



609 Cayuga Street
Storm Lake, IA 50588
712-732-8026

<https://www.stormlake.lib.ia.us>

Agenda, Monday, March 13, 2023, 4 pm

Storm Lake Public Library Board Meeting

Dial in to participate: 1-408-418-9388, Access Code: 24570177

1. Call to Order
2. Disclosure by Library Board Members
3. Approval of Agenda
4. Hear the Public
5. Scott Olesen – Renovation Report and question-answer session
6. Witter Gallery Report
7. Board President – Agreement Study
8. Approval of February Minutes
9. Director’s Reports: Calendar, Bar Charts, Ledger, Renovation, Grants, Friends, Director’s Vacation.
10. Approval of March Bills
11. Approval of Circulation Policy
12. Library Board Member Requested Item
13. Adjourn – Next Meeting, April 10, 2023, at 4pm

Meeting Protocol

To speak on an agenda item please approach the head of the table when that agenda item is called and upon recognition by the Library Board President, please identify self by stating your name and address.

1. If your issue is not a topic on the agenda, please approach the head of the table under the “Hear the Public” agenda item and upon recognition by the Board President identify yourself by stating your name and address.
2. Please keep your remarks to three (3) minutes or less.
3. If you require accommodation for this meeting including but not limited to translation services, hearing assistance or accessibility please contact the Library Director at least four (4) hours prior to the start of the meeting.



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Library Board Meeting, City of Storm Lake, February 13, 2023, 4:00 p.m.

Present: Board President Mary Kay Hudspeth, Jim Eliason, Sarah Freking, Sue Lyngaas, Barb Wells. Also present, Elizabeth Huff, Library Director.

Board President Hudspeth called the meeting to order at 4:00 p.m.

Disclosures by Board Members - None

Agenda – Moved by Board Member Lyngaas to approve February 13 Agenda. Seconded by Board Member Wells. Vote all ayes. Motion carried.

Public Hearing – None

Witter Gallery Report – none

Board President, Agreement Study – Board President Hudspeth received a phone call from Ryan Mohr, Witter Board Member with a request for a copy of the original contract. Board Member Hudspeth will consult the City Manager on this request.

Approval of Minutes – Moved by Board Member Eliason to approve January Minutes. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

Director's Report – On the Calendar, Board Member Lyngaas asked about Student ILL service with Joanna Freking-Smith. The Library Director said Mrs. Freking-Smith was in agreement on limiting requests that involved rare or expensive books for research. The next step for the School-Public Library will be Elementary Classroom Accounts instead of Elementary Student Library Accounts. Board Member Eliason asked about the Salud meeting with Di Daniels. Salud has been approached for a grant from the National Library of Medicine and Mrs. Daniels will continue the conversation next month with specific information on partnership. Board Member Lyngaas asked about negative figures on the ledger. The Library Director said it was the accountant's notation to mean there was funds still in the line item. Board Member Eliason said it was an unspent funds notation. The Board Members were informed of asbestos removal and wires in the mezzanine were disconnected. Board Member Eliason questioned why Boilers were not part of the CDBG grant so it was decided that Scott Olesen, City Hall will explain the heating system at the next board meeting. Several ADA questions will be reworked before the February 28th deadline to the State Library and Chris Chambers, City Hall will be consulted. The Library Director said the Trustees will have to have Continuing Education sessions before the end of each board meeting beginning Summer.

Approval of Bills – Moved by Board Member Freking to approve February Bills. Seconded by Board Member Wells. Vote all ayes. Motion carried.

Work Study: ILL of Archival Microfilm – The Library Board was not in favor of interlibrary loan of uncataloged materials that were expensive such as archival microfilms of local newspapers since they were available online and

microfilm interlibrary loans were handled by the State Historical Department. The Library Director will add this decision to the policy.

Library Board Member Requested Items – Scott Oleson, City Hall for discussion on the boiler/heating system.

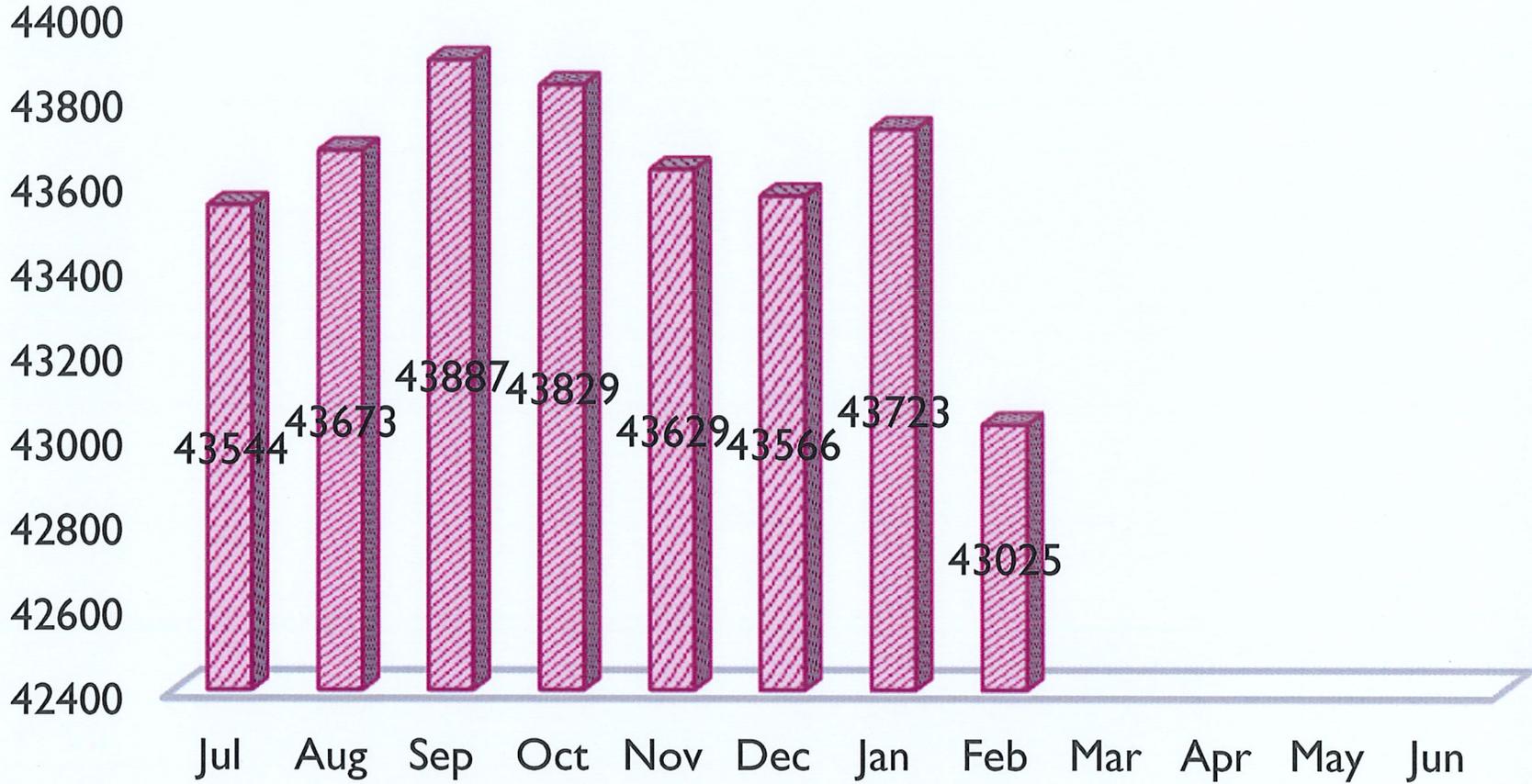
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Adjournment - Moved by Board Member Lyngaas to adjourn the meeting at 4:40 pm. Seconded by Board Member Eliason. Vote all ayes. Motion carried.

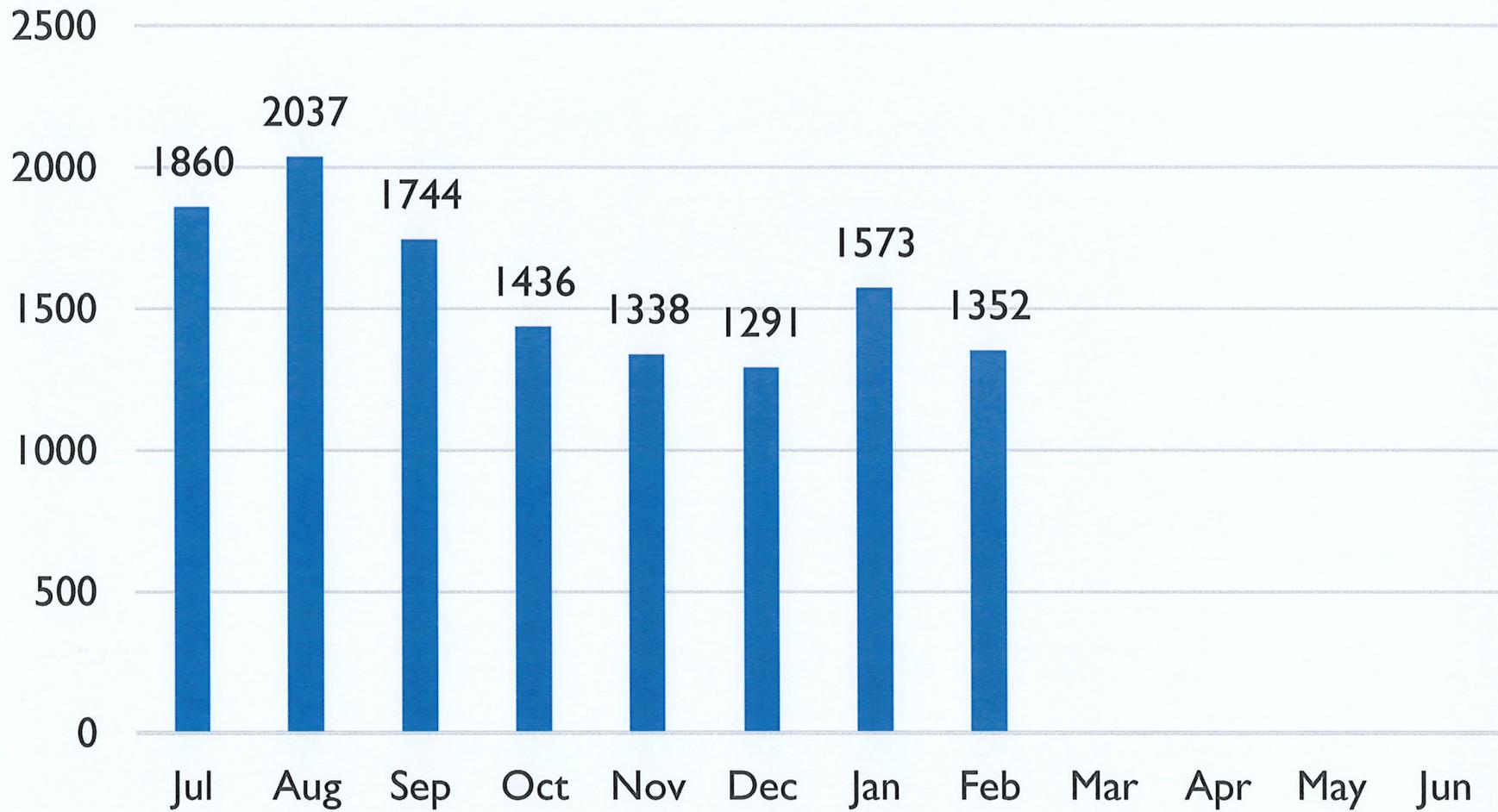
Elizabeth Huff, Library Director - Please note the above is an unapproved draft of minutes and will be approved by the Board of Trustees on March 13, 2023.

- February 14 – Bill Warrant submitted to Tyler Gibbins, City Accountant
- February 14 – Department Head Meeting
- February 15 – facilitated Knit One
- February 16 – Woodruff Construction in mezzanine, building temp lower 60's
- February 17 – Approved Time cards
- February 20 – Alley closed for crane
- February 20 – Department Head Meeting
- February 20 – City Council Meeting
- February 20-22 – Public Works, front desk plexi shields
- February 21 – Andy Temple, T-Mobile on digital equity and access
- February 22 – AARP Community Challenge application on digital equity & access
- February 22 – Closed at 5pm due to inclement weather.
- February 23 – ALA's Community Connect Grant application on digital equity & access
- February 24 – Coldest day, 55 degrees in the library
- February 27 – Sorted Youth Librarian items from 2014
- February 28 – Cataloged materials, 2nd Braille sign installed
- March 1 – Closed to public, moved bookshelf for ADA
- March 2 – Closed to the public, moved DVDs to temp location and FOL furniture facing temp heat source
- March 3 – Kids Fest Planning Meeting, visit to T-Mobile, Spencer for quote
- March 4 – Reference morning, approved time cards
- March 6 – Department Head Meeting
- March 6 – City Council Meeting
- March 6 – Board Prep week
- March 7 & 8 – AARP Community Challenge
- March 9 – Zoom Meeting with Kevin Larsen, Woodruff and all parties
- March 9 – Facilitated Mystery Book Club
- March 10 – Board Packet Distribution
- March 11 – Legislative Coffee

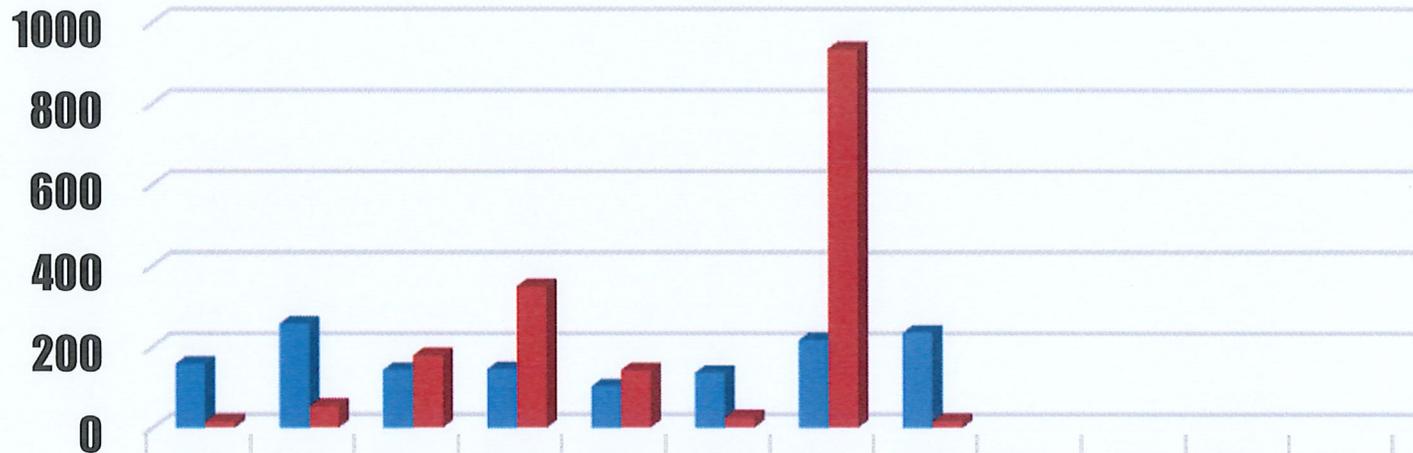
2022-23 HOLDINGS



2022-23 Circulation



2022-23 Collection Development



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Additions	158	257	143	145	102	136	216	235				
■ Withdrawals	15	53	178	349	142	25	934	16				

■ Additions ■ Withdrawals

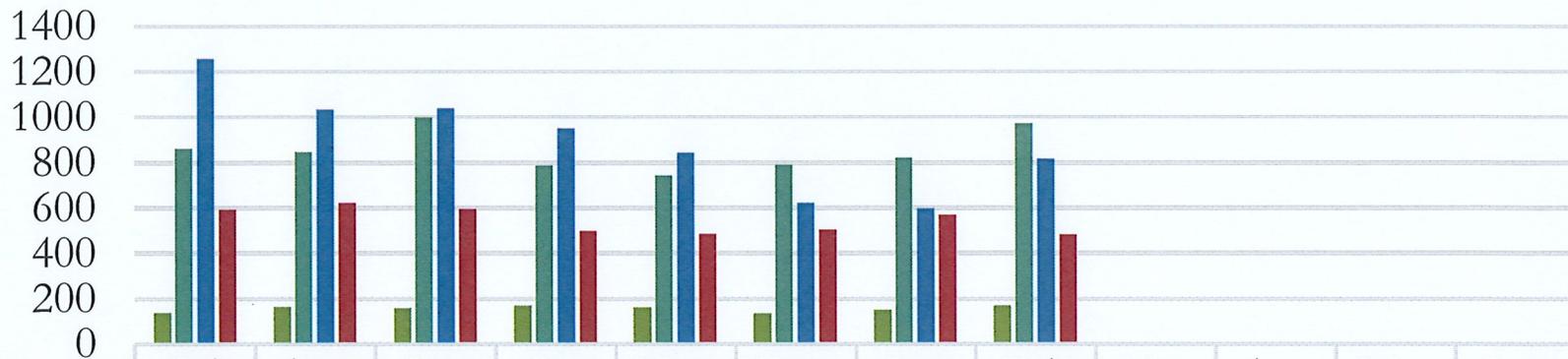
2022-23 Deposits



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Fines & Fees	556	572	545	660	720	530	752	734				
Donations	0	0	5	0	265	200	250	189				
Merchandise	6	1	9	3	5	3	2	9				
Dohrman Trust	33	20	0	0	0	86	0	0				

■ Fines & Fees
 ■ Donations
 ■ Merchandise
 ■ Dohrman Trust

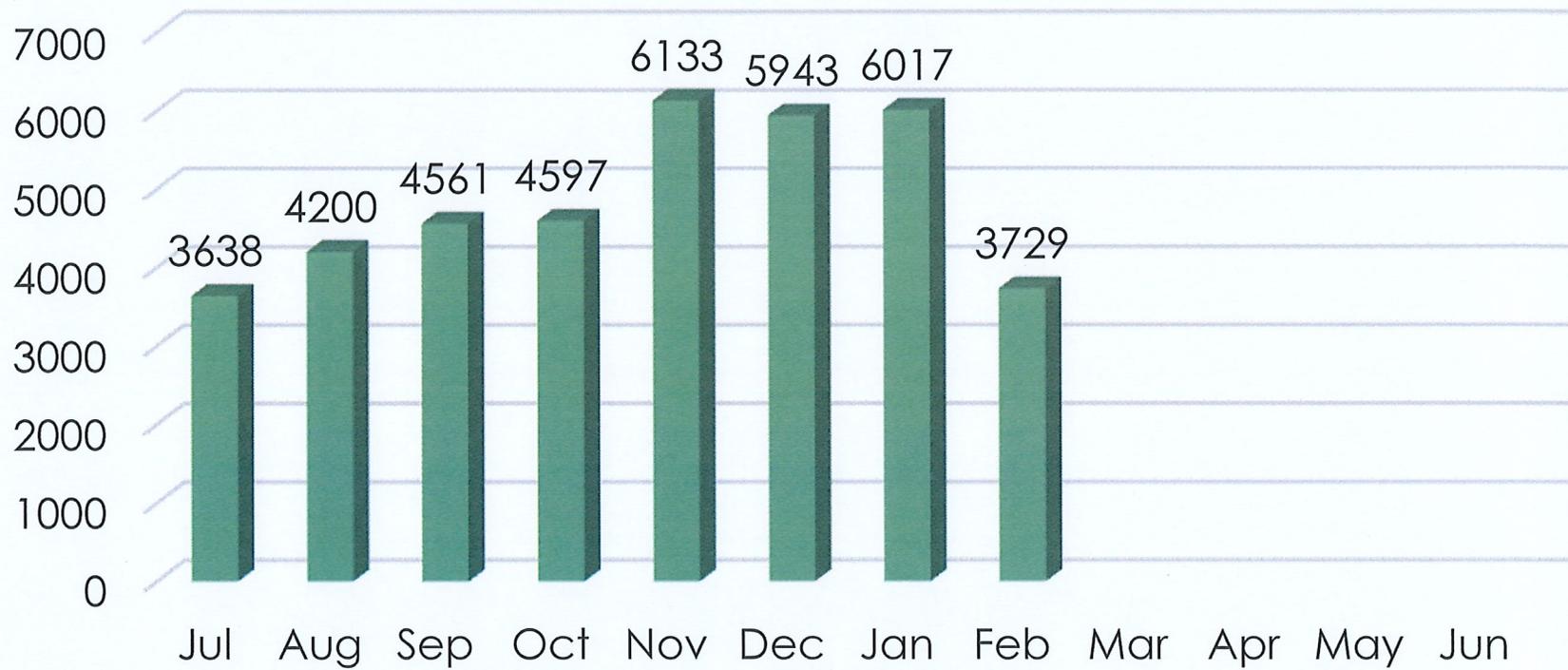
2022-23 Digital Use



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Public	137	165	158	169	162	134	151	170				
Bridges	861	846	998	787	743	789	820	973				
WhoFi	1258	1033	1039	950	844	623	597	815				
Matomo	593	623	594	499	486	503	569	481				

■ Public
 ■ Bridges
 ■ WhoFi
 ■ Matomo

2022-23 Attendance





Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund								
Revenue								
001-4010-04-4465	BV County Library Contract	0.00	-24,300.00	-12,150.00	0.00	-12,150.00	-12,150.00	-50.00 %
001-4010-04-4765	Library Fines	0.00	-7,177.00	-4,333.08	-903.07	-5,236.15	-1,940.85	-27.04 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/01/2023	CLPKT03596	4.01.02.2023		CLPKT03596			-192.13	
02/07/2023	CLPKT03612	04.06.02.2023		CLPKT03612			-126.89	
02/13/2023	CLPKT03631	03.10.02.2023		CLPKT03631			-58.60	
02/15/2023	CLPKT03639	04.14.02.2023		CLPKT03639			-212.30	
02/21/2023	CLPKT03654	04.17.02.2023		CLPKT03654			-133.35	
02/23/2023	CLPKT03660	04.22.02.2023		CLPKT03660			-140.05	
02/27/2023	CLPKT03671	04.24.02.2023		CLPKT03671			-39.75	
Revenue Totals:		0.00	-31,477.00	-16,483.08	-903.07	-17,386.15	-14,090.85	-44.77 %
Expense								
001-4010-04-6010	Salaries	0.00	156,989.00	96,401.38	14,388.23	110,789.61	46,199.39	29.43 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/08/2023	PYPKT01171	PYPKT01171 - 02082023 ...		PYPKT01171 - 02082023 Payroll - Period 1/...			7,267.64	
02/22/2023	PYPKT01176	PYPKT01176 - 02222023 ...		PYPKT01176 - 02222023 Payroll - Period 2/5...			7,120.59	
001-4010-04-6040	Overtime	0.00	1,161.00	1,200.96	150.86	1,351.82	-190.82	-16.44 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/08/2023	PYPKT01171	PYPKT01171 - 02082023 ...		PYPKT01171 - 02082023 Payroll - Period 1/...			81.93	
02/22/2023	PYPKT01176	PYPKT01176 - 02222023 ...		PYPKT01176 - 02222023 Payroll - Period 2/5...			68.93	
001-4010-04-6061	Longevity	0.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00 %
001-4010-04-6240	Meetings & Conferences	0.00	1,000.00	1,063.80	0.00	1,063.80	-63.80	-6.38 %
001-4010-04-6310	Repairs/Maintenance Bldg	0.00	9,000.00	1,211.36	2,093.26	3,304.62	5,695.38	63.28 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/20/2023	APPKT00748	213319	3798	Boiler Repairs	001013 - Control System Specialists, LLC		103.00	
02/20/2023	APPKT00748	213337	3798	Boiler Repairs	001013 - Control System Specialists, LLC		206.00	

Detail vs Budget Report

Date Range: 02/01/2023 - 02/28/2023

Account		Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4010-04-6310		Repairs/Maintenance Bldg - Continued	0.00	9,000.00	1,211.36	2,093.26	3,304.62	5,695.38	63.28 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/20/2023	APPKT00748	230117-02	3828	Time Clock Repairs	001264 - Stanton Electric, Inc		100.00		
02/20/2023	APPKT00748	57198	79558	4 Door Adjustments	001755 - Northwest Glass, Inc		635.00		
02/20/2023	APPKT00748	57253	79558	Exterior Door Push Button Repairs	001755 - Northwest Glass, Inc		1,049.26		
001-4010-04-6371		Electric Service	0.00	13,500.00	5,365.80	634.41	6,000.21	7,499.79	55.55 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/06/2023	APPKT00727	Dec/Jan 2023	3770	Electric Services	001074 - MidAmerican Energy Company		634.41		
001-4010-04-6372		Refuse & Recycling	0.00	459.00	267.75	38.25	306.00	153.00	33.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/06/2023	APPKT00727	January 2023	79499	Garbage Services	002126 - SGS, LLC		38.25		
001-4010-04-6373		Telecommunications	0.00	3,087.06	865.26	121.43	986.69	2,100.37	68.04 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/06/2023	APPKT00727	February 2023	79489	Fax Line & Emergency Line Service	001077 - Long Lines		121.43		
001-4010-04-6375		Gas Service	0.00	7,500.00	2,396.70	2,129.00	4,525.70	2,974.30	39.66 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/08/2023	APPKT00748	Dec/Jan 2023	79524	Gas Service	001173 - Alliant Energy		2,129.00		
001-4010-04-6492		Boards & Commissions	0.00	0.00	8.13	0.00	8.13	-8.13	0.00 %
001-4010-04-6499		Contractual Services	0.00	16,000.00	10,514.20	190.13	10,704.33	5,295.67	33.10 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/20/2023	APPKT00748	2/1/2023 Entrance Mat	79537	2/1/2023 Entrance Mat Services	001064 - Dennis R Julius		24.00		
02/20/2023	APPKT00748	FY2023 Membership- Huff	79526	FY2023 Membership- Huff	002283 - American Library Association		155.00		
02/20/2023	APPKT00748	January 2023 Homebound	79529	January 2023 Homebound Deliveries	001434 - Beth Ann Dawson McPherran		11.13		
001-4010-04-6502		Library Materials	0.00	37,500.00	22,714.26	2,431.29	25,145.55	12,354.45	32.95 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
02/20/2023	APPKT00748	2036986312	79527	Books	001957 - Baker & Taylor, Inc		9.68		
02/20/2023	APPKT00748	2037265363	79527	Books	001957 - Baker & Taylor, Inc		13.48		
02/20/2023	APPKT00748	2037269028	79527	Books	001957 - Baker & Taylor, Inc		639.55		
02/20/2023	APPKT00748	22-1358B	79556	Books	001524 - Multi-Cultural Books & Videos, Inc		244.52		
02/20/2023	APPKT00748	22-1358C	79556	Books	001524 - Multi-Cultural Books & Videos, Inc		295.33		
02/20/2023	APPKT00748	22-1359B	79556	Books	001524 - Multi-Cultural Books & Videos, Inc		333.72		
02/20/2023	APPKT00748	22-1359C	79556	Books	001524 - Multi-Cultural Books & Videos, Inc		34.43		
02/20/2023	APPKT00748	4377271	79528	Books	001274 - Barnes & Noble Booksellers, USA Inc		25.20		
02/20/2023	APPKT00748	4382247	79528	Books	001274 - Barnes & Noble Booksellers, USA Inc		44.97		

Detail vs Budget Report

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4010-04-6502	Library Materials - Continued	0.00	37,500.00	22,714.26	2,431.29	25,145.55	12,354.45	32.95 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/20/2023	APPKT00748	4385768	79528	Books	001274 - Barnes & Noble Booksellers, USA Inc		27.41	
02/20/2023	APPKT00748	502809996	3816	DVDs	001275 - Midwest Tape, LLC		120.69	
02/20/2023	APPKT00748	502836759	3816	DVDs	001275 - Midwest Tape, LLC		22.49	
02/20/2023	APPKT00748	503193653	3816	DVDs	001275 - Midwest Tape, LLC		37.48	
02/20/2023	APPKT00748	503228258	3816	DVDs	001275 - Midwest Tape, LLC		22.49	
02/20/2023	APPKT00748	503319132	3816	DVDs	001275 - Midwest Tape, LLC		60.72	
02/20/2023	APPKT00748	73557194	79545	Books	001268 - Ingram Library Services, Inc		39.05	
02/20/2023	APPKT00748	73557195	79545	Books	001268 - Ingram Library Services, Inc		20.38	
02/20/2023	APPKT00748	73557196	79545	Books	001268 - Ingram Library Services, Inc		19.08	
02/20/2023	APPKT00748	73943136	79545	Books	001268 - Ingram Library Services, Inc		42.83	
02/20/2023	APPKT00748	73943137	79545	Books	001268 - Ingram Library Services, Inc		20.89	
02/20/2023	APPKT00748	74201633	79545	Books	001268 - Ingram Library Services, Inc		78.06	
02/20/2023	APPKT00748	74201634	79545	Books	001268 - Ingram Library Services, Inc		18.23	
02/20/2023	APPKT00748	74201635	79545	Books	001268 - Ingram Library Services, Inc		11.79	
02/20/2023	APPKT00748	B6541004	3791	Books	001009 - Brodart Co.		28.35	
02/20/2023	APPKT00748	B6541807	3791	Books	001009 - Brodart Co.		135.03	
02/20/2023	APPKT00748	B6543794	3791	Books	001009 - Brodart Co.		85.44	
001-4010-04-6508	Postage/Shipping	0.00	1,000.00	168.47	22.96	191.43	808.57	80.86 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/20/2023	APPKT00748	January 2023 Postage	79534	January 2023 Postage	001272 - Custodian of Petty Cash		22.96	
001-4010-04-6599	Supplies	0.00	8,200.00	2,975.47	2,089.96	5,065.43	3,134.57	38.23 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/06/2023	APPKT00727	January 2023	79505	Batteries	001216 - Storm Lake Ace Hardware		21.97	
02/06/2023	APPKT00727	January 2023	79505	Heater	001216 - Storm Lake Ace Hardware		209.98	
02/20/2023	APPKT00748	0052488	79521	Supplies	002282 - Able Card, LLC		1,559.46	
02/20/2023	APPKT00748	1-146-23	3813	Stamper	002161 - Laurens House of Print Ltd		34.15	
02/20/2023	APPKT00748	235650	3795	Cleaning Supplies	001026 - Central Iowa Distributing, Inc		164.00	
02/20/2023	APPKT00748	245416-0	79550	Tape	001037 - Iowa Office Supply Inc		20.40	
02/20/2023	APPKT00748	936148	79522	Sign	001808 - Ace Sign Displays		80.00	
001-4010-04-6725	Technology Allocation	0.00	23,800.00	25,587.55	0.00	25,587.55	-1,787.55	-7.51 %
Expense Totals:		0.00	280,396.06	170,741.09	24,289.78	195,030.87	85,365.19	-30.44 %
001 - General Fund Totals:		0.00	248,919.06	154,258.01	23,386.71	177,644.72	71,274.34	-28.63 %

Detail vs Budget Report

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
172 - Library Misc Memorial Trust								
Asset								
172-0000-00-1199	Claim on Cash	0.00	0.00	134,888.62	-844.82	134,043.80	-134,043.80	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/01/2023	CLPKT03596	4.01.02.2023		CLPKT03596			1.00	
02/07/2023	CLPKT03612	04.06.02.2023		CLPKT03612			1.00	
02/13/2023	CLPKT03631	03.10.02.2023		CLPKT03631			1.00	
02/20/2023	APPKT00752	79528	79528	Barnes & Noble Booksellers, USA Inc SEC REI...	001274 - Barnes & Noble Booksellers, USA Inc		-107.20	
02/20/2023	APPKT00752	79528	79528	Barnes & Noble Booksellers, USA Inc SEC REI...	001274 - Barnes & Noble Booksellers, USA Inc		-31.18	
02/22/2023	APPKT00752	3791	3791	Brodart Co. SEC REI PMT	001009 - Brodart Co.		-58.93	
02/22/2023	APPKT00752	3824	3824	Rebnord Technologies, Inc SEC REI PMT	001091 - Rebnord Technologies, Inc		-365.00	
02/22/2023	APPKT00752	3824	3824	Rebnord Technologies, Inc SEC REI PMT	001091 - Rebnord Technologies, Inc		-250.00	
02/22/2023	APPKT00752	3831	3831	Visual Edge Inc SEC REI PMT	001063 - Visual Edge Inc		-35.51	
Asset Totals:		0.00	0.00	134,888.62	-844.82	134,043.80	-134,043.80	0.00 %
Revenue								
172-4901-04-4300	Interest On Investments	0.00	-25.00	-1,548.15	0.00	-1,548.15	1,523.15	6,092.60 %
172-4901-04-4440	Open Access	0.00	-80.00	-5,106.56	-3.00	-5,109.56	5,029.56	6,286.95 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/01/2023	CLPKT03596	4.01.02.2023		CLPKT03596			-1.00	
02/07/2023	CLPKT03612	04.06.02.2023		CLPKT03612			-1.00	
02/13/2023	CLPKT03631	03.10.02.2023		CLPKT03631			-1.00	
172-4902-04-4440	Enrich Iowa	0.00	-6,000.00	0.00	0.00	0.00	-6,000.00	-100.00 %
172-4903-04-4300	Interest On Investments	0.00	-15.00	-1,548.15	0.00	-1,548.15	1,533.15	10,221.00 %
172-4903-04-4705	Library Memorial Revenue	0.00	-2,300.00	-657.50	0.00	-657.50	-1,642.50	-71.41 %
172-4904-04-4300	Interest On Investments	0.00	-15.00	0.00	0.00	0.00	-15.00	-100.00 %
172-4906-04-4705	Library Memorial Revenue	0.00	-1,100.00	-388.75	0.00	-388.75	-711.25	-64.66 %
Revenue Totals:		0.00	-9,535.00	-9,249.11	-3.00	-9,252.11	-282.89	-2.97 %
Expense								
172-4901-04-6499	Contractual Services	0.00	1,600.00	0.00	0.00	0.00	1,600.00	100.00 %

Detail vs Budget Report

Date Range: 02/01/2023 - 02/28/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
172-4901-04-6599	Supplies	0.00	750.00	0.00	0.00	0.00	750.00	100.00 %
172-4902-04-6499	Contractual Services	0.00	2,600.00	0.00	0.00	0.00	2,600.00	100.00 %
172-4902-04-6599	Supplies	0.00	1,200.00	0.00	0.00	0.00	1,200.00	100.00 %
172-4903-04-6512	Library Memorial Trust Expense	0.00	2,000.00	753.87	847.82	1,601.69	398.31	19.92 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
02/20/2023	APPKT00748	1238157	3831	Copier Maintenance Agreement	001063 - Visual Edge Inc		35.51	
02/20/2023	APPKT00748	36138	3824	Enrich Iowa- Barcode Scanner	001091 - Rebnord Technologies, Inc		250.00	
02/20/2023	APPKT00748	36205	3824	Enrich Iowa- Subscription- Deep Freeze	001091 - Rebnord Technologies, Inc		365.00	
02/20/2023	APPKT00748	4385768	79528	Books	001274 - Barnes & Noble Booksellers, USA Inc		31.18	
02/20/2023	APPKT00748	6385021	79528	Books	001274 - Barnes & Noble Booksellers, USA Inc		107.20	
02/20/2023	APPKT00748	B6543794	3791	Books	001009 - Brodart Co.		58.93	
172-4906-04-6512	Library Dohrmann Memorial Trust Expense	0.00	180.00	0.00	0.00	0.00	180.00	100.00 %
Expense Totals:		0.00	8,330.00	753.87	847.82	1,601.69	6,728.31	-80.77 %
172 - Library Misc Memorial Trust Totals:		0.00	-1,205.00	126,393.38	0.00	126,393.38	-127,598.38	-10,589.08 %
500 - Erma Myers Trust Fund								
Asset								
500-0000-00-1199	Claim on Cash	0.00	0.00	2,911.85	0.00	2,911.85	-2,911.85	0.00 %
Asset Totals:		0.00	0.00	2,911.85	0.00	2,911.85	-2,911.85	0.00 %
Revenue								
500-4905-04-4300	Interest On Investments	0.00	-40.00	-1.19	0.00	-1.19	-38.81	-97.03 %
Revenue Totals:		0.00	-40.00	-1.19	0.00	-1.19	-38.81	-97.03 %
500 - Erma Myers Trust Fund Totals:		0.00	-40.00	2,910.66	0.00	2,910.66	-2,950.66	-7,376.65 %
Report Total:		0.00	247,674.06	283,562.05	23,386.71	306,948.76	-59,274.70	23.93 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	248,919.06	154,258.01	23,386.71	177,644.72	71,274.34	
172 - Library Misc Memorial Trust	0.00	-1,205.00	126,393.38	0.00	126,393.38	-127,598.38	
500 - Erma Myers Trust Fund	0.00	-40.00	2,910.66	0.00	2,910.66	-2,950.66	-7,376.65 %
Report Total:	0.00	247,674.06	283,562.05	23,386.71	306,948.76	-59,274.70	



March Bills Pending Approval

001-4010-04-6499-0000	Copier contract	\$89.95 Visual Edge
001-4010-04-6499-0000	Rug service	\$24.00 Julius Cleaners
001-4010-04-6499-0000	Homebound Mileage	\$9.38 Beth Dawson
001-4010-04-6502-0000	Books	\$148.89 Ingram
001-4010-04-6502-0000	Books	\$187.62 Brodart
001-4010-04-6502-0000	Books	\$76.46 Baker & Taylor
001-4010-04-6502-0000	DVD	\$35.68 Baker & Taylor Media
001-4010-04-6502-0000	DVD	\$169.43 Midwest Tapes
001-4010-04-6502-0000	\$8 Book Sale	\$40.00 Junior Library Guild
001-4010-04-6508-0000	Postage	\$22.63 Custodian of Petty Cash
001-4010-04-6599-0000	Photocopy paper & supplies	\$310.96 Office Elements
001-4010-04-6599-0000	Processing supplies	\$163.63 Demco
001-4010-04-6599-0000	Front Desk Plexi Shield supplies	\$405.67 Marcus Lumber
001-4010-04-6599-0000	Braille Exit sign	\$55.00 Commercial Sign
172-4903-04-6512-0000	Memorial books	\$29.68 Barnes & Noble
172-4903-04-6512-0000	Dohrman Copier	\$31.38 Visual Edge

\$1,800.36



89.95
APPROVED FOR PAYMENT

CONTRACT INVOICE

Invoice Number: 23AR1234699

Invoice Date: 02/06/2023

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-01-6499-0000

You can now pay your invoices online
 at <https://ct.visualedge.com/einfo>

2309A Chatburn Ave., PO Box 190 Harlan, IA 51537-1818
 P: 712-755-5101

Bill To: City of Storm Lake
 620 Erie St
 PO Box 1086
 Storm Lake, IA 50588
 USA

Customer: City of Storm Lake
 620 Erie St
 PO Box 1086
 STORM LAKE, IA 50588

PLEASE NOTE THE CHANGE IN PAYMENT REMITTANCE ADDRESS BELOW

Account No	Payment Terms	Payment Policy	Invoice Total	Balance Due	
CSL-109840-OE	Net 30	see below	\$89.95	\$89.95	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14219-CSL-01		\$89.95		07/27/2018	
Remarks					

Summary:

Contract base rate charge for the 01/10/2023 to 02/09/2023 billing period	\$85.00
Contract overage charge for the 01/10/2023 to 02/09/2023 overage period	\$0.00**
Operational Surcharge-Base	\$4.95
	\$89.95

**See overage details below

Detail:
Equipment included under this contract

Lanier/LANMPC6004

Number	Serial Number	Base Adj.	Location						
CSL-4774	C758M620826	\$0.00	Storm Lake Public Library 609 Cayuga St STORM LAKE, IA 50588						
Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	CON14219-CSL-01	279,587	281,703		2,116	5,000	0	\$0.007800	\$0.00
Color	CON14219-CSL-01	106,082	106,527		445	800	0	\$0.062700	\$0.00

new

Remit To:
 Visual Edge IT, Inc.
 PO Box 706326
 Cincinnati, OH 45270-6326

CREDIT POLICY

- Credit card payment accepted by calling 800-888-6186
- Credit cards subject to 3% fee.
- There is a 1.75% monthly fee on all past due balances [21% annually]
- There is a \$35.00 Returned Check Fee.
- Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200 and 50% if the balance is under \$200.

Invoice SubTotal	\$89.95
Tax:	\$0.00
Invoice Total	\$89.95
Balance Due:	\$89.95

Inv#: 23AR1234699

NOTE : Any overpayment/credit on account will be applied to the next invoice billed.

For immediate payment processing please use the link below:
<https://paynow.biz/87bcb>

Home Bound Delivery Mileage Invoice

Beth Dawson
 909 Pleasantview Dr.
 Storm Lake, IA. 50588

9.38

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-04-6499-0000

Date	Description	Total
Feb 2023		
Feb 7	LPV, OP	3.0
Feb 14	OP, HB	6.0
Feb 21	LPV, OP	3.0
Feb 28	LPV, OP	3.0
	15m (0.625¢/m) = \$9.38	
Total		15.0



Invoice #308340

Julius Cleaners
825 Grand Avenue
Storm Lake, IA 50588
(712) 732-5717

STORM LAKE PUBLIC LIBRARY, .

(712)732-8026

Delivery Charge 2/28/2023

1 Delivery Charge 2.50
Entrance Mats 2/28/2023

2 3 X 10 14.00
2 3 X 5 7.50

Subtotal: 24.00

Tax: 0.00

Total: 24.00

Paid: 0.00

Finish: Hanger

Employee: Diane

Creation: 2/27/2023 2:16:53 PM

**Ready On: Tuesday
2/28/2023**

brown mats back door opens at
8:30 and front door opens at
10

Thank You For Your Business!



24.00

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-400-04-6499-0000



INVOICE

FED-ID INGRAM LIBRARY SERVICES
62-1746696 P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

Table with columns: INVOICE, MO., DAY, YEAR, BATCH. Values: 74333335, 02, 08, 2023, 387 LB

Table with columns: ORDER ENTRY, ACCOUNT, PAGE, TAX. Values: D6C38SEH, 2006421, 1, 6

DUNS 12-159-9042

SOLD TO 2006421 013M M
STORMLAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588-2239

SHIP TO 2006421-0000000
STORMLAKE PUBLIC LIBRARY
M&K CD 1.13
609 CAYUGA ST
STORM LAKE IA 50588-2239

TERMS: NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

Main invoice table with columns: QUANTITY, T/C, TITLE, UNIT PRICE, % DISC., UNIT PRICE (AFTER DISC.), EXTENSION. Includes handwritten notes and a red stamp.

21.98 APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acct No. 001-4010-24-6805-0000

** TOTAL ** 21.98



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

Form with fields: OE # (D6C38SEH), ACCOUNT # (2006421), INVOICE # (74333335), AMOUNT DUE (21.98)

INGRAM LIBRARY SERVICES
P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

INVOICE DATE 02/08/2023



INVOICE

FED-ID INGRAM LIBRARY SERVICES
62-1746696 P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

Table with columns: INVOICE, MO., DAY, YEAR, BATCH. Values: 74333334, 02, 08, 2023, 387

Table with columns: ORDER ENTRY, ACCOUNT, PAGE, TAX. Values: D6C38SEH, 2006421, 1, 6

DUNS 12-159-9042

SOLD TO 2006421 013M M
STORMLAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588-2239

SHIP TO 2006421-000000002
STORMLAKE PUBLIC LIBRARY
M&K CD 0.95
609 CAYUGA ST
STORM LAKE IA 50588-2239

TERMS: NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

Main invoice table with columns: QUANTITY, T/C AUTHOR, TITLE, UNIT PRICE, % DISC., UNIT PRICE (AFTER DISC.), EXTENSION. Includes items for 'DEATH OF A TRAITOR' and 'MYLAR JACKET-TAPED'.

20.63
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acct No. 001-4010-04-6822-0980

** TOTAL ** 20.63



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

OE # D6C38SEH

ACCOUNT # 2006421

INVOICE # 74333334

AMOUNT DUE 20.63

INGRAM LIBRARY SERVICES
P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

INVOICE DATE 02/08/2023



INVOICE

FED-ID INGRAM LIBRARY SERVICES
 62-1746696 P. O. BOX 502779
 ST. LOUIS, MO 63150-2779
 (800) 937-8200

INVOICE	MO.	DAY	YEAR	BATCH	LB
74588066	02	22	2023	322	

ORDER ENTRY	ACCOUNT	PAGE	TAX
D6U69FEH	2006421	1	6
	PP	6	
	SC	1	

DUNS 12-159-9042

SOLD TO 2006421 013M M
 STORMLAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588-2239

SHIP TO 2006421-0000000
 STORMLAKE PUBLIC LIBRARY
 M&K CD 1.24
 609 CAYUGA ST
 STORM LAKE IA 50588-2239

TERMS: NET 30 EOM
 WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY		T/C	TITLE	UNIT PRICE	% DISC.	UNIT PRICE (AFTER DISC.)	EXTENSION	
ORDERED	SHIPPED	AUTHOR						
1	1	ITEMS BELOW FROM P.O. AUTHOR ADULT SO	IBCOE 7C664 RAS9H ORD	29.00	42.5	16.68	16.68	
1	1	BOX C J STORM WATCH	9780593331309	0.99	NET	0.99	0.99	
	1	INGRAM 9999999 MYLAR JACKET-TAPED	9785552904068					
		RETAIL 29.99 AVG DISC 42.4%	SUBTOTAL	29.99			17.67	
		FT WAYN VIA UPS-GROUND PREPAID	SHIPPING/HANDLING				9.00	
		SHIP DATE 02/22 #610953271 #CTNS	1 WT 2 LBS					
		PRODUCT SUBTOTAL 16.68						
		PROCESSING SUBTOTAL 0.99						
							** TOTAL **	26.67

26.67
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 801-4010-04-6502-0200



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

OE # D6U69FEH

ACCOUNT # 2006421

INVOICE # 74588066

AMOUNT DUE 26.67

INGRAM LIBRARY SERVICES
 P. O. BOX 502779
 ST. LOUIS, MO 63150-2779
 (800) 937-8200

INVOICE DATE 02/22/2023



INVOICE

FED-ID INGRAM LIBRARY SERVICES 62-1746696 P. O. BOX 502779 ST. LOUIS, MO (800) 937-8200 63150-2779

Table with columns: INVOICE, MO., DAY, YEAR, BATCH. Values: 74704929, 03, 01, 2023, 301

Table with columns: ORDER ENTRY, ACCOUNT, PAGE, TAX. Values: D6420TEH, 2006421, 1, 6

DUNS 12-159-9042

SOLD TO 2006421 013M M STORMLAKE PUBLIC LIBRARY 609 CAYUGA ST STORM LAKE IA 50588-2239

SHIP TO 2006421-0000000 STORMLAKE PUBLIC LIBRARY M&K 609 CAYUGA ST STORM LAKE IA 50588-2239 CD 0.66

TERMS: NET 30 EOM WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

Main invoice table with columns: QUANTITY, T/C AUTHOR, TITLE, UNIT PRICE, % DISC., UNIT PRICE (AFTER DISC.), EXTENSION. Includes items like 'REMEMBER ME -LP' and 'LAMINATED PB COVERS'.

18.61 APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-24-6522-0880

** TOTAL **

18.61

Cut Along Broken Line



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE PLEASE RETURN THIS PORTION WITH PAYMENT

OE #

D6420TEH

ACCOUNT #

2006421

INVOICE #

74704929

AMOUNT DUE

18.61

INGRAM LIBRARY SERVICES P. O. BOX 502779 ST. LOUIS, MO (800) 937-8200

63150-2779

INVOICE DATE

03/01/2023



INVOICE

FED-ID INGRAM LIBRARY SERVICES
62-1746696 P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

INVOICE	MO.	DAY	YEAR	BATCH
74704927	03	01	2023	301

ORDER ENTRY	ACCOUNT	PAGE	TAX
D6420TEH	2006421	1	6

DUNS 12-159-9042

SOLD TO 2006421 013M M
STORMLAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588-2239

SHIP TO 2006421-0000000
STORMLAKE PUBLIC LIBRARY
M&K CD 1.00
609 CAYUGA ST
STORM LAKE IA 50588-2239

TERMS: NET 30 EOM
WE APPLY 1.5% SERVICE CHARGE TO PAST DUE INVOICES

QUANTITY		T/C	TITLE			UNIT PRICE	% DISC.	UNIT PRICE (AFTER DISC)	EXTENSION
ORDERED	SHIPPED	AUTHOR							
1		BELOW FROM	P.O. AUTHOR ADULT SO			IBCOE 9P52T	JO4LG ORD	DT: 03/01/22	
1		JANCE J	COLLATERAL DAMAGE	1066	R	9781982189150		28.99	16.67
3		INGRAM	9999999 MYLAR JACKET-TAPED	8899	C	9785552904068		0.99	0.99
	1		RETAIL 29.98 AVG DISC 42.5%			SUBTOTAL		29.98	17.66
			FT WAYN VIA UPS-GROUND PREPAID			SHIPPING/HANDLING			2.36
			SHIP DATE 03/01 #610953562 #CTNS			1 WT 1 LBS			
			PRODUCT SUBTOTAL					16.67	
			PROCESSING SUBTOTAL					0.99	
									** TOTAL **
									20.02

20.02
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-01-6572-0000



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

OE #

D6420TEH

ACCOUNT #

2006421

INVOICE #

74704927

AMOUNT DUE

20.02

INGRAM LIBRARY SERVICES
P. O. BOX 502779
ST. LOUIS, MO 63150-2779
(800) 937-8200

INVOICE DATE

03/01/2023

14154550

INVOICE: B6554758



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

DATE	PAGE
02/02/2023	1

Phone: (800) 233-8467

Fax: (800) 999-6799

Bill To Acct No. 145486

Ship To Acct No. 1454861

STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588

STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588

Packing Slip No. 106016362000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
132037793 9780593587843 Trade Paper	Steel, Danielle 12/20/2022 Random House La	The Whittiers : A Novel, Large Type	1 1	31OCT2022 2063813		\$31.00 40.0% \$18.60	\$18.60 L

PO Number: 31OCT2022

Subtotal Quantity: 1
Subtotal Units: 1

Item Subtotal: \$18.60

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	1	\$2.30	\$2.30
Cataloging and Processing	1	\$1.15	\$1.15

Total Quantity: 1
Total Units: 1

Item Total: \$18.60
C&P Charge: \$3.45

INVOICE TOTAL: \$22.05

22.05
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4210-02-6522-0200

14154550



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6554758

DATE
02/02/2023

Include this form with your payment to:

Brodart Co
L-3544
Columbus, OH 43260-0001
Fed. ID# 23-2248758

Terms: Net Due in 30 Days

Total Quantity: 1
Total Units: 1
INVOICE TOTAL: \$22.05

Amount Enclosed: _____



Brodart Co.
 500 Arch Street
 Williamsport, PA 17701-7809

DATE	PAGE
02/08/2023	1

Phone: (800) 233-8467 Fax: (800) 999-6799

Bill To Acct No. 145486

Ship To Acct No. 1454861

STORM LAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588

STORM LAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588

Packing Slip No. 106015902000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
130797774 9780063242258 Trade Paper	Bissinger, Buzz 09/13/2022 HarperLuxe	The Mosquito Bowl : A Game of Life and Death in World War II, Large Type	1 1	31OCT2022 2063822		\$34.50 40.0% \$20.70	\$20.70

PO Number: 31OCT2022

Subtotal Quantity: 1
 Subtotal Units: 1

Item Subtotal: \$20.70

Charge Description	Units	Unit Price	Ext Price
Cataloging and Processing	1	\$1.01	\$1.01

Total Quantity: 1
 Total Units: 1

Item Total: \$20.70
 C&P Charge: \$1.01

INVOICE TOTAL: \$21.71

21.71
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acct No. 001-4010-04-6502-0020

14165917



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6557071

DATE
02/08/2023

Include this form with your payment to:

Brodart Co
L-3544
Columbus, OH 43260-0001
Fed. ID# 23-2248758

Terms: Net Due in 30 Days

Total Quantity: 1
Total Units: 1
INVOICE TOTAL: \$21.71

Amount Enclosed: _____

14226340



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

INVOICE: B6570610

DATE	PAGE
03/06/2023	1

Phone: (800) 233-8467

Fax: (800) 999-6799

Bill To Acct No. 145486

Ship To Acct No. 1454861

STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588

STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588

Packing Slip No.

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
129993115 9780593336403 Trade Paper	Blake, Ashley Herri 02/22/2022 Berkley	Delilah Green Doesn't Care	1 1	30JAN2023 2089601		\$17.00 40.0% \$9.60	\$9.60 L
130746967 9781538754375 Hardcover	Skördeman, Gustaf 05/10/2022 Grand Central Publ	Geiger, Translation	1 1	30JAN2023 2089601		\$28.00 12.0% \$24.64	\$24.64

PO Number: 30JAN2023

Subtotal Quantity: 2
Subtotal Units: 2

Item Subtotal: \$34.24

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	1	\$2.30	\$2.30
Cataloging and Processing	2	\$1.15	\$2.30

Total Quantity: 2
Total Units: 2

Item Total: \$34.24
C&P Charge: \$4.60

INVOICE TOTAL: \$38.84

38.84
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-04-6502-0770

14226340



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6570610

DATE
03/06/2023

Include this form with your payment to:

Brodart Co
L-3544
Columbus, OH 43260-0001
Fed. ID# 23-2248758

Terms: Net Due in 30 Days

Total Quantity: 2
Total Units: 2
INVOICE TOTAL: \$38.84

Amount Enclosed: _____



Brodart Co.
 500 Arch Street
 Williamsport, PA 17701-7809

DATE	PAGE
02/15/2023	1

Phone: (800) 233-8467

Fax: (800) 999-6799

Bill To Acct No. 145486

Ship To Acct No. 1454861

STORM LAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588

STORM LAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588

Packing Slip No. 106029265000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
132679787 9781538741863 Trade Paper	Patterson, James 02/14/2023 Grand Central Publ	3 Days to Live : 3 Days to Live ; Women and Children First ; The Housekeepers, Large Type	1 1	30JAN2023 2089592		\$19.99 12.0% \$17.59	L \$17.59
131801317 9780063267435 Trade Paper	Morris, Wanda M. 10/25/2022 HarperLuxe	Anywhere You Run : A Novel, Large Type	1 1	30JAN2023 2089592		\$24.99 40.0% \$14.99	L \$14.99
132682354 9780063297081 Trade Paper	Grippando, James 01/03/2023 HarperLuxe	Code 6 : A Novel, Large Type	1 1	30JAN2023 2089592		\$29.99 40.0% \$17.99	L \$17.99
132869071 9780316530934 Trade Paper	Patterson, James 01/09/2023 Little, Brown and C	The House of Wolves, Large Type	1 1	30JAN2023 2089592		\$31.00 40.0% \$18.60	L \$18.60
132486423 9780593587850 Trade Paper	Steel, Danielle 01/10/2023 Random House La	Without a Trace : A Novel, Large Type	1 1	30JAN2023 2089592		\$31.00 40.0% \$18.60	L \$18.60

PO Number: 30JAN2023

Subtotal Quantity: 5
 Subtotal Units: 5

Item Subtotal: \$87.77

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	5	\$2.30	\$11.50
Cataloging and Processing	5	\$1.15	\$5.75

105.02

APPROVED FOR PAYMENT

Total Quantity: 5
 Total Units: 5

APPROVED FOR PAYMENT

Item Total: \$87.77
 C&P Charge: \$17.25

INVOICE TOTAL: \$105.02

Name _____

Name _____

Date _____ P.O. # _____

Date _____ P.O. # _____

Acct No. 001-4000-04

Acct No. _____

-6502-0000

Charge Codes: 'S' - Service Charge, 'C' - BrodartConvert, 'L' - BrodartGuard

14184184



Brodart Co.
500 Arch Street
Williamsport, PA 17701-7809

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6560452

DATE
02/15/2023

Include this form with your payment to:

Brodart Co
L-3544
Columbus, OH 43260-0001
Fed. ID# 23-2248758

Terms: Net Due in 30 Days

Total Quantity: 5
Total Units: 5
INVOICE TOTAL: \$105.02

Amount Enclosed: _____



2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

INVOICE #: 2037320413

REMIT TO:
 BAKER & TAYLOR • P.O. BOX 277930 • ATLANTA, GA 30384-7930

INVOICE DATE: 02/15/23
 ACCOUNT #: 207113 L031542 2 B00000
 ATS #: MOM9078247
 INVOICE #: 2037320413
 PAGE: 001



1903 2 MB 0.528 P:1903 / T:10 / S:

 STORM LAKE PUBLIC LIBRARY
 609 CAYUGA ST
 STORM LAKE IA 50588-2239

BILL TO: ACCOUNT #: 207113 L031542 2 B00000
 SAN #:
 NAME: STORM LAKE PUBLIC LIBRARY
 ADDRESS: 609 CAYUGA
 STORM LAKE IA 50588

SHIP TO: ACCOUNT #: 207113 L031542 2 000000
 SAN #: 3057275
 NAME: STORM LAKE PUBLIC LIBRARY
 ADDRESS: 609 CAYUGA
 STORM LAKE IA 50588

AMOUNT DUE	AMOUNT ENCLOSED
\$70.62	

▼ KEEP THIS COPY FOR YOUR RECORDS ▼

GST/TAX ID#: 00 00000000000000

SHIPPED FROM: MOMENCE
 PO#:

INVOICE #: 2037320413
 ACCOUNT #: 207113 L031542 2 B00000

QTY	TITLE BT ORDER # CUSTOMER PO #	AUTHOR FUND #	TYPE CUST REF #	ISBN ISBN-10	PUB.	PRICE	DISC. VAS	NET PRICE	EXTENDED PRICE
1	DRAW 50 DOGS THE STEP BY STEP WAY TO DRA 82521245 1172023	AMES, LEE J.	PAP 547605179	9780823085835 082308583X	RANDO	9.99	5.0%	9.49	9.49
1	DRAW 50 BABY ANIMALS THE STEP BY STEP WA 82521245 1172023	AMES, LEE J.	PAP 547605247	9780823085736 0823085732	RANDO	9.99	5.0%	9.49	9.49
1	DRAW 50 OUTER SPACE THE STEP BY STEP WAY 82521245 1172023	AMES, LEE J.	PAP 547605272	9780399580192 0399580190	RANDO	9.99	5.0%	9.49	9.49
1	DRAW 50 BOATS SHIPS TRUCKS AND TRAINS TH 82521245 1172023	AMES, LEE J.	PAP 547605594	9780823086023 082308602X	RANDO	9.99	5.0%	9.49	9.49
1	OLGA DIES DREAMING 82517089 50588	GONZALEZ, XOCHI	PAP 556774108	9781250786180 1250786185	STMRP	18.99	40.0%	11.39	11.39
1	1 WISH FATIMA AL FIHRI AND THE WORLDS OL 82521245 1172023	YUKSEL, M. O.	HRD 556787222	9780063032910 0063032910	HARJU	18.99	43.0%	10.82	10.82

SUB TOTAL
 USD CURRENCY

60.17

60.17
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-01-6502-0000



BAKER & TAYLOR

A Follett Company

2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

INVOICE #: 2037320413

INVOICE DATE: 02/15/23
ACCOUNT #: 207113 L031542 2 B00000
ATS #: MOM9078247
INVOICE #: 2037320413
PAGE: 002



AMOUNT DUE	AMOUNT ENCLOSED

▼ KEEP THIS COPY FOR YOUR RECORDS ▼

INVOICE #: 2037320413
ACCOUNT #: 207113 L031542 2 B00000

5 LAMINATE COVERS ON P AT 2.09 = 10.45

VAS 10.45

All claims must be made within 45 days of invoice date. Authorization required for all returns. Not responsible for goods sent uninsured.

REMIT TO:	TERMS:	TOTAL AMOUNT DUE	\$70.62
BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930	00 NET 30 DAYS AMOUNTS BILLED IN USD		



2810 Coliseum Centre Drive • Suite 300 • Charlotte, NC 28217 • USA

INVOICE #: 2037295593

REMIT TO:
 BAKER & TAYLOR • P.O. BOX 277930 • ATLANTA, GA 30384-7930

INVOICE DATE: 01/31/23
 ACCOUNT #: 207113 L031542 2 B00000
 ATS #: MOM9075905
 INVOICE #: 2037295593
 PAGE: 001

P: / T: / S:

BILL TO: ACCOUNT #: 207113 L031542 2 B00000
 SAN #:
 NAME: STORM LAKE PUBLIC LIBRARY
 ADDRESS: 609 CAYUGA
 STORM LAKE IA 50588



STORM LAKE PUBLIC LIBRARY
 609 CAYUGA
 STORM LAKE IA 50588

SHIP TO: ACCOUNT #: 207113 L031542 2 000000
 SAN #: 3057275
 NAME: STORM LAKE PUBLIC LIBRARY
 ADDRESS: 609 CAYUGA
 STORM LAKE IA 50588

AMOUNT DUE	AMOUNT ENCLOSED
\$16.29	

KEEP THIS COPY FOR YOUR RECORDS

GST/TAX ID#: 00 00000000000000 SHIPPED FROM: MOMENCE INVOICE #: 2037295593
 PO#: 01012023 ACCOUNT #: 207113 L031542 2 B00000

QTY	TITLE	BT ORDER #	CUSTOMER PO #	AUTHOR FUND #	TYPE CUST REF #	ISBN ISBN-10	PUB.	PRICE	DISC. VAS	NET PRICE	EXTENDED PRICE
1	HALSEY STREET	82430983	01012023	COSTER, NAIMA	PAP	9781503941168	AMZNB	14.95	5.0%	14.20	14.20
					548524767	1503941167					
1	SUB TOTAL										14.20
	USD CURRENCY										
1	LAMINATE COVERS ON P AT				2.09 =	2.09				VAS	2.09
	STORM LAKE PUBLIC LIBRARY 609 CAYUGA STORM LAKE IA 50588										

All claims must be made within 45 days of invoice date. Authorization required for all returns. Not responsible for goods sent uninsured.

REMIT TO:	TERMS:	TOTAL AMOUNT DUE	\$16.29
BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930	00 NET 30 DAYS AMOUNTS BILLED IN USD		

16.29
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acct No. 001-4010-04-6502-0020



Junior Library Guild

PO Box 6308
Carol Stream, IL 60197-6308
Customer Service: 800/ 743-4070
Accts Receivable: 866/ 272-2055
Fax: 800/827-3080

INVOICE# 643935
Customer# J012787

BILL TO:

Storm Lake Public Library
609 Cayuga St
Storm Lake IA 50588-2239
USA

SHIP TO:

Storm Lake Public Library
609 Cayuga St
Storm Lake IA 50588-2239
USA

INVOICE DATE	PURCHASE ORDER #	TERMS	SHIP VIA	SALESPERSON
02/15/2023	1172023	Net 30 Days	Best Way	No Salesperson

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENSION
9780316298025	Augusta Savage	1.00	8.00	8.00
9780593202340	All My Rage	1.00	8.00	8.00
9781580899482	Powwow Day	1.00	8.00	8.00
9781623542504	How to Build a Human	1.00	8.00	8.00
9781951836580	Wave	1.00	8.00	8.00
SubTotal				40.00

Shipdate = 01/23/2023 Freight = 4.390000 Service = Expedited Mail Innov Tracking = 92419999916431513016940544 Based On Deliveries 279264.

Discount	0.00
Sales Tax	0.00
Paid/Credited	0.00
Balance Due	40.00

Please include account number and invoice number on your remittance.
We accept EFT and credit card payments. Please contact us at 1-866-272-2055.
Please note, accounts that remain unpaid after 4 shipments of books are subject to ship-hold pending receipt of payment.

40.00
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-09-6502-0000



Purchase Order#

(Assigned by Finance Dept. upon approval.)

Purchase Order

City of Storm Lake
 P.O. Box 1086, 620 Erie Street
 Storm Lake, IA 50588
 Phone (712)732-8000
 Fax (712)732-4114
 www.stormlake.org

Vendor Information

Company Storm Lake Public Library

Attn: _____

Address 609 Cayuga Street

Address _____

City Storm Lake

State Iowa Zip/Postal Code 50588

E-mail _____

Phone Number _____

Fax Number _____

Requested Purchase Date: March 13, 2023

Account #'s:	Amounts:
#1: <u>001-4010-04-6508-0000</u>	<u>22.63</u>
#2: _____	_____
#3: _____	_____
#4: _____	_____

Description	Budget Amt.	Quantity	Unit Price	Amount
Beth Dawson, Custodian of Petty Cash, Postage		1	22.63	

Bids/Quotes Attached Shipping Costs Estimated Actual

Department _____ Head Signature _____ Date: _____

Total	
Shipping Charges	
Purchase Order Total	

Finance Department Only

<p>Timeline Approval</p> <p>Date Received: _____ Approved Purchase Date _____</p> <p>Date Returned: _____ <input type="checkbox"/> W9 Needed</p>	<p style="text-align: right;">Purchase Order</p> <p>Date Received: _____</p> <p>Date Returned: _____</p>
<p>Line Item Budget</p> <p>Line Item Budget _____</p> <p>Authorized PO's _____</p> <p>Line Item Authorized _____</p> <p>YTD Expenditures _____</p>	<p>Department Budget</p> <p>Overall Department Budget _____</p> <p>Authorized PO's _____</p> <p>Authorized YTD Budget _____</p> <p>YTD Expenditures _____</p>

Approved by _____ Date: _____

Administrative Approval

Authorized By _____ Approved **WITHIN** Adopted Budget _____

Date: _____ Not Approved _____ Approved **OUTSIDE** Adopted Budget _____

1/1-1/31/2023

Date	Amount	
2/1/2023		
2/2/2023		
2/3/2023		
2/4/2023		
2/5/2023		
2/6/2023		
2/7/2023		
2/8/2023		
2/9/2023		
2/10/2023		
2/11/2023		
2/12/2023		
2/13/2023		
2/14/2023	\$8.26	Ames & Epworth
2/15/2023		
2/16/2023		
2/17/2023		
2/18/2023		
2/19/2023		
2/20/2023		
2/21/2023	\$9.58	Ames & Waverly
2/22/2023		
2/23/2023		
2/24/2023		
2/25/2023		
2/26/2023		
2/27/2023		
2/28/2023	\$4.79	Sheldon-NWICC
Total	\$22.63	





P.O. Box 88623 | Milwaukee, WI 53288-8623

Invoice

Invoice Number: 7262858
Invoice Date: 2/16/23
Reference Number: 30450967
Bid/Contract: CTL004

Page 1 MXR

Billing Customer: 142351000

Shipping Customer: 810757707

STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST
STORM LAKE IA 50588-2239

ELIZABETH HUFF
STORM LAKE PUBLIC LIBRARY
609 CAYUGA ST

STORM LAKE IA 50588-2239

Ordered By: Huff, Elizabeth
Purchase Order:

Product	Qty	UOM	Description	Unit Price	Disc%	Extended
The following products are shipped:						
16335980	4	ROL	Scotch 924 Adhesive Transfer Tape Refill 1/2"W x 36yd Roll	13.64	18.00	44.74
13569050	2	CTN	Durafold II Book Jacket Cover 10" x 300' Roll 2 Mil	72.49	18.00	118.89
Subtotal						163.63
Total						163.63

163.63
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 091-24010-01-6599-0000

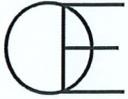
Terms: Net 30 days, Freight Prepaid and Added
Invoice Number: 7262858
Invoice Date: 2/16/23
Reference Number: 30450967
Purchase Order:
Billing Customer: 142351000

Federal I.D. number: 39-1311089
Payment due on or before 03/18/23
Total 163.63
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: Demco Inc, PO Box 88623,
Milwaukee, WI 53288-8623



INVOICE



OFFICE ELEMENTS

OFFICE ELEMENTS
 712-255-0181
 1102 HISTORIC 4TH STREET
 SIOUX CITY IA 51101

INVOICE NUMBER **246951-0**

INVOICE DATE **03/03/23**

ACCOUNT NUMBER **174724**

DEPT NUMBER

BILLTO ADDRESS		SHIPTO ADDRESS			
STORM LAKE PUBLIC LIBRARY 609 CAYUGA ST STORM LAKE IA 50588 712-732-8026		STORM LAKE PUBLIC LIBRARY 609 CAYUGA ST STORM LAKE IA 50588			
CUSTOMER PURCHASE ORDER	SALESPERSON	TERMS	ROUTE	PAYCODE	ORDER TAKER
AMY	RYAN PRITCHARD		1	CHARGE	CSKS

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
8163	AVE	LABEL, MAIL, IJ, 2X4, WHT	PK	1		1	17.66	17.66

17.66
APPROVED FOR PAYMENT
 Name _____
 Date _____ P.O. # _____
 Acc't No. 001-4010-04-6599-0000

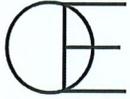
THANK YOU FOR YOUR ORDER.

Subtotal 17.66

Tax

ALL ACCOUNTS ARE DUE 15 DAYS FROM DATE OF INVOICE. 1 1/2% PER MONTH, 18% ANNUM WILL BE ADDED TO ALL PAST DUE INVOICES.

Total Due 17.66



OFFICE ELEMENTS

OFFICE ELEMENTS
712-255-0181
1102 HISTORIC 4TH STREET
SIOUX CITY IA 51101

INVOICE

INVOICE NUMBER **246402-0**

INVOICE DATE 02/16/23

ACCOUNT NUMBER 174724

DEPT NUMBER

BILLTO ADDRESS		SHIPTO ADDRESS			
STORM LAKE PUBLIC LIBRARY 609 CAYUGA ST STORM LAKE IA 50588 712-732-8026		STORM LAKE PUBLIC LIBRARY 609 CAYUGA ST STORM LAKE IA 50588			
CUSTOMER PURCHASE ORDER	SALESPERSON	TERMS	ROUTE	PAYCODE	ORDER TAKER
BETH	RYAN PRITCHARD		1	CHARGE	CSKS

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
21200	UNV	PAPER, XEROX/DUP, LTR, 20#, WHT	CT	5		5	57.75	288.75
30001	ITA	HIGHLIGHTER, DSK, CHSL, FL AST	ST	1		1	4.55	4.55

293.30
APPROVED FOR PAYMENT
 Name _____
 Date _____ P.O. # _____
 Acc't No. 001-14010-04-6599-0000

THANK YOU FOR YOUR ORDER.

Subtotal 293.30

Tax

ALL ACCOUNTS ARE DUE 15 DAYS FROM DATE OF INVOICE. 1 1/2% PER MONTH, 18% ANNUM WILL BE ADDED TO ALL PAST DUE INVOICES.

Total Due 293.30



MLC Storm Lake
 206 Sale Barn Road
 Storm Lake IA 50588
 712-732-4343
 Fax: 712-213-4300

CUSTOMER COPY



INVOICE

2302-230466 PAGE 1 OF 1

SOLD TO
CITY OF STORM LAKE 620 ERIE ST BOX 1086 STORM LAKE IA 50588-1086

JOB ADDRESS
CITY OF STORM LAKE 620 ERIE ST BOX 1086 STORM LAKE IA 50588-1086 712 732-8008

ACCOUNT	JOB
6207	0
SOLD ON	2/14/2023 9:18:47 AM
CUST PICKUP	
BRANCH	2000
CUSTOMER PO#	LIBRARY
STATION	SLE
CASHIER	CASHSL
SALESPERSON	
ORDER ENTRY	CASHSL

Quantity	UM	Item	Description	D	T	Price	Per	Amount
Order: 2302-230454								
17	EA	173092	1/4X3/4X8 PINE SCRNL MLD		Y	6.4900	EA	110.33
1	GA	771521	Z4183G INT S/G NEUTRL BS PAINT	50	Y	68.9900	GA	34.49
2	EA	772359	3PC MINI TRIM ROLLER KIT		Y	7.4900	EA	14.98
2	EA	790826	2PK 4" MINI WOVEN COVER		Y	5.4900	EA	10.98
1	BX	P650282	1 1/4" PASLODE 16GA STRAIGHT FINISH NAILS		Y	17.9900	BX	17.99
10	EA	1411P	1 X 4 X 11' POPLAR		Y	21.6900	EA	216.90

405.67
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 201-4010-04-1599
 -0000

Payment Method(s)

Charge to Acct 405.67

GOVERNMENT 0.00% EXE: 1	SubTotal Sales Tax Deposit	405.67 0.00
Please Pay This Amount		405.67

THANK YOU FOR YOUR BUSINESS!

Signature _____



31.83
APPROVED FOR PAYMENT

CONTRACT INVOICE

Invoice Number: 23AR1205508

Invoice Date: 01/11/2023

Name _____

Date _____ P.O. # _____

You can now pay your invoices online
 at <https://ct.visualedge.com/einfo>

Acct No. 172-4903-04-6512-0000

Bill To: City of Storm Lake
 620 Erie St
 PO Box 1086
 Storm Lake, IA 50588
 USA

Customer: City of Storm Lake
 620 Erie St
 PO Box 1086
 STORM LAKE, IA 50588

PLEASE NOTE THE CHANGE IN PAYMENT REMITTANCE ADDRESS BELOW

Account No	Payment Terms	Payment Policy	Invoice Total	Balance Due	
CSL-109840-OE	Net 30	see below	\$31.83	\$31.83	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14605-CSL-01		\$31.83		01/14/2019	
Remarks					

Summary:

Contract base rate charge for the 12/14/2022 to 01/13/2023 billing period	\$26.00
Contract overage charge for the 12/14/2022 to 01/13/2023 overage period	\$0.88**
Operational Surcharge-Base	\$4.95
	\$31.83

**See overage details below

Detail:
Equipment included under this contract

Lanier/LANMPC2004

Number	Serial Number	Base Adj.	Location
CSL-20162	C768RA10364	\$0.00	Storm Lake Public Library 609 Cayuga St STORM LAKE, IA 50588 Meters-Kolby Struchen

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	CON14605-CSL-01	5,951	6,030		79	0	79	\$0.011200	\$0.88
Color	CON14605-CSL-01	196	202		6	260	0	\$0.107500	\$0.00



Remit To:
 Visual Edge IT
 PO Box 706326
 Cincinnati, OH 45270-6326

CREDIT POLICY

- Credit card payment accepted by calling 800-888-6186
- Credit cards subject to 3% fee.
- There is a 1.75% monthly fee on all past due balances [21% annually]
- There is a \$35.00 Returned Check Fee.
- Delinquent accounts sent to an outside collection agency will be assessed 35% if the balance is over \$200 and 50% if the balance is under \$200.

Invoice SubTotal	\$31.83
Tax:	\$0.00
Invoice Total	\$31.83
Balance Due:	\$31.83

Inv#: 23AR1205508

NOTE : Any overpayment/credit on account will be applied to the next invoice billed.

For immediate payment processing please use the link below:
<https://paynow.biz/87bcb>

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

Return Service Requested

INVOICE

STORM LAKE PUBLIC LIBRARY
ATTN: TYLER GIBBINS
609 CAYUGA STREET
STORM LAKE IA 50588-2239

REMITTANCE SECTION

Account Number: 6548838
Invoice Number: 4385048
Invoice Date: 01/30/23
Due Date: 03/01/23
Terms: Net 30 Days
Amount Enclosed: \$



BARNES & NOBLE, INC.
PO BOX 951610
DALLAS, TX 75395-1610



Please detach and return above portion with your payment

BARNES & NOBLE

One Barnes & Noble Way, Monroe Twp, NJ 08831

INVOICE

CUSTOMER CONTACT ACCOUNT NUMBER: 6548838
SUSAN WILLIAMS Invoice Number: 4385048
(732)-656-7265 Invoice Date: 01/30/23
Due Date: 03/01/23
Store Receipt#: 04003872
Store Number: 2179
Purchaser: ELIZABETH HUFF
Customer PO:
Terms: Net 30 Days

LINE	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	DISCOUNT	NET AMOUNT
1	9780316056618	FREEWATER	1	14.49	0.00	14.49
2	9780593308431	HOT DOG	1	18.99	-3.80	15.19

\$29.68

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 172-4903-04-6512-0020

FREIGHT CHARGE: 0.00
GROSS AMOUNT: 33.48
INVOICE DISCOUNT: (3.80)
NET AMOUNT: 29.68
TAX AMOUNT: 0.00
DOWN PAYMENT: 0.00
NET AMOUNT DUE: 29.68

MIDWEST TAPE

LIBRARIANS  MEDIA SOURCE

P.O. BOX 820 • HOLLAND, OH 43528

PHONE:	1-800-875-2785
FAX:	1-800-444-6645
FEDERAL ID#:	37-1499686

INVOICE

Terms: 30 Days Net

Invoice No.: 503346990
 Invoice Date: 02/09/2023
 Customer: 2000006256
 Delivery: 889999996
 Customer PO:
 Ship Via: United Parcel Service (UPS)
 Page: 1 OF 1

Bill To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Ship To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Qty	UoM	Format Delivery	Description Stock #	OCCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	MISS SCARLET AND THE DUKE SEASON 3 Widescreen 3 2D *** Do Not Display Above Item Until: 02/28/2023 15367853	1356744921		34.99	26.24	26.24
1	EA	DVD	PELE: BIRTH OF A LEGEND Widescreen 1D 11676280	956323359		24.99	18.74	18.74
1	EA	DVD	UTAMA Widescreen 1D 15503079	1351522306		19.99	14.99	14.99
3	EA				Product Sub-total:			59.97
							59.97	
							Please pay this amount in USD:	59.97

59.97
 APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-7010-046502-0200

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
 Beneficiary Bank Routing Number: 021052053
 Beneficiary Account Name: Midwest Tape LLC
 Beneficiary Account #: 14628438
 Email: AR@midwesttapes.com

Remit check payments to:

Midwest Tape, LLC
 P.O. Box 715733
 Cincinnati, OH 45271-5733



PHONE: 1-800-875-2785
 FAX: 1-800-444-6645
 FEDERAL ID#: 37-1499686

INVOICE

Terms: 30 Days Net

Invoice No.: 503416623
 Invoice Date: 02/24/2023
 Customer: 2000006256
 Delivery: 89018589
 Customer PO:
 Ship Via: United Parcel Service (UPS)
 Page: 1 OF 1

Bill To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Ship To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Qty	UoM	Format	Description	Stock #	OCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	ALL CREATURES GREAT AND SMALL SEASON 3 Widescreen 3 2D *** Do Not Display Above Item Until: 03/14/2023	15569244	1360454074		49.99	37.49	37.49
1	EA	DVD	WOMEN TALKING Widescreen 1D *** Do Not Display Above Item Until: 03/07/2023	15625728	1357122113		29.99	22.49	22.49
Product Sub-total:									59.98
Please pay this amount in USD:									59.98

59.98

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acct No. 001-4010-04-6502-0000

Remit ACH/wire payments to:
 Beneficiary Bank: Key Bank
 Beneficiary Bank Routing Number: 021052053
 Beneficiary Account Name: Midwest Tape LLC
 Beneficiary Account #: 14628438
 Email: AR@midwesttapes.com

Remit check payments to:
 Midwest Tape, LLC
 P.O. Box 715733
 Cincinnati, OH 45271-5733

MIDWEST TAPE

LIBRARIANS MEDIA SOURCE

P.O. BOX 820 • HOLLAND, OH 43528

PHONE:	1-800-875-2785
FAX:	1-800-444-6645
FEDERAL ID#:	37-1499686

INVOICE

Terms: 30 Days Net

Invoice No.: 503387022
 Invoice Date: 02/17/2023
 Customer: 2000006256
 Delivery: 89009054
 Customer PO:
 Ship Via: United Parcel Service (UPS)
 Page: 1 OF 1

Bill To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Ship To:
 STORM LAKE PUBLIC LIBRARY
 ELIZABETH HUFF
 609 CAYUGA STREET
 STORM LAKE, IA 50588
 USA

Qty	UoM	Format Delivery	Description Stock #	OCCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	DEVOTION Widescreen 1D *** Do Not Display Above Item Until: 02/28/2023 15486572	1357122146		30.99	23.24	23.24
1	EA	DVD	PUSS IN BOOTS: THE LAST WISH Widescreen COLLECTOR'S EDITION 1D *** Do Not Display Above Item Until: 02/28/2023 15529905	1356279538		34.99	26.24	26.24
2	EA				Product Sub-total:			49.48
							Please pay this amount in USD:	49.48

49.48

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

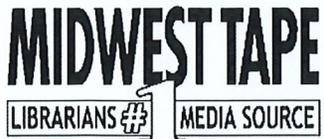
Acc't No. 001-4010-04-6522-0000

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
 Beneficiary Bank Routing Number: 021052053
 Beneficiary Account Name: Midwest Tape LLC
 Beneficiary Account #: 14628438
 Email: AR@midwesttapes.com

Remit check payments to:

Midwest Tape, LLC
 P.O. Box 715733
 Cincinnati, OH 45271-5733



P.O. BOX 820 • HOLLAND, OH 43528

PHONE: 1-800-875-2785
FAX: 1-800-444-6645
FEDERAL ID#: 37-1499686

INVOICE

Terms: 30 Days Net

Invoice No.: 503442819
Invoice Date: 03/02/2023
Customer: 2000006256
Delivery: 89026039
Customer PO:
Ship Via: United Parcel Service (UPS)
Page: 1 OF 1

Bill To:
STORM LAKE PUBLIC LIBRARY
ELIZABETH HUFF
609 CAYUGA STREET
STORM LAKE, IA 50588
USA

Ship To:
STORM LAKE PUBLIC LIBRARY
ELIZABETH HUFF
609 CAYUGA STREET
STORM LAKE, IA 50588
USA

Qty	UoM	Format Delivery	Description Stock #	OCCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	MAN CALLED OTTO, A Widescreen 1D *** Do Not Display Above Item Until: 03/14/2023 15625159	1367327460		30.99	23.24	23.24
1	EA	DVD	WHALE, THE Widescreen 1D *** Do Not Display Above Item Until: 03/14/2023 15529893	1368052675		19.99	14.99	14.99
2	EA				Product Sub-total:			38.23
							Please pay this amount in USD:	38.23

38.23
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-4010-04-6502-0000

Remit ACH/wire payments to:

Beneficiary Bank: Key Bank
Beneficiary Bank Routing Number: 021052053
Beneficiary Account Name: Midwest Tape LLC
Beneficiary Account #: 14628438
Email: AR@midwesttapes.com

Remit check payments to:

Midwest Tape, LLC
P.O. Box 715733
Cincinnati, OH 45271-5733

Baker & Taylor

PLEASE REMIT P.O. Box 277930
PAYMENT TO: Atlanta, GA 30384-7930

Replacement Copies

Baker & Taylor
501 S Gladiolus Street
Momence, IL 60954

INVOICE

UPS SHIPPER NO.
IL 622-320
PKG. ID# H64096420

STORM LAKE PUBLIC LIBRARY
ATTN: ELIZABETH HUFF
609 CAYUGA ST
STORM LAKE, IA 50588

STORM LAKE PUBLIC LIBRARY
ATTN: ELIZABETH HUFF
609 CAYUGA ST
STORM LAKE, IA 50588

PO#2223

712-732-8026

Net Order

BILL TO CUSTOMER NO.	SHIP TO CUSTOMER NO.	DATE SHIPPED	INVOICE NO.	INVOICE NO.	PAGE NO.
75029377	75029377	02/13/23	H64096420	75029377 3568	H64096420 1

ATS #: MOE0291955

TIME	DATE ENTERED	TERMS	CTN. COUNT	Incoterm	ORDER POINT MOM	SHIP POINT MOM
05:19 PM	02/03/23	NET 30 DAYS	1 Carton	FOB Ship Point	ORDER TYPE Net Order	
TOTAL WEIGHT	SHIP VIA	INSIDE SALES REP	OUTSIDE SALES REP			
0.63	UPS	P02 Metro, Dan	P02 Metro, Dan			

ITEM NUMBER	DESCRIPTION	QTY PACK	LINE NO.	ORD	SHIP	B/O	UNIT RETAIL	DISC %	UNIT PRICE	AMOUNT (USD)	CUSTOMER P.O. #
- The TRACKING NUMBER for your shipment is: 1Z6223200314395901 UPSR											
INVOICE CONFIRMED BY: VIDMASS											
DD CO	58218	WOMAN KING	1 001	1	1	0	30.99	30.0	30.99	21.69	2223
ISBN: 9786318874823 ISBN-10: 6318874828											
DD TW	23815900	BANSHEES OF INISHERIN	1 002	1	1	0	19.99	30.0	19.99	13.99	2223
ISBN: 9786318914727 ISBN-10: 6318914722											
										Shipping & Handling Charge	17.55
										Shipping & Handling Credit	-17.55
TOTAL ITEMS:										2	
TOTAL MERCHANDISE										35.68	
TOTAL										35.68	

35.68

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. 001-100-01-6502-0000

All claims must be made within 45 days of invoice date.
Return authorization required.
Not responsible for goods sent uninsured.

PLEASE NOTE: Past due invoices are subject to a finance charge based upon an annual rate of 18% per annum, or the highest rate permitted by law, computed at the periodic monthly rate of 1.5%. File all breakage claims with carrier. Notify us of any errors or omissions. IMPORTANT: NO CLAIMS WILL BE ALLOWED 5 DAYS AFTER RECEIPT OF GOODS. GOODS RETURNED WITHOUT AUTHORIZATION WILL NOT BE ACCEPTED FOR CREDIT OR EXCHANGE.

CIRCULATION POLICIES

Obtaining a Library Card

Anyone seven years of age or older may obtain a Library card valid for up to two years. All patrons under the age of eighteen ~~without a valid Iowa driver's license~~ need to have a parent or guardian or responsible party present to apply for a library card.

To apply for a Library card, applicants may request a registration form at the circulation desk. Applicants must provide proof of current permanent State of Iowa address, such as a driver's license, utility bill, check book with name/address imprint, etc. The Storm Lake Public Library requires all new accounts have an identification number on file, preferably from a valid Iowa driver's license. Other acceptable identification numbers include those issued from any state or government entity. Applicants under the age of eighteen who have a current driver's license may use their own license as the identification number on file.

The applicant must provide the Library with an alternate contact (email address, alternate phone number, etc.).

The Library card should be presented when borrowing materials.

The person to whom the card was issued is responsible for returning in good condition all materials checked out or rented with that card and for payment of all fines and fees incurred on that card. Parents or guardians or responsible parties are legally liable for library cards issued to patrons under eighteen years of age. Patrons are allowed to use cards issued in their names. If a patron's card is lost, stolen, or found, the Storm Lake Public Library staff should be notified immediately. Initial library cards are free; replacement cards cost \$1.00.

For security purposes, all new patron accounts must include a photo of the patron. Upon library card renewal, all patron accounts without photographs will be required to include photographs added to existing accounts.

New patrons will be placed on conditional status for a period of six months. Patrons on conditional status will be allowed to check out a total of six items at a time and one of those items may be a DVD. Loan periods will be the same for patrons with conditional status as for those with full borrowing privileges. All fines and fees will accrue according to library policy. Materials checked out or rented must be returned in good condition. After six months, conditional status patrons will be allowed full borrowing privileges if they have successfully returned books undamaged and in a timely manner.

Conditional patron status is not reserved only for new patrons. Any patron is subject to being placed on conditional status if the patron is habitually damaging or losing materials, returning materials late or in poor condition, or keeping materials longer than two months. Patrons will receive written notification if they are placed on conditional status after receiving full privileges. The length of time a patron will remain on conditional status will be determined by Library staff.

Student Library Cards

Students at the Storm Lake Middle School and Storm Lake High School may obtain a student library card.

The rules of the student library card are the same as for library cards with the following exceptions:

An applicant may request a card **at the Media Centers of** Storm Lake Middle School or the Storm Lake High School. In lieu of a parent, guardian or other responsible adult present, providing proof of current address, identification number, and alternate contact information, she/he must be registered as a student at the Storm Lake Middle School or Storm Lake High School. The School Librarian shall provide to the Library the name and grade of each student who has obtained a student library card.

Student library card holders can check out a maximum of six (6) printed materials at a time, and may not check out DVDs or audio books. **Students with research projects may request interlibrary loan materials through the Media Center and will not be charged a fee. Interlibrary loan materials that may NOT be requested are rare or archival books, dissertations, foreign language materials or materials difficult to financially replace. Students may return items belonging to the Storm Lake Public Library to the Media Center. The Media Center** will arrange to have the returned items transported to the Library, in a timely manner.

Overdue fines shall not be charged to student card holders but a card holder with an overdue item may not check out another item until the overdue item is returned, or until it is declared lost and the replacement cost is paid. Students are expected to return materials. If materials are not returned, students are expected to pay to replace the missing materials unless other arrangements are made with the Library. Information about missing materials and fines will not be forwarded to any outside agencies.

The Right to Privacy

This policy is consistent with the principles of patron's right to privacy and the Code of Iowa.

Confidentiality

Please refer to Library Confidentiality Policy.

Loan Periods

Most books, magazines, paperbacks, pamphlets, newspapers, and audio materials are circulated for a three-week period with one renewal allowed. Most DVDs, A-V Kits, and some reference books are circulated for four days and are not renewable. There are exceptions to both of these checkout periods. Patrons should see a Library staff member to be sure to know when items are due.

Restricted Usage

Persons with valid Library cards are restricted from borrowing any Library materials if they have overdue items or if their fines accumulate to \$1.00 or more. When fines are cleared and/or materials are returned in good condition, borrowing privileges are restored.

Habitual misuse of library services and materials may result in permanent restricted status or permanent restricted access to services. Indebted households will be restricted from checking out or renting new materials until fines and fees are cleared from records.

Renewals

Books, periodicals, audios, pamphlets, and newspapers may be renewed once. Popular items and DVDs may not be renewed.

Popular Items

Books that are in demand are loaned for a three-week period and cannot be renewed. To reserve an item, patrons may simply request to be added to the Reserve List. Patrons will receive notification by telephone, text, or email when the material is available. Materials are held for three days after notification.

Overdue Notices

Borrowers are responsible for returning materials by closing time on the due date. A date-due printout is given to borrowers each time items are checked out. As a courtesy reminder, the Library will mail overdue notices to the borrower when an item is overdue. If the item is not returned, a replacement cost will be assessed.

DVDs

Most DVDs check out for **five (5) days**, are limited to a total of **3 (three)** per borrower, may not be renewed, and must be returned by closing time on the date due. Overdue fines are charged at the rate of \$1.00 per day per item. If damaged, repair or replacement fees will be charged at a rate sufficient to cover the Library's costs.

Gaming Services

The Storm Lake Public Library has gaming equipment available for patron use during the Library's hours of operation. Eligible users are patrons with Library cards in good standing (fine free, no overdue materials). Other persons requesting to use gaming services will be honored at staff discretion. Gaming will be limited to 4 players at one time.

Games and controllers will be housed behind the circulation desk. Gamers will sign up to use gaming equipment at the circulation desk and may check out one controller per library card. This does not include accessories, such as nunchuks, gaming wheels, etc. When finished, gamers will return all items to Library staff at the circulation desk. Gamers will be limited to 30-minute sessions. Sessions may be extended if no one is waiting. All gaming must be concluded and items returned fifteen minutes prior to closing.

The Library staff strive for a positive experience for all patrons. Since gaming is taking place in a common area with the potential to affect many people, please be considerate of others while gaming. Ask Library staff to adjust volume or any other control which might affect other patrons. Behavior issues will be addressed according to the Library's Code of Conduct Policy.

If equipment is damaged through misuse, repair or replacement fees will be charged at a rate sufficient to cover the Library's costs.

Lost or Damaged Items

Each person is responsible for lost or damaged materials checked out on his or her card or materials which are returned in poor condition. Borrowers will be assessed a fee for the cost of repair, cleaning, fumigation, or replacement per item. Refunds are made for lost materials that are found and returned to the Library – in good condition.

Theft of Library Materials

Having a library card is a privilege. When you sign up for a library card, you are agreeing to comply with the library's Circulation Policies. Checking out library materials and not returning them is a crime. The Storm Lake Public Library will prosecute violators of the Circulation Policies to the extent allowed by law. If theft is charged to a patron then a Non-Returned Materials Fee, an Administrative Fee and the full replacement cost will be assessed.

The following sections of the Code of Iowa relate to this topic:

702.22 Library materials and equipment.

1. *"Library materials"* include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

- a. A public library.
- b. A library of an educational, historical, or eleemosynary institution, organization, or society.
- c. A museum.
- d. A repository of public records.

2. *"Library equipment"* includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

714.5 Library materials and equipment – unpurchased merchandise – evidence of intention.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in

all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

808.12 Detention and search in theft of library materials and shoplifting.

1. Persons concealing property as set forth in section 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.
2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.
3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.5.

Open Access

The Library participates in the statewide borrowing program Open Access. This is a multi-type library program that allows patrons to borrow materials in person at participating public, school, academic, and university libraries.

Interlibrary Loan

Persons with valid Library cards may request that the Storm Lake Public Library borrow items from another library. Patrons are limited to having three (3) interlibrary loan materials checked out at any one time. There is a \$1.75 charge per item for the service, and additional charges may be assessed by lending libraries. Due dates on interlibrary loan materials are determined by the lending library(ies).

Materials that are not cataloged and have been determined to be expensive or priceless (such as microfilms, paintings, historical items) are not loaned to libraries, organizations, or individuals.

The *Circulation Policies* were revised by the Storm Lake Public Library Board of Trustees on February 8, 2010, September 12, 2011, January 9, 2012, January 14, 2013, September 9, 2013, June 9, 2014, December 14, 2015, February 11, 2019, August 12, 2019, November 9, 2020, July 11, 2022, January 9, 2023, **March 13, 2023**.

