IA 50261</p>																					
CLOSING DATE		ACCOUNT NUMBER		NAME																	
01/31/2019		752089		VAN METER PUBLIC LIBRARY																	



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

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



## VAN METER PUBLIC LIBRARY

### PURCHASE ORDER

Budget Line Item #'s: 182-410-6506	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

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

Item #:	Description	Qty.:	Unit Price:	Total:
	Library Supplies Invoice # 66501467			368.48
	Reference # 83250306			
	Library Supplies Invoice # 6501500			81.26
	Reference # 83250353			

TOTAL COST: 449.74

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

Department Director Signature:

Date: 2/4/19

City Administrator Signature:  
(If Applicable)

Date:

Other Comments or Special Instructions:

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

# Demco®

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

Invoice

Invoice Number: 6501467  
Invoice Date: 11/27/18  
Reference Number: 83250306  
Bid/Contract:

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First Request  
Shipping Customer: 811482835

Billing Customer: 740097066

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

SUZANNE LINDAMAN  
VAN METER PUBLIC LIBRARY  
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Suzanne Lindaman  
Purchase Order:



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

The following products are shipped:

12223000	1	CTN	Paperfold Book Jacket Cover 10" x 300' 1.5-Mil To prevent movement within box during shipping, core may be longer than Covers. Endcaps have also been added and box may be used as a dispenser. Product will still work with DEMCO's Book Jacket Dispenser as well.	51.67	51.67
12281530	1	ROL	Vistafoil Laminate 4-Mil Gloss Finish 12"W x 600"L	44.06	44.06
13718520	2	ROL	Clear Glossy Label Protectors 1-1/2" x 3-1/4" 1000/Roll	62.84	125.68
13774740	1	EA	2019 Librarian's Desk Calendar 17"H x 22"W	15.99	15.99
12281520	2	ROL	Vistafoil Laminate 4-Mil Gloss Finish 10"W x 600"L	37.39	74.78
13755400	1	PKG	Streamer Wand 14" 12/pkg	3.15	3.15
13755380	1	PKG	Mustache Lip Whistles 2-1/2" 48/pkg	4.17	4.17
12208150	1	EA	Cat In The Hat READ Poster	8.99	8.99

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

Invoice Number: 6501467  
Invoice Date: 11/27/18  
Reference Number: 83250306  
Purchase Order:  
Billing Customer: 740097066

Payment due on or before 12/27/18  
Total 368.48  
Customer Service Phone: 1-800-962-4463  
Questions on Billing: 1-800-752-7614  
email: [billing@demco.com](mailto:billing@demco.com)

Remit payment to: PO Box 8048, Madison, WI 53708-8048  
For additional questions go to [www.demco.com](http://www.demco.com)

Demco®  
imagine what's possible™



Invoice

Invoice Number: 6501467  
Invoice Date: 11/27/18  
Reference Number: 83250306  
Bid/Contract:

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

Page 2

Billing Customer: 740097066

First Request  
Shipping Customer: 811482835

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

SUZANNE LINDAMAN  
VAN METER PUBLIC LIBRARY  
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Suzanne Lindaman  
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Extended
13603570	1	EA	32"H x 24"W Coated Reading Is Our Thing Poster 23"H x 17"W	6.49	6.49
Subtotal					334.98
Shipping and Handling					33.50
Total					368.48





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

Invoice

Invoice Number: 6501500  
Invoice Date: 11/27/18  
Reference Number: 83250353  
Bid/Contract:

Page 1

Billing Customer: 740097066

First Request  
Shipping Customer: 811482835

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

SUZANNE LINDAMAN  
VAN METER PUBLIC LIBRARY  
505 GRANT ST

VAN METER IA 50261-7707

Ordered By: Suzanne Lindaman  
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Extended
The following products are shipped:					
12210090	3	EA	Eco-Pro CD Album 6 Disc 5-1/2" x 6-3/8" x 1"	7.94	23.82
12210360	3	EA	Eco-Pro CD Album 8 Disc 5-1/2" x 6-3/8" x 1"	8.29	24.87
12210080	3	EA	Eco-Pro CD Album 4 Disc 5-1/2" x 6-3/8" x 1"	7.54	22.62
16394550	1	PKG	Sample Bookmark Package Stuffer November/Dec.	.00	.00
Subtotal					71.31
Shipping and Handling					9.95
Total					81.26

Terms: Net 30 days, Freight Prepaid and Added

Federal I.D. number: 39-1311089

Invoice Number: 6501500  
Invoice Date: 11/27/18  
Reference Number: 83250353  
Purchase Order:  
Billing Customer: 740097066

Payment due on or before 12/27/18  
Total 81.26  
Customer Service Phone: 1-800-962-4463  
Questions on Billing: 1-800-752-7614  
email: billing@demco.com

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





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

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



## VAN METER PUBLIC LIBRARY

### PURCHASE ORDER

Budget Line Item #'s: 182-410-6506	PURCHASE ORDER #: VMPL
---------------------------------------	---------------------------

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

Item #:	Description	Qty.:	Unit Price:	Total:
	Invoice #259236413001			19.53
	Invoice #259236624001			36.49

TOTAL COST: 56.02

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

Department Director Signature: \_\_\_\_\_ Date: 2/4/19

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If Applicable)

Other Comments or Special Instructions:

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



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

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS, JUST CALL US

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

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
259236413001	19.53	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
15-JAN-19	Net 30	16-FEB-19

BILL TO:

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

001527-000735

SHIP TO:

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



ACCOUNT NUMBER 33566301	PURCHASE ORDER	SHIP TO ID LIBRARY	ORDER NUMBER 259236413001	ORDER DATE 14-JAN-19	SHIPPED DATE 15-JAN-19		
BILLING ID 199969	ACCOUNT MANAGER RELEASE	ORDERED BY SUZANNE LINDAMAN	DESKTOP	COST CENTER			
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
693850 4087A1	TISSUE,BATH,40/ROLL,WHITE 693850	CA	1	1	0	19.530	19.53

001527-000735

SUB-TOTAL	19.53
DELIVERY	0.00
SALES TAX	0.00
TOTAL	19.53

All amounts are based on USD currency

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

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
VAN METER:CITY CLERK	199969	259236413001	15-JAN-19	19.53	

FL0

001999697 2592364130017 00000001953 1 0

Please  
Send Your  
Check to:

OFFICE DEPOT  
PO Box 88040  
Chicago IL 60680-1040

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

Please DO NOT staple or fold. Thank You.



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

THANKS FOR YOUR ORDER

IF YOU HAVE ANY QUESTIONS  
OR PROBLEMS. JUST CALL US

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

FEDERAL ID:59-2663954

INVOICE NUMBER	AMOUNT DUE	PAGE NUMBER
259236624001	36.49	Page 1 of 1
INVOICE DATE	TERMS	PAYMENT DUE
15-JAN-19	Net 30	16-FEB-19

BILL TO:

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

001527-000735

SHIP TO:

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



ACCOUNT NUMBER	PURCHASE ORDER	SHIP TO ID	ORDER NUMBER	ORDER DATE	SHIPPED DATE		
33566301		LIBRARY	259236624001	14-JAN-19	15-JAN-19		
BILLING ID	ACCOUNT MANAGER	RELEASE	ORDERED BY	DESKTOP	COST CENTER		
199969			SUZANNE LINDAMAN				
CATALOG ITEM #/ MANUF CODE	DESCRIPTION/ CUSTOMER ITEM #	U/M	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	EXTENDED PRICE
814577 FATCO605	First Alert Co605 Carbon M 814577	EA	1	1	0	36.490	36.49

001527-000735

SUB-TOTAL	36.49
DELIVERY	0.00
SALES TAX	0.00
TOTAL	36.49

All amounts are based on USD currency

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

DETACH HERE

CUSTOMER NAME	BILLING ID	INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	AMOUNT ENCLOSED
VAN METER:CITY CLERK	199969	259236624001	15-JAN-19	36.49	

FL0

001999697 2592366240012 00000003649 1 9

Please  
Send Your  
Check to:

OFFICE DEPOT  
PO Box 88040  
Chicago IL 60680-1040

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

Please DO NOT staple or fold. Thank You.



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

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



## VAN METER PUBLIC LIBRARY

### PURCHASE ORDER

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

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

Item #:	Description	Qty.:	Unit Price:	Total:
	Credit card use			56.77

TOTAL COST: 56.77

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

Department Director Signature: \_\_\_\_\_ Date: 2/8/19

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If Applicable)

Other Comments or Special Instructions:

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



SUB ACCOUNT MEMO STATEMENT

Prepared For	CITY OF VAN METER SUZANNE LINDAMAN
Sub Account Number	4484 6100 0843 3792
Statement Closing Date	02/03/19
Next Statement Date	03/03/19

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	+	\$56.77
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$56.77

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
01/02	01/04 243254503S66FMAM7	DEMCO INC 800-9624463 WI		47.65
01/14	01/15 24445000F00SJH8NR	USPS PO 1891260761 VAN METER IA		3.01
01/18	01/20 24445000K00X1DXHW	USPS PO 1891260761 VAN METER IA		3.01
01/29	01/30 24445000Y00TPLM05	USPS PO 1891260761 VAN METER IA		3.10
02/03	02/03 000000000000COMPC	TOTAL PURCHASES	\$56.77	
		TOTAL	\$56.77	

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 wellfargo.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.

5596 0006 YTG 1 7 2 190203 0 PAGE 1 of 2 1 0 3268 1000 ELAA 01DR5596 29836

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	

000000000000000044846100084337926

Print address or phone charges:

Work ( )



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

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

29836  
MSP 161





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: West Bend Public Library	Address (Street, City, State, Zip) 316 South Broadway PO Box 46	Phone 515-887-6411	
	Requisitioner:	Ship Via:		
	Shipping Terms:			

Item #:	Description	Qty.:	Unit Price:	Total:
	Large Print Book			30.00

TOTAL COST: 30.00

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

Department Director Signature: \_\_\_\_\_ Date: 2/4/19

City Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (If Applicable)

Other Comments or Special Instructions:

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

# West Bend Public Library

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

September 13, 2018

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

“Leverage in Death” by JD Robb, includes postage: \$30.00

Please remit payment to the above address. Thank You.

Sincerely,

Lisa Riesenberg  
Director  
West Bend Public Library