



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

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

**Agenda, Monday, November 13, 2023, 4 pm**

**Storm Lake Public Library Board Meeting**

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

1. Call to Order
2. Disclosure by Library Board Members
3. Approval of Agenda
4. Hear the Public
5. Witter Gallery Report
6. Board President – Agreement Study
7. Approval of October Minutes
8. Director’s Reports: Calendar, Bar Chart, Ledger, Renovation/Telehealth, Boilers, Friends Programs, Director’s Vacation.
9. Approval of November Bills
10. Approval of Telehealth Room Policy
11. Approval of Friends Credit Card Funds
12. Library Board Member Requested Item
13. Trustees Continuing Education
14. Adjourn – Next Meeting, December 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.



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Library Board Meeting, City of Storm Lake, October 9, 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 and Brian Oakleaf, Board Treasurer

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 October 9 Agenda. Seconded by Board Member Wells. Vote all ayes. Motion carried.

**Witter Gallery Report** – none

**Agreement Study** – Tabled by Board President.

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

**Director's Report** – No questions on the Calendar, Bar Charts or Ledger. The HVAC Renovation grant close-out continues. Mary DeVaney, Great Plains Telehealth Resource (Sioux Falls) visited and consulted on policy draft, consent draft and practice health professional visits. The Boiler installation is ongoing and there is no heat in the building so programs have been rescheduled. The CIP request will include roof drainpipe renovations. Friends approved PIE program supplies. Personnel resource from Board Member Lyngaas was submitted to the City Clerk.

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

**Study Session – Witter Gallery, Sunday Business Hours** – Since there was no Witter Gallery representation, Board Treasurer Oakleaf was invited to speak on the topic. He asked if Gallery Sunday business hours were in the agreement draft and was told they were not. The Board's understanding of outside library business hours for a Witter event was in regard to evening hours for a one-time event. Board Treasurer Oakleaf asked if there would be consistent library Sunday hours and was assured it was not possible due to low staffing and additional business expense. Board Member Eliason asked if no Sunday Gallery business hours were an option and was confirmed by Board Treasurer Oakleaf.

**Approval of Telehealth Room Policy** – Board Member Eliason would like to see re-wording of one paragraph regarding non-HIPPA software used by a telehealth specialist and the Library Director said she will consult with Great Plains Telehealth Resource in Sioux Falls. Another question by Board Member Eliason was about a Telehealth Digital Navigator and appointments. The Library Director said that only one staff member should be in charge of appointments and not the entire staff since there was a confidentiality issue of personal information, and

appointments must be accepted whether it is made by a patient or health organization. Moved by Board Member Wells to approve amended Telehealth Room Policy. Seconded by Board Member Eliason. Vote, all ayes. Motion carried.

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

**Trustees Continuing Education** – none.

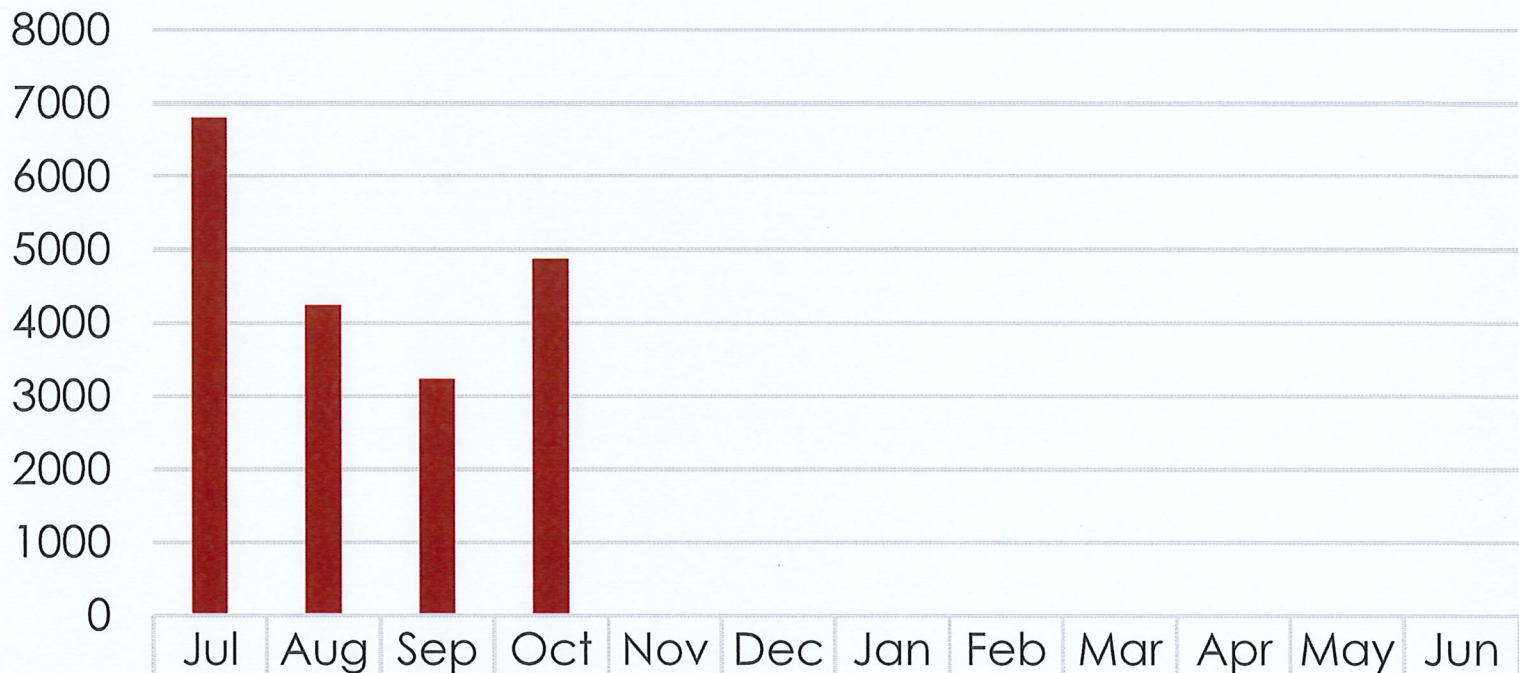
**Adjournment** - Moved by Board Member Freking to adjourn the meeting at 4:40 pm. Seconded by Board Member Wells. Vote all ayes. Motion carried.

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

- October 10 – Department Head Meeting
- October 11 – Mandatory BV County Librarians Meeting
- October 12 – Mystery Book Club at Albert City Public Library
- October 12 – NLM Telehealth Course
- October 13 – Heat from the new boiler system
- October 14 – (Sat.) Fire Department House outside library front yard
- October 16 – Department Head Meeting
- October 16 – City Council Meeting
- October 17 – Junior Nonfiction weeding
- October 18 – Facilitated Knit One, hats for the Christmas tree assignment
- October 19 – Junior Nonfiction weeding
- October 20 – Capital projects deadline
- October 21 – (Sat.) Kids Yoga, Linn Grove Public Library Book Exchange
- October 23 – Junior nonfiction weeding
- October 24 – Department Head meeting
- October 25 – Bat in the building, Public Works captured it
- October 26 – City Manager informational meeting on bat incident
- October 28 – (Sat.) Chills and Thrills Lake Avenue table and in-house movie
- October 30 – YA nonfiction weed
- October 31 – YA nonfiction weed
- November 1 – Building heat unacceptable, Scott Olesen, Control Systems and Midwest Mechanical
- November 1 – Facilitated Knit One
- November 1 – Friends Board Meeting
- November 2 – Scott Olesen and Midwest Mechanical – heating vents
- November 3 – Facilitated Affordable Connectivity Program
- November 4 – (Sat.) Affordable Connectivity and Kids Yoga programs
- November 6 – Department Head Meeting
- November 6 – County Poll Cage delivered
- November 6 – City Council Meeting
- November 7 – Polling Place #2 (6:30am to 8:45pm)
- November 8 – Board Meeting Prep
- November 9 – December Employee Work Schedule
- November 10 – Board Packet distribution



## 23-24 Attendance



■ Attendance

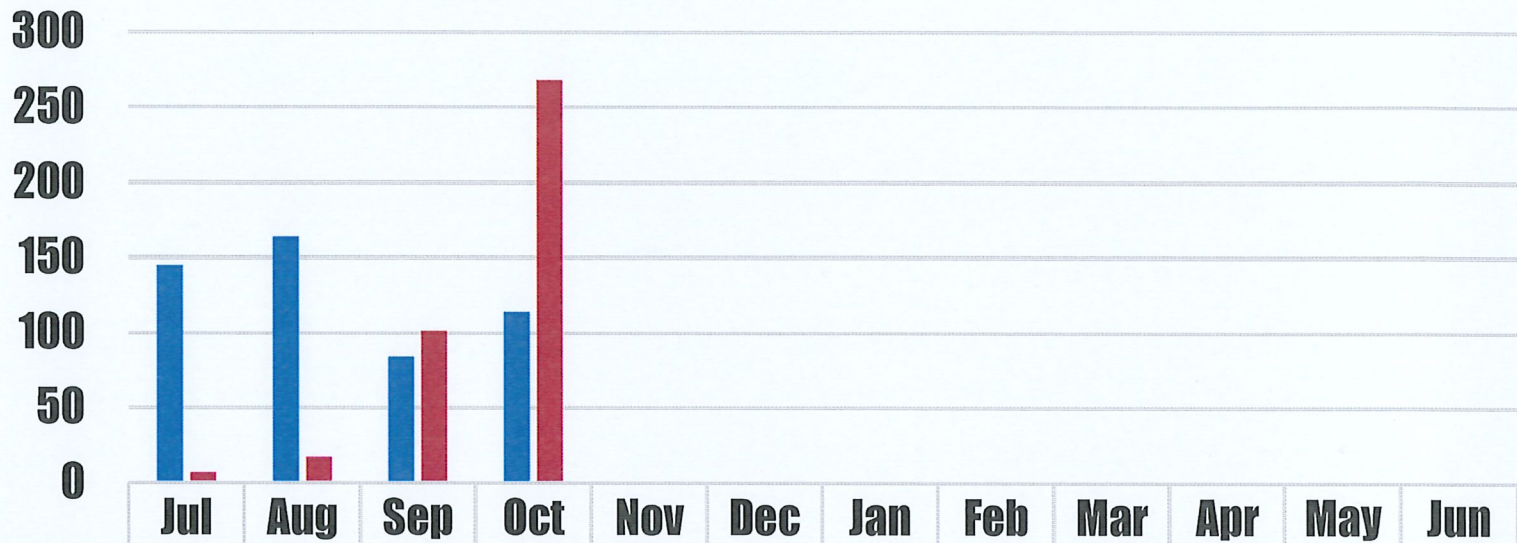
6791

4241

3230

4873

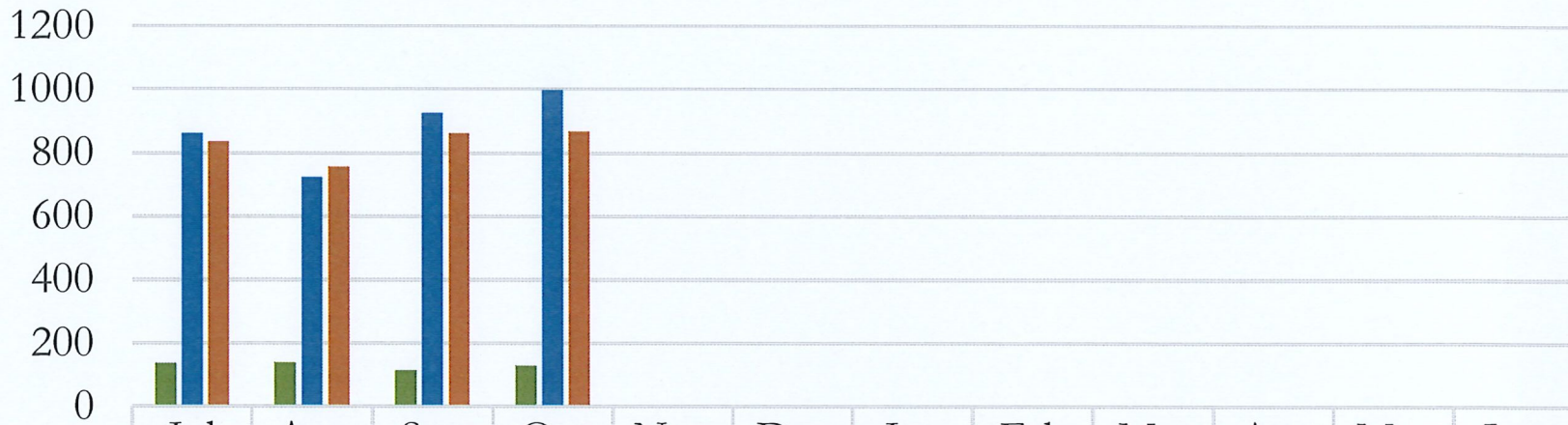
## 23-24 Collection Development



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>■ Additions</b>	<b>145</b>	<b>164</b>	<b>84</b>	<b>114</b>								
<b>■ Withdrawals</b>	<b>7</b>	<b>17</b>	<b>101</b>	<b>268</b>								

**■ Additions   ■ Withdrawals**

## 23-24 Digital Use

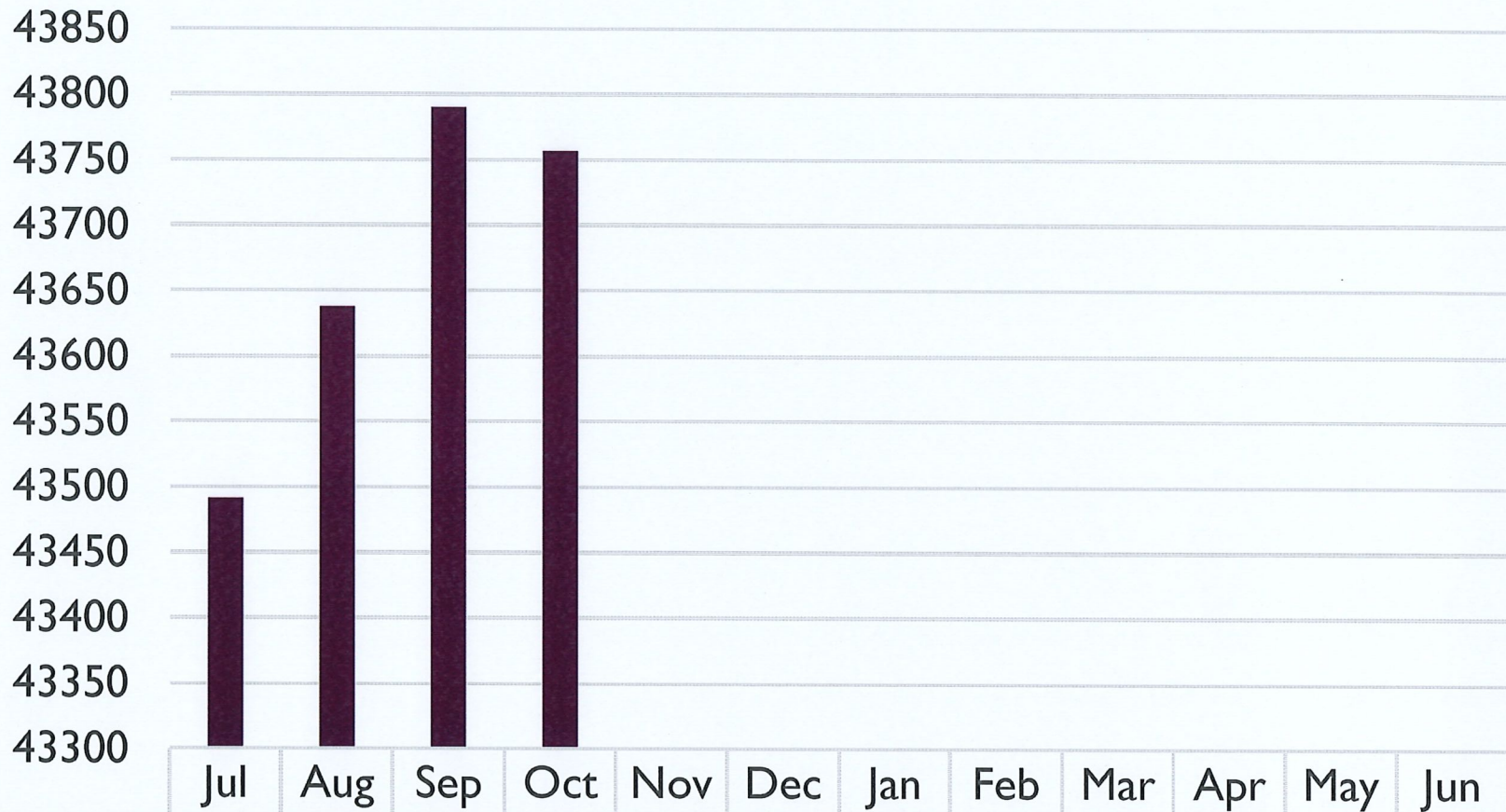


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Public	137	139	115	130								
Bridges	861	724	926	999								
WhoFi	836	756	861	867								

■ Public ■ Bridges ■ WhoFi

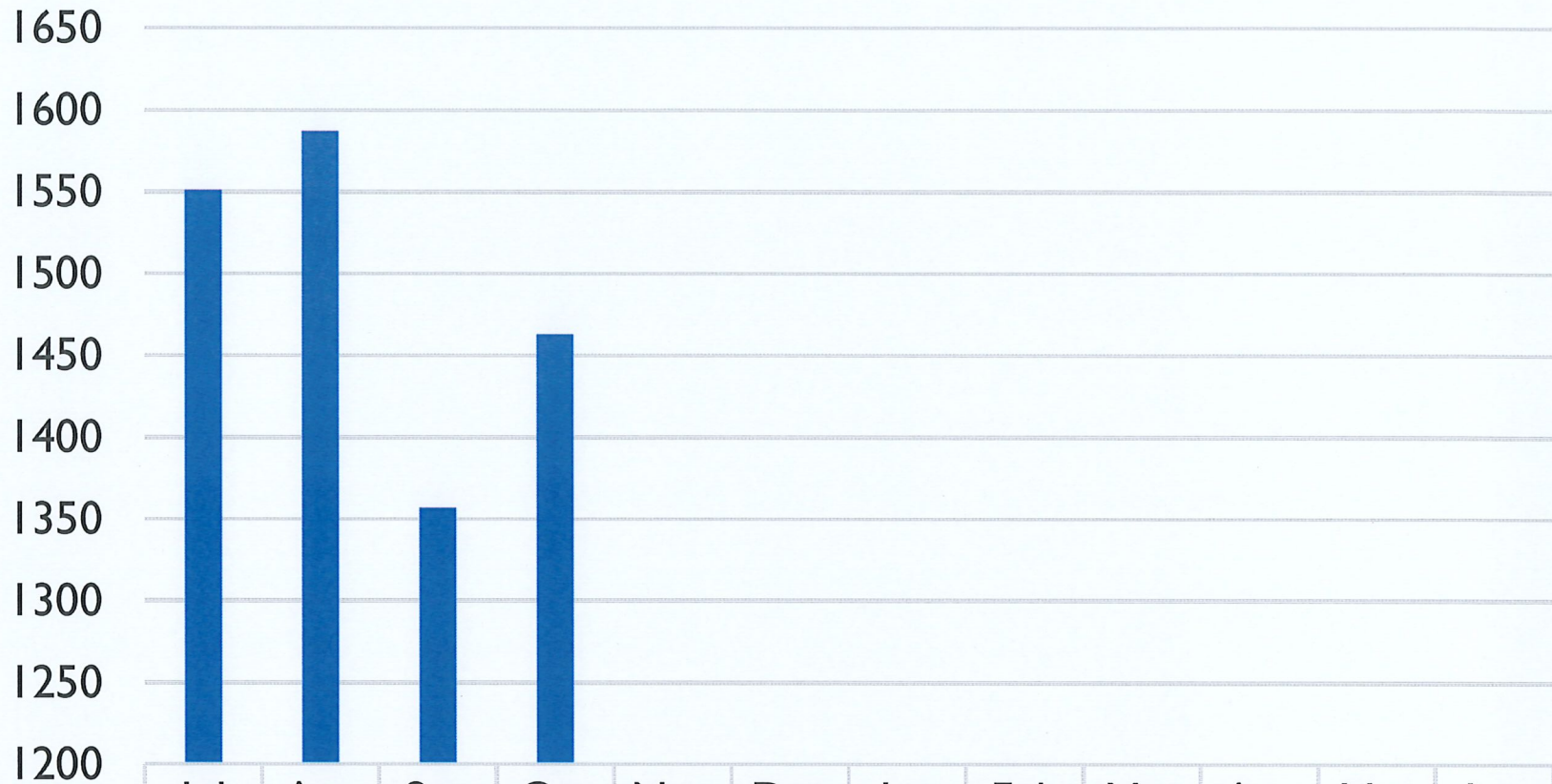


# Holdings



■ Holdings 43491 43638 43790 43757

# 23-24 Circulation



■ Apollo	1551	1587	1357	1463								
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Storm Lake, IA

# Detail vs Budget Report

## Account Detail

Date Range: 10/01/2023 - 10/31/2023

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	0.00	-12,520.65	-12,520.65	-11,779.35	-48.47 %
<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>	
10/17/2023	CLPKT04325	03.16.10.2023		CLPKT04325			-12,520.65	
<a href="#">001-4010-04-4765</a>	Library Fines	0.00	-7,177.00	-2,051.58	-794.23	-2,845.81	-4,331.19	-60.35 %
<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>	
10/02/2023	CLPKT04282	03.29.09.2023		CLPKT04282			-52.60	
10/03/2023	CLPKT04285	04.02.10.2023		CLPKT04285			-27.15	
10/04/2023	CLPKT04291	04.04.10.2023		CLPKT04291			-84.05	
10/10/2023	CLPKT04305	04.09.10.2023		CLPKT04305			-56.15	
10/17/2023	CLPKT04326	04.16.10.2023		CLPKT04326			-162.28	
10/24/2023	CLPKT04342	03.23.10.2023		CLPKT04342			-254.55	
10/31/2023	CLPKT04358	04.30.10.2023		CLPKT04358			-157.45	
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-31,477.00</b>	<b>-2,051.58</b>	<b>-13,314.88</b>	<b>-15,366.46</b>	<b>-16,110.54</b>	<b>-51.18 %</b>
<b>Expense</b>								
<a href="#">001-4010-04-6010</a>	Salaries	0.00	169,123.73	40,400.92	14,712.93	55,113.85	114,009.88	67.41 %
<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>	
10/04/2023	PYPKT01294	PYPKT01294 - 10042023...		PYPKT01294 - 10042023 Payroll - Period 9...			7,452.81	
10/18/2023	PYPKT01299	PYPKT01299 - 10182023...		PYPKT01299 - 10182023 Payroll - Period 1...			7,260.12	
<a href="#">001-4010-04-6040</a>	Overtime	0.00	2,079.92	1,087.61	303.83	1,391.44	688.48	33.10 %
<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>	
10/04/2023	PYPKT01294	PYPKT01294 - 10042023...		PYPKT01294 - 10042023 Payroll - Period 9...			249.93	
10/18/2023	PYPKT01299	PYPKT01299 - 10182023...		PYPKT01299 - 10182023 Payroll - Period 1...			53.90	
<a href="#">001-4010-04-6061</a>	Longevity	0.00	1,300.00	350.00	0.00	350.00	950.00	73.08 %
<a href="#">001-4010-04-6240</a>	Meetings & Conferences	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %

**Detail vs Budget Report**

**Date Range: 10/01/2023 - 10/31/2023**

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
<a href="#">001-4010-04-6310</a>	Repairs/Maintenance Bldg	0.00	7,000.00	1,750.60	739.54	2,490.14	4,509.86	64.43 %
<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>	
10/16/2023	APPKT00828	101183-1	4648	Batteries	001465 - Power Solutions, Inc		167.79	
10/16/2023	APPKT00828	101214-1	4648	Boiler Hookup	001465 - Power Solutions, Inc		571.75	
<a href="#">001-4010-04-6371</a>	Electric Service	0.00	13,500.00	3,390.74	2,114.33	5,505.07	7,994.93	59.22 %
<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>	
10/02/2023	APPKT00824	Aug/Sept 2023	4592	Electric Services	001074 - MidAmerican Energy Company		2,114.33	
<a href="#">001-4010-04-6372</a>	Refuse & Recycling	0.00	459.00	114.75	38.25	153.00	306.00	66.67 %
<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>	
10/16/2023	APPKT00828	September 2023	80573	Garbage Services	002126 - SGS, LLC		38.25	
<a href="#">001-4010-04-6373</a>	Telecommunications	0.00	1,600.00	365.65	122.23	487.88	1,112.12	69.51 %
<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>	
10/16/2023	APPKT00828	October 2023	80563	Fax Line & Emergency Line Service	001077 - Long Lines		122.23	
<a href="#">001-4010-04-6375</a>	Gas Service	0.00	12,500.00	3,147.86	1,366.71	4,514.57	7,985.43	63.88 %
<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>	
10/16/2023	APPKT00828	Aug/Sept 2023	80531	Gas Service	001173 - Alliant Energy		1,366.71	
<a href="#">001-4010-04-6499</a>	Contractual Services	0.00	16,000.00	5,511.34	486.27	5,997.61	10,002.39	62.51 %
<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>	
10/02/2023	APPKT00824	117677	4584	Background Checks	001101 - James M. Sweeney & Associates, Inc		90.34	
10/02/2023	APPKT00824	118647	4584	Background Checks	001101 - James M. Sweeney & Associates, Inc		87.34	
10/02/2023	APPKT00824	230906-03	4604	Switches	001264 - Stanton Electric, Inc		135.50	
10/16/2023	APPKT00828	1121222	4659	Copier Maintenance Agreement	001063 - Visual Edge Inc		89.95	
10/16/2023	APPKT00828	3749	80584	Vacuum Repairs	002402 - Valorie Van Ampting		40.00	
10/16/2023	APPKT00828	October 2023 CC Donati...	80549	October 2023 CC Donations	001758 - Friends of the Library		1.75	
10/16/2023	APPKT00828	September 2023 Homeb...	80536	September 2023 Homebound	001434 - Beth Ann Dawson McPharren		11.14	
10/16/2023	APPKT00828	September 2023 Library	80547	Entrance Mat Services	001064 - Dennis R Julius		30.25	
<a href="#">001-4010-04-6502</a>	Library Materials	0.00	50,000.00	11,913.61	2,263.42	14,177.03	35,822.97	71.65 %
<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>	
10/16/2023	APPKT00828	2037778994	80534	Books	001957 - Baker & Taylor, Inc		144.17	
10/16/2023	APPKT00828	2037810596	80534	Books	001957 - Baker & Taylor, Inc		18.24	
10/16/2023	APPKT00828	4468826	80535	Books	001274 - Barnes & Noble Booksellers, USA Inc		20.78	
10/16/2023	APPKT00828	504322377	4640	DVDs	001275 - Midwest Tape, LLC		81.70	
10/16/2023	APPKT00828	504356467	4640	DVDs	001275 - Midwest Tape, LLC		27.73	
10/16/2023	APPKT00828	504389582	4640	DVDs	001275 - Midwest Tape, LLC		34.48	
10/16/2023	APPKT00828	77829826	80554	Books	001268 - Ingram Library Services, Inc		20.55	

**Detail vs Budget Report**

Date Range: 10/01/2023 - 10/31/2023

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	50,000.00	11,913.61	2,263.42	14,177.03	35,822.97	71.65 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
10/16/2023	APPKT00828	77829827	80554	Books	001268 - Ingram Library Services, Inc		39.73		
10/16/2023	APPKT00828	77829828	80554	Books	001268 - Ingram Library Services, Inc		18.24		
10/16/2023	APPKT00828	78051473	80554	Books	001268 - Ingram Library Services, Inc		21.02		
10/16/2023	APPKT00828	78051474	80554	Books	001268 - Ingram Library Services, Inc		19.25		
10/16/2023	APPKT00828	78051475	80554	Books	001268 - Ingram Library Services, Inc		14.33		
10/16/2023	APPKT00828	78051476	80554	Books	001268 - Ingram Library Services, Inc		19.40		
10/16/2023	APPKT00828	78070326	80554	Books	001268 - Ingram Library Services, Inc		27.21		
10/16/2023	APPKT00828	B6662679	4615	Books	001009 - Brodart Co.		11.59		
10/16/2023	APPKT00828	DN23-182305	4657	Basic- 3 Users	002408 - Value Line Publishing LLC		1,745.00		
<a href="#">001-4010-04-6508</a>		Postage/Shipping	0.00	1,000.00	82.09	4.43	86.52	913.48	91.35 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
10/16/2023	APPKT00828	September 2023 Postage	80546	September 2023 Postage	001272 - Custodian of Petty Cash		4.43		
<a href="#">001-4010-04-6599</a>		Supplies	0.00	8,200.00	535.91	867.76	1,403.67	6,796.33	82.88 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
10/02/2023	APPKT00824	September 2023	80525	Supplies	001153 - WalMart #01-1526		22.20		
10/02/2023	APPKT00824	September 2023	80525	Supplies	001153 - WalMart #01-1526		12.97		
10/16/2023	APPKT00828	01000943	4618	Cleaning Supplies	001026 - Central Iowa Distributing, Inc		267.00		
10/16/2023	APPKT00828	230927-01	4652	Wiremold	001264 - Stanton Electric, Inc		17.80		
10/16/2023	APPKT00828	2309-284379	80564	Supplies	002011 - Marcus Lumber Company Corp		77.94		
10/16/2023	APPKT00828	3747	80584	Vacuum	002402 - Valorie Van Ampting		429.00		
10/16/2023	APPKT00828	September 2023	80579	Supplies	001216 - Storm Lake Ace Hardware		17.89		
10/16/2023	APPKT00828	September 2023	80579	Supplies	001216 - Storm Lake Ace Hardware		13.99		
10/16/2023	APPKT00828	September 2023	80579	Supplies	001216 - Storm Lake Ace Hardware		8.97		
<b>Expense Totals:</b>			<b>0.00</b>	<b>284,262.65</b>	<b>68,651.08</b>	<b>23,019.70</b>	<b>91,670.78</b>	<b>192,591.87</b>	<b>-67.75 %</b>
<b>001 - General Fund Totals:</b>			<b>0.00</b>	<b>252,785.65</b>	<b>66,599.50</b>	<b>9,704.82</b>	<b>76,304.32</b>	<b>176,481.33</b>	<b>-69.81 %</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	139,820.23	-176.30	139,643.93	-139,643.93	0.00 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
10/18/2023	APPKT00830	4657	4657	Value Line Publishing LLC SEC REI PMT	002408 - Value Line Publishing LLC		-250.00		
10/18/2023	APPKT00830	4659	4659	Visual Edge Inc SEC REI PMT	001063 - Visual Edge Inc		-35.86		
10/20/2023	CLPKT04336	03.19.10.2023		CLPKT04336			104.56		
10/24/2023	CLPKT04342	03.23.10.2023		CLPKT04342			4.00		
10/31/2023	CLPKT04358	04.30.10.2023		CLPKT04358			1.00		
<b>Asset Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>139,820.23</b>	<b>-176.30</b>	<b>139,643.93</b>	<b>-139,643.93</b>	<b>0.00 %</b>

**Detail vs Budget Report**

Date Range: 10/01/2023 - 10/31/2023

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	-22.34	0.00	-22.34	-2.66	-10.64 %
<a href="#">172-4901-04-4440</a>	Open Access	0.00	-80.00	-5,675.52	-5.00	-5,680.52	5,600.52	7,000.65 %
<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>	
10/24/2023	CLPKT04342	03.23.10.2023		CLPKT04342			-4.00	
10/31/2023	CLPKT04358	04.30.10.2023		CLPKT04358			-1.00	
<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	-22.34	0.00	-22.34	7.34	48.93 %
<a href="#">172-4903-04-4465</a>	Library Memorial Revenue	0.00	-2,300.00	-46.99	-104.56	-151.55	-2,148.45	-93.41 %
<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>	
10/20/2023	CLPKT04336	03.19.10.2023		CLPKT04336			-104.56	
<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="#">172-4906-04-4485</a>	Library Memorial Revenue	0.00	-1,100.00	-111.75	0.00	-111.75	-988.25	-89.84 %
<b>Revenue Totals:</b>		<b>0.00</b>	<b>-9,535.00</b>	<b>-5,878.94</b>	<b>-109.56</b>	<b>-5,988.50</b>	<b>-3,546.50</b>	<b>-37.19 %</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	23.97	0.00	23.97	726.03	96.80 %
<a href="#">172-4902-04-6499</a>	Contractual Services	0.00	2,600.00	212.80	250.00	462.80	2,137.20	82.20 %
<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>	
10/16/2023	APPKT00828	DN23-182305	4657	Basic- 3 Users	002408 - Value Line Publishing LLC		250.00	
<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	551.62	35.86	587.48	1,412.52	70.63 %
<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>	
10/16/2023	APPKT00828	1137540	4659	Copier Maintenance Agreement	001063 - Visual Edge Inc		35.86	

**Detail vs Budget Report**

Date Range: 10/01/2023 - 10/31/2023

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>788.39</b>	<b>285.86</b>	<b>1,074.25</b>	<b>7,255.75</b>	<b>-87.10 %</b>
	<b>172 - Library Misc Memorial Trust Totals:</b>	<b>0.00</b>	<b>-1,205.00</b>	<b>134,729.68</b>	<b>0.00</b>	<b>134,729.68</b>	<b>-135,934.68</b>	<b>-11,280.89 %</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	2,915.12	0.00	2,915.12	-2,915.12	0.00 %
	<b>Asset Totals:</b>	<b>0.00</b>	<b>0.00</b>	<b>2,915.12</b>	<b>0.00</b>	<b>2,915.12</b>	<b>-2,915.12</b>	<b>0.00 %</b>
	<b>Revenue</b>							
<a href="#">500-4905-04-4300</a>	Interest On Investments	0.00	-40.00	-1.24	0.00	-1.24	-38.76	-96.90 %
	<b>Revenue Totals:</b>	<b>0.00</b>	<b>-40.00</b>	<b>-1.24</b>	<b>0.00</b>	<b>-1.24</b>	<b>-38.76</b>	<b>-96.90 %</b>
	<b>500 - Erma Myers Trust Fund Totals:</b>	<b>0.00</b>	<b>-40.00</b>	<b>2,913.88</b>	<b>0.00</b>	<b>2,913.88</b>	<b>-2,953.88</b>	<b>-7,384.70 %</b>
	<b>Report Total:</b>	<b>0.00</b>	<b>251,540.65</b>	<b>204,243.06</b>	<b>9,704.82</b>	<b>213,947.88</b>	<b>37,592.77</b>	<b>-14.95 %</b>

### Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	252,785.65	66,599.50	9,704.82	76,304.32	176,481.33	
172 - Library Misc Memorial Trust	0.00	-1,205.00	134,729.68	0.00	134,729.68	-135,934.68	
500 - Erma Myers Trust Fund	0.00	-40.00	2,913.88	0.00	2,913.88	-2,953.88	-7,384.70 %
<b>Report Total:</b>	<b>0.00</b>	<b>251,540.65</b>	<b>204,243.06</b>	<b>9,704.82</b>	<b>213,947.88</b>	<b>37,592.77</b>	





## November 2023 Bills Pending Approval

001-4010-04-6750-0000	New boiler - digital wiring	\$1,988.78	Control Systems Specialists
001-4010-04-6310-0000	Interior Handicapped button	\$135.38	Northwest Glass
001-4010-04-6310-0000	Water fountain filter	\$217.89	Wiese Plumbing
001-4010-04-6499-0000	Rug service	\$70.00	Julius Cleaners
001-4010-04-6499-0000	Homebound Mileage	\$7.50	Kathryn McKinley
001-4010-04-6499-0000	Front Desk Copier	\$89.95	Visual Edge
001-4010-04-6499-0000	Annual Fire Alarm Fee	\$222.00	Power Solutions
001-4010-04-6502-0000	Annual Des Moines Register Subscript	\$540.04	Des Moines Register
001-4010-04-6502-0000	Books	\$427.70	Brodart
001-4010-04-6502-0000	Books	\$52.75	Ingram
001-4010-04-6502-0000	Lyrical Iowa	\$12.75	Iowa Poetry Association
001-4010-04-6502-0000	DVD	\$248.88	Midwest Tapes
001-4010-04-6508-0000	Postage	\$22.15	Custodian of Petty Cash
001-4010-04-6599-0000	Staff Microwave	\$59.00	Elizabeth Huff
172-4902-04-6512-0000	Laptop labels - Community Connect	\$43.75	Laurens House of Print
172-4902-04-6599-0000	Memorial books	\$312.16	Brodart

**\$4,450.68**

**Wiese Plumbing & Heating, Inc.**

1400 Michigan Street  
 P.O. Box 1252  
 Storm Lake, IA 50588

712.732.4044

**INVOICE**

INVOICE NUMBER: 47475

INVOICE DATE: 10/11/2023

PAGE: 1

SO NUMBER: 18903

SHIP TO

SOLD TO

CITY OF STORM LAKE  
 620 ERIE STREET  
 PO BOX 1086  
 STORM LAKE, IA 50588

CITY OF STORM LAKE  
 CITY HALL  
 STORM LAKE, IA 50588

CUSTOMER ID		CUSTOMER PO		PAYMENT TERMS	
C1017		PUBLIC LIBRARY		Net 15	
SALES REP ID		SHIPPING METHOD		SHIP DATE	DUE DATE
REP				10/11/2023	10/26/2023
QUANTITY	ITEM NUMBER	DESCRIPTION		UNIT PRICE	EXTENSION
1.0000	MISC	MISCELLANEOUS PARTS		\$136.89	\$136.89
1.0000	108	TRIP CHARGE - MILEAGE		\$6.00	\$6.00
1.0000	100	SERVICE CALL		\$75.00	\$75.00

217.89

**APPROVED FOR PAYMENT**

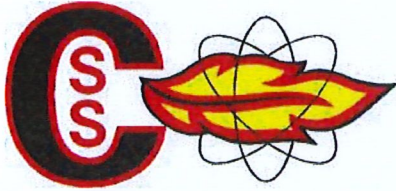
Name \_\_\_\_\_

Date \_\_\_\_\_ P.O. # \_\_\_\_\_ 310

Acc't No. 001-4210-04-6199-00000

INSTALLED NEW FILTER (MISC. CHARGE) ON BOTTLE FILLER ON 10/5/2023.

Subtotal: \$217.89  
 Freight: \$0.00  
 Tax: \$0.00  
 Balance: \$217.89



# Control System Specialists, LC

201 E. Highway 7 Alta, IA 51002

## SERVICE INVOICE

(712) 284-2622

css@csshvac.com

www.controlssystemspecialists.com

Date

Invoice #

10/24/2023

213906

### Bill To

### Ship To

City of Storm Lake  
City Hall  
620 Erie Street  
Storm Lake, IA 50588

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

Terms

Due Date

P.O. No.

Project/Job

Due on receipt

10/24/2023

Elizabeth

Library

Serviced	Qty	U/M	Item	Description	Rate	Amount
10/10/2023	4.5	hr	SST	SMB230210 --- Service Specialist ---Marty	103.00	463.50
10/10/2023	2	hr	SST	SMB230210 --- Service Specialist ---Mike	103.00	206.00
10/11/2023	3	hr	SST	SMB230210 --- Service Specialist ---Mike	103.00	309.00
10/12/2023	3	hr	SST	SMB230210 --- Service Specialist ---Mike	103.00	309.00
10/13/2023	3	hr	System Commis...	SMB230210 --- Service Specialist ---Marty	103.00	309.00
10/13/2023	3	hr	SST	SMB230210 --- Service Specialist ---Mike	103.00	309.00
	30		EMT	EMT CONDUIT	1.90	57.00
	4		BOXES	ELECTRICAL BOXES & COVERS	1.94	7.76
	8	ea	ARLIN821RT	3/8 EMT CONN	1.4979	11.98
	6		845	3/8" Straight Flex Connector	0.4269	2.56
	6		AC-90	3/8" 90-Degree Flex Connector	0.66315	3.98
				--- Description of Work Performed ---		
				10-10 Start wiring and hookup of controls to 2 new boilers. Changed design and programming of control sequence.		
				10-11 Started Install of electrical conduit and wiring to control boilers.		
				10-12 Finalized termination of wiring to both boilers and controller.		
				10-13 Official start up of system with start personnel. Verified correct communication between boilers and proper operation.		

1988.78

APPROVED FOR PAYMENT

Name \_\_\_\_\_

Date \_\_\_\_\_

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

Acct No. \_\_\_\_\_

001-400-04-6750-0000

FINANCE CHARGES WILL ACCRUE ON BALANCES OVER 30 DAYS PAST  
DUE AT THE RATE OF 18% PER ANNUM.

WE ACCEPT THE FOLLOWING:



A convenience fee of 3.8% will be added on all credit card transactions.

Subtotal

\$1,988.78

Sales Tax (7.0%)

\$0.00

Payments/Credits

\$0.00

Balance Due

\$1,988.78

All convenience fees are retained by the payment processing company.  
Control System Specialists, LC does not charge or retain any of these fees.

Northwest Glass LLC  
511 South Grand Avenue  
Spencer, IA 51301 US  
712-262-4992  
candace@nwglassia.com

# Invoice 58309



**BILL TO**  
Storm Lake Public Library  
609 Cayuga Street  
Storm Lake, IA 50588

DATE 10/05/2023	PLEASE PAY <b>\$135.38</b>	DUE DATE 11/04/2023
--------------------	-------------------------------	------------------------

ACTIVITY	AMOUNT
<b>IA Sales</b> This invoice is for a Service Call to adjust Door at the Library	129.78
We Appreciate your business and look forward to working with you again	
	SUBTOTAL 129.78
	TAX 5.60
	TOTAL 135.38
All PAST DUE Invoices are subject to Service Charge of 1.5% late Fee per month with a Minimum of \$25.00 per month	
	<b>TOTAL DUE \$135.38</b>

THANK YOU.

135.38  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-400-04-6310-0000

All materials are guaranteed to be specified and to be completed in a workmanlike manner according to standard practices. Any alteration from above specification Involving extra cost will be executed only upon written orders, and will become an extra charge. This proposal will not become a contract until finally accepted by our office. See attached terms and conditions  
GLASS/METAL CLEANING NOT INC

Northwest Glass LLC  
 511 South Grand Avenue  
 Spencer, IA 51301 US  
 712-262-4992  
 candace@nwglassia.com



# Statement

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

STATEMENT NO. 3671  
 DATE 10/30/2023  
 TOTAL DUE \$135.38  
 ENCLOSED

DATE	DESCRIPTION	AMOUNT	OPEN AMOUNT
10/05/2023	Invoice #58309: Due 11/04/2023.	135.38	135.38

Current Due	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	90+ Days Past Due	Amount Due
135.38	0.00	0.00	0.00	0.00	<b>\$135.38</b>

All materials are guaranteed to be specified and to be completed in a workmanlike manner according to standard practices. Any alteration from above specification involving extra cost will be executed only upon written orders, and will become an extra charge. This proposal will not become a contract until finally accepted by our office. See attached terms and conditions GLASS/METAL CLEANING NOT INC

Kathryn McKinley

1208 East Milwaukee Avenue

Storm Lake, Iowa 50588

# Invoice

To: Storm Lake Public Library

For: Homebound Delivery Mileage

DATE AND LOCATIONS	HOURS	RATE	AMOUNT
10/12/23 - Deliv Homebound - LPV - Donna Holmes	37,882-86 4 miles		
10/17/23 Deliv Homebound - LPV Holmes	37,916-18 2 mi		
10/24/23 Deliv HB - Donna Holmes, LPV, OP	37,950-53 3 mi		
10/31/23 Deliv HB - Donna Holmes; LPV	37,986-89 3 mi		
$12 \text{ m} (0.625/\text{m}) = \$7.50$			
TOTAL			

7.50

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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



**CONTRACT INVOICE**

Invoice Number: 24AR1202756  
 Invoice Date: 10/10/2023

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	11/09/2023	\$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 09/10/2023 to 10/09/2023 billing period	\$85.00
Contract Overage charge for the 09/10/2023 to 10/09/2023 Overage period	\$0.00**
Operational Surcharge	\$4.95
	<b>\$89.95</b>

\*\*See Overage details below

**Detail:**

**Equipment included under this contract**

**Lanier/LANMPC6004**

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

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
BW	CON14219-CSL-01	295,408	297,520		2,112	5,000**	0	\$0.009000	\$0.00**
Color	CON14219-CSL-01	109,680	110,205		525	800**	0	\$0.072100	\$0.00**
** Allocated amount from meter group									\$0.00



**CONTRACT INVOICE**

Invoice Number: 24AR1202756  
Invoice Date: 10/10/2023

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

89.95  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

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

**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.

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

Inv#: 24AR1202756

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. FEIN: 82-3760676  
L-3737 Columbus, OH 43260-3737 712-755-5101



# Invoice #316650

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

## STORM LAKE PUBLIC LIBRARY,

(712)732-8026

Delivery Charge	10/11/2023	
1 Delivery Charge		5.00
Entrance Mats	10/11/2023	
2 3 X 10		16.00
2 3 X 5		8.00
1 4 X 6		6.00

Subtotal: 35.00  
Tax: 0.00  
Total: 35.00

Paid: 0.00

Finish: Hanger

Employee: Diane  
Creation: 10/10/2023 9:11:10 AM

**Ready On: Wednesday  
10/11/2023**

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

35.00

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4010-24-6499

- 0000



**Invoice #317732**

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

**STORM LAKE PUBLIC LIBRARY,**

(712)732-8026

Delivery Charge	11/8/2023	
1 Delivery Charge		5.00
Entrance Mats	11/8/2023	
2 3 X 10		16.00
2 3 X 5		8.00
1 4 X 6		6.00

Subtotal: 35.00  
 Tax: 0.00  
 Total: 35.00  
 Paid: 0.00

Finish: Hanger

Employee: Diane  
Creation: 11/7/2023 10:52:19 AM

**Ready On: Wednesday  
11/8/2023**

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



**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. \_\_\_\_\_



# Invoice

712-200-4160

Residential • Commercial • Agricultural

Please mail your payment to: PO Box 122 Alta, Ia 51002

Date	Invoice #
10/11/2023	10821

Terms
Due on receipt

Job Description
Annual Monitoring 2022-2023

<b>Bill To</b>
Storm Lake Public Library 609 Cayuga St. Storm Lake, IA 50588

We Offer Sales And Service In The Following Areas:  
Electrical, Generators and Electric Motors  
Security, Surveillance and Access Control  
Networking, IT and Phone Systems

Quantity	Description	Rate	Amount
12	Annual Business Fire Alarm Monitoring Fee 11/11/23 through 11/10/24	18.50	222.00
<p>222.00 <b>APPROVED FOR PAYMENT</b> Name _____ Date _____ P.O. # _____ Acc't No. <u>001-4010-04-6499-0000</u></p>			

Thank you for your business.

<b>Sales Tax (7.0%)</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$222.00</b>

Credit card payments are accepted & subject to a 3% fee.  
There is a 1.5% fee on all past due balances.



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	LB
78134876	09	29	2023	344	

ORDER ENTRY	ACCOUNT	PAGE	TAX
D556TKEH	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 0.85  
 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	NESBO JO	NIGHT HOUSE	0249 R	9780593537169	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%			28.99			17.09
			FT WAYN VIA UPS-GROUND PREPAIDY						9.00
			SHIP DATE 09/29 #610952405 #CTNS						
			PRODUCT SUBTOTAL 16.10						
			PROCESSING SUBTOTAL 0.99						
									26.09

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. \_\_\_\_\_

\*\* TOTAL \*\*

26.09

Cut Along Broken Line

IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
PLEASE RETURN THIS PORTION WITH PAYMENT

OE #

ACCOUNT #

INVOICE #

AMOUNT DUE



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

INVOICE DATE



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	
78114464	09	28	2023	330	LB

ORDER ENTRY	ACCOUNT	PAGE	TAX
D542XQEH	2006421	1	6
	PP	10	
	SC	1	

DUNS 12-159-9042

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

SHIP TO 2006421-0000000  
STORMLAKE PUBLIC LIBRARY  
M&K CD 1.15  
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		ITEMS	FROM P.O. AUTHOR ADULT SO			IBCOE 8L1D8	RAZP2 ORD	DT: 04/01/23	
1		1	STEEL DA 2ND ACT	0283 R	9781984821959	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			9.00
			SHIP DATE 09/28 #610952302 #CTNS			1 WT 2 LBS			
			PRODUCT SUBTOTAL					16.67	
			PROCESSING SUBTOTAL					0.99	
									** TOTAL **
									26.66

APPROVED FOR PAYMENT

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



IF PREPAID, PLEASE DISREGARD.

IF PAYING BY INVOICE  
PLEASE RETURN THIS PORTION WITH PAYMENT

OE #	D542XQEH
ACCOUNT #	2006421
INVOICE #	78114464
AMOUNT DUE	26.66

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

INVOICE DATE 09/28/2023



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

DATE	PAGE
09/29/2023	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. 106151064000

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
133717569 9780063322929 Trade Paper	Slaughter, Karin 09/05/2023 HarperLuxe	After That Night : A Novel, Large Type	1 1	01SEP2023 2150282		\$36.00 40.0% \$21.60	\$21.60 S
133667480 9780063322745 Trade Paper	Chiaverini, Jennifer 08/08/2023 HarperLuxe	Canary Girls : A Novel, Large Type	1 1	01SEP2023 2150282		\$36.00 40.0% \$21.60	\$21.60 G
133630331 9781538743249 Trade Paper	Patterson, James 07/03/2023 Grand Central Publ	Circle of Death : A Shadow Thriller, Large Type	1 1	01SEP2023 2150282		\$20.99 12.0% \$18.47	\$18.47 L S
133667227 9780062835178 Trade Paper	Silva, Daniel 08/01/2023 HarperLuxe	The Collector : A Novel, Large Type	1 1	01SEP2023 2150282		\$36.00 40.0% \$21.60	\$21.60 L S
133587207 9780593744260 Trade Paper	Whitehead, Colson 08/15/2023 Random House La	Crook Manifesto : A Novel, Large Type	1 1	01SEP2023 2150282		\$31.00 40.0% \$18.60	\$18.60 L
133775232 9781538742532 Hardcover	Preston, Douglas J 08/22/2023 Grand Central Publ	Dead Mountain, Large Type	1 1	01SEP2023 2150282		\$32.00 45.0% \$17.60	\$17.60 S
133507181 9780593743782 Trade Paper	Benedict, Marie 06/27/2023 Random House La	The First Ladies, Large Type	1 1	01SEP2023 2150282		\$30.00 40.0% \$18.00	\$18.00 L G
133644405 9780593587874 Trade Paper	Steel, Danielle 09/05/2023 Random House La	Happiness : A Novel, Large Type	1 1	01SEP2023 2150282		\$31.00 40.0% \$18.60	\$18.60 L G
134316568 9781638087748 Hardcover	See, Lisa 07/01/2023 Center Point Publis	Lady Tan's Circle of Women, Large Type	1 1	01SEP2023 2150282		\$40.95 45.0% \$22.52	\$22.52 G
133773973 9780316566018 Hardcover	Donoghue, Emma 08/29/2023 Little, Brown and C	Learned by Heart, Large Type	1 1	01SEP2023 2150282		\$30.00 45.0% \$16.50	\$16.50 G
133381188 9780063322769 Trade Paper	deWitt, Patrick 07/04/2023 HarperLuxe	The Librarianist : A Novel, Large Type	1 1	01SEP2023 2150282		\$34.00 40.0% \$20.40	\$20.40 L G
133773965 9780316566001 Trade Paper	Patterson, James 08/14/2023 Little, Brown and C	Lion & Lamb : Two investigators. Two rivals. One hell of a crime., Large Type	1 1	01SEP2023 2150282		\$32.00 40.0% \$19.20	\$19.20 L
133629066 9780316565981 Trade Paper	Patterson, James 07/10/2023 Little, Brown and C	Obsessed : A Psychological Thriller, Large Type	1 1	01SEP2023 2150282		\$32.00 40.0% \$19.20	\$19.20 L
130035939 9781538710173 Trade Paper	Patterson, James 06/13/2023 Grand Central Publ	Private Moscow, Large Type	1 1	01SEP2023 2150282		\$20.99 12.0% \$18.47	\$18.47 S

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

14655023



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

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6670576

Table with 2 columns: DATE, PAGE. Row 1: 09/29/2023, 2

Main table with columns: 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. Contains 7 rows of book data.

PO Number: 01SEP2023

Subtotal Quantity: 21
Subtotal Units: 21

Item Subtotal: \$395.95

Table with 1 row: 129921157 Hopgood, Tim My Big Book of Outdoors 1 19JUN2023 \$19.99 \$10.99

PO Number: 19JUN2023

Subtotal Quantity: 1
Subtotal Units: 1

Item Subtotal: \$10.99

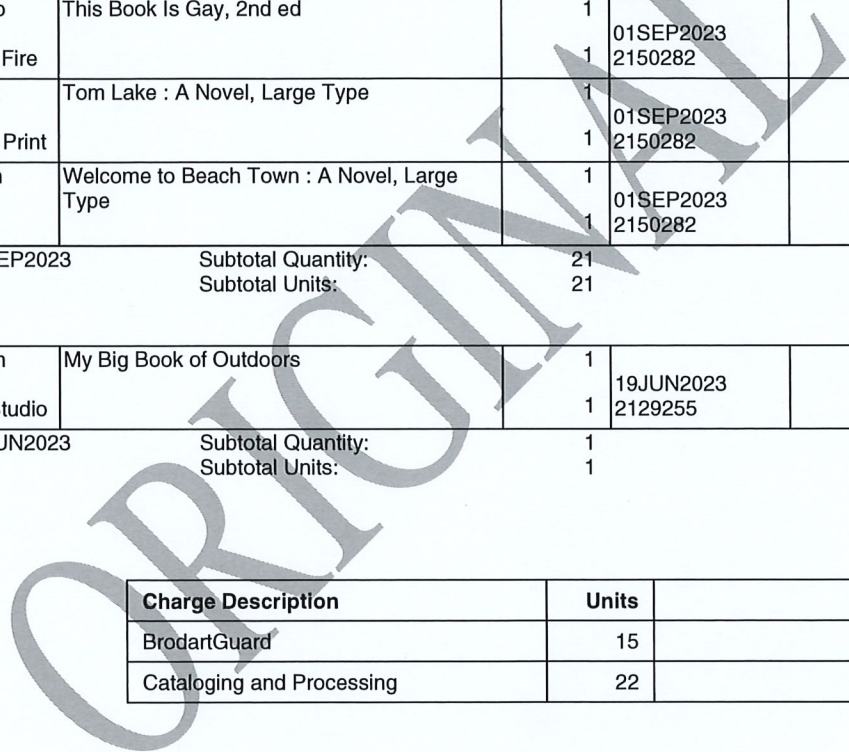


Table with 4 columns: Charge Description, Units, Unit Price, Ext Price. Rows: BrodartGuard (15 units, \$2.30), Cataloging and Processing (22 units, \$1.15)

Total Quantity: 22
Total Units: 22

Item Total: \$406.94
C&P Charge: \$59.80

INVOICE TOTAL: \$466.74

272.36
APPROVED FOR PAYMENT

194.38
APPROVED FOR PAYMENT

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

Acc't No. 172-4903-04
6598-0000

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

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

14655023



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6670576**

<b>DATE</b>
09/29/2023

**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: 22  
Total Units: 22  
INVOICE TOTAL: \$466.74

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





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

DATE	PAGE
10/04/2023	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. 106161329000

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
126498261 9781635575583 Trade Paper	Maas, Sarah J. 06/02/2020 Bloomsbury Publis	A Court of Mist and Fury	1	01SEP2023 2150282		\$19.00 12.0% \$16.72	\$16.72
133587223 9780593744635 Trade Paper	McCall Smith, Alex 09/26/2023 Random House La	The Discreet Charm of the Big Bad Wolf, Large Type	1	01SEP2023 2150282		\$30.00 40.0% \$18.00	L \$18.00
131003666 9781637150726 Hardcover	Kobabe, Maia 07/05/2022 Oni Press	Gender Queer : A Memoir, Deluxe ed	1	01SEP2023 2150282		\$34.99 45.0% \$19.24	\$19.24
117175072 9780425288740 Trade Paper	Fitzgerald, John D 01/10/2017 Puffin	The Great Brain Is Back	1	01SEP2023 2150282		\$8.99 12.0% \$7.91	L \$7.91 St
122702999 9780385539241 Hardcover	Atwood, Margaret 03/26/2019 Nan A. Talese	The Handmaid's Tale : A Novel	1	01SEP2023 2150282		\$23.95 12.0% \$21.08	\$21.08
133614409 9780593744161 Trade Paper	Heller, Peter 09/05/2023 Random House La	The Last Ranger : A Novel, Large Type	1	01SEP2023 2150282		\$29.00 40.0% \$17.40	L \$17.40
115660305 9780143111597 Hardcover	Le Guin, Ursula K. 10/25/2016 Penguin Classics	The Left Hand of Darkness	1	01SEP2023 2150282		\$26.00 12.0% \$22.88	\$22.88
131096877 9781338843408 Hardcover	Gino, Alex 05/17/2022 Scholastic Press	Melissa : (formerly published as GEORGE)	1	01SEP2023 2150282		\$18.99 45.0% \$10.44	\$10.44
01008609 9780142400654 Trade Paper	Fitzgerald, John D 02/09/2004 Puffin	More Adventures of the Great Brain	1	01SEP2023 2150282		\$8.99 12.0% \$7.91	L \$7.91
128006226 9781534431492 Hardcover	Steinkellner, Emm 07/06/2021 Aladdin	The Okay Witch and the Hungry Shadow	1	01SEP2023 2150282		\$20.99 12.0% \$18.47	\$18.47
102725926 9780547722436 Trade Paper	Le Guin, Ursula K. 09/11/2012 Graphia	The Other Wind	1	01SEP2023 2150282		\$10.99 12.0% \$9.67	L \$9.67
112412629 9781467742023 Hardcover	Perez, Ashley Hop 09/01/2015 Carolrhoda LAB	Out of Darkness	1	01SEP2023 2150282		\$20.99 12.0% \$18.47	\$18.47 A
109543068 9780545788922 Hardcover Reinforc	Antony, Steve 12/30/2014 Scholastic Press	Please, Mr. Panda, Picture Book	1	01SEP2023 2150282		\$16.99 21.0% \$13.42	\$13.42 St
116830158 9781338106480 Hardcover	Antony, Steve 12/27/2016 Cartwheel Books	Please, Mr. Panda, Board Book	1	01SEP2023 2150282		\$6.99 12.0% \$6.15	\$6.15 1

14665716

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

INVOICE: B6673161



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

DATE	PAGE
10/04/2023	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
133667499 9780063322967 Trade Paper	Scott, Anika 07/18/2023 HarperLuxe	Sinners of Starlight City : A Novel, Large Type	1 1	01SEP2023 2150282		\$27.99 40.0% \$16.79	L \$16.79
102725888 9780547722047 Trade Paper	Le Guin, Ursula K. 09/11/2012 Graphia	Tales from Earthsea, Short Stories	1 1	01SEP2023 2150282		\$15.99 12.0% \$14.07	L \$14.07

PO Number: 01SEP2023

Subtotal Quantity: 16  
Subtotal Units: 16

Item Subtotal: \$238.62

Charge Description	Units	Unit Price	Ext Price
BrodartGuard	7	\$2.30	\$16.10
Cataloging and Processing	16	\$1.15	\$18.40

Total Quantity: 16  
Total Units: 16

Item Total: \$238.62  
C&P Charge: \$34.50

INVOICE TOTAL: \$273.12

ORIGINAL

39.80  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 172-4902-04  
6599-0000

233.32  
APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

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

14665716



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

Bill To Acct : 145486  
STORM LAKE PUBLIC  
LIBRARY

**INVOICE: B6673161**

<b>DATE</b>
10/04/2023

**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: 16  
Total Units: 16  
INVOICE TOTAL: \$273.12

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



712-732-7940 Mgr:ALEX  
1831 LAKE AVE

ST# 01526 OP# 006490 TEN 92 TR# 01487  
\*\*\*\*\*  
\* TAX EXEMPT SALE \*  
\*\*\*\*\*  
HB .9 SS MVO 084029650727 59.00 Y  
SUBTOTAL 59.00

REASON: GOVERNMENT (5)  
WALMART 1526  
1280 NORTH LAKE AVE  
STORM LAKE  
IA 50580-0000

00000000000000000000140137  
CITY OF STORM LAKE  
PO BOX 1086

STORM LAKE  
IA 50588  
State Tax ID: 426005255  
Federal Tax ID: 000000000000  
Members Cig. ID:  
000000000000000000000000  
GOVERNMENT (5)  
9112/  
GOVERNMENT, LOCAL

Streamlined Sales Tax Agreement  
Certificate of Exemption

This is a multi-state form. Not all states allow all exemption listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or the data elements required on the form) to a state that would otherwise be due tax on this sale. The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

Type of Business  
GOVERNMENT (5)  
Reason for exemption  
GOVERNMENT (5)

Tax ID #  
426005255

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

\*\*\*\*\*  
\* TAX EXEMPT SALE \*  
\*\*\*\*\*  
11/08/23 09:44:48

Staff Microwave

Give us feedback @ survey.walmart.com  
Thank you! ID #:7SL6BKJJ8V1



712-732-7940 Mgr:ALEX  
1831 LAKE AVE

ST# 01526 OP# 006490 TEN 92 TR# 01487  
# ITEMS SOLD 1  
TC# 0747 7196 8932 8575 7934



HB .9 SS MVO 084029650727 59.00 0  
SUBTOTAL 59.00  
TOTAL 59.00

VOIDED BANKCARD TRANSACTION  
WALMART CREDIT \*\*\*\* \* 9710 I 1  
AID A000000817001001  
AAC 8EB18D941B54B683  
TERMINAL # SC010206

DECLINED  
11/08/23 09:40:34  
DEBIT TEND 59.00  
CHANGE DUE 0.00

EFT DEBIT 59.00 TOTAL PURCHASE  
US DEBIT \*\*\*\* \* 9715 I 0

REF # 331200424659  
NETWORK ID. 0055 APPR CODE 677867

US DEBIT  
AID A0000000980840  
AAC 52A1646196652884

\*Pin Verified  
TERMINAL # SC010206  
11/08/23 09:44:14  
Low Prices You Can Trust. Every Day.  
11/08/23 09:44:44



Become a member  
Scan for free 30-day trial



59.00

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 001-14010-04-1599-0000



Purchase Order#

(Assigned by Finance Dept. upon approval.)

**Purchase Order**

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

**Vendor Information**

Company Storm Lake Public Library

Attn: \_\_\_\_\_

Address 609 Cayuga Street

Address \_\_\_\_\_

City Storm Lake

State IA Zip/Postal Code 50588

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

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

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

Requested Purchase Date:

Account #'s:	Amounts:
#1: 001-4010-04-6508-0000	22.15
#2: _____	_____
#3: _____	_____
#4: _____	_____

Description	Budget Amt.	Quantity	Unit Price	Amount
Aimee Kampbell, Custodian of Petty Cash, Postage		1	22.15	

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

**Finance Department Only**

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

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

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

**Administrative Approval**

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

10/1/2023-10/31/23

Oct. 2023

Date	Amount
10/1/2023	
10/2/2023	
10/3/2023	
10/4/2023	
10/5/2023	
10/6/2023	
10/7/2023	
10/8/2023	
10/9/2023	
10/10/2023	
10/11/2023	
10/12/2023	
10/13/2023	
10/14/2023	
10/15/2023	
10/16/2023	\$22.15 Univ. of Iowa (2); Briar Cliff Univ.; UNI; Iowa State
10/17/2023	
10/18/2023	
10/19/2023	
10/20/2023	
10/21/2023	
10/22/2023	
10/23/2023	
10/24/2023	
10/25/2023	
10/26/2023	
10/27/2023	
10/28/2023	
10/29/2023	
10/30/2023	
10/31/2023	
<b>Total</b>	<b>\$22.15</b>

The Laurens House of Print  
 117 S 3rd Street  
 Laurens, IA 50554

Phone # 712-841-4373  
 E-mail devans@laurenshouseofprint.com

# Invoice

Date	Invoice #
10/23/2023	9-16-23

**BILL TO**

Storm Lake Public Library  
 609 Cayuga Street  
 Storm Lake, IA 50599

P.O. No.	Terms	Due Date
Elizabeth Huff	Net 10 days	11/2/2023

Description	Qty	Amount
Vinyl Labels for Laptops w/ Round Corners	5	43.75

43.75 (Community Connect)

**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 172-4902-04-6512-0000

<b>Subtotal</b>	\$43.75
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$43.75

Make all checks payable to: The Laurens House of Print  
 Total due in 10 days. Overdue accounts subject to a service charge of 1.5% per month.

THANK YOU FOR YOUR BUSINESS!

# MIDWEST TAPE

LIBRARIANS #1 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.: 504552973  
Invoice Date: 10/27/2023  
Customer: 2000006256  
Delivery: 89323248  
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	GRAN TURISMO Widescreen 1D *** Do Not Display Above Item Until: 11/07/2023 16104069	1401645302		34.99	26.24	26.24
1	EA				Product Sub-total:			26.24
					Please pay this amount in USD:			26.24

26.24

APPROVED FOR PAYMENT

Name \_\_\_\_\_

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

Acc't No. 001-4210 -06-6502-0020

**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.: 504258586  
 Invoice Date: 08/25/2023  
 Customer: 2000006256  
 Delivery: 89246737  
 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	AMSTERDAM Widescreen 1D 15408754	1350453916		19.99	14.99	14.99	
1	EA	DVD	RIVER Widescreen 1D 15793205	1374669697		19.99	14.99	14.99	
1	EA	DVD	SPIDER-MAN: ACROSS THE SPIDER-VERSE Widescreen 1D *** Do Not Display Above Item Until: 09/05/2023 15961265	1391642508		34.99	26.24	26.24	
3	EA		<b>Product Sub-total:</b>						<b>56.22</b>
							<b>Please pay this amount in USD:</b>	<b>56.22</b>	

*56.22*  
**APPROVED FOR PAYMENT**

Name \_\_\_\_\_

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

Acc't No. 001-4210-04-6522-0000

**Remit ACH/wire payments to:**

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

**Remit check payments to:**

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

# 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.: 504291929  
 Invoice Date: 09/01/2023  
 Customer: 2000006256  
 Delivery: 89258034  
 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	<b>ABBOTT ELEMENTARY SEASON 2 Widescreen 2 2D</b> *** Do Not Display Above Item Until: 09/12/2023 16051279	1391083047		25.99	19.49	19.49
1	EA	DVD	<b>AIR Widescreen 1D</b> *** Do Not Display Above Item Until: 09/12/2023 15801319	1380770397		29.99	22.49	22.49
1	EA	DVD	<b>BOY IN THE STRIPED PAJAMAS, THE Widescreen 1D</b> 14299187	1260259353		14.99	11.24	11.24
1	EA	DVD	<b>WOLVERINE, THE Widescreen 1D</b> 11010819	855114999		14.99	11.24	11.24
4	EA				<b>Product Sub-total:</b>			<b>64.46</b>
							<b>64.46</b>	
							<b>APPROVED FOR PAYMENT</b>	
							<b>Please pay this amount in USD:</b>	<b>64.46</b>

64.46

Name \_\_\_\_\_

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

**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

Acc't No. 001-100-04-6502-0000

**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.: 504421528  
Invoice Date: 09/29/2023  
Customer: 2000006256  
Delivery: 89288836  
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	EO Full screen *** Do Not Display Above Item Until: 10/17/2023 16134764	1394954216		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. 001-400-04-602-5000

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.: 504519028  
 Invoice Date: 10/20/2023  
 Customer: 2000006256  
 Delivery: 89313334  
 Customer PO:  
 Ship Via: United Parcel Service (UPS)  
 Page: 1 OF 1

Bill To:  
 STORM LAKE PUBLIC LIBRARY  
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 609 CAYUGA STREET  
 STORM LAKE, IA 50588  
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Ship To:  
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 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	AMERICAN BUFFALO, THE: A FILM BY KEN BUR Widescreen 2D *** Do Not Display Above Item Until: 11/07/2023 15971889	1396776436		39.99	29.99	29.99
1	EA	DVD	HOTEL PORTOFINO SEASON 2 Widescreen 2 2D *** Do Not Display Above Item Until: 11/07/2023 16162777	1396776413		39.99	29.99	29.99
1	EA	DVD	MISSION IMPOSSIBLE DEAD RECKONING PART 1 Widescreen 1D *** Do Not Display Above Item Until: 10/31/2023 15994569	1395967791		30.99	23.24	23.24
3	EA				<b>Product Sub-total:</b>			<b>83.22</b>
								<b>83.22</b>
								<b>83.22</b>

**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

## TELEHEALTH ROOM POLICY

The Library Board is concerned about people's safety, health, and wellness. The Storm Lake Public Library provides a Telehealth Room for health-related appointments. The Telehealth Room provides the community members with a quiet, private space for having an online/phone visit with a medical provider. A computer is provided for online appointments. There is no fee for the room use. Use of the Telehealth Room may not interfere with the normal operation of the library.

### **Privacy and Confidentiality**

The ALA Library Bill of Rights states that "All people, regardless of origin, age, background, or views possess a right to privacy and confidentiality in their library use."

- Privacy: user privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- Confidentiality: When a library is in possession of personally identifiable information about users and keeps that information private on their behalf.

### **Use of Room**

Telehealth Room may be used for health-related appointments conducted by

- Videoconferencing.
- Still (high quality photo) images.
- Telephone conference.

In permitting the use of the library telehealth room, the Storm Lake Public Library, its Board, the City of Storm Lake, and City agents do not advocate or endorse the viewpoints expressed by any individuals using the facilities.

As a reminder, the appointment of a patient and health care provider are not physically in the same room.

The Storm Lake Public Library is simply providing the space and location to have a telehealth appointment and is not responsible for any non-HIPAA compliant software used by the patient's healthcare provider/specialist during an appointment. While the Storm Lake Public Library network is appropriately secure, it does not fall under HIPAA compliance requirements.

## **Reservations**

- Telehealth digital navigator will reserve the room upon request.
- Requests are not considered booked until approved.
- No same day requests are allowed.

## **Cancellations**

Excessive no-shows or cancellations may result in further requests by an individual to be declined. Reservations are considered no-show if the Telehealth Room is not occupied within thirty (30) minutes of the reservation. If necessary, the library reserves the right to change or cancel the reservations.

## **Hours**

The Room is available without charge during regular library hours but not available 30 minutes before closing.

## **Adjournment**

Library staff must be notified when the appointment is adjourned. Deep Freeze software procedure to wipe the appointment from the computer system must be implemented after use. The user must log off properly by clicking restart to allow software to wipe which insures privacy and confidentiality.

## **Equipment**

Use of the library computer is subject to availability and is not guaranteed. When using the library's computer, the patient must use a web-based link such as a patient portal, to open their appointment link. Patients may use their devices if they choose not to use the library computer.

## **Conduct**

Individuals are responsible for conducting their appointment in an orderly manner, for keeping noise to a reasonable standard, and for safeguarding any

City/Library property used in the room. Individuals who fail to comply with the general requirements and responsibilities for the use of the telehealth room may be suspended for a period determined by the Library Director, and are subject to liability for damages, as set forth herein.

### **Refreshments**

No refreshments of any kind are allowed in the telehealth room.

### **Liability**

The Library, City of Storm Lake and City agents do not assume any liability for groups or individuals attending telehealth appointments in the library, nor the equipment, supplies, materials, or any personal possessions owned by them. Individuals using the facilities acknowledge and agree they are liable for any damage to Library/City equipment or to the room caused by misuse, carelessness or other such acts or omissions. The user will be held responsible for full replacement costs of technology equipment or accessories. The library will not accept replacement technology equipment or accessories purchased by the user.

Patients must use health and safety precautions as the room may not have been cleaned between uses.

Young children in the room must be under close adult supervision.

There are potential risks to this technology, including interruptions, unauthorized access, and technical difficulties, the user and healthcare provider can discontinue the telehealth appointment at any time if it is felt that the videoconferencing connections are not adequate for the situation.

While this room has been designated and designed for enhanced sound and visual privacy, the room is in a public space and complete privacy, especially when entering/exiting the room, cannot be guaranteed.

The Storm Lake Public Library, the Library Board, the Library Staff, the City of Storm Lake, and its agents are not responsible for validating patient health insurance information nor liable for validating charges that result from the telehealth visit.

The Storm Lake Public Library, the Library Board, the Library Staff, the City of Storm Lake, and its agents are not responsible for any health provider's fees or

bills incurred by using the Telehealth Room. The patient is responsible for their medical bills.

Use of the telehealth room is solely at the discretion of the individual who agrees to make the Storm Lake Public Library, the Library Board, the Library Staff, the City of Storm Lake, and its agents harmless in all matters relating to use.

The user understands the above policy and acknowledgement, and waives litigation against the Storm Lake Public Library, the Library Board, the Library Staff, the City of Storm Lake, its agents and/or related telehealth associates for any reason prior to, during, and at the conclusion of the telehealth room use.

The Telehealth Room Policy was adopted by the Board of Trustees of the Storm Lake Public Library on October 9, 2023. Amended November 13, 2023.



