



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

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

**Agenda, Monday, August 7, 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
6. Board President – Agreement Study
7. Approval of July Minutes
8. Director’s Reports: Calendar, Bar Chart, Renovation, Friends, Ragbrai, Accreditation.
9. Approval of August Bills
10. Approval of Hotspot Lending Policy
11. Approval of Laptop Lending Policy
12. Library Board Member Requested Item
13. Trustees Continuing Education
14. Adjourn – Next Meeting, September 11, 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.



Storm Lake, IA 50588  
712-732-8026  
[www.stormlake.lib.ia.us](http://www.stormlake.lib.ia.us)  
Or visit us on Facebook

Library Board Meeting, City of Storm Lake, July 10, 2023, 4:00 p.m.

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

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

**Disclosures by Board Members** - None

**Public Hearing** – None

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

**Witter Gallery Report** – none.

**Agreement Study** – Board President Hudspeth distributed to the Board Members the updated agreement with minor revisions by the City Attorney. It will be discussed at the next meeting.

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

**Approval of Board Officers** – Moved by Board Member Eliason to approve the same officers of the Library Board for the new fiscal year, 2023-2024: Mary Kay Hudspeth, Board President, Jim Eliason, Board Vice-President and Sue Lyngaas, Board Secretary. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

**Director's Report** – There were no questions on the Calendar or Bar Charts. The Library Director informed the board all parties are interested in closing out the CDBG grant. However, since there was no air conditioning (July 10, 2023), the matter will be referred to Kevin Larsen, Woodruff Construction. Mr. Larsen did a quick walk through on June 27, 2023, and was shown the Architect's concern for rug transitions for the Telehealth Room. The Library Director attended the annual ALA Conference, June 22-27, 2023, which was funded by the ALA Community Connect Grant. The Friends in partnership with CPPC in Orange City will fund a Social Worker at the library for a 2-month pilot program. Alex Stansbury is the new library clerk. The Library Director is writing 2 new policies: Telehealth and Hotspot Lending. The library will be open for Ragbrai, June 23 from 1 to 7pm.

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

**Approval of Friends Funds** – Moved by Board Member Lyngaas to approve \$25.00 donation to the Friends of the Storm Lake Public Library by credit card transaction and paid to the Friends. Seconded by Board Member Wells. Vote all ayes. Motion carried.

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

**Trustees Continuing Education** – none.

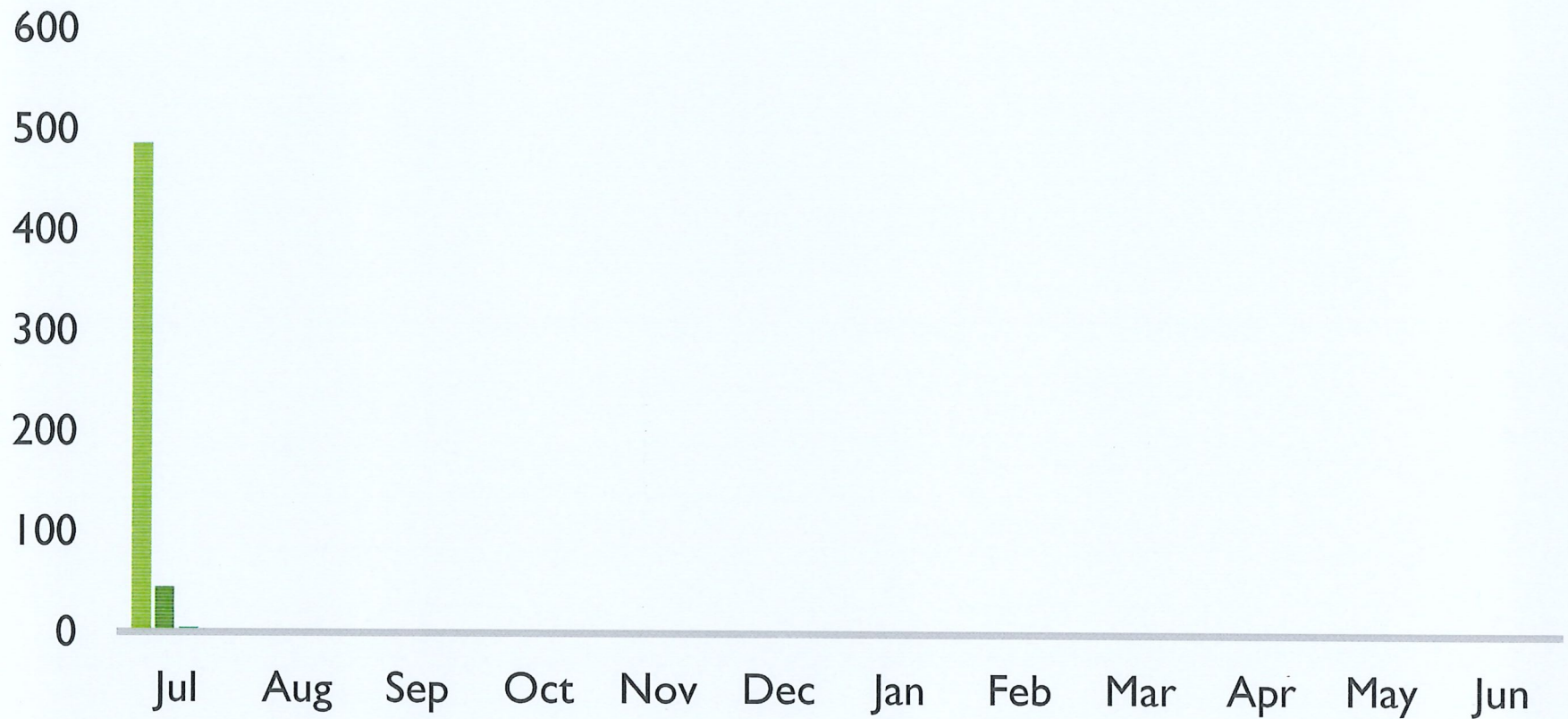
**Adjournment** - Moved by Board Member Freking to adjourn the meeting at 4:30 pm. Seconded by Board Member Lyngaas. Vote all ayes. Motion carried.

Elizabeth Huff, Library Director - Please note the above is an unapproved draft of minutes and will be approved by the Board of Trustees on August 7, 2023.

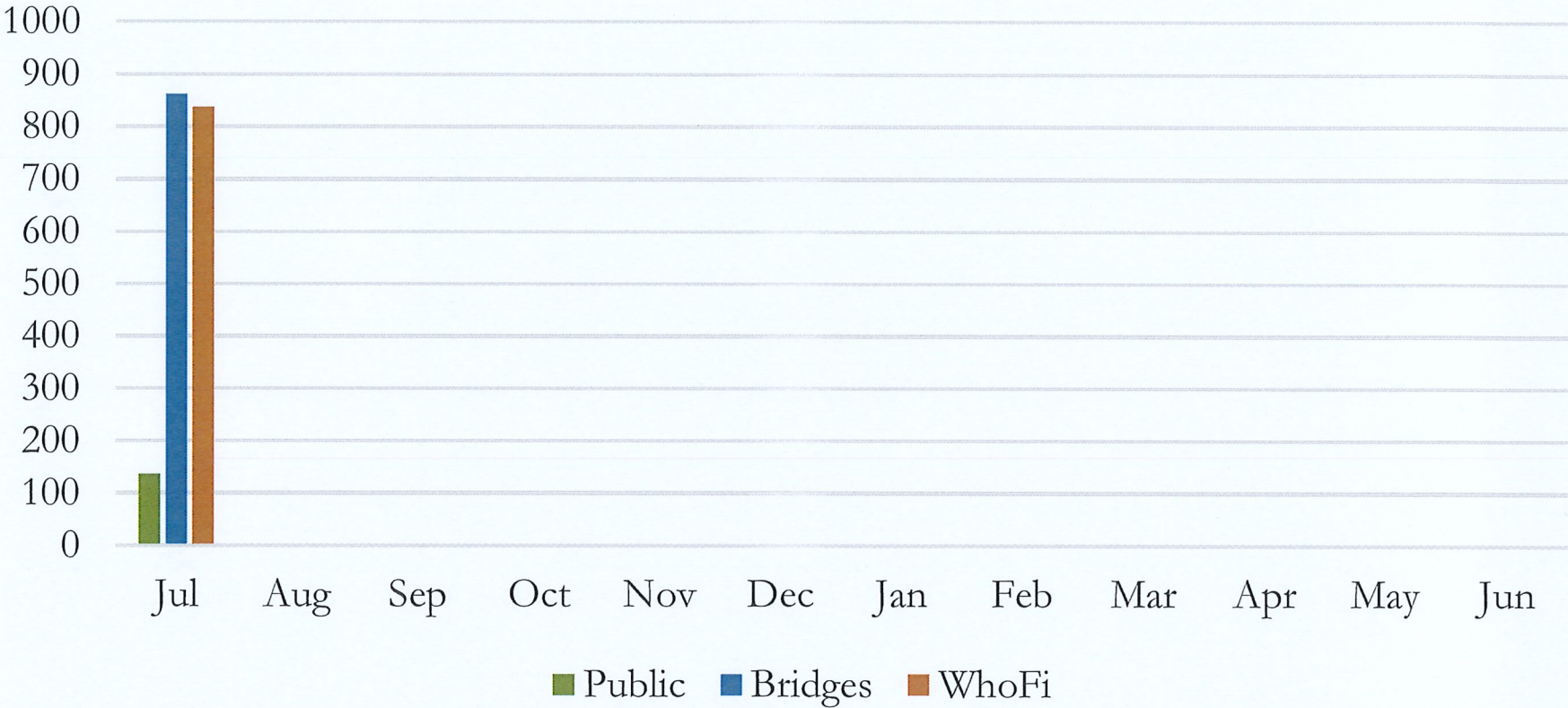
- July 11 – Bill Warrant submitted to Tyler Gibbins, City Accountant
- July 11 – Department Head Meeting
- July 12 – Harry Schaller, Citizens Bank, grant's financial capability program
- July 12 – Friends Coffee Shop rug delivery
- July 13 – Mayor's Time Capsule Event & Friends Coffee Shop
- July 14 – Valueline database price negotiation
- July 14 – Hotspot Lending Policy Draft (Community Connect Grant)
- July 15 – Telehealth classwork
- July 17 – Department Head Meeting
- July 17 – City Council Meeting
- July 17 – Staff Meeting: Ragbrai assignments
- July 18 – Laptop Lending Policy Draft (Community Connect Grant)
- July 19 – Ragbrai Prep
- July 20 – Angela McCaulley, architect and Kevin Larsen, Woodruff; walk through
- July 21 – Telehealth classwork, Ragbrai Prep
- July 23 – Ragbrai Sunday: staff at information centers or library
- July 24 – Ragbrai cleanup, library open 2-6pm
- July 25 – No air conditioning, Midwest Mechanical restarted manually
- July 26 – Library closed at Noon, Witter Closed; no air conditioning
- July 27 – Library opened at 1pm, air conditioning restored
- July 28 – Telehealth coursework and policy drafting
- July 31 – Board Prep
- August 1 – Department Head Meeting,
- August 1 – Great Plains Telehealth Resource Consultation
- August 2 – Summer Program and Cataloged materials
- August 3 – Community Connect check received
- August 4 – Board Packet Distribution
- August 5 – Saturday at the library

# 23-24 DEPOSITS

■ Fines & Fees   ■ Donations   ■ Merchandise   ■ Dohrman Trust



# 23-24 Digital Use





## August Bills Pending Approval

001-4010-04-6310-0000	Replace Outdoor Back Lights	\$634.00 Stanton Electric
001-4010-04-6499-0000	Rug service	\$27.75 Julius Cleaners
001-4010-04-6499-0000	Homebound Mileage	\$11.25 Beth Dawson
001-4010-04-6499-0000	Front Desk Copier	\$89.95 Visual Edge
001-4010-04-6502-0000	Large Print Books	\$21.00 Center Point
001-4010-04-6502-0000	Youth Country Books	\$204.44 Cavendish Square
001-4010-04-6502-0000	Books	\$1,398.27 Brodart
001-4010-04-6502-0000	Books	\$79.08 Ingram
001-4010-04-6502-0000	Books	\$135.07 Baker & Taylor
001-4010-04-6502-0000	DVD	\$52.48 Midwest Tapes
001-4010-04-6508-0000	Postage	\$4.13 Custodian of Petty Cash
001-4010-04-6599-0000	Credit card machine tape	\$5.42 Office Elements
001-4010-04-6599-0000	Janitorial supplies	\$32.83 Hy-Vee
172-4902-04-6512-0000	Community Connect - Deep Freeze	\$212.80 Rebnord Technologies
172-4903-04-6512-0000	Memorial books	\$294.52 Brodart
172-4903-04-6512-0000	Dohrman Copier	\$35.98 Visual Edge
		<b>\$3,238.97</b>

STATEMENT IS DUE AND PAYABLE UPON RECEIPT.  
 A service charge of 1.5% per month (18% annual rate)  
 will be made on accounts that are 30 days past due.  
 Minimum charge of \$1.00

**STANTON ELECTRIC, INC.**  
 402 EAST FOURTH STREET  
 P.O. BOX 576  
 STORM LAKE, IA 50588  
 PH. (712) 732-4145

**INVOICE**  
**230707-02**

Page 1  
 CUSTOMER #:  
 CITY SL

SOLD TO CITY OF STORM LAKE  
 P.O. BOX 1086  
 STORM LAKE, IA 50588

SHIPPED TO

INVOICE DATE	YOUR ORDER #	PAYMENT TERMS	SALESPERSON	ORDER SOURCE	SHIPPED VIA		
7/7/2023	LIBRARY	Net 15					
QTY ORD	QTY SHIP	ITEM #	DESCRIPTION	DISC.	TAX	PRICE	AMOUNT
0	0		REPLACE WALL PAKS ON EAST SIDE OF BUILDING	0.0%	<input type="checkbox"/>	\$0.00	\$0.00
1	1		RAB SLIM17FAFC40 WALL PACKS, MISC MTRL & LABOR AS PROPOSED	0.0%	<input type="checkbox"/>	\$575.00	\$575.00
0	0			0.0%	<input type="checkbox"/>	\$0.00	\$0.00
0	0		WORK ON SOFFIT LIGHT PER ELIZABETH	0.0%	<input type="checkbox"/>	\$0.00	\$0.00
1	1		LED LAMP	0.0%	<input type="checkbox"/>	\$4.00	\$4.00
1	1		LABOR	0.0%	<input type="checkbox"/>	\$55.00	\$55.00

634.00

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-04 6310-0000

REPLACE WALL PACKS ON EAST SIDE OF BUILDING  
 WORK ON SOFFIT LIGHT - PER ELIZAETH

LIBRARY

SUBTOTAL	\$634.00
FREIGHT	\$0.00
TAX	\$0.00
TAX2	\$0.00
OTHER	\$0.00
TOTAL	\$634.00
AMOUNT DUE	\$634.00

THANK YOU FOR YOUR BUSINESS



## Home Bound Delivery Mileage Invoice

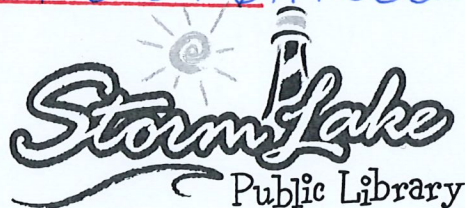
Beth Dawson  
 909 Pleasantview Dr.  
 Storm Lake, IA. 50588

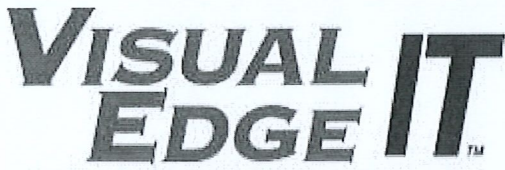
Date	Description	Total
July 2023	18m (0.625¢/m) = 11.25	
July 3	OP, HB	4.5
July 11	OP. LPV	3.0
July 18	OP, HB	4.5
July 25	OP, HB, LPV	6.0
Total	<b>APPROVED FOR PAYMENT</b>	18.0
Name	_____	

Name \_\_\_\_\_

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

Acc't No. 001400-04-6499-0000





SECURE TECHNOLOGY SOLUTIONS

CONTRACT INVOICE

Invoice Number: 24AR958755
Invoice Date: 07/12/2023

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

You can now pay your invoices online
at https://er.visualedge.com/einfo

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

Table with columns: Account No, Payment Terms, Due Date, Invoice Total, Balance Due, Contract Number, Contact, Contract Amount, P.O. Number, Start Date, Exp. Date, Remarks.

Summary:

Contract base rate charge for the 06/10/2023 to 07/09/2023 billing period \$85.00
Contract Overage charge for the 06/10/2023 to 07/09/2023 Overage period \$0.00\*\*
Operational Surcharge \$4.95
\*\*See Overage details below \$89.95

Detail:

Equipment included under this contract

Lanier/LANMPC6004

Table with columns: Number, Serial Number, Base Adj., Location. Row: CSL-4774, C758M620826, \$0.00, Storm Lake Public Library 609 Cayuga St STORM LAKE, IA 50588 Library

Table with columns: Meter Type, Meter Group, Begin Meter, End Meter, Credits, Total, Covered, Billable, Rate, Overage. Rows for Color and B/W meters.

\*\* Allocated amount from meter group

89.95
APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

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



SECURE TECHNOLOGY SOLUTIONS

CONTRACT INVOICE

Invoice Number: 24AR958755
Invoice Date: 07/12/2023

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

You can now pay your invoices online
at https://er.visualedge.com/einfo

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

Remit To:
Visual Edge IT, Inc.
L-3737
Columbus, OH 43260-3737
Ph: 712-755-5101

CREDIT POLICY

- Credit card payment accepted by calling 712-755-5101.
• 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.

Table with 2 columns: Description, Amount. Rows include Invoice SubTotal (\$89.95), Tax (\$0.00), Invoice Total (\$89.95), and Balance Due (\$89.95).

Inv#: 24AR958755

For immediate payment processing please use the link below:
https://www.securevcheck.com/?id=visualedgeit

Please contact us at if you would like to receive invoices electronically.
Please include your customer number and AP email address on all correspondence.

Visual Edge IT, Inc. dba Counsel FEIN: 82-3760676
L-3737 Columbus, OH 43260-3737 712-755-5101

# Invoice #313730

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

## STORM LAKE PUBLIC LIBRARY, .

(712)732-8026

Delivery Charge	7/19/2023	
1 Delivery Charge		2.50
Entrance Mats	7/19/2023	
2 3 X 10		14.00
3 3 X 5		11.25

Subtotal: 27.75  
Tax: 0.00  
Total: 27.75

Paid: 0.00

Finish: Hanger

Employee: Dennis  
Creation: 7/18/2023 10:50:19 AM

**Ready On: Wednesday  
7/19/2023**

brown mats back door opens at 8:30 and  
front door opens at 10  
Thank You For Your Business!

27.75

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 0014010-04-6499-0000





**BAKER & TAYLOR**  
 A Follett Company

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

**INVOICE #: 2037626435**

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

INVOICE DATE: 06/29/23  
 ACCOUNT #: 207113 L031542 2 B00000  
 ATS #: MOM9209901  
 INVOICE #: 2037626435  
 PAGE: 001

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

P: / T: / S:



STORM LAKE PUBLIC LIBRARY  
 609 CAYUGA  
 STORM LAKE IA 50588



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

AMOUNT DUE	AMOUNT ENCLOSED
<b>\$76.61</b>	

▼ KEEP THIS COPY FOR YOUR RECORDS ▼

GST/TAX ID#: 00 00000000000000 SHIPPED FROM: MOMENCE PO#: INVOICE #: 2037626435 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	DOUBLE DARING BOOK FOR GIRLS	82521245	1172023	BUCHANAN, ANDRE	HRD	9780061748790	HARPE	26.99	5.0%	25.64	25.64
1	FADE AWAY	82760611	522023	COBEN, HARLAN	PAP	9780440246190	RANMM	9.99	40.0%	5.99	5.99
1	BACKPACK A BEAR AND 8 CRATES OF VODKA	82263870	103122	GOLINKIN, LEV	PAP	9780345806338	RANDO	18.00	5.0%	17.10	17.10
1	SHELTER HOMELESSNESS IN OUR COMMUNITY	82844391	6142023	PETERSON, LOIS	HRD	9781459825536	ORCAB	24.95	5.0%	23.70	23.70

**SUB TOTAL**  
 USD CURRENCY

72.43

2 LAMINATE COVERS ON P AT 2.09 = 4.18

**VAS**

4.18

STORM LAKE PUBLIC LIBRARY  
 609 CAYUGA  
 STORM LAKE IA 50588

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

REMIT TO: BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930	TERMS: 00 NET 30 DAYS AMOUNTS BILLED IN USD	<b>TOTAL AMOUNT DUE</b>	<b>\$76.61</b>
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76.61  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-400-04-6522-0720



A Follett Company

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

**INVOICE #: 2037651516**

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

INVOICE DATE: 07/18/23  
 ACCOUNT #: 207113 L031542 2 B00000  
 ATS #: MOM9225076  
 INVOICE #: 2037651516  
 PAGE: 001



1569 1 MB 0.558 P:1569 / 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>\$58.46</b>	

KEEP THIS COPY FOR YOUR RECORDS

GST/TAX ID#: 00 00000000000000 SHIPPED FROM: MOMENCE INVOICE #: 2037651516  
 PO#: 6142023 ACCOUNT #: 207113 L031542 2 B00000

QTY	TITLE	AUTHOR	TYPE	ISBN	PUB.	PRICE	DISC.	NET PRICE	EXTENDED PRICE
	BT ORDER # CUSTOMER PO #	FUND #	CUST REF #	ISBN-10			VAS		
1	ADDICT IN THE FAMILY SUPPORT THROUGH LOS 82844391 6142023	CONYERS, BEVERL	PAP 577663528	9781616499556 1616499559	SMNPB	16.95	5.0%	16.10	16.10
1	EXPLOSIVE CHILD A NEW APPROACH FOR UNDER 82844391 6142023	GREENE, ROSS W.	PAP 577685081	9780063092464 0063092468	HPCLP	17.99	5.0%	17.09	17.09
1	OUT OF SYNC CHILD RECOGNIZING AND COPING 82844391 6142023	KRANOWITZ, CARO	PAP 577685403	9780593419410 0593419413	PENGU	20.00	5.0%	19.00	19.00

3 SUB TOTAL 52.19  
 USD CURRENCY

3 LAMINATE COVERS ON P AT 2.09 = 6.27 VAS 6.27

STORM LAKE PUBLIC LIBRARY  
 609 CAYUGA  
 STORM LAKE IA 50588

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

REMIT TO: BAKER & TAYLOR P.O. BOX 277930 ATLANTA, GA 30384-7930	TERMS: 00 NET 30 DAYS AMOUNTS BILLED IN USD	TOTAL AMOUNT DUE <b>\$58.46</b>
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58.46  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6502-0800



INVOICE

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

INVOICE	MO.	DAY	YEAR	BATCH
76723165	07	07	2023	337

ORDER ENTRY	ACCOUNT	PAGE	TAX
D2Q5M2EH	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 1.29  
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						
1	1	KOONTZ D	AFTER DEATH	H960 R	9781662500466	28.99	42.5	16.67	16.67
1	1	INGRAM	9999999 MYLAR JACKET-TAPED	8899 C	9785552904068	0.99	NET	0.99	0.99
	1		RETAIL 29.98 AVG DISC 42.5%		SUBTOTAL	29.98			17.66
			FT WAYN VIA UPS-GROUND PREPAID		SHIPPING/HANDLING				2.38
			SHIP DATE 07/07 #610953934 #CTNS		1 WT 2 LBS				
			PRODUCT SUBTOTAL					16.67	
			PROCESSING SUBTOTAL					0.99	
						** TOTAL **			20.04

20.04  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

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



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
PLEASE RETURN THIS PORTION WITH PAYMENT

OE # D2Q5M2EH

ACCOUNT # 2006421

INVOICE # 76723165

AMOUNT DUE 20.04

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

INVOICE DATE 07/07/2023



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
76723163	07	07	2023	337

ORDER ENTRY	ACCOUNT	PAGE	TAX
D2Q5M2EH	2006421	1	6
	PP	31	
	SC	3	

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 2.50  
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		MACOMBER	MUST LOVE FLOWERS	28.00	42.5	16.10	16.10
1		PATTERSON	OBSESSED	30.00	42.5	17.25	17.25
4		INGRAM	9999999 MYLAR JACKET-TAPED	0.99	NET	0.99	1.98
2			RETAIL 59.98 AVG DISC 42.5% FT WAYN VIA UPS-GROUND PREPAID SHIP DATE 07/07 #610953934 #CTNS	59.98			35.33
			PRODUCT SUBTOTAL	33.35			
			PROCESSING SUBTOTAL	1.98			
			SUBTOTAL	59.98			35.33
			SHIPPING/HANDLING				4.60
			1 WT 3 LBS				
			** TOTAL **				39.93

39.93

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 001-4010-02-6502-0720



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 07/07/2023

OE # D2Q5M2EH

ACCOUNT # 2006421

INVOICE # 76723163

AMOUNT DUE 39.93





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
76723164	07	07	2023	337

ORDER ENTRY	ACCOUNT	PAGE	TAX
D2Q5M2EH	2006421	1	6
	PP	32	
	SC	3	

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 1.10  
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 546W4 RAXJB ORD	DT:	02/01/23	
1	1	CASTILLO	EVIL HEART	0711 R	9781250781086	28.00	42.5	16.10	16.10
1	1	INGRAM	9999999 MYLAR JACKET-TAPED	8899 C	9785552904068	0.99	NET	0.99	0.99
	1		RETAIL 28.99 AVG DISC 42.5%			SUBTOTAL 28.99			17.09
			FT WAYN VIA UPS-GROUND PREPAID			SHIPPING/HANDLING			2.02
			SHIP DATE 07/07 #610953934 #CTNS			1 WT 1 LBS			
			PRODUCT SUBTOTAL 16.10						
			PROCESSING SUBTOTAL 0.99						
									** TOTAL **
									19.11

19.11

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acct No. 001-4010-01-6502-0000



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 07/07/2023

OE #	D2Q5M2EH
ACCOUNT #	2006421
INVOICE #	76723164
AMOUNT DUE	19.11



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	
76938236	07	21	2023	363	LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
D3C32GEH	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 1.25  
 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					
1	1	MORENO-G SILVER NITRATE	0676 R	28.00	42.5	16.10	16.10
1	1	INGRAM 9999999 MYLAR JACKET-TAPED	8899 C	0.99	NET	0.99	0.99
	1	RETAIL 28.99 AVG DISC 42.5%		28.99			17.09
		FT WAYN VIA UPS-GROUND PREPAID					2.42
		SHIP DATE 07/21 #610952836 #CTNS					
		PRODUCT SUBTOTAL 16.10					
		PROCESSING SUBTOTAL 0.99					
		SUBTOTAL 28.99					
		SHIPPING/HANDLING 1 WT 2 LBS					
		** TOTAL **					19.51

19.51  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6572-8000



IF PREPAID, PLEASE DISREGARD.

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 PLEASE RETURN THIS PORTION WITH PAYMENT

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

INVOICE DATE 07/21/2023

OE #	D3C32GEH
ACCOUNT #	2006421
INVOICE #	76938236
AMOUNT DUE	19.51



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
76938235	07	21	2023	363

ORDER ENTRY	ACCOUNT	PAGE	TAX
D3C32GEH	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 3.40  
 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	THOR BRA	DEAD FALL	1066 R	9781982182199	29.99	17.24
1	1	BROWN SA	OUT OF NOWHERE	0520 R	9781538742945	30.00	17.25
1	1	LIPPMAN	PROM MOM	0394 R	9780062998064	30.00	17.25
4	3	INGRAM	9999999 MYLAR JACKET-TAPED	8899 C	9785552904068	0.99	2.97
	3		RETAIL 92.96 AVG DISC 42.5%				54.71
			FT WAYN VIA UPS-GROUND PREPAID				6.58
			SHIP DATE 07/21 #610952836 #CTNS				
			PRODUCT SUBTOTAL 51.74				
			PROCESSING SUBTOTAL 2.97				
			SUBTOTAL 92.96				
			SHIPPING/HANDLING 1 WT 4 LBS				
** TOTAL **							61.29

61.29  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 801-4010-04-6502-0000



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
PLEASE RETURN THIS PORTION WITH PAYMENT

OE # D3C32GEH

ACCOUNT # 2006421

INVOICE # 76938235

AMOUNT DUE 61.29

INGRAM LIBRARY SERVICES  
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 ST. LOUIS, MO 63150-2779  
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INVOICE DATE 07/21/2023

14471597



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

**INVOICE: B6627494**

DATE	PAGE
07/03/2023	1

Phone: (800) 233-8467

Fax: (800) 999-6799

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Ship To Acct No. 1454861

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Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
132959526 9780593676677 Trade Paper	Stradal, J. Ryan 04/18/2023 Random House La	Saturday Night at the Lakeside Supper Club : A Novel, Large Type	1 1	02MAY2023 2118190		\$30.00 40.0% \$18.00	L \$18.00

PO Number: 02MAY2023

Subtotal Quantity: 1  
 Subtotal Units: 1

Item Subtotal: \$18.00

133419436 9780316565974 Hardcover	Hilderbrand, Elin 06/13/2023 Little, Brown and C	The Five-Star Weekend, Large Type	1 1	19JUN2023 2129252		\$32.00 45.0% \$17.60	\$17.60
132264641 9780593632628 Trade Paper	Woods, Stuart 06/06/2023 Random House La	Near Miss, Large Type	1 1	19JUN2023 2129252		\$31.00 40.0% \$18.60	L \$18.60
133000818 9780063307704 Trade Paper	Quinn, Julia 05/09/2023 HarperLuxe	Queen Charlotte : Before Bridgerton Came an Epic Love Story, Large Type	1 1	19JUN2023 2129252		\$34.00 40.0% \$20.40	L \$20.40
133421163 9781538756553 Hardcover	Johansen, Iris 06/06/2023 Grand Central Publ	The Survivor, Large Type	1 1	19JUN2023 2129252		\$31.00 45.0% \$17.05	\$17.05

PO Number: 19JUN2023

Subtotal Quantity: 4  
 Subtotal Units: 4

Item Subtotal: \$73.65

132931443 9798885784016 Trade Paper	McCall Smith, Alex 12/07/2022 Large Print Press	The Joy and Light Bus Company, Large Type	1 1	30JAN2023 2089592		\$21.99 12.0% \$19.35	L \$19.35
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PO Number: 30JAN2023

Subtotal Quantity: 1  
 Subtotal Units: 1

Item Subtotal: \$19.35

14471597



Brodart Co.  
500 Arch Street  
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Bill To Acct : 145486  
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DATE	PAGE
07/03/2023	2

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
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Charge Description	Units	Unit Price	Ext Price
BrodartGuard	4	\$2.30	\$9.20
Cataloging and Processing	6	\$1.15	\$6.90

Total Quantity: 6  
Total Units: 6

Item Total: \$111.00  
C&P Charge: \$16.10

INVOICE TOTAL: \$127.10

ORIGINAL

127.10  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. ~~021-4210-04-6502-0000~~

172-4903-04-6512-0000

14471597



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<b>DATE</b>
07/03/2023

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

*Terms: Net Due in 30 Days*

Total Quantity: 6  
Total Units: 6  
INVOICE TOTAL: \$127.10

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

14477083

# INVOICE: B6628735



**Brodart Co.**  
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Williamsport, PA 17701-7809

DATE	PAGE
07/06/2023	1

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Packing Slip No. 106099279000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
132959208 9780593678251 Trade Paper	Grann, David 04/18/2023 Random House La	The Wager : A Tale of Shipwreck, Mutiny and Murder, Large Type	1 1	02MAY2023 2118198		\$32.00 40.0% \$19.20	\$19.20 L

PO Number: 02MAY2023

Subtotal Quantity: 1  
Subtotal Units: 1

Item Subtotal: \$19.20

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	1	\$2.30	\$2.30
Cataloging and Processing	1	\$1.01	\$1.01

Total Quantity: 1  
Total Units: 1

Item Total: \$19.20  
C&P Charge: \$3.31

INVOICE TOTAL: \$22.51

2257  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 172-4903-04-6572-0000

14477083



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07/06/2023

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Total Quantity: 1  
Total Units: 1  
INVOICE TOTAL: \$22.51

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





Brodart Co.  
500 Arch Street  
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DATE	PAGE
07/12/2023	1

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Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
132291207 9781800660229 Hardcover	Hanaor, Ziggy 09/06/2022 Cicada Books	Alte Zachen / Old Things	1 1	02MAY2023 2118199		\$22.99 45.0% \$12.64	\$12.64
131059300 9780593484685 Hardcover	Levithan, David 05/10/2022 Knopf Books for Yo	Answers in the Pages	1 1	02MAY2023 2118199		\$17.99 45.0% \$9.89	\$9.89
131000101 9780861543052 Trade Paper	Darling, David 06/14/2022 Oneworld Publicati	The Biggest Number in the World : A Journey to the Edge of Mathematics	1 1	02MAY2023 2118199		\$17.95 12.0% \$15.80	\$15.80 L
130557471 9781770465664 Hardcover	DeForge, Michael 08/02/2022 Drawn and Quarter	Birds of Maine	1 1	02MAY2023 2118199		\$34.95 45.0% \$19.22	\$19.22
58057080 9780393322446 Trade Paper	Highsmith, Patricia 11/17/2001 W. W. Norton & Co	The Blunderer	4 4	02MAY2023 2118199		\$15.95 12.0% \$14.04	\$56.16 L
130370622 9781954210004 Hardcover	04/26/2022 America's Test Kitc	Boards : Stylish Spreads for Casual Gatherings	1 1	02MAY2023 2118199		\$30.00 12.0% \$26.40	\$26.40
102688400 9781451679175 Trade Paper	Burke, Jan 08/14/2012 Gallery Books	Bones : An Irene Kelly Mystery	1 1	02MAY2023 2118199		\$15.00 12.0% \$13.20	\$13.20 L
130745405 9781426222269 Hardcover	Nabongo, Jessica 06/14/2022 National Geographi	The Catch Me If You Can : One Woman's Journey to Every Country in the World	1 1	02MAY2023 2118199		\$35.00 45.0% \$19.25	\$19.25
131047167 9781524715991 Hardcover	Magoon, Kekla 07/05/2022 Wendy Lamb Book	Chester Keene Cracks the Code	1 1	02MAY2023 2118199		\$16.99 45.0% \$9.34	\$9.34
122935063 9781492677673 Hardcover	04/02/2019 Sourcebooks Jabb	The Complete Baby and Toddler Cookbook : The Very Best Purees, Finger Foods, and Toddler Meals for Happy Families	1 1	02MAY2023 2118199		\$24.99 12.0% \$21.99	\$21.99
132592169 9781644699881 Hardcover	Chernov, Mstyslav 10/11/2022 Cherry Orchard Bo	The Dreamtime : A Novel, Translation	1 1	02MAY2023 2118199		\$29.95 12.0% \$26.36	\$26.36
129168823 9781948703925 Hardcover	08/17/2021 America's Test Kitc	Five-Ingredient Dinners : 100+ Fast, Flavorful Meals	1 1	02MAY2023 2118199		\$29.99 12.0% \$26.39	\$26.39
130703915 9788418302442 Hardcover	Almada, Ariel Andr 03/01/2022 Cuento De Luz SL	Hermanos, Picture Book	1 1	02MAY2023 2118199		\$18.95 12.0% \$16.68	\$16.68
125477309 9788416733712 Hardcover	Almada, Ariel Andr 02/01/2020 Cuento De Luz SL	Hija, Picture Book	1 1	02MAY2023 2118199		\$18.95 12.0% \$16.68	\$16.68

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

14489226

Bill To Acct : 145486  
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INVOICE: B6631454



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

DATE	PAGE
07/12/2023	2

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
129622877 9781547606252 Hardcover	McDunn, Gillian 03/01/2022 Bloomsbury Childr	Honestly Elliott	1 1	02MAY2023 2118199		\$16.99 45.0% \$9.34	\$9.34
130114677 9781643751917 Hardcover	Onoseta, Rimma 08/09/2022 Algonquin Young R	How You Grow Wings	1 1	02MAY2023 2118199		\$18.99 45.0% \$10.44	\$10.44
128638788 9780374314101 Hardcover	Lockington, Maria 04/26/2022 Farrar Straus & Gir	In the Key of Us	1 1	02MAY2023 2118199		\$16.99 45.0% \$9.34	\$9.34
131389440 9781728415772 Hardcover	Staaf, Danna 10/04/2022 Carolrhoda Books	The Lady and the Octopus : How Jeanne Villepreux-Power Invented Aquariums and Revolutionized Marine Biology	1 1	02MAY2023 2118199		\$27.99 12.0% \$24.63	\$24.63
132192969 9781525804991 Hardcover	Mujica, Bárbara 10/04/2022 Graydon House Bo	Miss del Río : A Novel of Dolores del Río, the First Major Latina Star in Hollywood	1 1	02MAY2023 2118199		\$28.99 12.0% \$25.51	\$25.51
128638230 9781250265876 Hardcover Reinforc	Koch, Falynn 05/24/2022 First Second	The National Parks : Preserving America's Wild Places	1 1	02MAY2023 2118199		\$21.99 21.0% \$17.37	\$17.37
129612316 9781912891313 Hardcover	Life of School The 02/08/2022 School of Life	Nature and Me : A Guide to the Joys and Excitements of the Outdoors	1 1	02MAY2023 2118199		\$19.99 12.0% \$17.59	\$17.59
133075982 9781954210417 Trade Paper	04/04/2023 America's Test Kitc	The Outdoor Cook : How to Cook Anything Outside Using Your Grill, Fire Pit, Flat-Top Grill, and More	1 1	02MAY2023 2118199		\$29.99 12.0% \$26.39	\$26.39 L
01928406 9780393325997 Trade Paper	Highsmith, Patricia 03/17/2004 W. W. Norton & Co	The Price of Salt, or Carol	2 2	02MAY2023 2118199		\$15.95 12.0% \$14.04	\$28.08 L
130370614 9781948703987 Hardcover	02/01/2022 America's Test Kitc	The Savory Baker : 150 Creative Recipes, from Classic to Modern	1 1	02MAY2023 2118199		\$35.00 12.0% \$30.80	\$30.80
122844491 9781945256844 Hardcover	04/30/2019 America's Test Kitc	The Ultimate Burger : Plus DIY Condiments, Sides, and Boozy Milkshakes	1 1	02MAY2023 2118199		\$26.99 12.0% \$23.75	\$23.75
130425842 9781419758539 Hardcover	Moss, Marissa 04/05/2022 Abrams Books for	The Woman Who Split the Atom : The Life of Lise Meitner	1 1	02MAY2023 2118199		\$19.99 45.0% \$10.99	\$10.99

PO Number: 02MAY2023

Subtotal Quantity: 30  
 Subtotal Units: 30

Item Subtotal: \$524.23

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	9	\$2.30	\$20.70
Cataloging and Processing	30	\$1.15	\$34.50

579.43  
**APPROVED FOR PAYMENT**

Total Quantity: 30  
 Total Units: 30

Item Total: \$524.23  
 C&P Charge: \$55.20

Name \_\_\_\_\_

INVOICE TOTAL: \$579.43

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

Acc't No. 001-4010-04-6572-0720

14489226



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

Bill To Acct : 145486  
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<b>DATE</b>
07/12/2023

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

*Terms: Net Due in 30 Days*

Total Quantity: 30  
Total Units: 30  
INVOICE TOTAL: \$579.43

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

14504975

# INVOICE: B6635390



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

DATE	PAGE
07/20/2023	1

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Fax: (800) 999-6799

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**Ship To Acct No.** 1454861

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Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
133625494 9781942316572 Trade Paper	Cole, Elizabeth (Au) 08/16/2022 Skyspark Books	A Fearless Heart : A Regency Spy Romance	1 1	30JAN2023 2089601		\$17.95 12.0% \$15.80	\$15.80 L

PO Number: 30JAN2023

Subtotal Quantity: 1  
Subtotal Units: 1

Item Subtotal: \$15.80

Charge Description	Units	Unit Price	Ext Price
Books Processing	1	\$0.74	\$0.74
BrodartGuard	1	\$2.30	\$2.30

Total Quantity: 1  
Total Units: 1

Item Total: \$15.80  
C&P Charge: \$3.04

INVOICE TOTAL: \$18.84

18.84  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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

14504975



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6635390**

<b>DATE</b>
07/20/2023

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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: \$18.84

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



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

DATE	PAGE
07/26/2023	1

Phone: (800) 233-8467

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Bill To Acct No. 145486

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STORM LAKE PUBLIC LIBRARY  
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Packing Slip No. 106118751000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
133381161 9780063322752 Trade Paper	Ford, Richard 06/13/2023 HarperLuxe	Be Mine : A Frank Bascombe Novel, Large Type	1 1	19JUN2023 2129252		\$34.00 40.0% \$20.40	L \$20.40
133637034 9780063322912 Trade Paper	Williams, Beatriz 06/27/2023 HarperLuxe	The Beach at Summerly : A Novel, Large Type	1 1	19JUN2023 2129252		\$34.00 40.0% \$20.40	L \$20.40
129843407 9780063211391 Trade Paper	Kukafka, Danya 01/25/2022 HarperLuxe	Notes on an Execution : An Edgar Award Winner, Large Type	1 1	19JUN2023 2129252		\$29.99 40.0% \$17.99	L \$17.99
133390810 9780593587867 Trade Paper	Steel, Danielle 06/27/2023 Random House La	Palazzo : A Novel, Large Type	1 1	19JUN2023 2129252		\$31.00 40.0% \$18.60	L \$18.60
130035939 9781538710173 Trade Paper	Patterson, James 06/13/2023 Grand Central Publ	Private Moscow, Large Type	1 1	19JUN2023 2129252		\$20.99 12.0% \$18.47	\$18.47
134086767 9781638087649 Hardcover	Johnstone, William 06/01/2023 Center Point Publis	Save It for Sunday, Large Type	1 1	19JUN2023 2129252		\$37.95 45.0% \$20.87	\$20.87
133631141 9780063090309 Trade Paper	Wiggs, Susan 06/20/2023 HarperLuxe	Welcome to Beach Town : A Novel, Large Type	1 1	19JUN2023 2129252		\$34.00 40.0% \$20.40	L \$20.40
133779351 9780593743720 Trade Paper	Allende, Isabel 06/13/2023 Random House La	The Wind Knows My Name : A Novel, Large Type	1 1	19JUN2023 2129252		\$30.00 40.0% \$18.00	L \$18.00

PO Number: 19JUN2023

Subtotal Quantity: 8

Subtotal Units: 8

Item Subtotal:

\$155.13

14516749



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

INVOICE: B6638550

DATE	PAGE
07/26/2023	2

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
-----------------------------------	---------------------------------	-------	--------------	-------------------------------	-----------------------	-------------------------------------	-----------------------------

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	6	\$2.30	\$13.80
Cataloging and Processing	8	\$1.15	\$9.20

Total Quantity: 8  
Total Units: 8

Item Total: \$155.13  
C&P Charge: \$23.00

INVOICE TOTAL: \$178.13

ORIGINAL

115.79

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. ~~001-4903-04-6512~~ <sup>172</sup> -4903-04-6512  
-0000

62.34

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

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

14516749



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6638550**

<b>DATE</b>
07/26/2023

**Include this form with your payment to:**

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

*Terms: Net Due in 30 Days*

Total Quantity: 8  
Total Units: 8  
INVOICE TOTAL: \$178.13

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





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

DATE	PAGE
07/25/2023	1

Phone: (800) 233-8467

Fax: (800) 999-6799

Bill To Acct No. 145486

Ship To Acct No. 1454861

STORM LAKE PUBLIC LIBRARY  
609 CAYUGA ST  
STORM LAKE IA 50588

STORM LAKE PUBLIC LIBRARY  
609 CAYUGA ST  
STORM LAKE IA 50588

Packing Slip No. 106114908000

Terms: Net Due in 30 Days

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
130053201 9780593322888 Hardcover	Waters, Charles 01/04/2022 G.P. Putnam's Son	African Town	1 1	19JUN2023 2129255		\$19.99 45.0% \$10.99	\$10.99
131630113 9781684378159 Hardcover	Jarrow, Gail 09/27/2022 Calkins Creek Boo	American Murderer : The Parasite that Haunted the South	1 1	19JUN2023 2129255		\$24.99 45.0% \$13.74	\$13.74
131943847 9781368062398 Hardcover	Booth, Molly 10/11/2022 Disney-Hyperion	Arden High, Bk. 1, Twelfth Grade Night	1 1	19JUN2023 2129255		\$24.99 45.0% \$13.74	\$13.74
06714358 9781426201387 Hardcover	Isbouts, Jean-Pierr 11/06/2007 National Geographi	Biblical World, The : An Illustrated Atlas	1 1	19JUN2023 2129255		\$40.00 12.0% \$35.20	\$35.20
127895043 9781538737965 Trade Paper	Connelly, Michael 08/24/2021 Grand Central Publ	The Black Ice	1 1	19JUN2023 2129255		\$16.99 12.0% \$14.95	L \$14.95
130427551 9781728242590 Trade Paper	Richardson, Kim M 05/03/2022 Sourcebooks Land	The Book Woman's Daughter : A Novel	1 1	19JUN2023 2129255		\$16.99 40.0% \$10.19	L \$10.19
130263192 9781250801036 Hardcover	Maloney, Brenna 10/11/2022 Henry Holt and Co.	Buzzkill : A Wild Wander Through the Weird and Threatened World of Bugs	1 1	19JUN2023 2129255		\$21.99 45.0% \$12.09	\$12.09
123204402 9780800798888 Trade Paper	Wilkerson, David 09/18/2018 Chosen Books	The Cross and the Switchblade : The True Story of One Man's Fearless Faith	1 1	19JUN2023 2129255		\$15.99 12.0% \$14.07	L \$14.07
35524952 9780664246396 Trade Paper	01/01/1985 Presbyterian Publis	Feminist Interpretation of the Bible	1 1	19JUN2023 2129255		\$31.00 12.0% \$27.28	L \$27.28
129921270 9780823450428 Hardcover	Hare, John (Childr 02/08/2022 Margaret Ferguson	Field Trip to Volcano Island, Picture Book	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130503835 9780063084087 Hardcover	Barnett, Mac 05/10/2022 Katherine Tegen B	The First Cat in Space Ate Pizza	1 1	19JUN2023 2129255		\$16.99 45.0% \$9.34	\$9.34
130450758 9780063208063 Hardcover	Iwai, Melissa 05/03/2022 HarperCollins	Gigi and Ojiji	1 1	19JUN2023 2129255		\$17.99 45.0% \$9.89	\$9.89
130837342 9780063045279 Hardcover	Hoyt, Megan 07/05/2022 Quill Tree Books	The Greatest Song of All : How Isaac Stern United the World to Save Carnegie Hall	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
117836699 9780393354447 Trade Paper	Hamilton, Edith 07/25/2017 W. W. Norton & Co	The Greek Way	1 1	19JUN2023 2129255		\$15.95 12.0% \$14.04	L \$14.04

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

14513930



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

INVOICE: B6637486

DATE	PAGE
07/25/2023	2

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
131158643 9780316322379 Hardcover Reinforc	Johnson, Dinah 07/19/2022 Christy Ottaviano B	H Is for Harlem, Picture Book	1 1	19JUN2023 2129255		\$18.99 21.0% \$15.00	\$15.00
130763012 9781682633243 Hardcover	White, Andrew Jos 06/07/2022 Peachtree Teen	Hell Followed with Us	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130663131 9781338745313 Hardcover	La Sala, Ryan 08/16/2022 Push	The Honeys	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130269948 9780063026926 Hardcover	Lai, Thanhha 04/05/2022 HarperCollins	Hundred Years of Happiness, Picture Book	1 1	19JUN2023 2129255		\$17.99 45.0% \$9.89	\$9.89
131389416 9781728413921 Trade Paper	Latta, Sara L. 10/04/2022 Zest Books	I Could Not Do Otherwise : The Remarkable Life of Dr. Mary Edwards Walker	1 1	19JUN2023 2129255		\$16.99 12.0% \$14.95	\$14.95
130539996 9781250244451 Hardcover	McQuiston, Casey 05/03/2022 Wednesday Books	I Kissed Shara Wheeler : A Novel	1 1	19JUN2023 2129255		\$19.99 45.0% \$10.99	\$10.99
131575821 9780593351246 Hardcover	Maraniss, Andrew 09/13/2022 Viking Books for Y	Inaugural Ballers : The True Story of the First US Women's Olympic Basketball Team	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
122998146 9781250219268 Hardcover	Kenwood, Nina 04/07/2020 Flatiron Books	It Sounded Better in My Head	1 1	19JUN2023 2129255		\$18.99 12.0% \$16.71	\$16.71
131395092 9781953859273 Hardcover	Kim, Erica 10/04/2022 Soaring Kite Books	Kimchi, Kimchi Every Day, Picture Book	1 1	19JUN2023 2129255		\$18.99 12.0% \$16.71	\$16.71
130491152 9781250818416 Hardcover	Kaylor, Serena 07/26/2022 Wednesday Books	Long Story Short : A Novel	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
21153272 9780060264604 Hardcover	Wilder, Laura Ingall 10/14/1953 HarperCollins	The Long Winter : A Newbery Honor Award Winner, REV. ED	1 1	19JUN2023 2129255		\$19.99 12.0% \$17.59	\$17.59
128106840 9780374313722 Hardcover	Wild, Charlotte Sull 01/04/2022 Farrar Straus & Gir	Love, Violet, Picture Book	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130814652 9780593353707 Hardcover	McCarthy, Cory 05/31/2022 Dutton Books for Y	Man o' War	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
131656430 9780062962461 Hardcover	Mancillas, Monica 10/04/2022 Balzer + Bray	Mariana and Her Familia, Picture Book	1 1	19JUN2023 2129255		\$17.99 45.0% \$9.89	\$9.89
128586397 9781250174949 Hardcover	Clayton, Dhonielle 05/03/2022 Henry Holt and Co.	The Marvellers	1 1	19JUN2023 2129255		\$16.99 45.0% \$9.34	\$9.34
130476722 9781338636598 Hardcover	Callender, Kacen 09/06/2022 Scholastic Inc	Moonflower	1 1	19JUN2023 2129255		\$17.99 45.0% \$9.89	\$9.89
118956132 9780316438520 Hardcover	Hamilton, Edith 09/26/2017 Black Dog & Leven	Mythology (75th Anniversary Illustrated Edition) : Timeless Tales of Gods and Heroes, Deluxe Illustrated ed	1 1	19JUN2023 2129255		\$29.99 12.0% \$26.39	\$26.39
104089539 9781426211591 Hardcover	Isbouts, Jean-Pierr 11/05/2013 National Geographi	National Geographic Who's Who in the Bible : Unforgettable People and Timeless Stories from Genesis to Revelation	1 1	19JUN2023 2129255		\$40.00 12.0% \$35.20	\$35.20
132528916 9780451495143 Hardcover	Enriquez, Mariana 02/07/2023 Hogarath	Our Share of Night : A Novel, Translation	1 1	19JUN2023 2129255		\$28.99 45.0% \$15.94	\$15.94
131629670 9780823451500 Hardcover	Madan, Vikram 10/11/2022 Holiday House	Owl and Penguin	1 1	19JUN2023 2129255		\$14.99 45.0% \$8.24	\$8.24

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

14513930

Bill To Acct : 145486  
 STORM LAKE PUBLIC  
 LIBRARY

INVOICE: B6637486



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

DATE	PAGE
07/25/2023	3

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
117836818 9780393354454 Trade Paper	Hamilton, Edith 07/25/2017 W. W. Norton & Co	The Roman Way	1 1	19JUN2023 2129255		\$15.95 12.0% \$14.04	\$14.04 L
08223629 9781426203367 Hardcover	10/21/2008 National Geographi	Sacred Places of a Lifetime : 500 of the World's Most Peaceful and Powerful Destinations	1 1	19JUN2023 2129255		\$40.00 12.0% \$35.20	\$35.20
131663666 9780593545829 Hardcover	Harrison, Rachel 10/04/2022 Berkley	Such Sharp Teeth	1 1	19JUN2023 2129255		\$27.00 45.0% \$14.85	\$14.85
130503843 9780063086166 Hardcover	Ferguson, Jenny 05/10/2022 Heartdrum	The Summer of Bitter and Sweet	1 1	19JUN2023 2129255		\$19.99 45.0% \$10.99	\$10.99
130267805 9781250817365 Hardcover	Hinton, Anthony R 06/14/2022 Feiwel and Friends	The Sun Does Shine : An Innocent Man, A Wrongful Conviction, and the Long Path to Justice, Young Readers ed	1 1	19JUN2023 2129255		\$19.99 45.0% \$10.99	\$10.99
130267821 9780374388751 Hardcover	Dao, Julie C. 07/26/2022 Farrar Straus & Gir	Team Chu and the Battle of Blackwood Arena	1 1	19JUN2023 2129255		\$16.99 45.0% \$9.34	\$9.34
132905035 9780374388812 Hardcover	Dao, Julie C. 05/02/2023 Farrar Straus & Gir	Team Chu and the Epic Hero Quest	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130127302 9781541599284 Hardcover	Dalton, Ryan (You 02/01/2022 Carolrhoda Books	This Last Adventure	1 1	19JUN2023 2129255		\$17.99 12.0% \$15.83	\$15.83
131766694 9780823450701 Hardcover	Chin, Jason 12/13/2022 Neal Porter Books	The Universe in You : A Microscopic Journey	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
130491470 9781250790828 Hardcover	Kilcoyne, Elizabeth 07/12/2022 Wednesday Books	Wake the Bones : A Novel	1 1	19JUN2023 2129255		\$18.99 45.0% \$10.44	\$10.44
131291009 9780063029149 Hardcover	Jackson, Tiffany D. 09/06/2022 Katherine Tegen B	The Weight of Blood	1 1	19JUN2023 2129255		\$19.99 45.0% \$10.99	\$10.99
132220628 9781250847652 Hardcover	Wurth, Erika T. 11/01/2022 Flatiron Books	White Horse : A Novel	1 1	19JUN2023 2129255		\$27.99 45.0% \$15.39	\$15.39
128493038 9781538706411 Hardcover	Coben, Harlan 03/16/2021 Grand Central Publ	Win, Large Type	1 1	19JUN2023 2129255		\$31.00 12.0% \$27.28	\$27.28

PO Number: 19JUN2023

Subtotal Quantity:

47

Subtotal Units:

47

Item Subtotal:

\$681.99

130267236 9781250220950 Hardcover Reinforc	Joy, Angela 09/06/2022 Roaring Brook Pre	Choosing Brave : How Mamie Till-Mobley and Emmett Till Sparked the Civil Rights Movement	1 1	30JAN2023 2100541		\$19.99 21.0% \$15.79	\$15.79
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PO Number: 30JAN2023

Subtotal Quantity:

1

Subtotal Units:

1

Item Subtotal:

\$15.79

14513930



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

INVOICE: B6637486

DATE	PAGE
07/25/2023	4

Brodart No. Item No. Format	Author Pub Date Publisher	Title	Qty Units	Branch PO No. Order No.	Customer Reference	List Price Discount Net Price	Ext Price Charge Code
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Charge Description	Units	Unit Price	Ext Price
BrodartGuard	6	\$2.30	\$13.80
Cataloging and Processing	48	\$1.15	\$55.20

Total Quantity: 48  
Total Units: 48

Item Total: \$697.78  
C&P Charge: \$69.00

INVOICE TOTAL: \$766.78

ORIGINAL

737.66

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 001-1010-04-650  
- 0800

29.12

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 172-4903-04-6512  
- 0800

14513930



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6637486**

<b>DATE</b>
07/25/2023

**Include this form with your payment to:**

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

*Terms: Net Due in 30 Days*

Total Quantity: 48  
Total Units: 48  
INVOICE TOTAL: \$766.78

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



# Center Point Large Print

600 Brooks Road ■ PO Box 1 ■ Thorndike ME 04986-0001

1 800 929-9108 ■ Fax: (207) 568-3727 ■ E-mail: help@centerpointlargeprint.com

Original Invoice

Inv. No. 2034101  
07/21/2023

Bill To:

Storm Lake Public Library  
Attn: Elizabeth Huff, Director  
609 Cayuga Street  
Storm Lake, IA 50588

Ship To:

Storm Lake Public Library  
609 Cayuga Street  
Storm Lake, IA 50588

Qty. Ord.	Qty. Shp.	Shipped Via: ISBN	PR1 Author	Title	H/S Disc.	Unit Price	Ext. Price	Disc. Price
1	1	9781643586915	Doiron, Paul	One Last Lie	H (.82)	\$ 38.95	\$ 38.95	\$7.00
1	0	9781638082545	Johnstone, W.	Death and Texas	H (.81)	\$ 36.95	\$ 0.00	\$0.00
			*STATUS: OUT OF PRINT -	Death and Texas				
1	1	9781643582009	Johnstone, W.	Dig Your Own Grave	H (.81)	\$ 35.95	\$ 35.95	\$7.00
1	1	9781638080619	Tóibín, Colm	The Magician	H (.82)	\$ 39.95	\$ 39.95	\$7.00
4	3					Book Retail:	\$114.85	-----
						Discounts:	\$93.85	-----
						Book Total:		\$21.00
						Shipping Charges:		\$ 0.00
						Total Amount Due		\$21.00

When Paying, Please Reference Invoice Number On Check.

Please Note:

Death and Texas and Olive Again is out of print

21.00

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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



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  
 Bill To:

**INVOICE**

Document No.	CAL3432001
Document Date	11-July-2023
Billing Account No.	1000131076
Shipping Account No.	1000131076
Payment Terms	30 Days
Fed Tax ID	46-1843778

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	9781502663375	Cultures of the World (Fourth Edition, Group 5)® (Library Set) (School & library) PO#: STANDING ORDER	1	206.70	10.00% <sup>DI</sup>	186.03	0.00	0.00	186.03
	9781502663245	Kenya 1 copy supplied.							
	9781502663269	Nepal 1 copy supplied.							
	9781502663283	Nigeria 1 copy supplied.							
	9781502663306	South Africa 1 copy supplied.							
	9781502663320	Türkiye 1 copy supplied.							
	9781502663344	Zimbabwe 1 copy supplied.							
		Postage & Packing					18.41	0.00	18.41
<b>Totals:</b>						186.03	18.41	0.00	204.44

204.44  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6502-0020

Document Total	\$204.44
Amount Due	\$204.44
Pay by Date	10 Aug 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 Iowa Zip/Postal Code 50588  
 E-mail \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_

Requested Purchase Date: Aug. 7, 2023

Account #'s:	Amounts:
#1: <u>001-400-04-6508</u>	<u>4.13</u>
#2: _____	_____
#3: _____	_____
#4: _____	_____

Description	Budget Amt.	Quantity	Unit Price	Amount
<u>Both Dawson, Custodian of Petty Cash, Postage</u>		<u>1</u>	<u>4.13</u>	<u>4.13</u>

Bids/Quotes Attached   
 Shipping Costs  Estimated  Actual  
 Department \_\_\_\_\_  
 Head Signature \_\_\_\_\_ Date: Aug 7, 2023

<b>Total</b>	
Shipping Charges	
<b>Purchase Order Total</b>	

**Finance Department Only**

Timeline Approval		Purchase Order	
Date Received: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	Approved Purchase Date <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	Date Received: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	
Date Returned: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	<input type="checkbox"/> W9 Needed	Date Returned: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	

Line Item Budget	Department Budget
Line Item Budget <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Overall Department Budget <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Authorized PO's <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Authorized PO's <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
Line Item Authorized <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	Authorized YTD Budget <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>
YTD Expenditures <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>	YTD Expenditures <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span>

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

**Administrative Approval**

Authorized By \_\_\_\_\_  Approved **WITHIN** Adopted Budget   
 Date:   Not Approved   Approved **OUTSIDE** Adopted Budget



7/1/23-7/31/23

Jul-23

Date	Amount
7/1/2023	
7/2/2023	
7/3/2023	
7/4/2023	
7/5/2023	
7/6/2023	
7/7/2023	\$4.13 Ames-Ia State
7/8/2023	
7/9/2023	
7/10/2023	
7/11/2023	
7/12/2023	
7/13/2023	
7/14/2023	
7/15/2023	
7/16/2023	
7/17/2023	
7/18/2023	
7/19/2023	
7/20/2023	
7/21/2023	
7/22/2023	
7/23/2023	
7/24/2023	
7/25/2023	
7/26/2023	
7/27/2023	
7/28/2023	
7/29/2023	
7/30/2023	
7/31/2023	

Total \$4.13



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

07/07/2023 11:19 AM

Product	Qty	Unit Price	Price
Library Mail	1		\$4.13
Ames, IA 50011			
Weight: 1 lb 3.40 oz			
Estimated Delivery Date			
Mon 07/10/2023			
Tracking #:			
9555 1136 9676 3188 5713 09			
Grand Total:			\$4.13
Cash			\$4.13

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1-800-410-7420

-1-5901880-1

Library



1250 Lake Ave  
Storm Lake, IA 50588  
712-732-5628

1634StoreManagementMailGroup@Hy-Vee.com

ENRGZR MAX AAA	3980010805	8.77	T
ENRGZR MAX D	3980003977	10.99	T
SIMPLY ORNG DISH	1122500111	2.94	T
SIMPLY PLASTIC WR	1122513137	2.99	T
GORILLA SUPER GLU	5242778050	4.99	T

SUBTOTAL [5]		30.68	
T	30.68 @ 7.000% =	2.15	

TOTAL		32.83	
Hy-Vee Charge		32.83	

PURCHASE \$32.83  
 \*\*\*\*\*8849 HyVeeCharge SWIPED  
 REF#: 157857 58801157857 Approved

0011634120723005000117



Cashier Name: Robert

Date	Time	Store	POS	Emp	TRX
07/12/23	12:00 PM	1634	5	15423	0117

Thanks for shopping at  
 Hy-Vee  
 Visit us on the Web  
 for a survey and official rules  
 No purchase necessary to enter  
 www.hy-vee.com

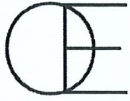
32.83

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6599-0000



OFFICE ELEMENTS

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

# INVOICE

INVOICE NUMBER	250901-0
INVOICE DATE	07/18/23
ACCOUNT NUMBER	174724
DEPT NUMBER	

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

ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTEND PRICE
90781283	ICX	PAPER, POS, THRM, 2-1/4X1-1/2	PK	1		1	5.42	5.42

5.42  
**APPROVED FOR PAYMENT**  
Name \_\_\_\_\_  
Date \_\_\_\_\_ P.O. # \_\_\_\_\_  
Acc't No. 001-400-00-

THANK YOU FOR YOUR ORDER.

<b>Subtotal</b>	5.42
<b>Tax</b>	
<b>Total Due</b>	5.42

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

Page 1 of 1



# Rebnord Technologies, Inc.

210 Sale Barn Rd  
Storm Lake, IA 50588

# Invoice

Date	Invoice #
8/2/2023	36627

SL Public Library  
Elizabeth Huff  
609 Cayuga  
Storm Lake, IA 50588

Customer PO
Terms
Due on receipt
Due Date
8/2/2023

Item Code	Description	Quantity	Price Each	Serviced	Amount
Subscription	<p>Deep Freeze Subscription for 5 computers (for additional laptops) These licenses will expire on March 6, 2024 at the same time as the current licenses. These licenses are prorated to that date. (7 months)</p> <p>Enrich Iowa Funds <i>Community</i> <i>Connect Grant/ALA-Capital One</i></p>	5	42.56		212.80

212.80

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. <sup>172</sup>~~221~~ - 4902 - 24 - 6512 - 0000

<b>Subtotal</b>	\$212.80
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$212.80

A Service Charge of 1.5% per month (\$5 minimum) will be assessed on any balance not paid within 10 days.



**CONTRACT INVOICE**

Invoice Number: 24AR965305  
 Invoice Date: 07/14/2023

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

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

**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

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
CSL-109840-OE	30 Days	08/13/2023	\$35.98	<b>\$35.98</b>	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14605-CSL-01		\$35.98		01/14/2019	
Remarks					

**Summary:**

Contract base rate charge for the 06/14/2023 to 07/13/2023 billing period	\$29.00
Contract Overage charge for the 06/14/2023 to 07/13/2023 Overage period	\$2.03 **
Operational Surcharge	\$4.95
**See Overage details below	<b>\$35.98</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 STORM LAKE, IA 50588 Meters-Kolby Struchen

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	CON14605-CSL-01	6,675	6,837		162	0**	162	\$0.012500	\$2.03**
Color	CON14605-CSL-01	247	253		6	260**	0	\$0.120400	\$0.00**
** Allocated amount from meter group									\$2.03

35.98  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 172-4903-04-6872-0000

# 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.: 504067113  
 Invoice Date: 07/13/2023  
 Customer: 2000006256  
 Delivery: 89197219  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

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

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

Qty	UoM	Format Delivery	Description Stock #	OCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	LAST OF US SEASON 1, THE Widescreen 1 4D *** Do Not Display Above Item Until: 07/18/2023 15793185	1378314672		39.99	29.99	29.99
1	EA				Product Sub-total:			29.99
Please pay this amount in USD:								29.99

2999

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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

Remit ACH/wire payments to:

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

Remit check payments to:

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

# MIDWEST TAPE

LIBRARIANS MEDIA SOURCE

P.O. BOX 820 • HOLLAND, OH 43528

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

## INVOICE

Terms: 30 Days Net

Invoice No.: 504008781  
 Invoice Date: 06/30/2023  
 Customer: 2000006256  
 Delivery: 89185579  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

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

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

Qty	UoM	Format Delivery	Description Stock #	OCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	ARE YOU THERE GOD? IT'S ME, MARGARET. Widescreen 1D *** Do Not Display Above Item Until: 07/11/2023 15800556	1380914005		29.99	22.49	22.49
1	EA				Product Sub-total:			22.49
Please pay this amount in USD:								22.49

22.49

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

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

Remit ACH/wire payments to:

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

Remit check payments to:

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



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

**INVOICE**

Terms: 30 Days Net

Invoice No.: 503725321  
 Invoice Date: 05/02/2023  
 Customer: 2000006256  
 Delivery: 89107269  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

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

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

Qty	UoM	Format Delivery	Description Stock #	OCCLC#	Customer Item#	Retail	Price	Extension	
1	EA	DVD	ALL QUIET ON THE WESTERN FRONT Widescreen 1D *** Do Not Display Above Item Until: 05/09/2023 15768534	1372503455		24.99	18.74	18.74	
1	EA				Product Sub-total:			18.74	
								Please pay this amount in USD:	18.74

18.74  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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

Remit ACH/wire payments to:

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

Remit check payments to:

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





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

**INVOICE**

Terms: 30 Days Net

Invoice No.: 503809513  
 Invoice Date: 05/19/2023  
 Customer: 2000006256  
 Delivery: 89130122  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

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

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

Qty	UoM	Format	Description	Stock #	OCCLC#	Customer Item#	Retail	Price	Extension
1	EA	DVD	DUNGEONS & DRAGONS: HONOR AMONG THIEVES Widescreen 1D *** Do Not Display Above Item Until: 05/30/2023	15752569	1378082436		30.99	23.24	23.24
1	EA					Product Sub-total:			23.24
Please pay this amount in USD:									23.24

*23.24*  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6572-0820

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

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



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

**INVOICE**

Terms: 30 Days Net

Invoice No.: 503841806  
 Invoice Date: 05/26/2023  
 Customer: 2000006256  
 Delivery: 89138506  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

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

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

Qty	UoM	Format Delivery	Description Stock #	OCCLC#	Customer Item#	Retail	Price	Extension	
1	EA	DVD	COCAINE BEAR Widescreen 15689578	1372313905	MAXIMUM RAMPAGE EDITION 1D	29.99	22.49	22.49	
1	EA	DVD	GATO NEGRO, GATO BLANCO Full screen 1D 15741415	1373598290		20.99	15.74	15.74	
1	EA	DVD	LOST KING, THE Widescreen 1D *** Do Not Display Above Item Until: 05/30/2023 15765472	1374669699		27.99	20.99	20.99	
3	EA				Product Sub-total:			59.22	
							59.22	59.22	
							APPROVED FOR PAYMENT	Please pay this amount in USD:	59.22

Name \_\_\_\_\_

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

Acc't No. 001-4010-04-6502-0200

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

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

## INTERNET HOTSPOT POLICY

The Storm Lake Public Library has mobile hotspots as a public service for library patrons. Given the expense of the equipment, the library requires a library card for their use. To ensure that these mobile hotspots are available and functional for all patrons, the Storm Lake Public Library Board of Trustees have set forth the following guidelines for use.

- Available to Storm Lake Public Library patrons in good standing with no outstanding fines or overdue items, no history of delinquent account and active at least 30 days may borrow a hotspot. Since a hotspot benefits the whole household, ALL members of a household must have cards in good standing.
- The patron must be 18 years of age or older and must present their physical library card and current government photo ID to check out a device.
- The patron must have a current, working email address and current phone number on file in their library record to check out a hotspot.
- Only one (1) hotspot per patron may be checked out at a given time.
- Only one (1) hotspot per household address.
- Hotspot loan period is up to 7 calendar business days with no grace period and no renewals.
- The patron is responsible for any hotspot borrowed from the Storm Lake Public Library.
- The patron warrants that the hotspot was in good working condition when borrowed and that the patron will reimburse the library if the hotspot is damaged, lost, or stolen while checked out. Upon checkout, Library staff will confirm the presence of the borrowing patron, that all items are present in the hotspot kit. The patron must sign the Library's Hotspot Borrowing Agreement before a hotspot can be checked out and acknowledge policy compliance and understand the financial responsibilities for lost, stolen or damaged equipment.
- The hotspot CANNOT be returned in the book drop. Until the hotspot is returned inside the library and checked in, it is the patron's responsibility. The hotspot should be physically returned in person to the Front Desk 30 minutes before the library closes on the due date. The patron should remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the patron's account, and that the Borrower Agreement is signed and dated signifying a proper return. Failure to return the hotspot in the proper manner will result in a \$15.00 fine added as well as damage sustained to equipment from placing it in the book drop.
- If the hotspot is not returned by the due date, the library will deactivate it remotely and seek to recover it. The library will attempt to notify the patron via their primary notification method. If this fails, other methods of recovery may be utilized.
- Overdue fines will be charged for the hotspot not returned by their due date in the amount of \$2.00 per day, up to \$10.00.
- The library will not accept replacement hotspots or accessories purchased by the patron.
- Patrons will be held responsible for full replacement costs and processing fees up to \$250.00 for the device and/or accessories (case, cords, and plug) if lost, stolen or damaged while checked out.

- By borrowing and initiating use of the library hotspot, the patron agrees to hold the library, City of Storm Lake, and its agents harmless from any and all claims, losses, damages, obligations, expense, or liabilities directly or indirectly, relating to the use of the library’s hotspot, connection of the device to other electronic devices, or data lost, and internet access provided by the library. The library is not responsible for personal information shared over the internet or for information or websites accessed. The library is not responsible for any personal information that may be compromised because of the use of the hotspot. The library is not responsible for any liability, damages or expense resulting from the use of loaned hotspot.
- Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.
- A returned hotspot must remain available in the library for 48 hours before a patron is allowed to check out a hotspot again.
- Mobile hotspot service is provided by Verizon. Internet service relies on cell tower technology and coverage. User experience can vary based on location. Any fees associated with use outside of this area will be the responsibility of the patron. The hotspot cannot be used outside the United States.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late returning the hotspot.

Charges will be assessed for lost, stolen or damaged components as follows:

Lost/damaged device	\$250.00
Processing fee for lost/damaged device	\$20.00
Lost/damaged charging cable or plug	\$20.00
Lost damaged case	\$50.00

The Internet Hotspot Policy was adopted by the Board of Trustees of the Storm Lake Public Library on August 7, 2023.



## Hotspot Checkout Agreement

When borrowing a hotspot from the library, I understand and agree to the following:

- I will check-out at the Circulation Desk with my valid Storm Lake Public Library Card and current government photo identification. At check-in, I must remain until the staff has accounted for all kit pieces, cleared the equipment from my account and signed and dated signifying a proper return. Check-in must be no later than 30 minutes before the library closes on the due date.
- I am at least 18 years of age. I have a current working email address and phone number on file.
- I am responsible for the hotspot at ALL times. I am responsible for all costs associated with damage, not returned for check-in, theft, or loss of a hotspot and/or accessories due to neglect or abuse. The replacement cost of a hotspot is \$250.00.
- The borrowing period is 7 calendar business days with no grace period and no renewal. The overdue fine is \$2 per day if returned after the due date. Keeping a hotspot beyond its due time and date may be considered theft, and the library may choose to file charges in accordance with Iowa Code section 714.5.
- I understand that if I do not comply with this Hotspot Checkout Agreement, I will not be allowed to check out a hotspot in the future.
- **Borrowers agree to hold harmless the Storm Lake Public Library, Library Board, Library Staff the City of Storm Lake, and its agents from the result of any use of the hotspot, any content accessed, or information or photo used, as a result of borrowing the hotspot.**

I have read the entire document and my signature below indicates my agreement with the above statements.

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff: Please complete and make sure all kit parts are present at check-out.**

Printed Name \_\_\_\_\_ Hotspot # \_\_\_\_\_

Account # \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

At check-in are all parts present? Y/N    Date returned \_\_\_\_\_    Staff initials \_\_\_\_\_

**STAFF COPY**

## LAPTOP POLICY

The Storm Lake Public Library has laptops as a public service for library patrons. Given the expense of the equipment, the library requires a library card for their use. To ensure that these laptops are available and functional for all patrons, the Storm Lake Public Library Board of Trustees have set forth the following guidelines for use.

- Available to Storm Lake Public Library patrons in good standing with no outstanding charges or overdue items no history of delinquent account and active at least 30 days may borrow a laptop.
- The patron must be 18 years of age or older and must present their physical library card and current government photo ID to check out a device.
- The patron must have a current, working email address and current phone number on file in their library record to check out a laptop.
- Only one (1) laptop per patron may be checked out at a given time.
- Only one (1) laptop per household address.
- The laptop loan period is up to 7 calendar business days with no grace period and no renewals.
- The patron is responsible for any laptop borrowed from the Storm Lake Public Library.
- The patron warrants that the laptop was in good working condition when borrowed and that the patron will reimburse the library if the laptop is damaged, lost, or stolen while checked out. Upon checkout, Library staff will confirm in the presence of the borrowing patron, that all items are present in the laptop kit. The patron must sign the Library's Laptop Borrowing Agreement before a laptop can be checked out and acknowledge policy compliance and understand the financial responsibilities for lost, stolen or damaged equipment.
- The laptop CANNOT be returned in the book drop. Until the laptop is returned inside the library and checked in, it is the patron's responsibility. The laptop should be physically returned in person to the Front Desk 30 minutes before the library closes on the due date. The patron should remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the patron's account, and that the Borrower Agreement is signed and dated signifying a proper return. Failure to return the laptop in the proper manner will result in a \$15.00 fine added as well as damage sustained to equipment from placing it in the book drop.
- If the laptop is not returned by the due date, the library will seek to recover it. The library will attempt to notify the patron via their primary notification method. If this fails, other methods of recovery may be utilized.
- Overdue fines will be charged for the laptop not returned by their due date in the amount of \$3.00 per day, up to \$10.00.
- The library will not accept replacement laptops or accessories purchased by the patron.
- Patrons will be held responsible for full replacement costs and processing fees up to \$300.00 for the device and/or accessories (case, cords, and plug) if lost, stolen or damaged while checked out.
- By borrowing and initiating use of the library laptop, the patron agrees to hold the library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities directly or

indirectly, relating to the use of the library's laptop and/or internet access provided by the library, connection of the laptop to other devices, or data loss, and internet provided by the library. The library is not responsible for personal information shared over the internet or for information or websites accessed. The library is not responsible for any personal information that may be compromised because of the use of the laptop. The library is not responsible for any liability, damages or expense resulting from the use of the loaned laptop.

- Laptops must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures).
- Deliberate altering of any files or modifying the configuration of Library-owned equipment is strictly prohibited.
- A returned laptop must remain available in the library for 48 hours before a patron is allowed to check out a laptop again.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late returning the laptop.

Charges will be assessed for lost, stolen or damaged components as follows:

Lost/damaged device	\$300.00
Processing fee for lost/damaged device	\$20.00
Lost/damaged charging cable or plug	\$20.00
Lost damaged case	<b>\$#0.00</b>

The Laptop Policy was adopted by the Board of Trustees of the Storm Lake Public Library on August 7, 2023.



## Laptop Checkout Agreement

When borrowing a laptop from the library, I understand and agree to the following:

- I will check-out at the Circulation Desk with my valid Storm Lake Public Library Card and current government photo identification. At check-in, I must remain until the staff has accounted for all kit pieces, cleared the equipment from my account and signed and dated signifying a proper return. Check-in must be no later than 30 minutes before the library closes on the due date.
- I am at least 18 years of age. I have a current working email address and phone number on file.
- I will not purchase or install materials on the laptop.
- I am responsible for the laptop at ALL times. I am responsible for all costs associated with damage, not returned for check-in, theft, or loss of a laptop and/or accessories due to neglect or abuse. The replacement cost of a laptop is \$300.00.
- The borrowing period is 7 calendar business days with no grace period and no renewal. The overdue fine is \$3 per day if returned after the due date. Keeping a laptop beyond its due time and date may be considered theft, and the library may choose to file charges in accordance with Iowa Code section 714.5.
- I understand that if I do not comply with this Laptop Checkout Agreement, I will not be allowed to check out a laptop in the future.
- **Borrowers agree to hold harmless the Storm Lake Public Library, Library Board, Library Staff the City of Storm Lake, and its agents from the result of any use of the laptop, any content accessed, or information or photo used, as a result of borrowing the laptop.**

I have read the entire document and my signature below indicates my agreement with the above statements.

Patron Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff: Please complete and make sure all kit parts are present at check-out.**

Printed Name \_\_\_\_\_ Laptop # \_\_\_\_\_

Account # \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

At check-in are all parts present? Y/N

Ask if patron logged out properly for Deep Freeze. Date returned \_\_\_\_\_ Staff initials \_\_\_\_\_

**STAFF COPY**