



609 Cayuga Street  
Storm Lake, IA 50588  
712-732-8026  
<https://www.stormlake.lib.ia.us>  
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**Agenda, Monday, January 9, 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. Witter Gallery Report – Julie Steinfeld
6. Board President – Agreement Study
7. Approval of December Minutes
8. Director’s Reports: Calendar, Bar Charts, Ledger, Renovation, Accreditation and ADA Checklist, Student Library Card & ILL Service, County Supervisors.
9. Approval of January Bills
10. Approval of Policies: Bylaws, Collection Development, Circulation, Library Personnel, and Internet Use.
11. Library Board Member Requested Item
12. Adjourn – Next Meeting, February 13, 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, December 12, 2022, 4:00 p.m.

Present: Board President Mary Kay Hudspeth, Jim Eliason, Sarah Freking, Sue Lyngaas, Barb Wells. Also present, Elizabeth Huff, Library Director; Tom Cullen, Times; Julie Steinfeld, Guild President; Ryan Mohr, Guild Member; Elizabeth Bozonie.

Board President Hudspeth called the meeting to order at 4:01 p.m.

**Disclosures by Board Members** - None

**Agenda** – Moved by Board Member Wells to approve December 12 Agenda. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

**Public Hearing** – None

**Witter Gallery Report** – Guild President Steinfeld reported the Wassail Party and activities were cancelled due to inclement weather. They had no recent Board Meeting therefore no discussion regarding the agreement.

**Board President, Agreement Study** – Board President Hudspeth said City Attorney, Phil Havens will not be attending the meetings since the Board cannot afford his fee during this process of the agreement. In consultation with City Management over several Trustee concerns, the objected word, *supplant*, will remain since it is used in all City agreements. No entity is trying to remove the Gallery from the library building and there will remain two boards after the agreement is signed. The Gallery must negotiate financial terms with the City and the Council, and it is not a task for the Library Board. The Gallery history will not be in the agreement since there is no documentation to support it. Board Member Eliason objected to Item #6; the Gallery should be able to correct any error or problem instead of the City terminating the agreement. Guild Member Mohr remarked the agreement should be at \$50,000 with a part-time library-gallery employee included. Board Member Wells countered that Item #6 is not something the Library Board can fix and that there was a hierarchy in the process of fixing contractual problems. Board Member Freking reminded the Board did not have a money tree and financial terms should be discussed among the City and Guild. Board Member Wells recommended that there be two silent Library Board Members attending the negotiations between the City and Guild. Guild President Steinfeld acknowledged a meeting with the City Manager and was frustrated by the agreement process. Board President Hudspeth ended the study and further consultation would be sought.

**Approval of Minutes** – Moved by Board Member Freking to approve November Minutes. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

**Director's Report** –The Library Director said the slight uptick on the bar charts indicated that parent-teacher conferences encouraged more children to get a library card and to read library books. It is during the conference period the Library Director talks to parents at the Front Desk that their children should see them reading so it enforces this valued skill. The Friends drawing of baskets will be on December 16 at 3pm. The Library Director spent about \$7,000 at FIL-Guadalajara with 1/3 towards popular youth books in Spanish translation. The school district's bilingual students will be able to access both English and Spanish copies to help with their literacy. The

month's donations were for youth books to be spent when the American Library Association awards are announced in January. Both Enrich Iowa checks were deposited for purchases for the Telehealth Room and for the library's postage reimbursement. Angela McCaulley, Architect, sent a photo of the chosen carpet and acoustical tile for the Telehealth Room. Board Member Eliason remarked there should be more film programs to justify the movie license fee. The Library Director said she would speak to the Programmer. Board Member Eliason observed the Golf Course had more capital projects than the library. Board President Hudspeth remarked she attended the Councils' Capital Interview of City Departments. She knew the Golf Course made more money than the library and the items requested by all the departments were replacements for aging equipment.

**Approval of Bills** – Moved by Board Member Eliason to approve December Bills. Seconded by Board Member Freking. Vote all ayes. Motion carried.

**Approval of 2023 Closed Business Days** – Moved by Board Member Eliason to approve 2023 Closed Business Days. Seconded by Board Member Wells. Vote all ayes. Motion carried.

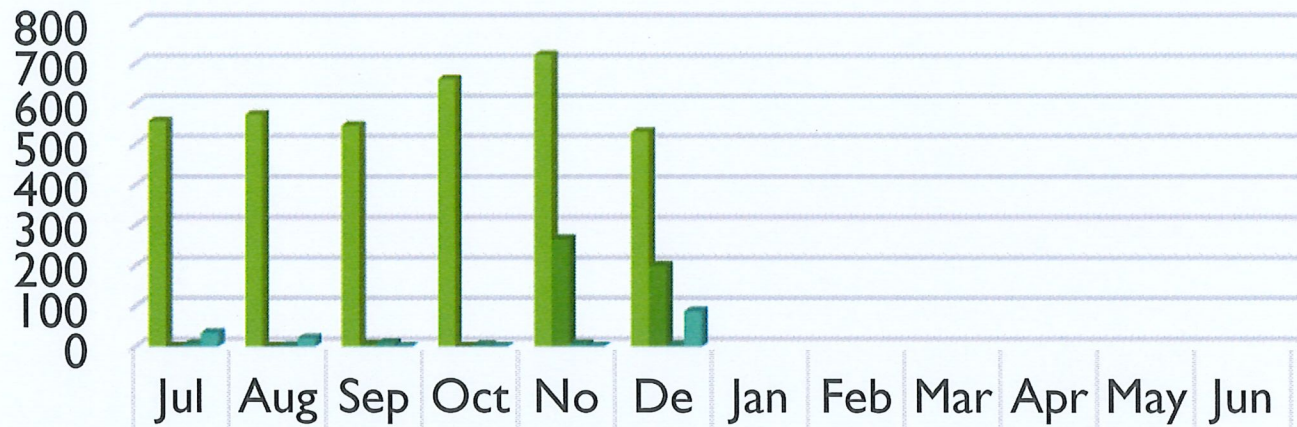
**Library Board Member Requested Items** – none.

**Closed Session** – Moved by Board President Hudspeth to Closed Session as per Iowa Code 21.5i, Annual Review of the Library Director at 4:43 pm. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried. Moved by Board President Hudspeth to end Closed Session as per Iowa Code 21.5i, Annual Review of the Library Director at 4:53 pm. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

**Adjournment** - Moved by Board Member Lyngaas to adjourn the meeting at 4:57 pm. Seconded by Board Member Wells. 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 January 9, 2023.

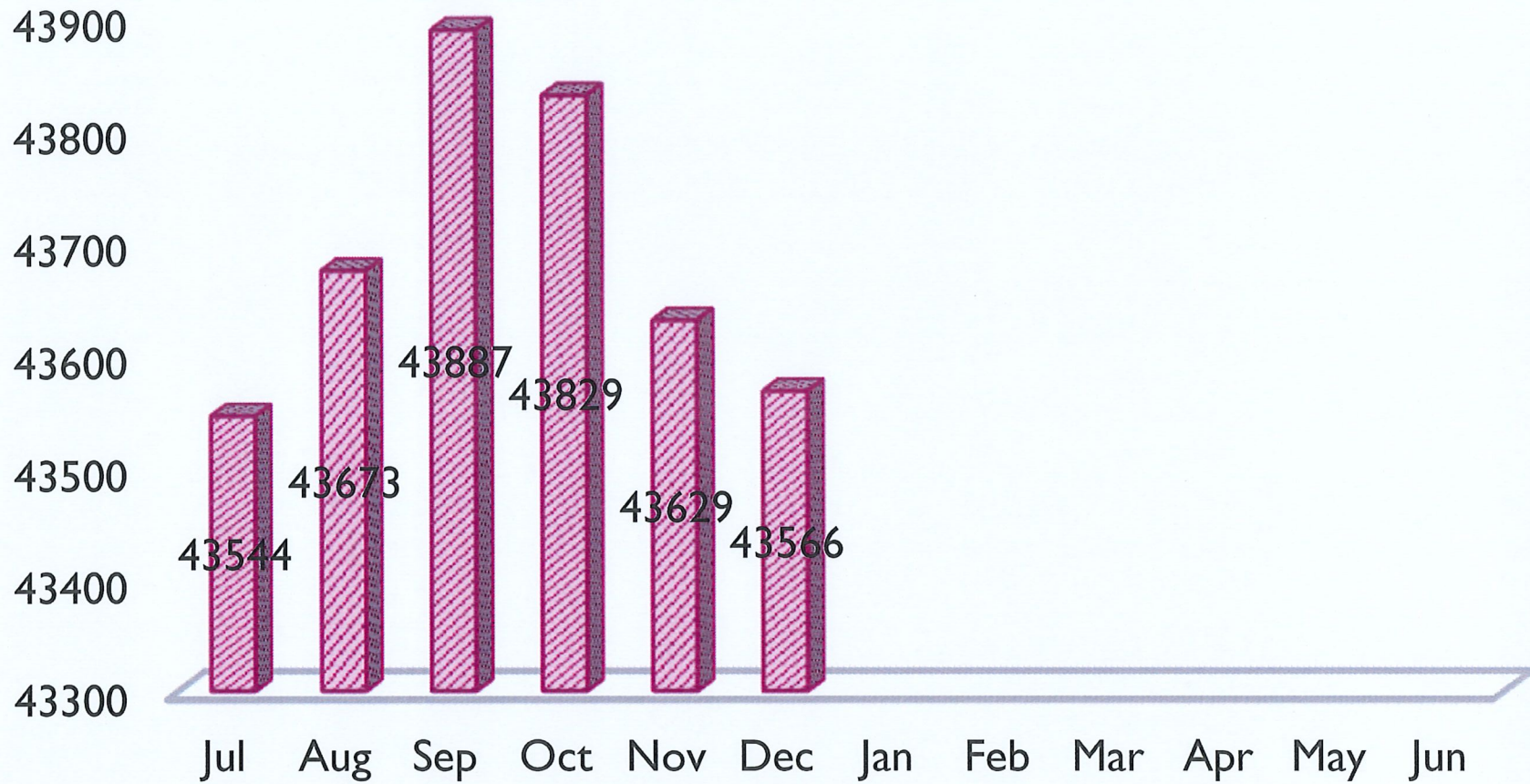
## 2022-23 Deposits



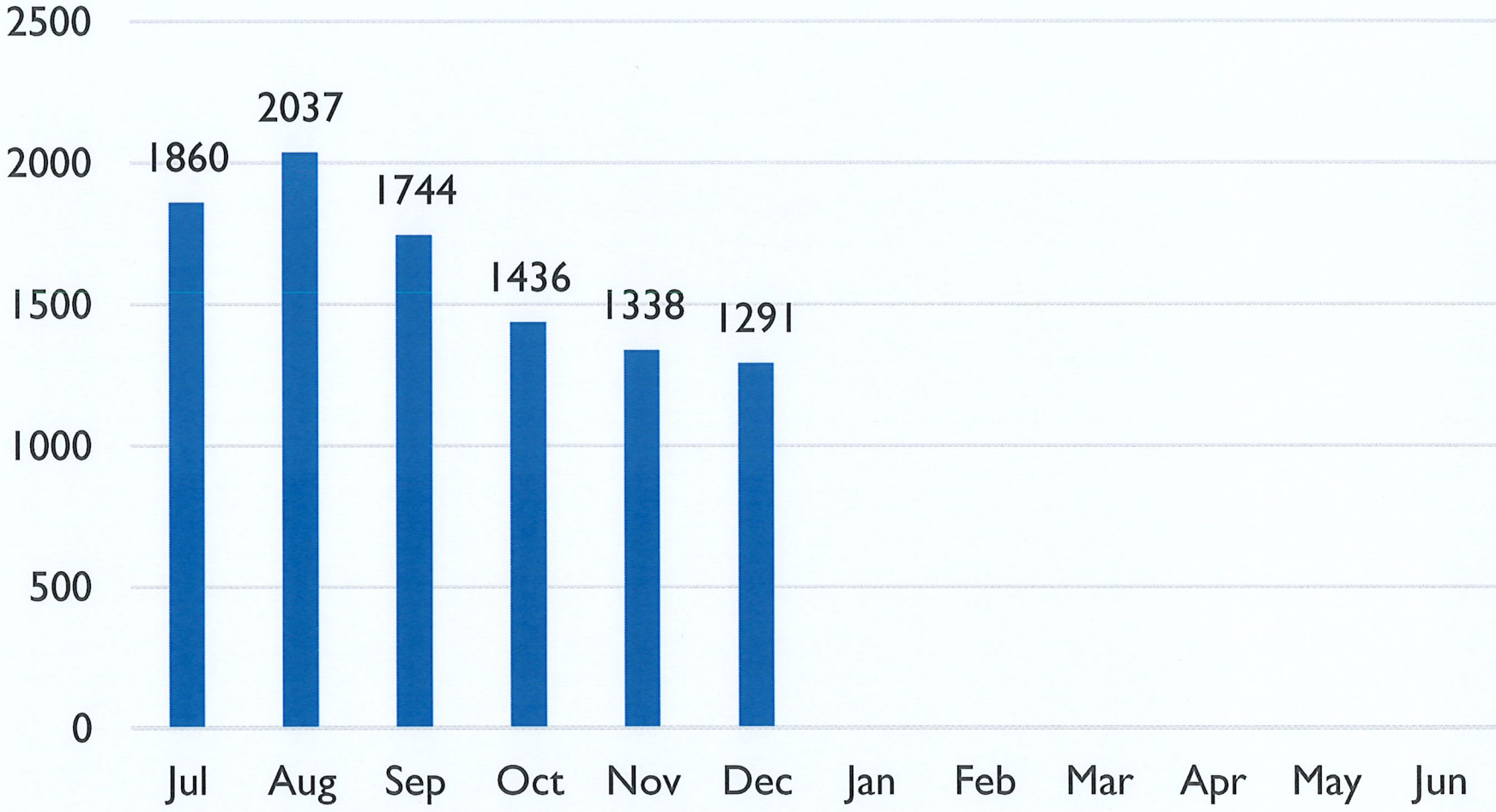
|                 | Jul | Aug | Sep | Oct | Nov | Dec   | Jan | Feb | Mar | Apr | May | Jun |
|-----------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| ■ Fines & Fees  | 556 | 572 | 545 | 660 | 720 | 530   |     |     |     |     |     |     |
| ■ Donations     | 0   | 0   | 5   | 0   | 265 | 200   |     |     |     |     |     |     |
| ■ Merchandise   | 6   | 1   | 9   | 3   | 5   | 3     |     |     |     |     |     |     |
| ■ Dohrman Trust | 33  | 20  | 0   | 0   | 0   | 86.25 |     |     |     |     |     |     |

■ Fines & Fees   ■ Donations   ■ Merchandise   ■ Dohrman Trust

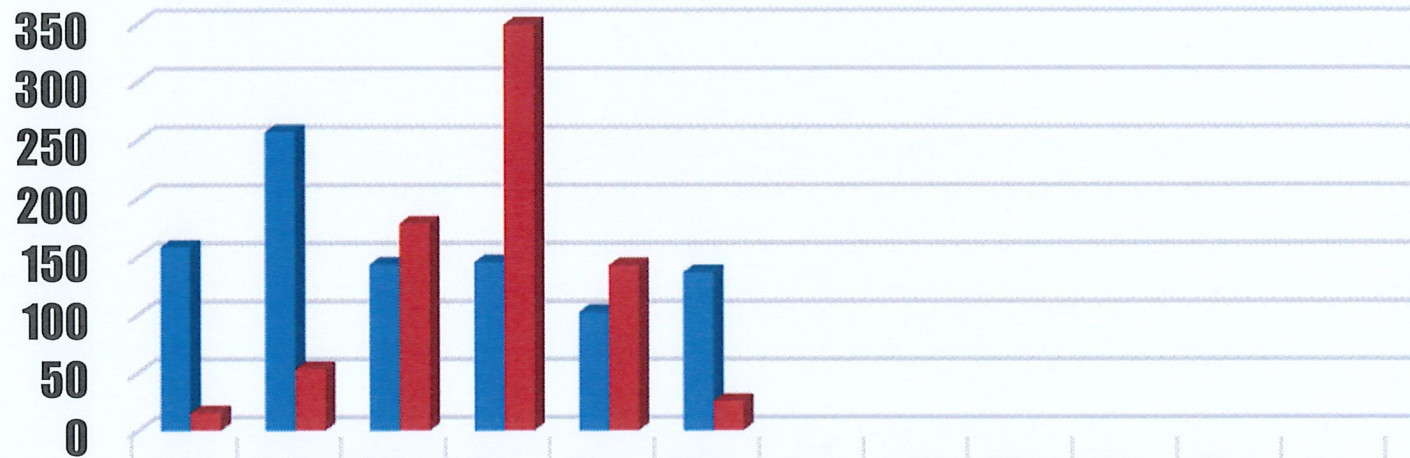
# 2022-23 HOLDINGS



# 2022-23 Circulation



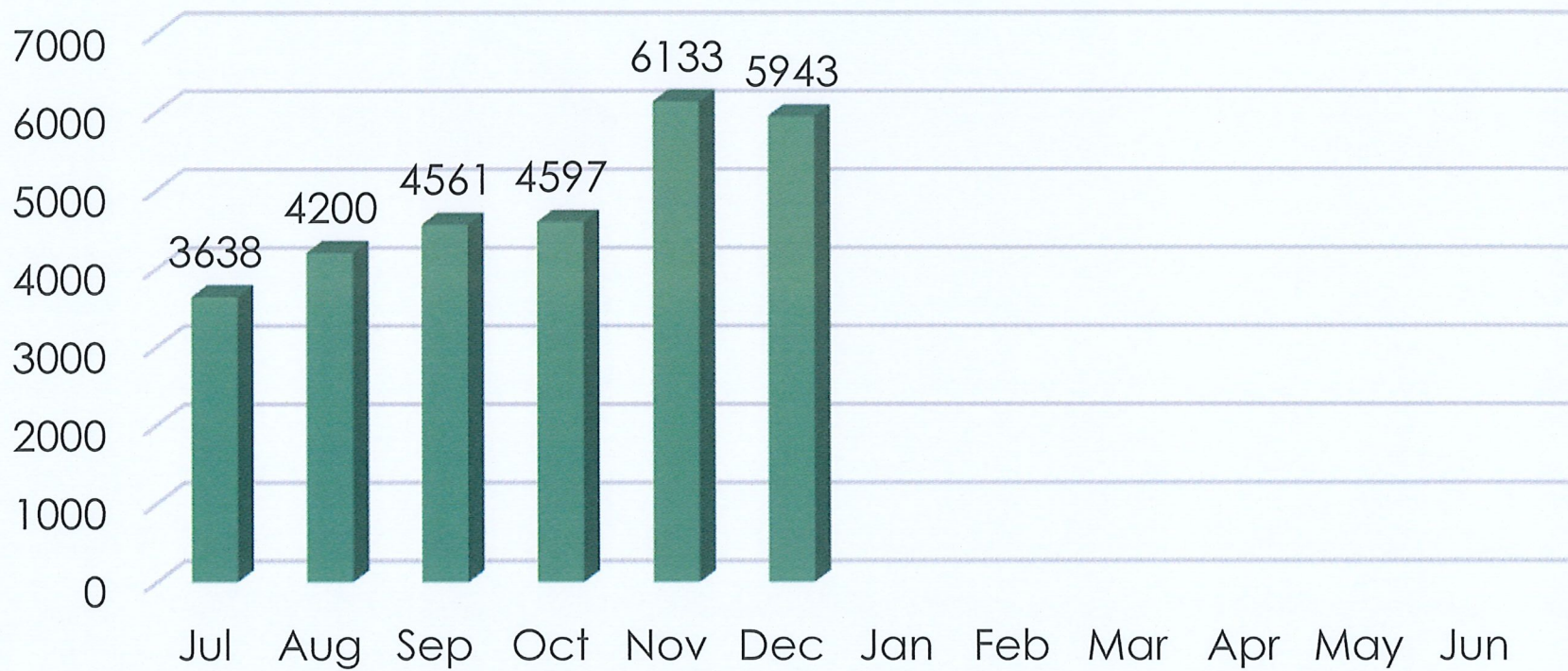
## 2022-23 Collection Development



|                      | Jul        | Aug        | Sep        | Oct        | Nov        | Dec        | Jan | Feb | Mar | Apr | May | Jun |
|----------------------|------------|------------|------------|------------|------------|------------|-----|-----|-----|-----|-----|-----|
| <b>■ Additions</b>   | <b>158</b> | <b>257</b> | <b>143</b> | <b>145</b> | <b>102</b> | <b>136</b> |     |     |     |     |     |     |
| <b>■ Withdrawals</b> | <b>15</b>  | <b>53</b>  | <b>178</b> | <b>349</b> | <b>142</b> | <b>25</b>  |     |     |     |     |     |     |

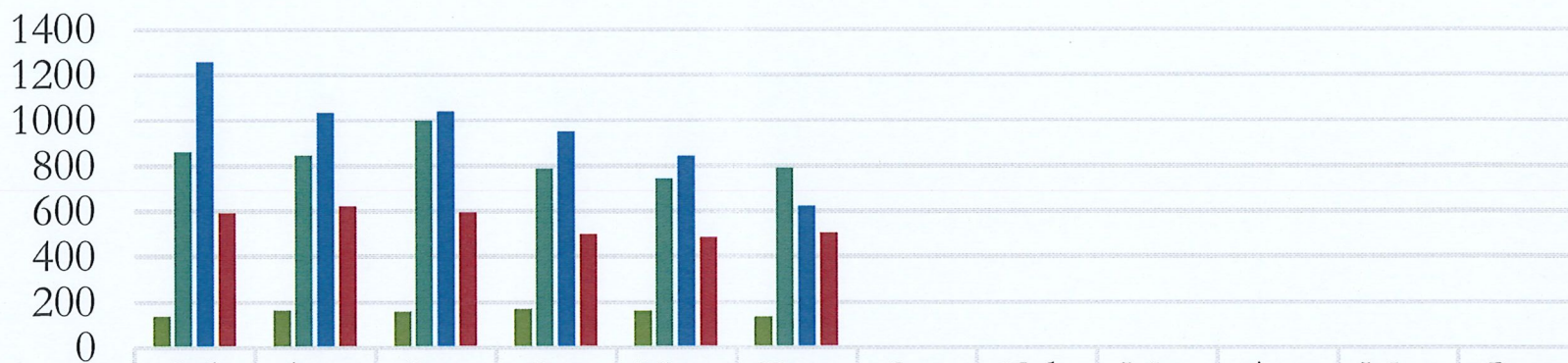
**■ Additions   ■ Withdrawals**

## 2022-23 Attendance





## 2022-23 Digital Use



|         | Jul  | Aug  | Sep  | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Public  | 137  | 165  | 158  | 169 | 162 | 134 |     |     |     |     |     |     |
| Bridges | 861  | 846  | 998  | 787 | 743 | 789 |     |     |     |     |     |     |
| WhoFi   | 1258 | 1033 | 1039 | 950 | 844 | 623 |     |     |     |     |     |     |
| Matomo  | 593  | 623  | 594  | 499 | 486 | 503 |     |     |     |     |     |     |

Public Bridges WhoFi Matomo



Storm Lake, IA

# Detail vs Budget Report

## Account Detail

Date Range: 12/01/2022 - 12/31/2022

| Account                          | Name                       | Encumbrances                | Fiscal Budget     | Beginning Balance                             | Total Activity                         | Ending Balance         | Budget Remaining  | % Remaining     |
|----------------------------------|----------------------------|-----------------------------|-------------------|---|--|------------------------|-------------------|-----------------|
| <b>001 - General Fund</b>        |                            |                             |                   |   |  |                        |                   |                 |
| <b>Revenue</b>                   |                            |                             |                   |   |  |                        |                   |                 |
| <a href="#">001-4010-04-4465</a> | BV County Library Contract | 0.00                        | -24,300.00        | -12,150.00                                    | 0.00                                   | -12,150.00             | -12,150.00        | -50.00 %        |
| <a href="#">001-4010-04-4765</a> | Library Fines              | 0.00                        | -7,177.00         | -2,989.59                                     | -468.85                                | -3,458.44              | -3,718.56         | -51.81 %        |
| <b>Post Date</b>                 | <b>Packet Number</b>       | <b>Source Transaction</b>   | <b>Pmt Number</b> | <b>Description</b>                            | <b>Vendor</b>                          | <b>Project Account</b> | <b>Amount</b>     |                 |
| 12/01/2022                       | CLPKT03393                 | 03.30.11.2022               |                   | CLPKT03393                                    |  |                        | -52.60            |                 |
| 12/07/2022                       | CLPKT03417                 | 04.07.12.2022               |                   | CLPKT03417                                    |  |                        | -86.25            |                 |
| 12/09/2022                       | CLPKT03428                 | 04.09.12.2022               |                   | CLPKT03428                                    |  |                        | -30.70            |                 |
| 12/13/2022                       | CLPKT03436                 | 03.13.12.2022               |                   | CLPKT03436                                    |  |                        | -60.00            |                 |
| 12/19/2022                       | CLPKT03454                 | 03.16.12.2022               |                   | CLPKT03454                                    |  |                        | -144.00           |                 |
| 12/21/2022                       | CLPKT03463                 | 04.21.12.2022               |                   | CLPKT03463                                    |  |                        | -95.30            |                 |
| <b>Revenue Totals:</b>           |                            | <b>0.00</b>                 | <b>-31,477.00</b> | <b>-15,139.59</b>                             | <b>-468.85</b>                         | <b>-15,608.44</b>      | <b>-15,868.56</b> | <b>-50.41 %</b> |
| <b>Expense</b>                   |                            |                             |                   |   |  |                        |                   |                 |
| <a href="#">001-4010-04-6010</a> | Salaries                   | 0.00                        | 156,989.00        | 71,230.41                                     | 12,081.77                              | 83,312.18              | 73,676.82         | 46.93 %         |
| <b>Post Date</b>                 | <b>Packet Number</b>       | <b>Source Transaction</b>   | <b>Pmt Number</b> | <b>Description</b>                            | <b>Vendor</b>                          | <b>Project Account</b> | <b>Amount</b>     |                 |
| 12/14/2022                       | PYPKT01130                 | PYPKT01130 - 12142022 ...   |                   | PYPKT01130 - 12142022 Payroll - Period 11...  |  |                        | 6,002.87          |                 |
| 12/28/2022                       | PYPKT01135                 | PYPKT01135 - 12282022 ...   |                   | PYPKT01135 - 12282022 Payroll - Period 12/... |  |                        | 6,078.90          |                 |
| <a href="#">001-4010-04-6040</a> | Overtime                   | 0.00                        | 1,161.00          | 957.13  | 67.46                                  | 1,024.59               | 136.41            | 11.75 %         |
| <b>Post Date</b>                 | <b>Packet Number</b>       | <b>Source Transaction</b>   | <b>Pmt Number</b> | <b>Description</b>                            | <b>Vendor</b>                          | <b>Project Account</b> | <b>Amount</b>     |                 |
| 12/14/2022                       | PYPKT01130                 | PYPKT01130 - 12142022 ...   |                   | PYPKT01130 - 12142022 Payroll - Period 11...  |  |                        | 51.98             |                 |
| 12/28/2022                       | PYPKT01135                 | PYPKT01135 - 12282022 ...   |                   | PYPKT01135 - 12282022 Payroll - Period 12/... |  |                        | 15.48             |                 |
| <a href="#">001-4010-04-6061</a> | Longevity                  | 0.00                        | 1,200.00          | 0.00  | 0.00                                   | 0.00                   | 1,200.00          | 100.00 %        |
| <a href="#">001-4010-04-6240</a> | Meetings & Conferences     | 0.00                        | 1,000.00          | 712.05  | 351.75                                 | 1,063.80               | -63.80            | -6.38 %         |
| <b>Post Date</b>                 | <b>Packet Number</b>       | <b>Source Transaction</b>   | <b>Pmt Number</b> | <b>Description</b>                            | <b>Vendor</b>                          | <b>Project Account</b> | <b>Amount</b>     |                 |
| 12/19/2022                       | APPKT00721                 | 10/14/2022 ILA Conf Reim... | 3667              | 10/14/2022 ILA Conf Reimb                     | 001645 - Susan Lyngaas                 |                        | 351.75            |                 |
| <a href="#">001-4010-04-6310</a> | Repairs/Maintenance Bldg   | 0.00                        | 9,000.00          | 689.08  | 495.29                                 | 1,184.37               | 7,815.63          | 86.84 %         |
| <b>Post Date</b>                 | <b>Packet Number</b>       | <b>Source Transaction</b>   | <b>Pmt Number</b> | <b>Description</b>                            | <b>Vendor</b>                          | <b>Project Account</b> | <b>Amount</b>     |                 |
| 12/19/2022                       | APPKT00721                 | 46419                       | 79337             | Toilet Repairs                                | 001302 - Wiese Plumbing & Heating, Inc |                        | 159.45            |                 |

**Detail vs Budget Report**

Date Range: 12/01/2022 - 12/31/2022

| Account                          | Name                                 | Encumbrances              | Fiscal Budget     | Beginning Balance                  | Total Activity                               | Ending Balance         | Budget Remaining | % Remaining |
|----------------------------------|--------------------------------------|---------------------------|-------------------|------------------------------------|--|------------------------|------------------|-------------|
| <a href="#">001-4010-04-6310</a> | Repairs/Maintenance Bldg - Continued | 0.00                      | 9,000.00          | 689.08                             | 495.29                                       | 1,184.37               | 7,815.63         | 86.84 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/19/2022                       | APPKT00721                           | 4993                      | 79327             | Glass                              | 001067 - Trevor Kruger                       |                        | 335.84           |             |
| <a href="#">001-4010-04-6371</a> | Electric Service                     | 0.00                      | 13,500.00         | 4,791.71                           | 574.09                                       | 5,365.80               | 8,134.20         | 60.25 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/19/2022                       | APPKT00721                           | Nov/Dec 2022              | 3649              | Electric Services                  | 001074 - MidAmerican Energy Company          |                        | 574.09           |             |
| <a href="#">001-4010-04-6372</a> | Refuse & Recycling                   | 0.00                      | 459.00            | 191.25                             | 38.25  | 229.50                 | 229.50           | 50.00 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/19/2022                       | APPKT00721                           | November 2022             | 79314             | Garbage Services                   | 002126 - SGS, LLC                            |                        | 38.25            |             |
| <a href="#">001-4010-04-6373</a> | Telecommunications                   | 0.00                      | 3,087.06          | 620.33                             | 124.09                                       | 744.42                 | 2,342.64         | 75.89 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/05/2022                       | APPKT00716                           | December 2022             | 79255             | Fax Line & Emergency Line Service  | 001077 - Long Lines                          |                        | 124.09           |             |
| <a href="#">001-4010-04-6375</a> | Gas Service                          | 0.00                      | 7,500.00          | 386.64                             | 582.88                                       | 969.52                 | 6,530.48         | 87.07 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/19/2022                       | APPKT00721                           | Oct/Nov 2022              | 79278             | Gas Service                        | 001173 - Alliant Energy                      |                        | 582.88           |             |
| <a href="#">001-4010-04-6499</a> | Contractual Services                 | 0.00                      | 16,000.00         | 9,101.95                           | 624.64                                       | 9,726.59               | 6,273.41         | 39.21 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/19/2022                       | APPKT00721                           | 1166221                   | 3669              | Copier Maintenance Agreement       | 001063 - Visual Edge Inc                     |                        | 89.95            |             |
| 12/19/2022                       | APPKT00721                           | 3295468                   | 79322             | License                            | 001523 - Swank Motion Pictures, Inc          |                        | 482.00           |             |
| 12/19/2022                       | APPKT00721                           | November 2022 Homebo...   | 3645              | November 2022 Homebound Deliveries | 002248 - Kathryn J McKinley                  |                        | 4.69             |             |
| 12/19/2022                       | APPKT00721                           | November 2022 Library     | 79288             | Entrance Mat Services              | 001064 - Dennis R Julius                     |                        | 48.00            |             |
| <a href="#">001-4010-04-6502</a> | Library Materials                    | 0.00                      | 37,500.00         | 12,771.64                          | 1,308.26                                     | 14,079.90              | 23,420.10        | 62.45 %     |
| <b>Post Date</b>                 | <b>Packet Number</b>                 | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>                 | <b>Vendor</b>                                | <b>Project Account</b> | <b>Amount</b>    |             |
| 12/05/2022                       | APPKT00716                           | 100                       | 79261             | Books                              | 002255 - Tall Girl Publishing                |                        | 90.84            |             |
| 12/19/2022                       | APPKT00721                           | 2037140998                | 79279             | Books                              | 001957 - Baker & Taylor, Inc                 |                        | 20.69            |             |
| 12/19/2022                       | APPKT00721                           | 4362228                   | 79280             | Books                              | 001274 - Barnes & Noble Booksellers, USA Inc |                        | 254.18           |             |
| 12/19/2022                       | APPKT00721                           | 502946798                 | 3651              | DVDs                               | 001275 - Midwest Tape, LLC                   |                        | 56.99            |             |
| 12/19/2022                       | APPKT00721                           | 502974774                 | 3651              | DVDs                               | 001275 - Midwest Tape, LLC                   |                        | 26.99            |             |
| 12/19/2022                       | APPKT00721                           | 503041479                 | 3651              | DVDs                               | 001275 - Midwest Tape, LLC                   |                        | 46.48            |             |
| 12/19/2022                       | APPKT00721                           | 72451958                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 23.94            |             |
| 12/19/2022                       | APPKT00721                           | 72451959                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 21.53            |             |
| 12/19/2022                       | APPKT00721                           | 72489458                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 23.81            |             |
| 12/19/2022                       | APPKT00721                           | 72489459                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 15.90            |             |
| 12/19/2022                       | APPKT00721                           | 72578178                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 21.00            |             |
| 12/19/2022                       | APPKT00721                           | 72578179                  | 79293             | Books                              | 001268 - Ingram Library Services, Inc        |                        | 18.67            |             |

**Detail vs Budget Report**

Date Range: 12/01/2022 - 12/31/2022

| Account                                  | Name                          | Encumbrances              | Fiscal Budget     | Beginning Balance       | Total Activity                           | Ending Balance         | Budget Remaining   | % Remaining     |
|--|-------------------------------|---------------------------|-------------------|-------------------------|--|------------------------|--------------------|-----------------|
| <a href="#">001-4010-04-6502</a>         | Library Materials - Continued | 0.00                      | 37,500.00         | 12,771.64               | 1,308.26                                 | 14,079.90              | 23,420.10          | 62.45 %         |
| <b>Post Date</b>                         | <b>Packet Number</b>          | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>      | <b>Vendor</b>                            | <b>Project Account</b> | <b>Amount</b>      |                 |
| 12/19/2022                               | APPKT00721                    | 72578180                  | 79293             | Books                   | 001268 - Ingram Library Services, Inc    |                        | 10.97              |                 |
| 12/19/2022                               | APPKT00721                    | 72813597                  | 79293             | Books                   | 001268 - Ingram Library Services, Inc    |                        | 27.23              |                 |
| 12/19/2022                               | APPKT00721                    | B6523435                  | 3627              | Books                   | 001009 - Brodart Co.                     |                        | 182.76             |                 |
| 12/19/2022                               | APPKT00721                    | B6523440                  | 3627              | Books                   | 001009 - Brodart Co.                     |                        | 26.55              |                 |
| 12/19/2022                               | APPKT00721                    | B6523674                  | 3627              | Books                   | 001009 - Brodart Co.                     |                        | 73.07              |                 |
| 12/19/2022                               | APPKT00721                    | CAL339888I                | 79283             | Books                   | 002138 - Cavendish Square Publishing LLC |                        | 366.66             |                 |
| <a href="#">001-4010-04-6508</a>         | Postage/Shipping              | 0.00                      | 1,000.00          | 97.00                   | 8.15                                     | 105.15                 | 894.85             | 89.49 %         |
| <b>Post Date</b>                         | <b>Packet Number</b>          | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>      | <b>Vendor</b>                            | <b>Project Account</b> | <b>Amount</b>      |                 |
| 12/19/2022                               | APPKT00721                    | November 2022 Postage     | 79285             | November 2022 Postage   | 001272 - Custodian of Petty Cash         |                        | 8.15               |                 |
| <a href="#">001-4010-04-6599</a>         | Supplies                      | 0.00                      | 8,200.00          | 2,028.51                | 709.82                                   | 2,738.33               | 5,461.67           | 66.61 %         |
| <b>Post Date</b>                         | <b>Packet Number</b>          | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>      | <b>Vendor</b>                            | <b>Project Account</b> | <b>Amount</b>      |                 |
| 12/05/2022                               | APPKT00716                    | 0126988                   | 3608              | Ice Melt                | 001099 - L & G Products, Inc             |                        | 153.12             |                 |
| 12/19/2022                               | APPKT00721                    | 2212-218269               | 79302             | Molasses                | 002011 - Marcus Lumber Company Corp      |                        | 335.24             |                 |
| 12/19/2022                               | APPKT00721                    | 233322                    | 3630              | Cleaning Supplies       | 001026 - Central Iowa Distributing, Inc  |                        | 70.20              |                 |
| 12/19/2022                               | APPKT00721                    | 243938-0                  | 79300             | Office Supplies         | 001037 - Iowa Office Supply Inc          |                        | 32.46              |                 |
| 12/19/2022                               | APPKT00721                    | November 2022             | 79319             | Heat Cable              | 001216 - Storm Lake Ace Hardware         |                        | 26.99              |                 |
| 12/19/2022                               | APPKT00721                    | November 2022             | 79319             | Cleaner                 | 001216 - Storm Lake Ace Hardware         |                        | 17.98              |                 |
| 12/19/2022                               | APPKT00721                    | October 2022              | 79291             | Supplies                | 001152 - Hy-Vee, Inc                     |                        | 73.83              |                 |
| <a href="#">001-4010-04-6725</a>         | Technology Allocation         | 0.00                      | 23,800.00         | 25,587.55               | 0.00                                     | 25,587.55              | -1,787.55          | -7.51 %         |
| <b>Expense Totals:</b>                   |                               | <b>0.00</b>               | <b>280,396.06</b> | <b>129,165.25</b>       | <b>16,966.45</b>                         | <b>146,131.70</b>      | <b>134,264.36</b>  | <b>-47.88 %</b> |
| <b>001 - General Fund Totals:</b>        |                               | <b>0.00</b>               | <b>248,919.06</b> | <b>114,025.66</b>       | <b>16,497.60</b>                         | <b>130,523.26</b>      | <b>118,395.80</b>  | <b>-47.56 %</b> |
| <b>172 - Library Misc Memorial Trust</b> |                               |                           |                   |                         |  |                        |                    |                 |
| <b>Asset</b>                             |                               |                           |                   |                         |  |                        |                    |                 |
| <a href="#">172-0000-00-1199</a>         | Claim on Cash                 | 0.00                      | 0.00              | 128,250.04              | 5,159.67                                 | 133,409.71             | -133,409.71        | 0.00 %          |
| <b>Post Date</b>                         | <b>Packet Number</b>          | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b>      | <b>Vendor</b>                            | <b>Project Account</b> | <b>Amount</b>      |                 |
| 12/05/2022                               | CLPKT03405                    | 03.02.12.2022             |                   | CLPKT03405              |  |                        | 3,700.07           |                 |
| 12/07/2022                               | CLPKT03417                    | 04.07.12.2022             |                   | CLPKT03417              |  |                        | 1.00               |                 |
| 12/13/2022                               | CLPKT03436                    | 03.13.12.2022             |                   | CLPKT03436              |  |                        | 1,385.49           |                 |
| 12/19/2022                               | CLPKT03454                    | 03.16.12.2022             |                   | CLPKT03454              |  |                        | 200.00             |                 |
| 12/21/2022                               | APPKT00724                    | 3627                      | 3627              | Brodart Co. SEC REI PMT | 001009 - Brodart Co.                     |                        | -16.50             |                 |
| 12/21/2022                               | APPKT00724                    | 3627                      | 3627              | Brodart Co. SEC REI PMT | 001009 - Brodart Co.                     |                        | -110.39            |                 |
| <b>Asset Totals:</b>                     |                               | <b>0.00</b>               | <b>0.00</b>       | <b>128,250.04</b>       | <b>5,159.67</b>                          | <b>133,409.71</b>      | <b>-133,409.71</b> | <b>0.00 %</b>   |

**Detail vs Budget Report**

Date Range: 12/01/2022 - 12/31/2022

| Account                          | Name                           | Encumbrances              | Fiscal Budget     | Beginning Balance  | Total Activity       | Ending Balance         | Budget Remaining | % Remaining     |
|----------------------------------|--------------------------------|---------------------------|-------------------|--------------------|----------------------|------------------------|------------------|-----------------|
| <b>Revenue</b>                   |                                |                           |                   |                    |                      |                        |                  |                 |
| <a href="#">172-4901-04-4300</a> | Interest On Investments        | 0.00                      | -25.00            | -900.84            | 0.00                 | -900.84                | 875.84           | 3,503.36 %      |
| <a href="#">172-4901-04-4440</a> | Open Access                    | 0.00                      | -80.00            | -15.00             | -5,086.56            | -5,101.56              | 5,021.56         | 6,276.95 %      |
| <b>Post Date</b>                 | <b>Packet Number</b>           | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b> | <b>Vendor</b>        | <b>Project Account</b> | <b>Amount</b>    |                 |
| 12/05/2022                       | CLPKT03405                     | 03.02.12.2022             |                   | CLPKT03405         |                      |                        | -3,700.07        |                 |
| 12/07/2022                       | CLPKT03417                     | 04.07.12.2022             |                   | CLPKT03417         |                      |                        | -1.00            |                 |
| 12/13/2022                       | CLPKT03436                     | 03.13.12.2022             |                   | CLPKT03436         |                      |                        | -1,385.49        |                 |
| <a href="#">172-4902-04-4440</a> | Enrich Iowa                    | 0.00                      | -6,000.00         | 0.00               | 0.00                 | 0.00                   | -6,000.00        | -100.00 %       |
| <a href="#">172-4903-04-4300</a> | Interest On Investments        | 0.00                      | -15.00            | -900.84            | 0.00                 | -900.84                | 885.84           | 5,905.60 %      |
| <a href="#">172-4903-04-4705</a> | Library Memorial Revenue       | 0.00                      | -2,300.00         | -207.50            | -200.00              | -407.50                | -1,892.50        | -82.28 %        |
| <b>Post Date</b>                 | <b>Packet Number</b>           | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b> | <b>Vendor</b>        | <b>Project Account</b> | <b>Amount</b>    |                 |
| 12/19/2022                       | CLPKT03454                     | 03.16.12.2022             |                   | CLPKT03454         |                      |                        | -200.00          |                 |
| <a href="#">172-4904-04-4300</a> | Interest On Investments        | 0.00                      | -15.00            | 0.00               | 0.00                 | 0.00                   | -15.00           | -100.00 %       |
| <a href="#">172-4906-04-4705</a> | Library Memorial Revenue       | 0.00                      | -1,100.00         | -302.50            | 0.00                 | -302.50                | -797.50          | -72.50 %        |
| <b>Revenue Totals:</b>           |                                | <b>0.00</b>               | <b>-9,535.00</b>  | <b>-2,326.68</b>   | <b>-5,286.56</b>     | <b>-7,613.24</b>       | <b>-1,921.76</b> | <b>-20.15 %</b> |
| <b>Expense</b>                   |                                |                           |                   |                    |                      |                        |                  |                 |
| <a href="#">172-4901-04-6499</a> | Contractual Services           | 0.00                      | 1,600.00          | 0.00               | 0.00                 | 0.00                   | 1,600.00         | 100.00 %        |
| <a href="#">172-4901-04-6599</a> | Supplies                       | 0.00                      | 750.00            | 0.00               | 0.00                 | 0.00                   | 750.00           | 100.00 %        |
| <a href="#">172-4902-04-6499</a> | Contractual Services           | 0.00                      | 2,600.00          | 0.00               | 0.00                 | 0.00                   | 2,600.00         | 100.00 %        |
| <a href="#">172-4902-04-6599</a> | Supplies                       | 0.00                      | 1,200.00          | 0.00               | 0.00                 | 0.00                   | 1,200.00         | 100.00 %        |
| <a href="#">172-4903-04-6512</a> | Library Memorial Trust Expense | 0.00                      | 2,000.00          | 470.02             | 126.89               | 596.91                 | 1,403.09         | 70.15 %         |
| <b>Post Date</b>                 | <b>Packet Number</b>           | <b>Source Transaction</b> | <b>Pmt Number</b> | <b>Description</b> | <b>Vendor</b>        | <b>Project Account</b> | <b>Amount</b>    |                 |
| 12/19/2022                       | APPKT00721                     | B6523435                  | 3627              | Books              | 001009 - Brodart Co. |                        | 110.39           |                 |
| 12/19/2022                       | APPKT00721                     | B6523674                  | 3627              | Books              | 001009 - Brodart Co. |                        | 16.50            |                 |

**Detail vs Budget Report**

Date Range: 12/01/2022 - 12/31/2022

| Account                            | Name   | Encumbrances | Fiscal Budget     | Beginning Balance | Total Activity   | Ending Balance    | Budget Remaining   | % Remaining         |
|------------------------------------|--|--------------|-------------------|-------------------|------------------|-------------------|--------------------|---------------------|
| <a href="#">172-4906-04-6512</a>   | Library Dohrmann Memorial Trust Expense          | 0.00         | 180.00            | 0.00              | 0.00             | 0.00              | 180.00             | 100.00 %            |
|                                    | <b>Expense Totals:</b>                           | <b>0.00</b>  | <b>8,330.00</b>   | <b>470.02</b>     | <b>126.89</b>    | <b>596.91</b>     | <b>7,733.09</b>    | <b>-92.83 %</b>     |
|                                    | <b>172 - Library Misc Memorial Trust Totals:</b> | <b>0.00</b>  | <b>-1,205.00</b>  | <b>126,393.38</b> | <b>0.00</b>      | <b>126,393.38</b> | <b>-127,598.38</b> | <b>-10,589.08 %</b> |
| <b>500 - Erma Myers Trust Fund</b> |  |              |                   |                   |                  |                   |                    |                     |
|                                    | <b>Asset</b>                                     |              |                   |                   |                  |                   |                    |                     |
| <a href="#">500-0000-00-1199</a>   | Claim on Cash                                    | 0.00         | 0.00              | 2,911.03          | 0.00             | 2,911.03          | -2,911.03          | 0.00 %              |
|                                    | <b>Asset Totals:</b>                             | <b>0.00</b>  | <b>0.00</b>       | <b>2,911.03</b>   | <b>0.00</b>      | <b>2,911.03</b>   | <b>-2,911.03</b>   | <b>0.00 %</b>       |
|                                    | <b>Revenue</b>                                   |              |                   |                   |                  |                   |                    |                     |
| <a href="#">500-4905-04-4300</a>   | Interest On Investments                          | 0.00         | -40.00            | -0.37             | 0.00             | -0.37             | -39.63             | -99.08 %            |
|                                    | <b>Revenue Totals:</b>                           | <b>0.00</b>  | <b>-40.00</b>     | <b>-0.37</b>      | <b>0.00</b>      | <b>-0.37</b>      | <b>-39.63</b>      | <b>-99.08 %</b>     |
|                                    | <b>500 - Erma Myers Trust Fund Totals:</b>       | <b>0.00</b>  | <b>-40.00</b>     | <b>2,910.66</b>   | <b>0.00</b>      | <b>2,910.66</b>   | <b>-2,950.66</b>   | <b>-7,376.65 %</b>  |
|                                    | <b>Report Total:</b>                             | <b>0.00</b>  | <b>247,674.06</b> | <b>243,329.70</b> | <b>16,497.60</b> | <b>259,827.30</b> | <b>-12,153.24</b>  | <b>4.91 %</b>       |

### Fund Summary

| Fund                              | Encumbrances | Fiscal Budget     | Beginning Balance | Total Activity   | Ending Balance    | Budget Remaining  | % Remaining |
|-----------------------------------|--------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------|
| 001 - General Fund                | 0.00         | 248,919.06        | 114,025.66        | 16,497.60        | 130,523.26        | 118,395.80        |             |
| 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 % |
| <b>Report Total:</b>              | <b>0.00</b>  | <b>247,674.06</b> | <b>243,329.70</b> | <b>16,497.60</b> | <b>259,827.30</b> | <b>-12,153.24</b> |             |



## January Bills Pending Approval

|                       |                                  |            |                               |
|-----------------------|----------------------------------|------------|-------------------------------|
| 001-4010-04-6499-0000 | Rug service                      | \$24.00    | Julius Cleaners               |
| 001-4010-04-6499-0000 | Homebound Mileage                | \$8.13     | Beth Dawson                   |
| 001-4010-04-6499-0000 | Copies, fax & scan               | \$89.95    | Visual Edge                   |
| 001-4010-04-6502-0000 | Annual Renewal                   | \$79.95    | Storm Lake Times Pilot        |
| 001-4010-04-6502-0000 | Youth Nation Books               | \$204.44   | Cavendish Square              |
| 001-4010-04-6502-0000 | Books                            | \$105.17   | Ingram                        |
| 001-4010-04-6502-0000 | Books                            | \$395.98   | Brodart                       |
| 001-4010-04-6502-0000 | Audiobooks                       | \$131.71   | Blackstone Publishing         |
| 001-4010-04-6502-0000 | Books                            | \$17.29    | Baker & Taylor                |
| 001-4010-04-6502-0000 | DVD                              | \$197.15   | Midwest Tapes                 |
| 001-4010-04-6502-0000 | Spanish language materials (FIL) | \$7,502.67 | Multicultural Books           |
| 001-4010-04-6508-0000 | Postage                          | \$63.32    | Custodian of Petty Cash       |
| 001-4010-04-6599-0000 | Batteries & carpet glue          | \$27.95    | Ace Hardware                  |
| 001-4010-04-6599-0000 | Janitorial supplies              | \$37.00    | Central Iowa Dist. Fort Dodge |
| 172-4903-04-6512-0000 | Memorial Books                   | \$125.06   | Brodart                       |
| 172-4903-04-6512-0000 | Dohrman Copier                   | \$31.90    | Visual Edge                   |

**\$8,884.71**





89.95  
**APPROVED FOR PAYMENT**

**CONTRACT INVOICE**

Invoice Number: 23AR1198546  
 Invoice Date: 01/05/2023

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

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-4010-04-6799-0000

**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       | \$89.95       | <b>\$89.95</b> |           |
| 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 12/10/2022 to 01/09/2023 billing period | \$85.00        |
| Contract overage charge for the 12/10/2022 to 01/09/2023 overage period   | \$0.00**       |
| Operational Surcharge-Base  | \$4.95         |
| <b>**See overage details below</b>  | <b>\$89.95</b> |

**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<br>STORM LAKE, IA 50588 |

| Meter Type | Meter Group     | Begin Meter | End Meter | Credits | Total | Covered | Billable | Rate       | Overage |
|------------|-----------------|-------------|-----------|---------|-------|---------|----------|------------|---------|
| B/W        | CON14219-CSL-01 | 278,143     | 279,587   |         | 1,444 | 5,000   | 0        | \$0.007800 | \$0.00  |
| Color      | CON14219-CSL-01 | 105,765     | 106,082   |         | 317   | 800     | 0        | \$0.062700 | \$0.00  |



**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.

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

|                     |                |
|---------------------|----------------|
| Invoice SubTotal    | \$89.95        |
| Tax:                | \$0.00         |
| Invoice Total       | \$89.95        |
| <b>Balance Due:</b> | <b>\$89.95</b> |

**Inv#: 23AR1198546**

**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>

# Invoice #306484

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

## STORM LAKE PUBLIC LIBRARY, .

(712)732-8026

|                   |          |       |
|-------------------|----------|-------|
| Delivery Charge   | 1/4/2023 |       |
| 1 Delivery Charge |          | 2.50  |
| Entrance Mats     | 1/4/2023 |       |
| 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: 1/3/2023 12:48:00 PM

**Ready On: Wednesday**  
**1/4/2023**

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. 001-4010-04-6799.0000



## Homebound Delivery Mileage Invoice

Beth Dawson  
 909 Pleasantview Dr  
 Storm Lake, IA 50588

| Date     | Description   | Total |
|----------|---------------|-------|
| Dec 2022 |               |       |
| December |               |       |
| 6        | OP            | 2     |
| 13       | LPV OP        | 3     |
| 20       | LPV OP HB     | 6     |
| 27       | OP            | 2     |
|          | Bm (0.625¢/m) |       |
|          |               |       |
|          |               |       |
|          |               | 13    |

8.13

APPROVED FOR PAYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acct No. 001-4010-04  
 6499-0000



14038938

# INVOICE: B6529456



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

| DATE       | PAGE |
|------------|------|
| 12/02/2022 | 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. 105986618000

Terms: Net Due in 30 Days

| Brodart No.<br>Item No.<br>Format         | Author<br>Pub Date<br>Publisher                  | Title  | Qty<br>Units | Branch<br>PO No.<br>Order No. | Customer<br>Reference | List Price<br>Discount<br>Net Price | Ext Price<br>Charge<br>Code |
|---|--|--|--------------|-------------------------------|-----------------------|-------------------------------------|-----------------------------|
| 132051796<br>9780593663677<br>Trade Paper | Greenberg, Andy<br>11/22/2022<br>Random House La | Tracers in the Dark : The Global Hunt for the<br>Crime Lords of Cryptocurrency, Large Type | 1<br>1       | 31OCT2022<br>2063822          |                       | \$35.00<br>40.0%<br>\$21.00         | L<br>\$21.00                |

PO Number: 31OCT2022

Subtotal Quantity: 1  
Subtotal Units: 1

Item Subtotal: \$21.00

| Charge Description        | Units | Unit Price | Ext Price |
|---------------------------|-------|------------|-----------|
| BrodartGuard              | 1     | \$2.20     | \$2.20    |
| Cataloging and Processing | 1     | \$0.95     | \$0.95    |

Total Quantity: 1  
Total Units: 1

Item Total: \$21.00  
C&P Charge: \$3.15

INVOICE TOTAL: \$24.15

24.15  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-4210-04-6572-2080

14038938



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6529456**

|             |
|-------------|
| <b>DATE</b> |
| 12/02/2022  |

**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: \$24.15

Amount Enclosed: \_\_\_\_\_



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

| DATE       | PAGE |
|------------|------|
| 12/14/2022 | 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. 105992155000

Terms: Net Due in 30 Days

| Brodart No.<br>Item No.<br>Format               | Author<br>Pub Date<br>Publisher                      | Title                         | Qty<br>Units | Branch<br>PO No.<br>Order No. | Customer<br>Reference | List Price<br>Discount<br>Net Price | Ext Price<br>Charge<br>Code |
|---|--|-------------------------------|--------------|-------------------------------|-----------------------|-------------------------------------|-----------------------------|
| 114235481<br>9780385742542<br>Trade Paper       | Choldenko, Gennif<br>07/19/2016<br>Yearling          | Chasing Secrets               | 1<br>1       | 31OCT2022<br>2063823          |                       | \$7.99<br>12.0%<br>\$7.03           | L \$7.03                    |
| 103118403<br>9780307931894<br>Trade Paper       | Levithan, David<br>09/10/2013<br>Ember               | Every Day                     | 1<br>1       | 31OCT2022<br>2063823          |                       | \$12.99<br>12.0%<br>\$11.43         | L \$11.43                   |
| 131271717<br>9780593158357<br>Hardcover         | Novik, Naomi<br>09/27/2022<br>Del Rey                | The Golden Enclaves : A Novel | 1<br>1       | 31OCT2022<br>2063823          |                       | \$28.00<br>45.0%<br>\$15.40         | \$15.40                     |
| 34904352<br>9780688022716<br>Hardcover          | Prelutsky, Jack<br>08/20/1984<br>Greenwillow Books   | The New Kid on the Block      | 1<br>1       | 31OCT2022<br>2063823          |                       | \$17.99<br>12.0%<br>\$15.83         | \$15.83                     |
| 09959025<br>9781416995319<br>Hardcover Reinforc | Snyder, Zilpha Kea<br>09/15/2009<br>Atheneum Books f | The Witches of Worm           | 1<br>1       | 31OCT2022<br>2063823          |                       | \$19.99<br>21.0%<br>\$15.79         | \$15.79                     |

PO Number: 31OCT2022

Subtotal Quantity: 5  
 Subtotal Units: 5

Item Subtotal: \$65.48

| Charge Description        | Units | Unit Price | Ext Price |
|---------------------------|-------|------------|-----------|
| BrodartGuard              | 2     | \$2.20     | \$4.40    |
| Cataloging and Processing | 5     | \$1.09     | \$5.45    |

75.33  
**APPROVED FOR PAYMENT**

Total Quantity: 5  
 Total Units: 5

Item Total: \$65.48  
 C&P Charge: \$9.85

**INVOICE TOTAL: \$75.33**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-400-04-6502  
 -0000

14060082



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6535045**

|             |
|-------------|
| <b>DATE</b> |
| 12/14/2022  |

**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: \$75.33

Amount Enclosed: \_\_\_\_\_

14055095

INVOICE: B6533681



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

| DATE       | PAGE |
|------------|------|
| 12/12/2022 | 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. 105990385000

Terms: Net Due in 30 Days

| Brodart No.<br>Item No.<br>Format         | Author<br>Pub Date<br>Publisher                         | Title  | Qty<br>Units | Branch<br>PO No.<br>Order No. | Customer<br>Reference | List Price<br>Discount<br>Net Price | Ext Price<br>Charge<br>Code |
|---|---|--|--------------|-------------------------------|-----------------------|-------------------------------------|-----------------------------|
| 132514060<br>9780593669914<br>Trade Paper | Grisham, John<br>11/01/2022<br>Random House La          | The Boys from Biloxi : A Legal Thriller, Large Type                | 1<br>1       | 31OCT2022<br>2063813          |                       | \$32.00<br>40.0%<br>\$19.20         | L \$19.20                   |
| 131766384<br>9780593632055<br>Trade Paper | Macomber, Debbie<br>11/01/2022<br>Random House La       | The Christmas Spirit : A Novel, Large Type                         | 1<br>1       | 31OCT2022<br>2063813          |                       | \$24.00<br>40.0%<br>\$14.40         | L \$14.40                   |
| 131969900<br>9780593556306<br>Trade Paper | Du Brul, Jack B.<br>11/15/2022<br>Random House La       | Clive Cussler The Sea Wolves, Large Type                           | 1<br>1       | 31OCT2022<br>2063813          |                       | \$32.00<br>40.0%<br>\$19.20         | L \$19.20                   |
| 131755307<br>9780063267466<br>Trade Paper | Kingsolver, Barbar<br>10/18/2022<br>HarperLuxe          | Demon Copperhead : A Novel, Large Type                             | 2<br>2       | 31OCT2022<br>2063813          |                       | \$34.50<br>40.0%<br>\$20.70         | \$41.40<br>JG               |
| 131754297<br>9780316474627<br>Hardcover   | Connelly, Michael<br>11/08/2022<br>Little, Brown and C  | Desert Star, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>45.0%<br>\$17.05         | \$17.05                     |
| 131725920<br>9780593632611<br>Trade Paper | Woods, Stuart<br>11/01/2022<br>Random House La          | Distant Thunder, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>40.0%<br>\$18.60         | L \$18.60                   |
| 131942565<br>9780316474528<br>Hardcover   | Hilderbrand, Elin<br>10/04/2022<br>Little, Brown and C  | Endless Summer : Stories from Days That Last Forever, Large Type   | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>45.0%<br>\$17.05         | \$17.05                     |
| 131711512<br>9780593587836<br>Trade Paper | Steel, Danielle<br>10/11/2022<br>Random House La        | The High Notes : A Novel, Large Type                               | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>40.0%<br>\$18.60         | L \$18.60                   |
| 132905507<br>9781638085027<br>Hardcover   | Strout, Elizabeth<br>11/01/2022<br>Center Point Publis  | Lucy by the Sea, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$40.95<br>45.0%<br>\$22.52         | \$22.52<br>JG               |
| 128691697<br>9781432887193<br>Hardcover   | DeMille, Nelson<br>11/01/2022<br>Thorndike Press        | The Maze, Large Type   | 1<br>1       | 31OCT2022<br>2063813          |                       | \$37.99<br>0.0%<br>\$41.94          | S \$41.94<br>JG             |
| 132905779<br>9781638085263<br>Hardcover   | Johnstone, William<br>11/01/2022<br>Center Point Publis | Mean and Evil, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$37.95<br>45.0%<br>\$20.87         | \$20.87                     |
| 131707965<br>9780063267428<br>Trade Paper | Wells, Christine<br>10/04/2022<br>HarperLuxe            | One Woman's War : A Novel of the Real Miss Money Penny, Large Type | 1<br>1       | 31OCT2022<br>2063813          |                       | \$24.99<br>40.0%<br>\$14.99         | L \$14.99                   |
| 132051893<br>9780593663554<br>Trade Paper | McCarthy, Cormac<br>11/08/2022<br>Random House La       | The Passenger, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$32.00<br>40.0%<br>\$19.20         | L \$19.20<br>JG             |
| 131945750<br>9781538726617<br>Trade Paper | Patterson, James<br>11/15/2022<br>Grand Central Publ    | The Perfect Assassin : A Doc Savage Thriller, Large Type           | 1<br>1       | 31OCT2022<br>2063813          |                       | \$19.99<br>12.0%<br>\$17.59         | L \$17.59                   |

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



14055095

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

INVOICE: B6533681



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

| DATE       | PAGE |
|------------|------|
| 12/12/2022 | 2    |

| Brodart No.<br>Item No.<br>Format         | Author<br>Pub Date<br>Publisher                       | Title   | Qty<br>Units | Branch<br>PO No.<br>Order No. | Customer<br>Reference | List Price<br>Discount<br>Net Price | Ext Price<br>Charge<br>Code |
|---|---|---|--------------|-------------------------------|-----------------------|-------------------------------------|-----------------------------|
| 131652915<br>9781538726587<br>Hardcover   | Turow, Scott<br>09/27/2022<br>Grand Central Publ      | Suspect, Large Type   | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>45.0%<br>\$17.05         | \$17.05                     |
| 132022508<br>9780316471152<br>Trade Paper | Patterson, James<br>10/31/2022<br>Little, Brown and C | Triple Cross : The Greatest Alex Cross<br>Thriller Since Kiss the Girls, Large Type   | 1<br>1       | 31OCT2022<br>2063813          |                       | \$31.00<br>40.0%<br>\$18.60         | L \$18.60                   |
| 131942557<br>9780316474429<br>Trade Paper | Patterson, James<br>10/03/2022<br>Little, Brown and C | The Twelve Topsy-Turvy, Very Messy Days of<br>Christmas : The New Holiday Classic People<br>Will Be Reading for Generations, Large Type | 1<br>1       | 31OCT2022<br>2063813          |                       | \$27.00<br>40.0%<br>\$16.20         | L \$16.20                   |
| 132354896<br>9780063285224<br>Trade Paper | Horowitz, Anthony<br>11/15/2022<br>HarperLuxe         | The Twist of a Knife : A Novel, Large Type  | 1<br>1       | 31OCT2022<br>2063813          |                       | \$36.99<br>40.0%<br>\$22.19         | L \$22.19                   |

PO Number: 31OCT2022

Subtotal Quantity: 19  
Subtotal Units: 19

Item Subtotal: \$376.65

| Charge Description        | Units | Unit Price | Ext Price |
|---------------------------|-------|------------|-----------|
| BrodartGuard              | 11    | \$2.20     | \$24.20   |
| Cataloging and Processing | 19    | \$1.09     | \$20.71   |

Total Quantity: 19  
Total Units: 19

Item Total: \$376.65  
C&P Charge: \$44.91

INVOICE TOTAL: \$421.56

ORIGINAL

296.50  
APPROVED FOR PAYMENT

125.06  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-4210-04-  
6502-0000

Acc't No. 172-4903-04-6512  
+0000

14055095



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6533681**

|             |
|-------------|
| <b>DATE</b> |
| 12/12/2022  |

**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: 19  
Total Units: 19  
INVOICE TOTAL: \$421.56

Amount Enclosed: \_\_\_\_\_



INVOICE

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

| INVOICE  | MO. | DAY | YEAR | BATCH |
|----------|-----|-----|------|-------|
| 72167679 | 10  | 19  | 2022 | 398   |

| ORDER ENTRY | ACCOUNT | PAGE | TAX |
|-------------|---------|------|-----|
| D8Q17LEH    | 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 2.43  
 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       | BELOW FROM P.O. AUTHOR ADULT SO   | IBCOE 2P4XR RAOIG ORD | DT:        | 05/01/22 |                          |           |  |
| 1           | 1       | EVANOVIC GOING ROGUE              | 0661 R 9781668003053  | 28.99      | 42.5     | 16.67                    | 16.67     |  |
| 1           | 1       | PATTERSON TRIPLE CROSS            | 0517 R 9780316499187  | 29.00      | 42.5     | 16.68                    | 16.68     |  |
| 2           | 2       | INGRAM 9999999 MYLAR JACKET-TAPED | 8899 C 9785552904068  | 0.99       | NET      | 0.99                     | 1.98      |  |
|             | 2       | RETAIL 59.97 AVG DISC 42.5%       | SUBTOTAL              | 59.97      |          |                          | 35.33     |  |
|             |         | FT WAYN VIA UPS-GROUND PREPAID    | SHIPPING/HANDLING     |            |          |                          | 4.45      |  |
|             |         | SHIP DATE 10/19 #610952081 #CTNS  | 1 WT 3 LBS            |            |          |                          |           |  |
|             |         | PRODUCT SUBTOTAL 33.35            |                       |            |          |                          |           |  |
|             |         | PROCESSING SUBTOTAL 1.98          |                       |            |          |                          |           |  |
| ** TOTAL ** |         |                                   |                       |            |          |                          | 39.78     |  |

APPROVED FOR PAYMENT

Name \_\_\_\_\_  
 Date \_\_\_\_\_ P.O. # \_\_\_\_\_  
 Acc't No. \_\_\_\_\_

Cut Along Broken Line



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
 PLEASE RETURN THIS PORTION WITH PAYMENT

|            |          |
|------------|----------|
| OE #       | D8Q17LEH |
| ACCOUNT #  | 2006421  |
| INVOICE #  | 72167679 |
| AMOUNT DUE | 39.78    |

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

INVOICE DATE 10/19/2022



INVOICE

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

| INVOICE  | MO. | DAY | YEAR | BATCH |
|----------|-----|-----|------|-------|
| 72167678 | 10  | 19  | 2022 | 398   |

| ORDER ENTRY | ACCOUNT | PAGE | TAX |
|-------------|---------|------|-----|
| D8Q17LEH    | 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 1.23  
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 |        |                   |         |                          |           |
| 4           | 1       | CHILD LE NO PLAN B                    | 0283 R | 9781984818546     | 28.99   | 42.5                     | 16.67     |
|             | 1       | INGRAM 9999999 MYLAR JACKET-TAPED     | 8899 C | 9785552904068     | 0.99    | NET                      | 0.99      |
|             | 1       | RETAIL 29.98 AVG DISC 42.5%           |        | SUBTOTAL          | 29.98   |                          | 17.66     |
|             |         | FT WAYN VIA UPS-GROUND PREPAID        |        | SHIPPING/HANDLING |         |                          | 2.25      |
|             |         | SHIP DATE 10/19 #610952081 #CTNS      |        | 1 WT 2 LBS        |         |                          |           |
|             |         | PRODUCT SUBTOTAL                      |        |                   |         |                          | 16.67     |
|             |         | PROCESSING SUBTOTAL                   |        |                   |         |                          | 0.99      |
| ** TOTAL ** |         |                                       |        |                   |         |                          | 19.91     |

APPROVED FOR PAYMENT

Name \_\_\_\_\_  
Date \_\_\_\_\_ P.O. # \_\_\_\_\_  
Acc't No. \_\_\_\_\_



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
PLEASE RETURN THIS PORTION WITH PAYMENT

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

INVOICE DATE 10/19/2022

|            |          |
|------------|----------|
| OE #       | D8Q17LEH |
| ACCOUNT #  | 2006421  |
| INVOICE #  | 72167678 |
| AMOUNT DUE | 19.91    |



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: 73116986, 12, 07, 2022, 397 LB

Table with columns: ORDER ENTRY, ACCOUNT, PAGE, TAX. Values: D2Q969EH, 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 0.73

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 item details for 'DEVILS DELIGHT M/TV' and 'MYLAR JACKET-TAPED'.

APPROVED FOR PAYMENT

Name
Date P.O. #
Acc't No.

\*\* TOTAL \*\*

25.51

Cut Along Broken Line



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

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

INVOICE DATE 12/07/2022

Table with fields: OE # (D2Q969EH), ACCOUNT # (2006421), INVOICE # (73116986), AMOUNT DUE (25.51)



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: 72167680, 10, 19, 2022, 398

Table with columns: ORDER ENTRY, ACCOUNT, PAGE, TAX. Values: D8Q17LEH, 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 002
STORMLAKE PUBLIC LIBRARY
M&K CD 1.25
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 item details for 'LIVID' and 'MYLAR JACKET-TAPED'.

APPROVED FOR PAYMENT

Name \_\_\_\_\_
Date \_\_\_\_\_ P.O. # \_\_\_\_\_
Acct No. \_\_\_\_\_

\*\* TOTAL \*\*

19.97



Cut Along Broken Line
IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE
PLEASE RETURN THIS PORTION WITH PAYMENT

OE # D8Q17LEH

ACCOUNT # 2006421

INVOICE # 72167680

AMOUNT DUE 19.97

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

INVOICE DATE 10/19/2022



**INVOICE #: 2037192111**

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

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

INVOICE DATE: 12/14/22  
 ACCOUNT #: 207113 L031542 2 B00000  
 ATS #: MOM9029757  
 INVOICE #: 2037192111  
 PAGE: 001



1577 1 MB 0.512 P:1577 / T:9 / 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 |
|----------------|-----------------|
| <b>\$17.29</b> |                 |

▼ KEEP THIS COPY FOR YOUR RECORDS ▼

GST/TAX ID#: 00 00000000000000 SHIPPED FROM: MOMENCE PO#: 9302022 INVOICE #: 2037192111 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  | TRIPWIRE                | 82319357   | 9302022       | CHILD, LEE    | PAP 539967354   | 9780425264393<br>0425264394 | PENGU | 16.00 | 5.0%      | 15.20      | 15.20          |
| <b>SUB TOTAL</b>   |                         |            |               |               |                 |                             |       |       |           |            | 15.20          |
| USD CURRENCY   |                         |            |               |               |                 |                             |       |       |           |            |                |
| 1  | LAMINATE COVERS ON P AT |            |               |               | 2.09 = 2.09     |                             |       |       |           | <b>VAS</b> | 2.09           |
| STORM LAKE PUBLIC LIBRARY<br>609 CAYUGA<br>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:                                  | <b>TOTAL AMOUNT DUE</b> | <b>\$17.29</b> |
| BAKER & TAYLOR<br>P.O. BOX 277930<br>ATLANTA, GA 30384-7930 | 00 NET 30 DAYS<br>AMOUNTS BILLED IN USD |                         |                |

17.29  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 801-400-04  
6502-0000



**Multicultural Books & Videos**

30007 John R Road  
 Madison Heights, MI 48071  
 (800) 567-2220 Fax: (800) 208-0976  
 E-mail: service@mcbv.com

**INVOICE**

**INVOICE No:** 22-1359  
 Date: 12/08/22  
 PO Number: FIL 2022  
 Date Shipped: 12/08/22  
 Shipped Via: UPS  
 Terms: NET-30  
 Page #: 1

**SHIP TO:**

Storm Lake Public Library  
 Attn: Elizabeth Huff  
 609 Cayuga St.  
 Storm Lake, IA 50588

**SOLD TO:**

Same

| Quantity | Description                                      | Unit Price | Total Cost    |
|----------|--|------------|---------------|
|          | <b>Spanish Children's Books:</b>                 |            |               |
| 1        | ¿Como dicen mamá las jirafas? 9789687381992      | 12.95      | 12.95         |
| 2        | Azul 9788491013136                               | 24.95      | 49.90         |
| 1        | Cenicienta 9788498259469                         | 17.95      | 17.95         |
| 1        | De libro en libro 9788491011521                  | 11.95      | 11.95         |
| 1        | Detrás de la mascara 9786079365561               | 13.95      | 13.95         |
| 1        | El salto del tiempo 9788491012061                | 11.95      | 11.95         |
| 1        | Feliz navidad queridos monstruos 9788491012917   | 21.95      | 21.95         |
| 1        | Hansel y Gretel 9788491011316                    | 17.95      | 17.95         |
| 1        | Inventario de frutas y verduras 9788416721429    | 21.95      | 21.95         |
| 1        | La cancion del parque 9788498259926              | 11.95      | 11.95         |
| 1        | La carta mas lta 9788491012047                   | 11.95      | 11.95         |
| 1        | La gran pregunta 9789709718058                   | 13.95      | 13.95         |
| 1        | La guerra del bosque 9788491010401               | 11.95      | 11.95         |
| 1        | La noche del Dr Brot 9788491013013               | 11.95      | 11.95         |
| 1        | Llega el Sr Flat 9788498259117                   | 11.95      | 11.95         |
| 2        | Negro blanco 9788491015635                       | 24.95      | 49.90         |
| 2        | Para que es esto 9788491018284                   | 22.95      | 45.90         |
| 2        | Que es esto 9788491018407                        | 22.95      | 45.90         |
| 1        | Salvemos al Nautilus 9788198259162               | 11.95      | 11.95         |
| 1        | Soy pequeñito 9788494157929                      | 20.95      | 20.95         |
| 1        | Uno mas 9788484643227                            | 20.95      | 20.95         |
| 2        | Verde 9788491013693                              | 24.95      | 49.90         |
| 1        | Blanca nieves 9788491013099                      | 17.95      | 17.95         |
| 1        | Caperucita roja 9788498258837                    | 17.95      | 17.95         |
| 1        | El patito feo 9788491013617                      | 17.95      | 17.95         |
| 1        | La cita 9788414023884                            | 61.95      | 61.95         |
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| 1        | Migrar 9786077656555                             | 25.95      | 25.95         |
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| 1        | Princesa Sara 9788414036686                      | 36.95      | 36.95         |
|          | <i>Continued on Next Page...</i>                 |            |               |
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| 1                                | Ricitos de oro 9788498259483                           | 17.95            | 17.95         |
| 1                                | San Jorge y el dragon 9788491011798                    | 17.95            | 17.95         |
| 1                                | Tio lobo 9788484649113                                 | 16.95            | 16.95         |
| 1                                | 100 besos antes de ir a dormir 9786072435681           | 10.95            | 10.95         |
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| 1                                | Arturo la leyenda del Rey Eterno 9788414036938         | 32.95            | 32.95         |
| 1                                | Casitas del bosque 7139005119172                       | 10.95            | 10.95         |
| 1                                | Cuentos justos para tiempos injustos 9786072446977     | 10.95            | 10.95         |
| 1                                | De como la tia Gala nos ayudo a combatir 9786072446984 | 9.95             | 9.95          |
| 1                                | El viento en los sauces 9788414036693                  | 35.95            | 35.95         |
| 1                                | Espiritus y criaturas de Japon 9788414031803           | 37.95            | 37.95         |
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| 1                                | Estrella y luz 9786072446496                           | 10.95            | 10.95         |
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| 1                                | Historias de Rios 9788414023457                        | 23.95            | 23.95         |
| 1                                | Invasion extraterrestre 9786072447011                  | 10.95            | 10.95         |
| 1                                | La liberacion de los parques 9786072442160             | 9.95             | 9.95          |
| 1                                | La primera en el estanque 7139006119171                | 11.95            | 11.95         |
| 1                                | La vida de Ana Frank 9788414026595                     | 25.95            | 25.95         |
| 1                                | Las mil y una pijamas 9786072444508                    | 9.95             | 9.95          |
| 1                                | Leyendas 9786072446960                                 | 10.95            | 10.95         |
| 1                                | Ocho monstruos en el sotano 9786072446953              | 9.95             | 9.95          |
| 1                                | Orfo 9786072442146                                     | 9.95             | 9.95          |
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| 1                                | Un invierno maravilloso 7139009119178                  | 11.95            | 11.95         |
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| 1                                | Ups poco a poquito 9786072435674                       | 10.95            | 10.95         |
| 1                                | Ainhua Revoltosa 9788418599958                         | 17.95            | 17.95         |
| 1                                | Daniela Pirata 9788417123116                           | 16.95            | 16.95         |
| 1                                | Daniela y las mujeres pirata 9788419253095             | 20.95            | 20.95         |
| 1                                | Dentro de una cebra 9789874598882                      | 15.95            | 15.95         |
| 1                                | El otoño en el bosque 7139008119179                    | 11.95            | 11.95         |
| 1                                | Fantastiche Hiegende fundbuiro 9783570179826           | 38.95            | 38.95         |
| <i>Continued on Next Page...</i> |  |                  |               |
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| 2                                | Fedrico y sus familias 9788417673482                    | 24.95            | 49.90          |
| 1                                | Freunde 9783407740571                                   | 30.95            | 30.95          |
| 1                                | La falda morada de leo 9788418599606                    | 17.95            | 17.95          |
| 1                                | La muñeca de lucas 9788418133398                        | 17.95            | 17.95          |
| 1                                | Madame Kuinterbunt 9783473408726                        | 33.95            | 33.95          |
| 1                                | Pequeñas personas 9788419253316                         | 17.95            | 17.95          |
| 1                                | Roberto y gelatina 9789874794024                        | 21.95            | 21.95          |
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| 1                                | Todo lo que paso antes de que llegaras 9789874819321    | 15.95            | 15.95          |
| 2                                | Tu cuerpo es tuyo 9788418599408                         | 33.95            | 67.90          |
| 2                                | Un coso 9789874794079                                   | 37.95            | 75.90          |
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| 1                                | Vida de un lapiz 9789874794062                          | 16.95            | 16.95          |
| 1                                | Vivan las uñas de colores 9788417123581                 | 16.95            | 16.95          |
| 2                                | Ballettgeschichten 9783473460281                        | 50.95            | 101.90         |
| 1                                | Cancion de navidad 9788491016212                        | 22.95            | 22.95          |
| 2                                | Cornelia Funke verflixt ana zugenext 9783743212237      | 49.95            | 99.90          |
| 1                                | Dachs and rakete 9783407756404                          | 41.95            | 41.95          |
| 2                                | Die schonsten Fohlengeschichten 9783743214101           | 55.95            | 111.90         |
| 2                                | Dinosauriegeschichten 9783473462070                     | 50.95            | 101.90         |
| 1                                | Dinosaurier 9783788620295                               | 36.95            | 36.95          |
| 1                                | Feliz navidad 9788491014096                             | 11.95            | 11.95          |
| 2                                | Ich bin anders als du (yo no soy como tu) 9783193696014 | 60.95            | 121.90         |
| 2                                | Mamá Osa 9788491018322                                  | 22.95            | 45.90          |
| 2                                | Mamá Rana 9788491018360                                 | 22.95            | 45.90          |
| 2                                | Meerjurgfrauengeschichten 9783473461431                 | 50.95            | 101.90         |
| 2                                | Mein tiersich tolles bidworterburch 9783468205873       | 46.95            | 93.90          |
| 1                                | My ocean challenge 9783570179932                        | 55.95            | 55.95          |
| 1                                | Niñas y niños feministas 9788418599804                  | 17.95            | 17.95          |
| 2                                | Superheidengeschichten 9783473460632                    | 50.95            | 101.90         |
| 1                                | Versunkene schaatze 9783788621131                       | 36.95            | 36.95          |
| 1                                | El ascensor 9789874707970                               | 15.95            | 15.95          |
| 1                                | Calmantes montes, saltamontes 9786078797011             | 16.95            | 16.95          |
| 1                                | Cantar de mio CID 9786078797066                         | 15.95            | 15.95          |
| <i>Continued on Next Page...</i> |   |                  |                |
| 50                               |   | <b>SUB-TOTAL</b> | <b>1782.50</b> |



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| 1  | Clara y el hombre en la ventana 9789874598875         | 18.95                    | 18.95          |
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| 1  | Los unos y los otros 9786078797189                    | 15.95                    | 15.95          |
| 1  | Pakal 9786077456988                                   | 15.95                    | 15.95          |
| 1  | Tu te crees el leon 9786078351107                     | 16.95                    | 16.95          |
| 2  | Un gran cientifico mexicano desconocido 9786078351978 | 34.95                    | 69.90          |
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| 41   |   | Sub-total from page 1    | 856.95         |
| 35   |   | Sub-total from page 2    | 612.25         |
| 50   |   | Sub-total from page 3    | 1782.50        |
|  |   | Sub-total                | 3620.00        |
|  |   | Administration Fee (25%) | 905.00         |
|  |   | Sub-total                | 4525.00        |
|  |   | Shipping & Handling      | 678.75         |
| 140  |   | <b>TOTAL</b>             | <b>5203.75</b> |

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| <b>Spanish Adult Books:</b>      |  |                  |               |
| 1                                | Aquiles 9786075508054                              | 18.95            | 18.95         |
| 1                                | Boquitas pintadas 9786070790973                    | 16.95            | 16.95         |
| 1                                | Circe 9786075502342                                | 18.95            | 18.95         |
| 1                                | Diccionario de mexicanismos 9786070780660          | 47.95            | 47.95         |
| 1                                | El coronel no tiene quien le escriba 9786070795473 | 19.95            | 19.95         |
| 1                                | El mentalista 9786070785139                        | 22.95            | 22.95         |
| 1                                | El peligro de estar cuerda 9786070786259           | 19.95            | 19.95         |
| 1                                | El tiempo entre costuras 9786070704086             | 23.95            | 23.95         |
| 1                                | La bailarina de Auschwitz 9786070734808            | 24.95            | 24.95         |
| 1                                | La sombra de un engaño 9786070769252               | 17.95            | 17.95         |
| 1                                | Lejos de Luisiana 9786070796593                    | 24.95            | 24.95         |
| 1                                | Maria Dueñas: La Templanza 9786070726477           | 22.95            | 22.95         |
| 1                                | Maria Dueñas: Sira 9786070775864                   | 26.95            | 26.95         |
| 1                                | Mujercitas 9788491815747                           | 7.95             | 7.95          |
| 1                                | Ocho lugares que me recuerdan a ti 9786070760174   | 15.95            | 15.95         |
| 1                                | Persona normal 9786070776038                       | 14.95            | 14.95         |
| 1                                | Quijote 9786070766367                              | 23.95            | 23.95         |
| 1                                | Todo lo que fuimos 9786070791949                   | 13.95            | 13.95         |
| 1                                | Waikiki 9786070792182                              | 18.95            | 18.95         |
| 1                                | Atados a una estrella 9786072437340                | 10.95            | 10.95         |
| 1                                | Constelaciones de papel 9786072442207              | 12.95            | 12.95         |
| 1                                | Donde habitan los angeles 9786072437470            | 10.95            | 10.95         |
| 1                                | Grandes chefs mexicanos fuego 9786072128149        | 33.95            | 33.95         |
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| 1                                | Juan y sus sombras 9786072442191                   | 10.95            | 10.95         |
| 1                                | La herida 9786072437876                            | 11.95            | 11.95         |
| 1                                | La panaderia de Irving Quiroz 9786072127944        | 22.95            | 22.95         |
| 1                                | La senda del cabitro 9786072123663                 | 30.95            | 30.95         |
| 1                                | La vida fuera de juego 9786072446991               | 10.95            | 10.95         |
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| 1                                | Querido nadie 9786072432867                        | 11.95            | 11.95         |
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| 1                                | Salsas mexicanas 9786072123748                         | 20.95            | 20.95         |
| 1                                | Vamonos a la estufa con Janet 9786072127920            | 22.95            | 22.95         |
| 1                                | Ventana 654 9786072447028                              | 17.95            | 17.95         |
| 2                                | A la conquista del cuerpo equivocado 9788417319366     | 38.95            | 77.90         |
| 1                                | Animales maestros 9786070793202                        | 11.95            | 11.95         |
| 1                                | Anoche en las trincheras 9786070752636                 | 16.95            | 16.95         |
| 1                                | Casas vacias 9786078619184                             | 13.95            | 13.95         |
| 1                                | Ceniza en la boca 9788418342714                        | 13.95            | 13.95         |
| 1                                | Cualquier miercoles soy tuya 9786070736094             | 5.95             | 5.95          |
| 1                                | El año de Emilia 9788417319410                         | 22.95            | 22.95         |
| 1                                | El niño que no fui 9788418501609                       | 21.95            | 21.95         |
| 1                                | El secreto de la noche triste 9786070781094            | 12.95            | 12.95         |
| 1                                | En aguas mas profundas 9788418501791                   | 22.95            | 22.95         |
| 1                                | Erase una vez Mexico 1 9786070747366                   | 11.95            | 11.95         |
| 1                                | Erase una vez Mexico 2 9786070749261                   | 11.95            | 11.95         |
| 1                                | Isabel II 9786070795398                                | 36.95            | 36.95         |
| 2                                | La revolucion asexual 9788418501517                    | 37.95            | 75.90         |
| 1                                | Locas y perversas 9788417319939                        | 21.95            | 21.95         |
| 1                                | Luciernagas 9786070795794                              | 22.95            | 22.95         |
| 2                                | Madre no hay mas que 2 9788416491629                   | 40.95            | 81.90         |
| 1                                | Maricones de Antaño 9788418501159                      | 22.95            | 22.95         |
| 2                                | Mas que visibles 9788418501661                         | 48.95            | 97.90         |
| 1                                | Oh Feliz Culpa 9788418501630                           | 20.95            | 20.95         |
| 2                                | Pucha potens 9786078619399                             | 23.95            | 47.90         |
| 1                                | Todo lo que dejas cuando llegas y te vas 9786070791932 | 13.95            | 13.95         |
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| 1                                | Vagos y maleantes 9788417319731                        | 20.95            | 20.95         |
| 1                                | Diario de Oaxaca 9786078619221                         | 17.95            | 17.95         |
| 1                                | Efectos secundarios 9788418215933                      | 23.95            | 23.95         |
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| 1                                | Falsa Guerra 9788418342288                             | 13.95            | 13.95         |
| 1                                | La mala senda 9788418342264                            | 20.95            | 20.95         |
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| 40       |   | Sub-total from page 1    | 930.00         |
|          |   | Sub-total                | 1599.25        |
|          |   | Administration Fee (25%) | 399.81         |
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|          |   | Sub-total                | 1999.06        |
|          |   | Shipping & Handling      | 299.86         |
| 75       |   | <b>TOTAL</b>             | <b>2298.92</b> |
|          | <b>Federal Tax ID #: 98-0109887</b>   |                          |                |



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| ZEdey5 | Writers & Lovers | Retail CD        | 9781094059242 | Writers & Lovers | 1   | \$34.95    | \$27.96 | \$27.96 |
| VP0004 |                  | Repack Fee       |               | Retail Repack    | 1   |            | \$2.95  | \$2.95  |
| MRCFEE |                  | Marc Fee         |               | Marc Record      | 1   |            | \$0.00  | \$0.00  |
| 40dw21 | The Four Winds   | Retail CD Buy-In | 9781250317254 | The Four Winds   | 1   | \$44.99    | \$35.99 | \$35.99 |
| VP0004 |                  | Repack Fee       |               | Retail Repack    | 1   |            | \$2.95  | \$2.95  |
| MRCFEE |                  | Marc Fee         |               | Marc Record      | 1   |            | \$0.00  | \$0.00  |
| ZE8739 | Pure Joy         | Retail CD        | 9781482953978 | Pure Joy         | 1   | \$24.95    | \$19.96 | \$19.96 |
| VP0004 |                  | Repack Fee       |               | Retail Repack    | 1   |            | \$2.95  | \$2.95  |
| MRCFEE |                  | Marc Fee         |               | Marc Record      | 1   |            | \$0.00  | \$0.00  |
| 40dwin | Serpentine       | Retail CD Buy-In | 9780593103371 | Serpentine       | 1   | \$45.00    | \$36.00 | \$36.00 |
| VP0004 |                  | Repack Fee       |               | Retail Repack    | 1   |            | \$2.95  | \$2.95  |
| MRCFEE |                  | Marc Fee         |               | Marc Record      | 1   |            | \$0.00  | \$0.00  |

|                |                 |
|----------------|-----------------|
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| Tax Total (0%) | \$0.00          |
| Shipping       | \$0.00          |
| <b>Total</b>   | <b>\$131.71</b> |

131.71  
**APPROVED FOR PAYMENT**

Ship To  
 Storm Lake Public Library  
 609 Cayuga Street  
 Storm Lake IA 50588  
 United States

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-4010-04-6802  
 -0000



2037762

# Storm Lake Times Pilot

Buena Vista County's Hometown Newspaper  
PO Box 487, Times Square, Storm Lake, Iowa 50588  
Phone (712) 732-4991

## MONEY-SAVING RENEWAL NOTICE

79.95

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

4119 1/22/2023

APPROVED FOR PAYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Dear Reader:

Your subscription to the Storm Lake Times Pilot expires at the end of January.

Acc't No. 001-4010-04-6802  
-0000

Please renew today so you don't miss an issue of Buena Vista County's Hometown Newspaper. Simply choose one of the options below and return the bottom portion of this statement with your payment.

The Times is your complete source for all local news — at a cost that is less!

**EARLY BIRD BONUS — Renew for one year before December 30 and  
DEDUCT \$3.00 from your subscription!**

Thank you. We appreciate being able to serve you!

For faster service, charge your renewal toll-free at 1-800-732-4992. Call 9 a.m. - 5 p.m. Monday through Friday. We accept Visa, MasterCard, Discover and American Express

For Proper Credit, Please Detach and Return This Portion with Payment

## Storm Lake Times Pilot

PO Box 487, Times Square  
Storm Lake, IA 50588-0487

ENCLOSED IS MY RENEWAL FOR THE FOLLOWING:

**BV & Adjoining Counties**

\_\_\_ \$79.95 (1 Year)  
\_\_\_ \$76.95 if paid before Dec. 30

\_\_\_ \$46.95 (6 Months)

**Elsewhere in Iowa**

\_\_\_ \$84.95 (1 Year)  
\_\_\_ \$81.95 if paid before Dec. 30

\_\_\_ \$49.95 (6 Months)

**Outside Iowa**

\_\_\_ \$89.95 (1 Year)  
\_\_\_ \$86.95 if paid before Dec. 30

\_\_\_ \$53.95 (6 Months)

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

4119 1/22/2023





Please remit payment to:  
 Cavendish Square Publishing  
 PO Box 28436  
 New York, NY 10087  
 Customer Service: tel (877) 980-4450 | fax (877) 980-4454  
 Billing: tel (877) 980-4460 | fax (212) 614-7386

Fed Tax ID 46-1843778  
 Bill To:

**INVOICE**

|                      |                  |
|----------------------|------------------|
| Document No.         | CAL3401491       |
| Document Date        | 13-December-2022 |
| Billing Account No.  | 1000131076       |
| Shipping Account No. | 1000131076       |
| Payment Terms        | 30 Days          |

Ship to:

Storm Lake Public Library  
 609 CAYUGA ST  
 STORM LAKE IA 50588-2239

Storm Lake Public Library  
 609 CAYUGA ST  
 STORM LAKE IA 50588-2239

| Line           | ISBN          | Description   | Qty | Price  | % Disc.              | Net    | Shipping | Tax   | Total  |        |
|----------------|---------------|---|-----|--------|----------------------|--------|----------|-------|--------|--------|
| 1              | 9781502667052 | Cultures of the World (Fourth Edition, Group 3)®<br>(Library Set)<br>(School & library) PO#: STANDING ORDER | 1   | 206.70 | 10.00% <sup>DI</sup> | 186.03 | 0.00     | 0.00  | 186.03 |        |
|                | 9781502667038 | Thailand<br>1 copy supplied.  |     |        |                      |        |          |       |        |        |
|                | 9781502666932 | Australia<br>1 copy supplied.   |     |        |                      |        |          |       |        |        |
|                | 9781502667014 | Sri Lanka<br>1 copy supplied.   |     |        |                      |        |          |       |        |        |
|                | 9781502666994 | Philippines<br>1 copy supplied.   |     |        |                      |        |          |       |        |        |
|                | 9781502666970 | Libya<br>1 copy supplied.   |     |        |                      |        |          |       |        |        |
|                | 9781502666956 | China<br>1 copy supplied.   |     |        |                      |        |          |       |        |        |
|                |               | Postage & Packing   |     |        |                      |        | 18.41    | 0.00  | 18.41  |        |
| <b>Totals:</b> |               |   |     |        |                      |        | 186.03   | 18.41 | 0.00   | 204.44 |

Shipped via:

Federal Express, SPECIAL - FED EX 3RD PARTY CAVENDISH

Tracking Number:

579722845487

Please visit the website for tracking updates: [HTTPS://www.fedex.com](https://www.fedex.com)

204.44  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-400-04-6522  
 - 0000

|                |             |
|----------------|-------------|
| Document Total | \$204.44    |
| Amount Due     | \$204.44    |
| Pay by Date    | 12 Jan 2023 |

Please pay this invoice in US dollars by the above date. Past due amounts will be assessed a late charge of 1.5% per month (18% annual rate)



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 IA Zip/Postal Code 50588

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Requested Purchase Date:

| Account #'s:   | Amounts:                           |
|--|------------------------------------|
| #1: <input type="text" value="001-4010-04-6508-0000"/> | <input type="text" value="63.32"/> |
| #2: <input type="text"/>                               | <input type="text"/>               |
| #3: <input type="text"/>                               | <input type="text"/>               |
| #4: <input type="text"/>                               | <input type="text"/>               |

| Description                                   | Budget Amt. | Quantity | Unit Price | Amount |
|---|-------------|----------|------------|--------|
| Beth Dawson, Custodian of Petty Cash, Postage |             | 1        | 63.32      |        |
|   |             |          |            |        |
|   |             |          |            |        |
|   |             |          |            |        |
|   |             |          |            |        |

|  |   |
|--|---|
| <input type="checkbox"/> Bids/Quotes Attached    Shipping Costs <input type="checkbox"/> Estimated <input checked="" type="checkbox"/> Actual<br>Department _____<br>Head Signature _____ Date: <input type="text"/> | <b>Total</b><br>Shipping Charges _____<br><b>Purchase Order Total</b> _____ |
|--|---|

**Finance Department Only**

|                                     |   |
|-------------------------------------|---|
| <b>Timeline Approval</b>            | <b>Purchase Order</b>   |
| Date Received: <input type="text"/> | Approved Purchase Date <input type="text"/>                               |
| Date Returned: <input type="text"/> | Date Received: <input type="text"/>                                       |
|                                     | <input type="checkbox"/> W9 Needed    Date Returned: <input type="text"/> |

|   |  |
|---|--|
| <b>Line Item Budget</b>                   | <b>Department Budget</b>                       |
| Line Item Budget <input type="text"/>     | Overall Department Budget <input type="text"/> |
| Authorized PO's <input type="text"/>      | Authorized PO's <input type="text"/>           |
| Line Item Authorized <input type="text"/> | Authorized YTD Budget <input type="text"/>     |
| YTD Expenditures <input type="text"/>     | YTD Expenditures <input type="text"/>          |

Approved by \_\_\_\_\_ Date:

**Administrative Approval**

|  |  |
|--|--|
| Authorized By _____  | <input type="checkbox"/> Approved <b>WITHIN</b> Adopted Budget <input type="text"/>  |
| Date: <input type="text"/>                                 | <input type="checkbox"/> Approved <b>OUTSIDE</b> Adopted Budget <input type="text"/> |
| <input type="checkbox"/> Not Approved <input type="text"/> |  |



STORM LAKE  
 509 CAYUGA ST  
 STORM LAKE, IA 50588-2396  
 (800)275-8777

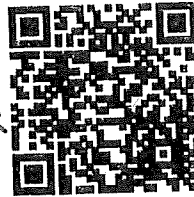
12/27/2022 12:00 PM

| Product   | Qty | Unit Price | Price   |
|---|-----|------------|---------|
| Library Mail<br>Epworth, IA 52045<br>Weight: 0 lb 14.40 oz<br>Estimated Delivery Date<br>- Fri 12/30/2022<br>Tracking #:<br>* 9555 1136 9676 2361 5212 54 | 1   |            | \$3.32  |
| US Flag Coil/100  | 1   | \$60.00    | \$60.00 |
| Grand Total:  |     |            | \$63.32 |
| Cash  |     |            | \$64.00 |
| Change  |     |            | -\$0.68 |

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 Track your Packages  
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<https://informedelivery.usps.com>

All sales final on stamps and postage.  
 Refunds for guaranteed services only.  
 Thank you for your business.

Tell us about your experience.  
 Go to: <https://postalexperience.com/Pos>  
 or scan this code with your mobile device.



*Tony*

or call 1-800-410-7420.

UFN: 188586-0288  
 Receipt #: 840-55000325-1-5609767-2  
 Clerk: 4

12/1/2022-12/31/2022

| Date       | Amount  |  |
|------------|---------|--|
| 12/2/2022  |         |  |
| 12/3/2022  |         |  |
| 12/4/2022  |         |  |
| 12/5/2022  |         |  |
| 12/6/2022  |         |  |
| 12/7/2022  |         |  |
| 12/8/2022  |         |  |
| 12/9/2022  |         |  |
| 12/10/2022 |         |  |
| 12/11/2022 |         |  |
| 12/12/2022 |         |  |
| 12/13/2022 |         |  |
| 12/14/2022 |         |  |
| 12/15/2022 |         |  |
| 12/16/2022 |         |  |
| 12/17/2022 |         |  |
| 12/18/2022 |         |  |
| 12/19/2022 |         |  |
| 12/20/2022 |         |  |
| 12/21/2022 |         |  |
| 12/22/2022 |         |  |
| 12/23/2022 |         |  |
| 12/24/2022 |         |  |
| 12/25/2022 |         |  |
| 12/26/2022 |         |  |
| 12/27/2022 | \$63.32 | 3.32 Epworth IA \$60.00 roll of stamps |
| 12/28/2022 |         |  |
| 12/29/2022 |         |  |
| 12/30/2022 |         |  |
| 12/31/2022 |         |  |
| Total      | \$63.32 |  |

---

THANK YOU FOR SHOPPING AT  
STORM LAKE ACE HARDWARE  
(712) 213-2230

KEEP RECEIPT FOR ALL REFUNDS

KEEP RECEIPT FOR ALL REFUNDS  
NO RETURNS AFTER 60 DAYS

12/30/22 11:17AM JUSTIN 562 SALE

|                         |   |    |      |    |       |
|-------------------------|---|----|------|----|-------|
| 3037769                 | 4 | EA | 5.99 | EA | N     |
| BATTERY LITHIUM 3V 2450 |   |    |      |    | 23.96 |
| 17392                   | 1 | EA | 3.99 | EA | N     |
| ADHESIVE AP WELDIT 1OZ  |   |    |      |    | 3.99  |

SUB-TOTAL: \$ 27.95 TAX: \$ .00  
TOTAL: \$ 27.95  
CHARGE AMT: 27.95



====> JRNL#I19068 INV#608497/2 <<===  
CUST NO: 5082  
Customer Copy

Name : X  
ELIZABETH HUFF  
Acct: CITY OF STORM LAKE

27.95  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-400-04-6599-0000

# CENTRAL IOWA DISTRIBUTING, INC.

**REMIT TO (MAIN OFFICE):**

19 SOUTH 21ST STREET, P.O. BOX 891  
 FORT DODGE, IA 50501  
 800-383-6089 • 515-955-2344 • FAX 515-955-4799

# INVOICE

|                 |             |
|-----------------|-------------|
| Invoice No:     | 234448      |
| Invoice Date:   | Jan 3, 2023 |
| Page:           | 1           |
| Sales Order No: | 277193      |

|  |
|--|
| <b>Bill To:</b>  |
| STORM LAKE, CITY OF<br>CITY CLERK - CITY HALL<br>P.O. BOX 1086<br>STORM LAKE, IA 50588 |

|  |
|--|
| <b>Ship to:</b>  |
| PUBLIC LIBRARY<br>712-732-8026 (MISTY)<br>609 CAYUGA<br>STORM LAKE, IA 50588 |

|                       |                        |                      |                 |
|-----------------------|------------------------|----------------------|-----------------|
| <b>Customer ID</b>    | <b>Customer PO</b>     | <b>Payment Terms</b> |                 |
| STOR01                | ADD-ON                 | Net 30 Days          |                 |
| <b>Sales Rep Name</b> | <b>Shipping Method</b> | <b>Ship Date</b>     | <b>Due Date</b> |
| DARIN BAACK           | C.I.D. DELIVER         |                      | 2/2/23          |

| Quantity | Unit | Item     | Description                  | Unit Price | Amount |
|----------|------|----------|------------------------------|------------|--------|
| 1.00     | CS   | KRU 1656 | WH SWAN KITCHEN TOWEL, 30/CS | 37.0000    | 37.00  |

37.00  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_  
 Date \_\_\_\_\_ P.O. # \_\_\_\_\_  
 Acc't No. 001-4010-04  
6599-0000

|                         |              |
|-------------------------|--------------|
| Subtotal                | 37.00        |
| Sales Tax               |              |
| Total Invoice Amount    | 37.00        |
| <b>TOTAL AMOUNT DUE</b> | <b>37.00</b> |

EMAIL INVOICES

**Please pay from Invoice- Monthly Statements will be mailed out by request only and we THANK-YOU for your continued business! PLEASE NOTE BEGINNING JUNE 1ST, WE WILL BE IMPLEMENTING A 2% CC PROCESSING FEE FOR ANY CREDIT CARD TRANSACTION OVER \$500.00**



SECURE TECHNOLOGY SOLUTIONS

31.90  
APPROVED FOR PAYMENT

**CONTRACT INVOICE**

Invoice Number: 23AR1171783  
Invoice Date: 12/09/2022

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

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 172-4903-04  
1512-8000

**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       | \$31.90       | <b>\$31.90</b> |           |
| Contract Number   | Contact       | Contract Amount | P.O. Number   | Start Date     | Exp. Date |
| CON14605-CSL-01   |               | \$31.90         |               | 01/14/2019     |           |
| Remarks   |               |                 |               |                |           |
| Please note: Effective October 1st, there will be an operational surcharge added to your monthly bill. This nominal amount will be calculated based on the number of devices/locations under contract. This fee is necessary to combat environmental price pressures. |               |                 |               |                |           |

**Summary:**

|   |                |
|---|----------------|
| Contract base rate charge for the 11/14/2022 to 12/13/2022 billing period | \$26.00        |
| Contract overage charge for the 11/14/2022 to 12/13/2022 overage period   | \$0.95**       |
| Operational Surcharge-Base  | \$4.95         |
| <b>**See overage details below</b>  | <b>\$31.90</b> |

**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<br>STORM LAKE, IA 50588<br>Meters-Kolby Struchen |

| Meter Type | Meter Group     | Begin Meter | End Meter | Credits | Total | Covered | Billable | Rate       | Overage |
|------------|-----------------|-------------|-----------|---------|-------|---------|----------|------------|---------|
| B\W        | CON14605-CSL-01 | 5,866       | 5,951     |         | 85    | 0       | 85       | \$0.011200 | \$0.95  |
| Color      | CON14605-CSL-01 | 196         | 196       |         | 0     | 260     | 0        | \$0.107500 | \$0.00  |



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

**INVOICE**

Terms: 30 Days Net

Invoice No.: 503154245  
 Invoice Date: 12/27/2022  
 Customer: 2000006256  
 Delivery: 88950989  
 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<br>Delivery | Description<br>Stock #                               | OCCLC#     | Customer Item#                 | Retail | Price | Extension |
|-----|-----|--------------------|--|------------|--------------------------------|--------|-------|-----------|
| 1   | EA  | DVD                | EMILY THE CRIMINAL Widescreen 1D<br>15370736         | 1346436164 |                                | 17.99  | 13.49 | 13.49     |
| 1   | EA  | DVD                | WHERE'D YOU GO, BERNADETTE Widescreen 1D<br>12430772 | 1125968289 |                                | 14.99  | 11.24 | 11.24     |
| 2   | EA  |                    |  |            | Product Sub-total:             |        |       | 24.73     |
|     |     |                    |  |            | Please pay this amount in USD: |        |       | 24.73     |

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

24.73  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 001-400-01-6502  
 2000





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

**INVOICE**

Terms: 30 Days Net

Invoice No.: 503166427  
 Invoice Date: 12/29/2022  
 Customer: 2000006256  
 Delivery: 88958381  
 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<br>Delivery | Description<br>Stock #                                   | OCLC#      | Customer Item# | Retail | Price | Extension                             |              |
|-----|-----|--------------------|--|------------|----------------|--------|-------|---------------------------------------|--------------|
| 1   | EA  | DVD                | BANSHEES OF INISHERIN, THE Widescreen 1D<br>15408756     | 1350758376 |                | 19.99  | 14.99 | 14.99                                 |              |
| 1   | EA  | DVD                | HOUSE OF THE DRAGON SEASON 1 Widescreen 1 5D<br>15469956 | 1348615582 |                | 44.99  | 33.74 | 33.74                                 |              |
| 1   | EA  | DVD                | REACHER SEASON 1 Widescreen 1 3D<br>15462702             | 1350612381 |                | 29.99  | 22.49 | 22.49                                 |              |
| 3   | EA  |                    | <b>Product Sub-total:</b>                                |            |                |        |       |                                       | <b>71.22</b> |
|     |     |                    |  |            |                |        |       | <b>Please pay this amount in USD:</b> | <b>71.22</b> |

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


71.22  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acc't No. 01-4010-04-6522  
 -8080

# 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.: 503106322  
 Invoice Date: 12/15/2022  
 Customer: 2000006256  
 Delivery: 88940661  
 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<br>Delivery | Description<br>Stock #   | OCLC#      | Customer Item# | Retail | Price | Extension                             |               |
|-----|-----|--------------------|--|------------|----------------|--------|-------|---------------------------------------|---------------|
| 1   | EA  | DVD                | BALTIC TRIBES Widescreen 1D<br>15276625  | 1347765205 |                | 24.99  | 18.74 | 18.74                                 |               |
| 1   | EA  | DVD                | DOCTOR WHO: POWER OF THE DOCTOR Widescreen 1D<br>15423900                        | 1348885989 |                | 19.99  | 14.99 | 14.99                                 |               |
| 1   | EA  | DVD                | TAR Widescreen 1D<br>*** Do Not Display Above Item Until: 12/20/2022<br>15411169 | 1349339853 |                | 29.99  | 22.49 | 22.49                                 |               |
| 1   | EA  | DVD                | THOR: LOVE AND THUNDER Widescreen 1D<br>15193357                                 | 1341211932 |                | 29.99  | 22.49 | 22.49                                 |               |
| 1   | EA  | DVD                | TICKET TO PARADISE Widescreen COLLECTOR'S EDITION 1D<br>15411353                 | 1348199905 |                | 29.99  | 22.49 | 22.49                                 |               |
| 5   | EA  |                    | <b>Product Sub-total:</b>  |            |                |        |       |                                       | <b>101.20</b> |
|     |     |                    |  |            |                |        |       | <b>Please pay this amount in USD:</b> | <b>101.20</b> |

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

101.20  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_  
 Date \_\_\_\_\_ P.O. # \_\_\_\_\_

Acct No. 001-400-04-6502  
 -0220

## ORDINANCE NO. 07-O-2021-2022

### ORDINANCE AMENDING CHAPTER 7 OF TITLE II OF THE CITY CODE OF THE CITY OF STORM LAKE, IOWA, TO REDUCE THE NUMBER OF TRUSTEES ON ITS CITY LIBRARY BOARD OF TRUSTEES FROM NINE (9) TRUSTEES TO FIVE (5) TRUSTEES AND TO ESTABLISH THE PROCEDURE FOR THE APPOINTMENT OF SUCH TRUSTEES CONSISTENT WITH THE REQUIREMENTS OF SECTION 336.5 OF THE CODE OF IOWA

WHEREAS, the voters of the City of Storm Lake, Iowa approved a public measure to reduce the number of trustees on its City Library Board of Trustees from nine (9) trustees to five (5) trustees through an amendment to Title II, Chapter 7, Section 1 of its City Code;

WHEREAS, Section 1 of said Chapter 7 set the original number of Trustees on the City Library Board of Trustees at nine (9); and

WHEREAS, Section 2 of said Chapter 7 set the term of office for such Trustees and also established a procedure for staggering the terms of the nine Trustees which needs to be modified because of the reduction of trustees and because the method set forth for staggering the terms is inconsistent with present state law, specifically, Iowa Code Section 336.5, requiring three subgroups of Trustees to have staggered terms expiring two years apart.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Storm Lake, Iowa, as follows:

Section 1. Section 2-7-1, captioned, "Creation," is deleted and replaced with the following new Section 2-7-1, captioned, "Creation and Makeup":

#### **Section 2-7-1 Creation and Makeup**

There is hereby created a City Library Board of Trustees to be made up of nine (9) trustees and which Board shall exercise the powers set forth in Section Four (4) of this chapter. Effective January 1, 2022, the City Library Board of Trustees, shall be reduced in size from nine (9) trustees to five (5) trustees, which Board shall exercise the powers set forth in Section Four (4) of this chapter.

Section 2. Section 2-7-2, captioned, "Term of Office," is deleted and replaced with the following new Section 2-7-2, captioned, "Term of Office":

#### **Section 2-7-2 Term of Office**

The terms of office of all trustees appointed before January 1, 2022 shall continue until January 1, 2022, but shall expire and terminate January 1, 2022. All five of the trustees then shall be appointed by the Mayor with the approval of the City Council. Members of the City Library Board of Trustees serving before January 1, 2022, are eligible for re-appointment to such Board and, in the discretion of the Mayor and City Council, may be re-appointed to new terms as provided herein, subject to the five-member Board limit. One shall hold office for two years, two

for four years, and two for six years, from the first day of July, 2022; provided that all shall begin serving as trustees upon the effective date of their appointment by the Mayor and Council, which shall be on or after January 1, 2022. At the first meeting of the board of trustees on or after July 1, 2022, or at the first meeting of the board of trustees after the effective date of the appointment of all five trustees, whichever is sooner, the five trustees shall cast lots for their respective terms, reporting the result of such lots to the City Council. All subsequent appointments, except those to fill unexpired terms in the case of vacancies, shall be for terms of six years each, commencing with the first day of July following the expiration of the terms of the members whose terms have expired and whose offices are being filled by such appointments. An appointment to fill an unexpired term shall be for the balance of the term of the office left vacant. All appointments to the City Library Board of Trustees shall be made by the Mayor, subject to the approval of the City Council.

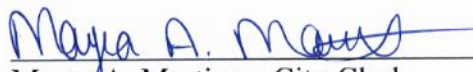
Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. This ordinance shall be in effect following its passage, approval, and publication as provided by law.

PASSED AND APPROVED this 20th day of December, 2021.

  
\_\_\_\_\_  
Michael Porsch, Mayor

ATTEST:

  
\_\_\_\_\_  
Mayra A. Martinez, City Clerk

# BYLAWS OF THE LIBRARY BOARD OF TRUSTEES

The following bylaws shall govern the administration and actions of the Storm Lake (Iowa) Public Library Board of Trustees.

## Article I—Number, Appointment, Officers, Term of Office, and Removal of Board Member

The board of the Storm Lake Public Library is made up of **five trustees**, all of whom live within the city limits of the City of Storm Lake. Each member of the board has been nominated by the mayor and approved by the City Council. The term of service on the board is a period of six years, with the possibility of renewal pending City Council approval. It is possible to be aware of openings on the board by noting openings that are published in the local paper. An application is filled out and presented to the mayor's office at the Storm Lake City Hall.

Officers of the board are a president, vice-president and secretary, elected at the June meeting, to begin a year's term of office on July 1<sup>st</sup>. The president shall serve as chair for meetings of the Board, and fulfill other duties as specified in the Library Handbook. The vice-president will perform any duty which the president is unable to discharge.

Any officer of the board may be removed for cause. Upon recommendation by a 2/3 vote of the other board members, a City Council hearing to discuss the removal shall occur not less than ten (10) days after written notice is given to the board member whose removal is recommended. Cause for removal shall include City Code 2-12-5. Possible reasons include: defrauding or damaging the library, abusing library patrons or staff, repeatedly disrupting library function without good reason, slandering or libeling the library or its staff and failure to attend three (3) or more regular board meeting in a single calendar year.

## Article II—Meetings

Regular meetings of the Board of Trustees will be held on the second Monday of each month at 4:00pm at the Library. All regular meetings are open to the public. Robert's Rules of Order shall govern the parliamentary procedure of the meetings.

Special meetings of the Board may be called at the direction of the president, and shall be called at the written request of two board members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given.

### Article III—Quorum

A quorum for the transaction of business at any meeting shall consist of **3 members** of the Board present. When necessary, an electronic meeting may be held via conference call in accordance with Iowa Code 21.8.

#### **21.8 Electronic meetings.**

A governmental body may conduct a meeting by electronic means only in circumstances where such a meeting in person is impossible or impractical and only if the governmental body complies with all of the following:

- a. The governmental body provides public access to the conversation of the meeting to the extent reasonably possible.
- b. The governmental body complies with section 21.4. For the purpose of this paragraph, the place of the meeting is the place from which the communication originates or where public access is provided to the conversation.
- c. Minutes are kept of the meeting. The minutes shall include a statement explaining why a meeting in person was impossible or impractical.

A meeting conducted in compliance with this section shall not be considered in violation of this chapter. A meeting by electronic means may be conducted without complying with paragraph "a" of subsection 1 if conducted in accordance with all of the requirements for a closed session contained in section 21.5.

### Article IV--Amendments to the Bylaws

These bylaws may be amended at any regular meeting of the Board by 2/3 majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

The *Bylaws of the Library Board (Trustees)* was adopted by the Board of Trustees of the Storm Lake Public Library on May 15, 2006. Revised: January 12, 2009. Re-affirmed: January 14, 2013. Re-affirmed December 14, 2015. Revised, March 11, 2019. Revised, August 12, 2019. **Revised January 9, 2023.**

# 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 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 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 or request books by Interlibrary Loan. Students may return items belonging to the Storm Lake Public Library to the School. The School 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 four (4) days, are limited to a total of two (2) 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).

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.**

## COLLECTION DEVELOPMENT POLICY

### Selection of Library Materials

It is the aim of the Storm Lake Public Library to provide materials to meet the educational, informational, cultural, and recreational needs and interests of the community.

Under the authority of the Board of Trustees, the Library Director and staff have overall responsibility for the selection of library materials. Staff selects materials from general and specialized review media, trade publications, publisher's catalogs, in response to library users' requests, and from inspection of the material itself when possible. Materials are selected and retained based on the Library's Criteria for Selection and Withdrawal of Materials. The Storm Lake Public Library selection supports the principles of intellectual freedom as found in the documents of the U.S. Constitution, the American Library Association Intellectual Freedom Manual, **Freedom to Read**, and the Iowa Association Intellectual Freedom Resource Guide.

### Definitions

The word "materials" has the widest possible meaning; it may include books (hardbound and paperbound), pamphlets, maps, magazines and journals, newspapers, manuscripts, video recordings, audio recordings, art reproductions, audio-visual kits, electronic resources, microfilm, **board games**, **puzzles**, and other media.

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one in the collection.

### Criteria for Selection of Library Materials

These basic principles will be considered in developing criteria for selection:

- Level of materials funding
- Library's mission and service roles
- Positive reviews in reputable library periodicals including but not limited to: *Booklist*, *Library Journal*, *Kirkus*, *School Library Journal*, *Video Librarian*
- Awards / merit based on industry standard
- Informational and recreational needs of users, including patron requests
- Collections in special, academic and school libraries to which patrons have access
- Community needs surveys and assessments
- Authority, accuracy, and accessibility of the material
- Currency of information in rapidly changing fields
- Reputation of the author, publisher or issuing body
- Importance of item in providing diversity to the collection
- Physical quality of the material
- Suitability of the format for subject and user's needs
- Comprehensiveness in breadth and scope
- Importance as a record of the times and present and future use

## Gifts

Gifts are added to the collection according to the same criteria for selection of purchased materials. Books and other materials offered to the Library may be accepted or rejected by the Library Director and/or Library Board with the understanding that the classification, housing, circulation or disposal of the gift materials is left entirely to the discretion of the Library Director and/or Library Board. Donations are final and become the property of the Storm Lake Public Library.

## Special Collection

Collections of newspapers, pamphlets, books, microfilm, clippings, maps and other items of local and Iowa history will be preserved whenever possible.

## Criteria for Withdrawal of Materials

In order to maintain a vital, interesting, and usable collection, the Storm Lake Public Library judiciously removes from its collection items that are outdated, outmoded, or worn. The following criteria will be used when considering material for withdrawal:

1. Volumes of no use to the Library: If a title has gone three to five years without circulating, has not to the staff's knowledge been used for reference purposes or other documented in-house use, and is not a standard title, it will probably warrant discarding. Even classics, if unused because of unattractive appearance, may be replaced with better editions.
2. Books of poor content: This applies to such materials as: outdated information (especially in the sciences, statistical compendiums, medicine, geography, technology, and travel); trivial subject matter or trivial approach to it; mediocrity of writing; false information; unused volumes of sets; repetitious series; superseded editions. Unneeded duplicate titles of fiction and nonfiction as well as superfluous books in subject fields in which the community has little interest may also be removed.
3. Books of very poor appearance: This includes badly bound and printed editions, (small print, shoddy binding, dull print, cramped margins, poor illustrations, pulpy paper through which the print shows); worn-out books (yellowed, and brittle paper, mutilated or missing pages, frayed bindings, broken backs, dingy or dirty covers); and sets whose antiquated appearance discourages use.
4. Non-book formats: Periodicals, pamphlets, audio-visual materials and other items are evaluated by criteria which include: out-of-date information, physical damage rendering the material unusable, and items no longer of interest to the community indicated by documented lack of use.

It shall be the responsibility of the Library Director and Library Staff to use their knowledge of books and other materials, and the advisory assistance available to them, to make the decision to remove materials from the shelves and dispose of them in a suitable manner.

The *Collection Development Policy* was revised by the Storm Lake Public Library Board of Trustees on January 14, 2008. Re-affirmed: January 14, 2013. Revised December 14, 2015. Re-affirmed February 11, 2019. **Revised January 9, 2023.**

## INTERNET USE POLICY & PROCEDURES

- The Storm Lake Public Library offers public access to the Internet as an information and education resource available to library users of all ages.
- As with other library materials, supervision and restricting a minor's access to the internet is the responsibility of the parent or legal guardian or responsible party. It is recommended that parents or guardians or responsible party discuss safe internet practices with their children.
- To use a public access computer or Chromebook, a patron will need to sign in at the Front Desk.
- Use of the public access computers or Chromebooks is on a first-come, first-served basis. Library Staff will not take reservations. Those using any public access computer will be assigned a 30-minute session. A patron using a public access computer is limited to three 30-minute sessions per day; however, the time limit will be extended as long as other patrons aren't waiting for computers. The Library reserves the right to ask those using the Internet for recreation to relinquish the computer for those doing research. Patrons using a Chromebook must stay in the Main Library Room.
- Computers will automatically shut down fifteen minutes prior to closing. Computer software will notify patrons of time. Patrons should self-monitor time remaining.
- If possible, staff will assist Library patrons in getting started on the internet. Library Staff cannot provide in-depth assistance concerning Internet computer jargon or personal computer use. Staff may, however, be able to offer searching suggestions and answer questions as time permits. Because of Library scheduling, internet-trained staff may not always be available.
- The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information on the internet is accurate, current or complete. Therefore, users are encouraged to evaluate the validity of information accessed.
- The cost to print from the public access computers is \$0.25 per page for black and white prints and \$1.00 per page for color prints. Please minimize printing to help conserve paper and control costs. The Library Staff reserves the right to require patrons who are printing excessively to discontinue their internet use for the rest of the day.
- The Library does not provide e-mail accounts through the Library's internet service provider.
- Personal e-mail (electronic mail) may be accessed only via Web-based e-mail clients such as Hotmail, Gmail or Yahoo Mail. You may not use your own software programs on the internet access computers. This will help prevent infecting library computers with viruses.
- Chat Room participation is allowed. However, patrons must bear in mind that some participants in chat rooms may display inappropriate or deceiving materials. Therefore, chat rooms may be used at the patron's own risk.
- Because of space restrictions, there may be times when guests are not permitted in the computer area. This determination will be made by library staff.
- Individuals may not modify or gain access to files, passwords, or data belonging to others. Individuals may not seek unauthorized access to any computer system, or damage or alter software components of any network or database. In other words, hacking will not be tolerated.

- Individuals may not harass, libel, or slander others, misrepresent oneself as another user, or plagiarize copyrighted information on the internet.
- Internet access computers will not be used for unauthorized, illegal or unethical purposes. No one may send, receive or display text or graphics that may reasonably be construed as obscene. Library Staff will have final authority in judging the nature of a site. If caught purposely browsing a pornography, hate, or violence-related site, individuals must immediately close the internet and leave the workstation.
- The internet access computers are located in public areas and shared by Library users of all ages, backgrounds, and sensibilities. The Library reserves the right to ask individuals to discontinue the display of information and images which violate any policy of the Storm Lake Public Library.
- **WIRELESS INTERNET USERS:** The Storm Lake Public Library provides wireless internet access for patrons using their own laptop computer or hand-held device equipped with a functioning wireless connection.
- The Library assumes no responsibility for patron-owned equipment or software and cannot guarantee the security of files or transmissions of wireless users. Library staff is not able to provide technical assistance for wireless users.
- The *Internet Use Policy & Procedures* applies to ALL persons accessing the Internet through the Library **and its grounds**.
- **ALL PATRONS PLEASE NOTE:** Violators of this *Internet Use Policy & Procedures* may receive a suspension from Internet use or may have privileges permanently withdrawn.

This *Internet Use Policy & Procedures* was approved by the Storm Lake Public Library Board of Trustees on July 12, 1999. Revised: September 11, 2000, September 12, 2005, February 12, 2007, January 14, 2008, March 9, 2009, February 8, 2010, January 9, 2012, January 14, 2013, January 11, 2016, July 10, 2017, November 11, 2019, **January 9, 2023**.

## LIBRARY PERSONNEL POLICY

- A. The Library Director is hired by the Library Board of Trustees. Other employees are hired by the Library Director.
  
- B. Personnel Policy - Personnel policies such as vacation, sick leave, job descriptions, etc., are covered under the *City of Storm Lake Employee Handbook*.
  
- C. The Library Board will evaluate the Library Director annually. The Library Staff Members are evaluated annually by the Library Director or her / his designee.

The *Library Personnel Policy* was revised by the Board of Trustees of the Storm Lake Public Library on January 14, 2013 and March 14, 2016. Reaffirmed March 11, 2019, **January 9, 2023**.