



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

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

Agenda, Monday, December 11, 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. Approval of November Minutes
7. Director's Reports: Calendar, Bar Chart, Ledger, Telehealth Consent Form, Telehealth Open House, Boilers, New Fire Alarm System, Friends Baskets.
8. Approval of December Bills
9. Approval of 2024 Closed Business Days
10. Approval of Revised Telehealth Room Policy
11. Approval of Revised Personnel Policy
12. Closed Session: Library Director's Annual Review
13. Library Board Member Requested Item
14. Trustees Continuing Education
15. Adjourn – Next Meeting, January 8, 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, November 13, 2023, 4:00 p.m.

Present: Board President Mary Kay Hudspeth, Jim Eliason, 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 November 13 Agenda. Seconded by Board Member Wells. Vote all ayes. Motion carried.

Witter Gallery Report – none

Agreement Study – none

Approval of Minutes – Moved by Board Member Eliason to approve October 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 was closed by City Council on November 6, 2023. The Telehealth Room needs the City Attorney to review the Consent form. The Boiler heat is adequate for the building except for the staff area. Midwestern Mechanical will be back to work on it when supplies arrive. The Friends Board approved additional Kids Yoga classes. The Director's vacation is November 21-28, 2023.

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

Approval of Telehealth Room Policy – Moved by Board Member Eliason to approve Telehealth Room Policy. Seconded by Board Member Lyngaas. Vote, all ayes. Motion carried.

Approval of Friends Credit Card Funds – Moved by Board Member Lyngaas to approve Friends \$4.00 Book Sales paid by credit card to be paid to the Friends of the Storm Lake Public Library. Seconded by Board Member Eliason. Vote all ayes. Motion carried.

Library Board Member Requested Items – none.

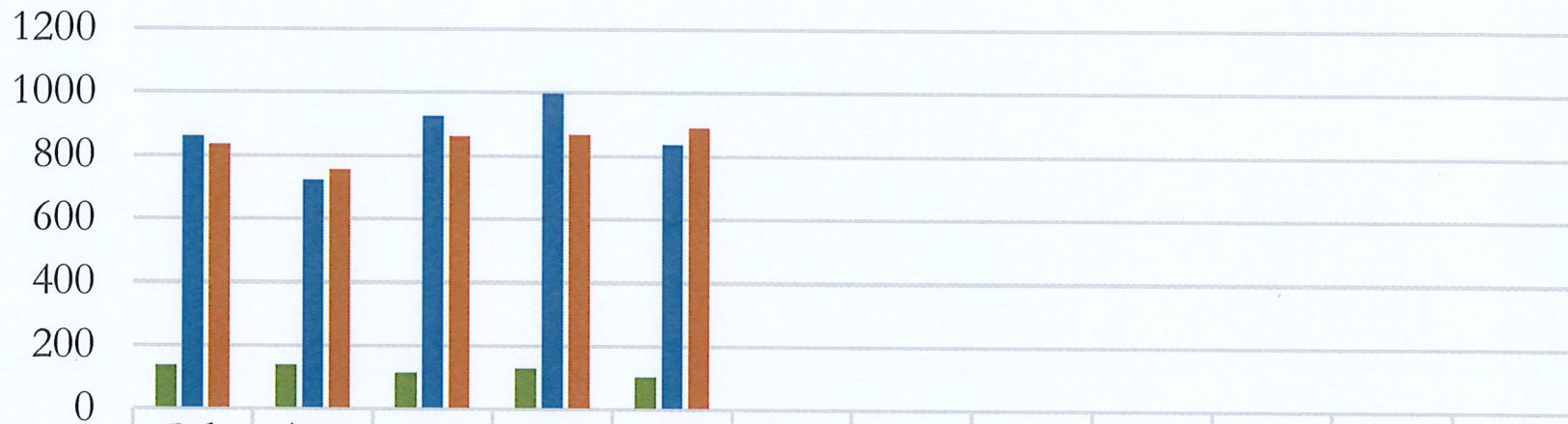
Trustees Continuing Education – none.

Adjournment - Moved by Board Member Lyngaas to adjourn the meeting at 4:20 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 December 11, 2023.

- November 14 – Department Head Meeting
- November 14 – Submitted bills to Tyler Gibbins, Staff Accountant
- November 15 – Kim McCain, Gumdrop Books
- November 15 – Facilitated Knit One
- November 16 – Submitted Minutes to City Clerk
- November 16 – Cataloged and weeded materials
- November 17 – Value Line database browsing
- November 18 – (Sat.) Webinar
- November 20 – Department Head Meeting
- November 20 – Community Connect Grant Discussion Group
- November 20 – City Council
- November 21-28 – Vacation
- November 23-26 – Library closed for Thanksgiving, building heat depressed
- November 29 – Cataloged materials, wrapped Friends baskets
- December 1 – Facilitated Community Connect – Investment Research
- December 2 – (Sat.) Reports
- December 4 – Department Head Meeting
- December 4 – Alta Public Library, Advantage Archives on our library's archives
- December 4 – City Council Meeting
- December 5 – Board Prep Work
- December 5 – City Training – Kings Pointe
- December 6 – Knit One Christmas Potluck
- December 6 – Closed Library with Alex
- December 7 – Friends and Library supplies at HyVee
- December 7 – BV County Farm Bureau donates picture book
- December 7 – Close at 6:45 pm due to Miracle on Lake parade line-up (city vehicles)
- December 8 – Board Packet Distribution
- December 8 – Facilitated Community Connect Excel Budget Sheets

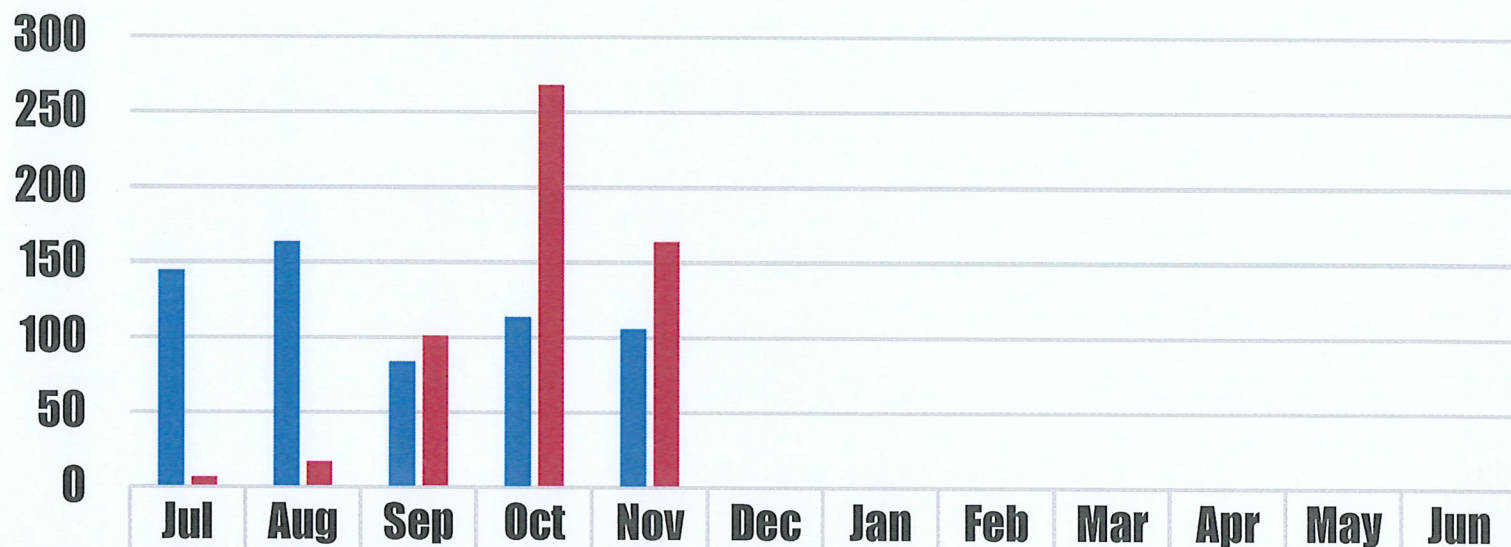
23-24 Digital Use



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Public	137	139	115	130	104							
■ Bridges	861	724	926	999	838							
■ WhoFi	836	756	861	867	891							

■ Public ■ Bridges ■ WhoFi

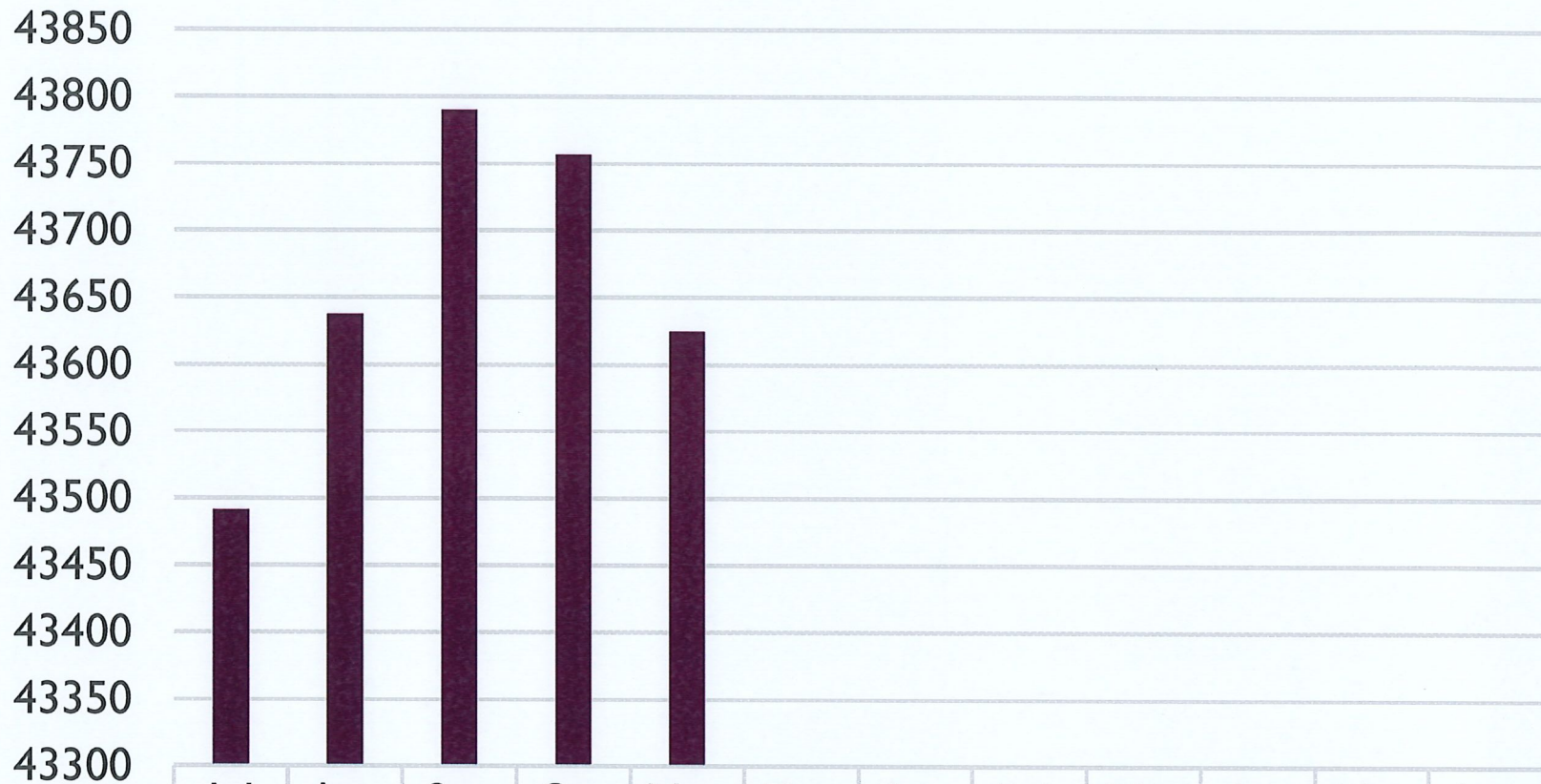
23-24 Collection Development



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Additions	145	164	84	114	106							
Withdrawals	7	17	101	268	164							

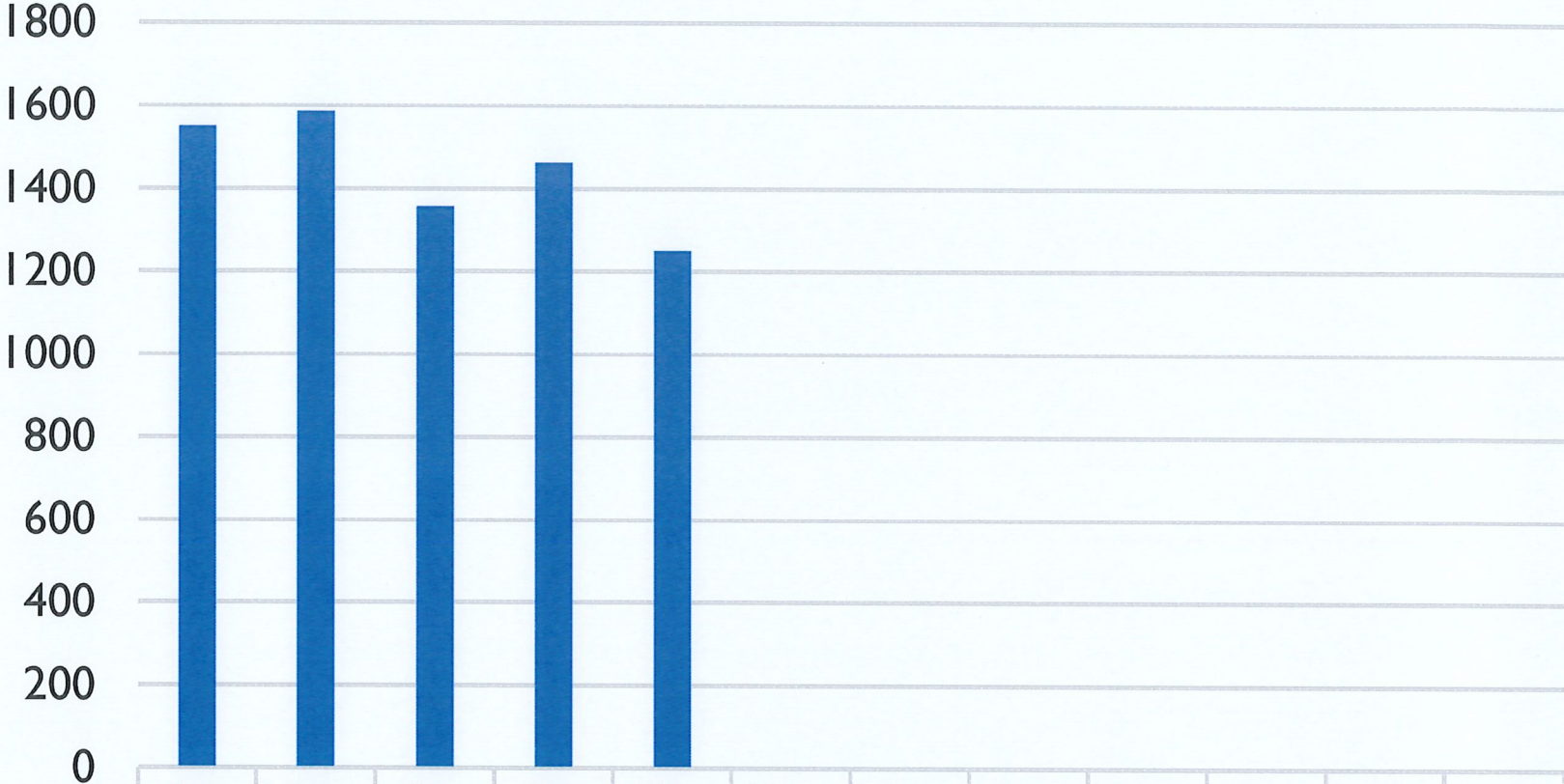
■ Additions ■ Withdrawals

Holdings



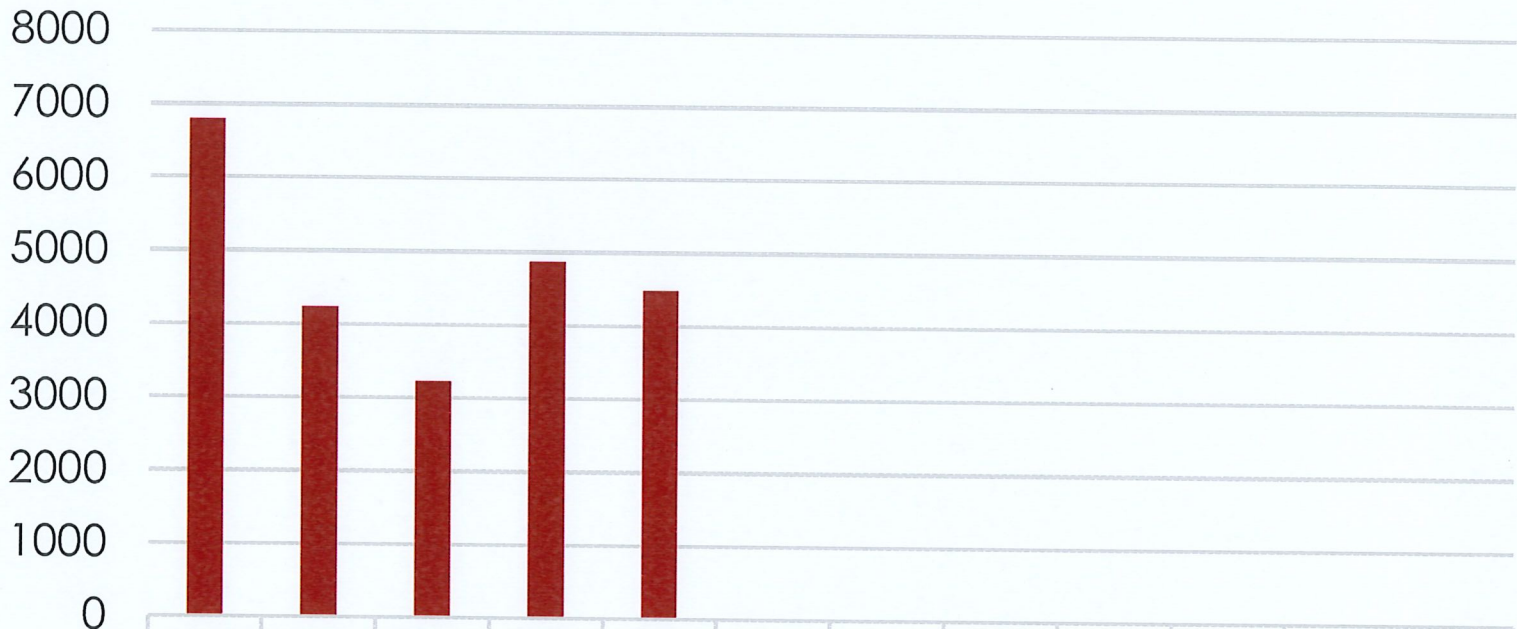
■ Holdings	43491	43638	43790	43757	43625							
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23-24 Circulation



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
■ Apollo	1551	1587	1357	1463	1250							

23-24 Attendance



■ Attendance	6791	4241	3230	4873	4485							
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23-24 DEPOSITS

■ Fines & Fees ■ Donations ■ Merchandise ■ Dohrman Trust

1000
900
800
700
600
500
400
300
200
100
0

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

■ Fines & Fees	486	890	715	583	712						
■ Donations	45	1	2	104	0						
■ Merchandise	5	3	5	2	4						
■ Dohrman Trust			111		0						



Storm Lake, IA

Detail vs Budget Report

Account Detail

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining	
001 - General Fund									
Revenue									
001-4010-04-4465	BV County Library Contract	0.00	-24,300.00	-12,520.65	0.00	-12,520.65	-11,779.35	-48.47 %	
001-4010-04-4765	Library Fines	0.00	-7,177.00	-2,845.81	-557.74	-3,403.55	-3,773.45	-52.58 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/13/2023	CLPKT04393	04.10.11.2023		CLPKT04393			-363.25		
11/15/2023	CLPKT04404	04.15.11.23		CLPKT04404			-98.29		
11/22/2023	CLPKT04417	04.21.11.23		CLPKT04417			-96.20		
		Revenue Totals:	0.00	-31,477.00	-15,366.46	-557.74	-15,924.20	-15,552.80	-49.41 %
Expense									
001-4010-04-6010	Salaries	0.00	169,123.73	55,113.85	20,447.64	75,561.49	93,562.24	55.32 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/01/2023	PYPKT01304	PYPKT01304 - 11012023...		PYPKT01304 - 11012023 Payroll - Period 1...			7,514.50		
11/15/2023	PYPKT01311	PYPKT01311 - 11152023...		PYPKT01311 - 11152023 Payroll - Period 1...			7,117.05		
11/29/2023	PYPKT01314	PYPKT01314 - 11292023...		PYPKT01314 - 11292023 Payroll - Period 1...			5,816.09		
001-4010-04-6040	Overtime	0.00	2,079.92	1,391.44	199.76	1,591.20	488.72	23.50 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/01/2023	PYPKT01304	PYPKT01304 - 11012023...		PYPKT01304 - 11012023 Payroll - Period 1...			42.08		
11/15/2023	PYPKT01311	PYPKT01311 - 11152023...		PYPKT01311 - 11152023 Payroll - Period 1...			90.07		
11/29/2023	PYPKT01314	PYPKT01314 - 11292023...		PYPKT01314 - 11292023 Payroll - Period 1...			67.61		
001-4010-04-6061	Longevity	0.00	1,300.00	350.00	0.00	350.00	950.00	73.08 %	
001-4010-04-6240	Meetings & Conferences	0.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %	
001-4010-04-6310	Repairs/Maintenance Bldg	0.00	7,000.00	2,490.14	347.67	2,837.81	4,162.19	59.46 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/20/2023	APPKT00840	47475	80721	Boiler Filter Replacements	001302 - Wiese Plumbing & Heating, Inc		217.89		
11/20/2023	APPKT00840	58309	80701	Door Adjustment- Less Tax	001755 - Northwest Glass, Inc		129.78		

Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001-4010-04-6371	Electric Service	0.00	13,500.00	5,505.07	1,638.41	7,143.48	6,356.52	47.09 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/06/2023	APPKT00831	Sept/Oct 2023	4690	Electric Services	001074 - MidAmerican Energy Company		1,038.93	
11/20/2023	APPKT00840	Oct/Nov 2023	4737	Electric Services	001074 - MidAmerican Energy Company		599.48	
001-4010-04-6372	Refuse & Recycling	0.00	459.00	153.00	38.25	191.25	267.75	58.33 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/06/2023	APPKT00831	October 2023	80658	Garbage Services	002126 - SGS, LLC		38.25	
001-4010-04-6373	Telecommunications	0.00	1,600.00	487.88	122.87	610.75	989.25	61.83 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/06/2023	APPKT00831	November 2023	80646	Fax Line & Emergency Line Service	001077 - Long Lines		122.87	
001-4010-04-6375	Gas Service	0.00	12,500.00	4,514.57	169.18	4,683.75	7,816.25	62.53 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/20/2023	APPKT00840	Sept/Oct 2023	80675	Gas Service	001173 - Alliant Energy		169.18	
001-4010-04-6499	Contractual Services	0.00	16,000.00	6,135.60	393.81	6,529.41	9,470.59	59.19 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/20/2023	APPKT00840	10821	4745	Annual Fire Alarm Monitoring Fee	001465 - Power Solutions, Inc		222.00	
11/20/2023	APPKT00840	1202756	4753	Copier Maintenance Agreement	001063 - Visual Edge Inc		89.95	
11/20/2023	APPKT00840	November 2023 Library	80683	Entrance Mat Services	001064 - Dennis R Julius		35.00	
11/20/2023	APPKT00840	October 2023 CC Sales	80688	October 2023 CC Sales	001758 - Friends of the Library		4.00	
11/20/2023	APPKT00840	October 2023 Homebou...	4731	October 2023 Homebound Deliveries	002248 - Kathryn J McKinley		7.86	
11/20/2023	APPKT00840	October 2023 Library	80683	Entrance Mat Services	001064 - Dennis R Julius		35.00	
001-4010-04-6502	Library Materials	0.00	50,000.00	14,177.03	729.33	14,906.36	35,093.64	70.19 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/20/2023	APPKT00840	504258586	4738	DVDs	001275 - Midwest Tape, LLC		56.22	
11/20/2023	APPKT00840	504291929	4738	DVDs	001275 - Midwest Tape, LLC		64.46	
11/20/2023	APPKT00840	504421528	4738	DVDs	001275 - Midwest Tape, LLC		18.74	
11/20/2023	APPKT00840	504519028	4738	DVDs	001275 - Midwest Tape, LLC		83.22	
11/20/2023	APPKT00840	504552973	4738	DVDs	001275 - Midwest Tape, LLC		26.24	
11/20/2023	APPKT00840	78114464	80692	Books	001268 - Ingram Library Services, Inc		26.66	
11/20/2023	APPKT00840	78134876	80692	Books	001268 - Ingram Library Services, Inc		26.09	
11/20/2023	APPKT00840	B6670576	4714	Books	001009 - Brodart Co.		194.38	
11/20/2023	APPKT00840	B6673161	4714	Books	001009 - Brodart Co.		233.32	

Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining	
001-4010-04-6508	Postage/Shipping	0.00	1,000.00	86.52	22.15	108.67	891.33	89.13 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/20/2023	APPKT00840	October 2023 Postage	80681	Postage	001272 - Custodian of Petty Cash		22.15		
001-4010-04-6599	Supplies	0.00	8,200.00	1,403.67	394.37	1,798.04	6,401.96	78.07 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/06/2023	APPKT00831	653415	80662	Person Counter	002414 - The Library Store, Inc		335.37		
11/20/2023	APPKT00840	11/8/2023 Reimb- Micr...	80686	11/8/2023 Reimb- Microwave	001737 - Elizabeth Huff		59.00		
001-4010-08-6727	Capital Improvements Equipment	0.00	0.00	0.00	74,410.00	74,410.00	-74,410.00	0.00 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/06/2023	APPKT00831	J000678	4692	Boiler Replacements	001819 - Midwestern Mechanical of Iowa, Inc		74,410.00		
		Expense Totals:	0.00	284,262.65	91,808.77	98,913.44	190,722.21	93,540.44	-32.91 %
		001 - General Fund Totals:	0.00	252,785.65	76,442.31	98,355.70	174,798.01	77,987.64	-30.85 %
172 - Library Misc Memorial Trust									
Asset									
172-0000-00-1199	Claim on Cash	0.00	0.00	139,660.53	-355.91	139,304.62	-139,304.62	0.00 %	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
11/22/2023	APPKT00842	4714	4714	Brodart Co. SEC REI PMT	001009 - Brodart Co.		-272.36		
11/22/2023	APPKT00842	4714	4714	Brodart Co. SEC REI PMT	001009 - Brodart Co.		-39.80		
11/22/2023	APPKT00842	4733	4733	Laurens House of Print Ltd SEC REI PMT	002161 - Laurens House of Print Ltd		-43.75		
		Asset Totals:	0.00	0.00	139,660.53	-355.91	139,304.62	-139,304.62	0.00 %
Revenue									
172-4901-04-4300	Interest On Investments	0.00	-25.00	-30.64	0.00	-30.64	5.64	22.56 %	
172-4901-04-4440	Open Access	0.00	-80.00	-5,680.52	0.00	-5,680.52	5,600.52	7,000.65 %	
172-4902-04-4440	Enrich Iowa	0.00	-6,000.00	0.00	0.00	0.00	-6,000.00	-100.00 %	
172-4903-04-4300	Interest On Investments	0.00	-15.00	-30.64	0.00	-30.64	15.64	104.27 %	
172-4903-04-4465	Library Memorial Revenue	0.00	-2,300.00	-151.55	0.00	-151.55	-2,148.45	-93.41 %	
172-4904-04-4300	Interest On Investments	0.00	-15.00	0.00	0.00	0.00	-15.00	-100.00 %	

Detail vs Budget Report

Date Range: 11/01/2023 - 11/30/2023

Account	Name	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
172-4906-04-4485	Library Memorial Revenue	0.00	-1,100.00	-111.75	0.00	-111.75	-988.25	-89.84 %
Revenue Totals:		0.00	-9,535.00	-6,005.10	0.00	-6,005.10	-3,529.90	-37.02 %
Expense								
172-4901-04-6499	Contractual Services	0.00	1,600.00	0.00	0.00	0.00	1,600.00	100.00 %
172-4901-04-6599	Supplies	0.00	750.00	23.97	0.00	23.97	726.03	96.80 %
172-4902-04-6499	Contractual Services	0.00	2,600.00	462.80	0.00	462.80	2,137.20	82.20 %
172-4902-04-6599	Supplies	0.00	1,200.00	0.00	83.55	83.55	1,116.45	93.04 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/20/2023	APPKT00840	9-16-23	4733	Vinyl Labels	002161 - Laurens House of Print Ltd		43.75	
11/20/2023	APPKT00840	B6673161	4714	Books	001009 - Brodart Co.		39.80	
172-4903-04-6512	Library Memorial Trust Expense	0.00	2,000.00	587.48	272.36	859.84	1,140.16	57.01 %
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
11/20/2023	APPKT00840	B6670576	4714	Books	001009 - Brodart Co.		272.36	
172-4906-04-6512	Library Dohrmann Memorial Trust Expense	0.00	180.00	0.00	0.00	0.00	180.00	100.00 %
Expense Totals:		0.00	8,330.00	1,074.25	355.91	1,430.16	6,899.84	-82.83 %
172 - Library Misc Memorial Trust Totals:		0.00	-1,205.00	134,729.68	0.00	134,729.68	-135,934.68	-11,280.89 %
500 - Erma Myers Trust Fund								
Asset								
500-0000-00-1199	Claim on Cash	0.00	0.00	2,915.12	0.00	2,915.12	-2,915.12	0.00 %
Asset Totals:		0.00	0.00	2,915.12	0.00	2,915.12	-2,915.12	0.00 %
Revenue								
500-4905-04-4300	Interest On Investments	0.00	-40.00	-1.24	0.00	-1.24	-38.76	-96.90 %
Revenue Totals:		0.00	-40.00	-1.24	0.00	-1.24	-38.76	-96.90 %
500 - Erma Myers Trust Fund Totals:		0.00	-40.00	2,913.88	0.00	2,913.88	-2,953.88	-7,384.70 %
Report Total:		0.00	251,540.65	214,085.87	98,355.70	312,441.57	-60,900.92	24.21 %

Fund Summary

Fund	Encumbrances	Fiscal Budget	Beginning Balance	Total Activity	Ending Balance	Budget Remaining	% Remaining
001 - General Fund	0.00	252,785.65	76,442.31	98,355.70	174,798.01	77,987.64	
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 %
Report Total:	0.00	251,540.65	214,085.87	98,355.70	312,441.57	-60,900.92	



Telehealth Consent Form

I am requesting the use of the technology and space provided by the Storm Lake Public Library for the purpose of a telehealth connection. I have been provided a copy of the Telehealth Room Policy and I agree to all of the terms of the Policy and will comply with rules, and expectations of the Storm Lake Public Library, I further agree and consent to the following:

1. Telehealth appointments may be conducted by videoconferencing, video images, still (photo) images or by telephone conference. I understand that ~~this appointment will not be the same as a direct patient/health care provider visit due to the fact that~~ I will not be in the same room as my health care provider.
2. I understand that there are potential risks to this technology, including interruptions, unauthorized access, and technical difficulties. I understand that my healthcare provider or I can discontinue the telehealth appointment if it is felt that the videoconferencing connections are not adequate for the situation. I understand that I can discontinue the telehealth appointment at any time and that it is my and my healthcare provider's sole responsibility to do so if at any time we believe the connection is no longer safe or secure.
3. In an emergency situation, I understand that the responsibility of the telehealth provider may be to direct me to emergency medical services, such as the emergency room. The telehealth specialist's or provider's responsibility will end upon the termination of the telehealth connection.
4. I understand that billing for telehealth consultation may occur from the telehealth specialist or provider. Billing is at the discretion of the provider. 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 are they liable for any charges that result from this telehealth visit. I am responsible for my bill.
5. I understand the Storm Lake Public Library is simply providing a location to take a telehealth appointment and is not obligated to comply with state or federal laws related to medical care or privacy. I further understand the City of Storm Lake is not responsible for any non-HIPAA compliant software, connectivity issues, or data security protections used during my appointment by my telehealth specialist.
6. I understand that the use of the telehealth room is at the discretion of the library; the privilege to use can be withdrawn by library staff at any time with or without reason.
7. I understand and agree to the Telehealth Room Policy and waive all claims and 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.

Patient Name – printed

Patient Signature

Date

DRAFT



December Bills Pending Approval

001-4010-04-6499-0000	Swank Movie Licensing	\$507.00 Swank
001-4010-04-6499-0000	Storm Lake Times	\$93.00 Storm Lake Times
001-4010-04-6499-0000	Front Desk Copier	\$89.95 Visual Edge
001-4010-04-6499-0000	Area Rugs Cleaning	\$31.90 Kasperbauer Cleaner
001-4010-04-6502-0000	Books	\$249.12 Brodart
001-4010-04-6502-0000	DVD	\$261.62 Midwest Tapes
001-4010-04-6508-0000	Postage	\$30.30 Custodian of Petty Cash
001-4010-04-6599-0000	Bleach - Janitorial supplies	\$3.83 HyVee
172-4903-04-6512-0000	Finance books - Community Connect	\$239.40 Gumdrop Books
172-4906-04-6512-0000	Dohrman Copier	\$72.04 Visual Edge

\$1,506.12



INVOICE NO.	INVOICE DATE
3523004	12/1/2023
PURCHASE ORDER NO.	LICENSE NO.
	192370001
Terms:	
Invoice is due and payable upon receipt	

We accept Visa, Mastercard, American Express and Discover. Please call 800-876-5445 to make your payment today.

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

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

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01/01/24 - 12/31/24
Storm Lake Public Library

\$507.00

507.00
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

Pay This Total	\$507.00
----------------	-----------------

Inquiries: Toll-Free (800) 876-5445 or Fax (877) 876-9873
Or e-mail: libraries@movlic.com

Federal Tax ID# 43-1382264

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Chicago, IL 60674

Please make check payable to
Swank Movie Licensing USA

SITE LICENSE NUMBER:	192370001
INVOICE NUMBER:	3523004
TOTAL DUE:	\$507.00
INVOICE DATE:	12/1/2023



CONTRACT INVOICE

Invoice Number: 24AR1292139
 Invoice Date: 11/10/2023

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	12/10/2023	\$89.95	\$89.95	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14219-CSL-01		\$89.95		07/27/2018	
Remarks					

Summary:

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

**See Overage details below

Detail:

Equipment included under this contract

Lanier/LANMPC6004

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

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B/W	CON14219-CSL-01	297,520	299,106		1,586	5,000**	0	\$0.009000	\$0.00**
Color	CON14219-CSL-01	110,205	110,598		393	800**	0	\$0.072100	\$0.00**

** Allocated amount from meter group

89.95

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

Storm Lake Times Pilot

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

MONEY-SAVING RENEWAL NOTICE

Storm Lake Public Library 4119 1/22/2024
609 Cayuga St
Storm Lake, IA 50588-2239

93.00

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Dear Reader:

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Acc't No. 001-4010-04

6499-0000

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Storm Lake Times Pilot

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

ENCLOSED IS MY RENEWAL FOR THE FOLLOWING:

BV & Adjoining Counties

___ \$96 (1 Year)
\$93 if paid before Dec 30

___ \$59 (6 Months)

Elsewhere in Iowa

___ \$99 (1 Year)
___ \$96 if paid before Dec 30

___ \$60 (6 Months)

Outside Iowa

___ \$109 (1 Year)
___ \$106 if paid before Dec 30

___ \$65 (6 Months)

If you would like online access to www.stormlake.com for no extra charge, please give us your email:

EMAIL: _____

Storm Lake Public Library 4119 1/22/2024
609 Cayuga St
Storm Lake, IA 50588-2239



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

INVOICE: B6694244

DATE	PAGE
11/14/2023	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. 106179279000

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
133798860 9780593743775 Trade Paper	McBride, James 09/12/2023 Random House La	The Heaven & Earth Grocery Store : A Novel, Large Type	1 1	01SEP2023 2150282		\$30.00 40.0% \$18.00	L \$18.00

PO Number: 01SEP2023

Subtotal Quantity: 1
Subtotal Units: 1

Item Subtotal: \$18.00

132475715 9781947879553 Trade Paper	Kraus, Daniel 07/12/2022 Raw Dog Screamin	The Ghost that Ate Us : The Tragic True Story of the Burger City Poltergeist	1 1	02MAY2023 2118199		\$18.95 12.0% \$16.68	L \$16.68
---	---	---	--------	----------------------	--	-----------------------------	--------------

PO Number: 02MAY2023

Subtotal Quantity: 1
Subtotal Units: 1

Item Subtotal: \$16.68

115015914 9781433644474 Hardcover	10/01/2016 Holman Reference	31 Women of the Bible : Who They Were and What We Can Learn from Them Today	1 1	19JUN2023 2129255		\$15.99 12.0% \$14.07	\$14.07
112846742 9781481303804 Hardcover	Tull, Patricia K. 10/15/2015 Baylor University P	After Exegesis : Feminist Biblical Theology	1 1	19JUN2023 2129255		\$54.99 0.0% \$58.94	S \$58.94
06455034 9780664229108 Trade Paper	Pressler, Carolyn 11/17/2006 Westminster John	Engaging the Bible in a Gendered World : An Introduction to Feminist Biblical Interpretation	1 1	19JUN2023 2129255		\$45.00 12.0% \$39.60	L \$39.60
130569267 9780063076679 Hardcover	Ruzzier, Sergio 05/17/2022 HarperAlley	Fish and Wave	1 1	19JUN2023 2129255		\$16.99 45.0% \$9.34	\$9.34
114758794 9780567663368 Trade Paper	Scholz, Susanne 08/10/2017 Bloomsbury T & T	Introducing the Women's Hebrew Bible : Feminism, Gender Justice, and the Study of the Old Testament, 2nd ed	1 1	19JUN2023 2129255		\$25.95 12.0% \$22.84	L \$22.84
07573677 9780300140224 Trade Paper	Schiffman, Lawren 09/01/1995 Yale University Pre	Reclaiming the Dead Sea Scrolls : The History of Judaism, the Background of Christianity, the Lost Library of Qumran	1 1	19JUN2023 2129255		\$45.00 0.0% \$48.95	L \$48.95

PO Number: 19JUN2023

Subtotal Quantity: 6
Subtotal Units: 6

Item Subtotal: \$193.74

14747372

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6694244



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

DATE	PAGE
11/14/2023	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	5	\$2.30	\$11.50
Cataloging and Processing	8	\$1.15	\$9.20

Total Quantity: 8
Total Units: 8

Item Total: \$228.42
C&P Charge: \$20.70

INVOICE TOTAL: \$249.12

ORIGINAL

249.12
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

14747372



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

Bill To Acct : 145486
STORM LAKE PUBLIC
LIBRARY

INVOICE: B6694244

DATE
11/14/2023

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: \$249.12

Amount Enclosed: _____



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:	<u>001-4010-04-6508-0000</u>	<u>30.30</u>
#2:	_____	_____
#3:	_____	_____
#4:	_____	_____

Description	Budget Amt.	Quantity	Unit Price	Amount
Beth Dawson, Custodian of Petty Cash, Postage		1	30.30	

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

Finance Department Only		Purchase Order
Timeline Approval Date Received: _____ Approved Purchase Date _____ Date Returned: _____ <input type="checkbox"/> W9 Needed	Date Received: _____ Date Returned: _____	
Line Item Budget Line Item Budget _____ Authorized PO's _____ Line Item Authorized _____ YTD Expenditures _____	Department Budget Overall Department Budget _____ Authorized PO's _____ Authorized YTD Budget _____ YTD Expenditures _____	
Approved by _____ Date: _____		
Administrative Approval Authorized By _____ <input type="checkbox"/> Approved WITHIN Adopted Budget _____ Date: _____ <input type="checkbox"/> Not Approved _____ <input type="checkbox"/> Approved OUTSIDE Adopted Budget _____		

11/1/2023-11/30/23

Nov. 2023

Date	Amount	
11/1/2023		
11/2/2023		
11/3/2023		
11/4/2023		
11/5/2023		
11/6/2023		
11/7/2023		
11/8/2023		
11/9/2023		
11/10/2023		
11/11/2023		
11/12/2023		
11/13/2023		
11/14/2023		
11/15/2023		
11/16/2023		
11/17/2023	\$25.87	UNI, U of IA, Loras, Grinnell, IA State
11/18/2023		
11/19/2023		
11/20/2023		
11/21/2023	\$4.43	Upper IA Univ.
11/22/2023		
11/23/2023		
11/24/2023		
11/25/2023		
11/26/2023		
11/27/2023		
11/28/2023		
11/29/2023		
11/30/2023		

Total \$30.30



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

11/21/2023 11:38 AM

Duplicate

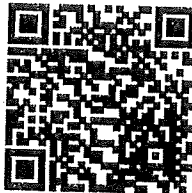
Product	Qty	Unit Price	Price
Library Mail	1		\$4.43
Fayette, IA 52142			
Weight: 1 lb 3.80 oz			
Estimated Delivery Date			
Sat 11/25/2023			
Tracking #:			
9555 1136 9677 3325 4466 98			

Grand Total: \$4.43
Cash \$5.00
Change -\$0.57

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UFN: 188586-0288
Receipt #: 840-55000325-2-4673001-2
Clerk: 01



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

11/17/2023 03:08 PM

Product	Qty	Unit Price	Price
Library Mail	1		\$4.43
Cedar Falls, IA 50614			
Weight: 1 lb 3.70 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6133 47			

Library Mail	1		\$4.43
Iowa City, IA 52242			
Weight: 1 lb 7.20 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6133 78			

Library Mail	1		\$3.72
Iowa City, IA 52242			
Weight: 0 lb 14.60 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6133 92			

Library Mail	1		\$4.43
Grinnell, IA 50112			
Weight: 1 lb 9.40 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6134 15			

Library Mail	1		\$4.43
Ames, IA 50011			
Weight: 1 lb 8.60 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6134 39			

Library Mail	1		\$4.43
Dubuque, IA 52001			
Weight: 1 lb 3.20 oz			
Estimated Delivery Date			
Mon 11/20/2023			
Tracking #:			
9555 1136 9676 3321 6134 53			

Grand Total: \$25.87
Cash \$26.00
Change \$0.13

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

1634StoreManagementMailGroup@Hy-Vee.com

TS BLEACH	9347600448	3.58 T
2 @	1.79	
SUBTOTAL [2]		3.58
T	3.58 @ 7.000% =	0.25
TOTAL		3.83
Hy-Vee Charge		3.83

PURCHASE \$3.83
*****8849 HyVeeCharge SWIPED
REF#: 469424 58857469424 Approved

0011634071223005000085



Cashier Name: Donna

Date	Time	Store	POS	Emp	TRX
12/07/23	10:39 AM	1634	5	23952	0085

Tell us about your trip for a chance to
WIN A \$500 HY-VEE GIFT CARD!
Visit Hy-VeeSurvey.com
for a survey and official rules.
No purchase necessary to enter
sweepstakes.

3.83

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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



CONTRACT INVOICE

Invoice Number: 24AR1217629
 Invoice Date: 10/16/2023

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

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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	11/15/2023	\$36.41	\$36.41	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14605-CSL-01		\$36.41		01/14/2019	
Remarks					

Summary:

Contract base rate charge for the 09/14/2023 to 10/13/2023 billing period	\$29.00
Contract Overage charge for the 09/14/2023 to 10/13/2023 Overage period	\$2.46**
Operational Surcharge	\$4.95
	\$36.41

**See Overage details below

Detail:

Equipment included under this contract

Lanier/LANMPC2004

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

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	CON14605-CSL-01	7,095	7,292		197	0**	197	\$0.012500	\$2.46**
Color	CON14605-CSL-01	258	284		26	260**	0	\$0.120400	\$0.00**

** Allocated amount from meter group

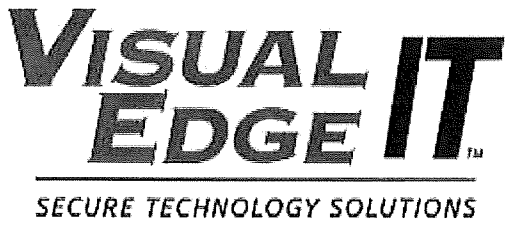
36.41

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

Acc't No. ~~001~~-172-4906-24-6512-0880



CONTRACT INVOICE

Invoice Number: 24AR1299223
 Invoice Date: 11/14/2023

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

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 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	12/14/2023	\$35.63	\$35.63	
Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CON14605-CSL-01		\$35.63		01/14/2019	
Remarks					

Summary:

Contract base rate charge for the 10/14/2023 to 11/13/2023 billing period	\$29.00
Contract Overage charge for the 10/14/2023 to 11/13/2023 Overage period	\$1.68**
Operational Surcharge	\$4.95
	\$35.63

**See Overage details below

Detail:

Equipment included under this contract

Lanier/LANMPC2004

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

Meter Type	Meter Group	Begin Meter	End Meter	Credits	Total	Covered	Billable	Rate	Overage
B\W	CON14605-CSL-01	7,292	7,426		134	0**	134	\$0.012500	\$1.68**
Color	CON14605-CSL-01	284	287		3	260**	0	\$0.120400	\$0.00**
** Allocated amount from meter group									\$1.68



CONTRACT INVOICE

Invoice Number: 24AR1299223
Invoice Date: 11/14/2023

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

35.63

APPROVED FOR PAYMENT

Name _____

Address _____ P.O. # _____

Acct No. 172-4908-04-6512-0800

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	\$35.63
Tax:	\$0.00
Invoice Total	\$35.63
Balance Due:	\$35.63

Inv#: 24AR1299223

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



Gumdrop Books™
 a division of Central Programs, Inc.
 PO Box 505
 Bethany, MO 64424-0505

INVOICE

Call 800.821.7199
 or 660.425.7777
 FAX 866.321.7199
 Email: wecare@gumdropbooks.com

Salesperson(s): Kim McCain

Order #: ORD139211
 Invoice Date: 11/27/2023
 Invoice #: PINV140494
 Terms: Net 60 Days

Customer: Storm Lake Public Library (C16628)

Storm Lake Public Library
 Elizabeth Huff
 609 Cayuga Street
 Storm Lake, IA 50588
 UNITED STATES

Purchase Order:

Item No.	Description	Series No.	ISBN	Qty	Unit Price	Ext'd Price
BPP02268	Earning Money	BPP0327	978-1-64747-900-8	1	\$18.95	\$18.95
BPP02269	How Money Is Made	BPP0327	978-1-64747-902-2	1	\$18.95	\$18.95
BPP02270	Money Then and Now	BPP0327	978-1-64747-901-5	1	\$18.95	\$18.95
BPP02271	Saving Money	BPP0327	978-1-64747-903-9	1	\$18.95	\$18.95
BPP02272	Smart Money Choices	BPP0327	978-1-64747-904-6	1	\$18.95	\$18.95
BPP02273	Spending Money	BPP0327	978-1-64747-905-3	1	\$18.95	\$18.95
BPP03017	Budgeting	BPP0423	979-8-88509-415-3	1	\$20.95	\$20.95
BPP03018	Investing	BPP0423	979-8-88509-416-0	1	\$20.95	\$20.95
BPP03019	Making Money	BPP0423	979-8-88509-417-7	1	\$20.95	\$20.95
BPP03020	Managing Credit	BPP0423	979-8-88509-418-4	1	\$20.95	\$20.95
BPP03021	Saving	BPP0423	979-8-88509-419-1	1	\$20.95	\$20.95
BPP03022	Taxes	BPP0423	979-8-88509-420-7	1	\$20.95	\$20.95

Remit to: Central Programs, Inc.
 Gumdrop Books™
 PO Box 505
 Bethany, MO 64424-0505

Federal ID: 43-1057878

Subtotal	\$239.40
Library Services	\$0.00
Sales Tax	\$0.00
Shipping and handling	\$0.00

Thank you for choosing Gumdrop Books™

Please include the invoice number (PINV140494) on your remittance.

Total USD \$239.40


239.40 Community Connect
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

MIDWEST TAPE

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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.: 504718140

Invoice Date: 12/01/2023

Customer: 2000006256

Delivery: 89367486

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	PAW PATROL: THE MIGHTY MOVIE Widescreen 1D *** Do Not Display Above Item Until: 12/12/2023 16162902	1407427412		30.99	23.24	23.24
1	EA	DVD	TEENAGE MUTANT NINJA TURTLES: MUTANT MAY Widescreen 1D *** Do Not Display Above Item Until: 12/12/2023 16104067	1407831246		30.99	23.24	23.24
2	EA				Product Sub-total:			46.48
							Please pay this amount in USD:	46.48

46.48

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

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.: 504679363
Invoice Date: 11/22/2023
Customer: 2000006256
Delivery: 89363726
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	INDIANA JONES AND THE DIAL OF DESTINY Widescreen 1D *** Do Not Display Above Item Until: 12/05/2023 15961272	1403844406		29.99	22.49	22.49
1	EA	DVD	JOE PICKETT SEASON 2 Widescreen 2 3D 16331254	1405967231		37.99	28.49	28.49
2	EA				Product Sub-total:			50.98
							Please pay this amount in USD:	50.98

50.98

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

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.: 504657370
Invoice Date: 11/17/2023
Customer: 2000006256
Delivery: 89350812
Customer PO:
Ship Via: United Parcel Service (UPS)
Page: 1 OF 2

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	BLUE BEETLE Widescreen 1D 16104053	1395922496		34.99	26.24	26.24
1	EA	DVD	GOONIES, THE Widescreen 1D 10173935	137242344		6.99	5.24	5.24
1	EA	DVD	HAUNTING IN VENICE, A Widescreen 1D *** Do Not Display Above Item Until: 11/28/2023 16162904	1402183661		29.99	22.49	22.49
1	EA	DVD	MIRACLE CLUB, THE Widescreen 1D 15994563	1395964675		26.99	20.24	20.24
1	EA	DVD	SILENT NIGHT IN ALGONA Widescreen 1D *** Do Not Display Above Item Until: 12/01/2023 16329592	1405819730		19.99	14.99	14.99
1	EA	DVD	WHITE LOTUS SEASON 2, THE Widescreen 2 2D *** Do Not Display Above Item Until: 11/21/2023 16162894	1399446279		25.99	19.49	19.49
1	EA	DVD	YEAR OF THE DOG, THE Widescreen 1D 16131363	1395577829		18.99	14.24	14.24

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.: 504657370

Invoice Date: 11/17/2023

Customer: 2000006256

Delivery: 89350812

Customer PO:

Ship Via: United Parcel Service (UPS)

Page: 2 OF 2

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	YOU HURT MY FEELINGS Widescreen 1D 15917849	1388371638		19.99	14.99	14.99
8	EA				Product Sub-total:			137.92
Please pay this amount in USD:								137.92

137.92
APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

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.: 504619726
Invoice Date: 11/10/2023
Customer: 2000006256
Delivery: 89340822
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	OPPENHEIMER Widescreen 2D *** Do Not Display Above Item Until: 11/21/2023 15994557	1404460838		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. # _____

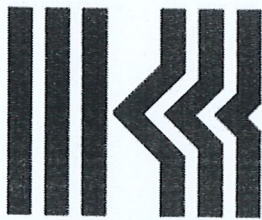
Acc't No. 001-4010-24-6502-0000

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



KASPERBAUER CLEANERS, INC.
 P.O. BOX 391
 CARROLL, IA 51401
 (712) 792-3852

Invoice

Invoice #: 170480

Storm Lake Public Library
 609 Cayuga Street
 Storm Lake IA 50588

Phone: 7127328026
 Fax:

Account: J8026
 Date: 12/07/2023
 Terms: CHG

Man	Description	QTY	Price	Amount	Delivery	Pick Up
3002	3x10 MAT BROWN	2	7.00	14.00	2	
3502	3x5 MAT BROWN	2	3.75	7.50	2	
4602	4x6 MAT BROWN	1	5.40	5.40	1	
9999J	ENERGY COST	1	5.00	5.00	1	

31.90

APPROVED FOR PAYMENT

Name _____

Date _____ P.O. # _____

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

Route:	04
Day:	TH
Stop:	210
Freq:	1
Min Charge:	5.50

WE RESERVE THE RIGHT TO CHARGE FOR LOST OR ABUSED GOODS
 SERVICES FURNISHED PURSUANT TO A SERVICE AGREEMENT

Sub-Total	31.90
Tax	
Invoice Total	31.90

X _____

Counted By



Proposed Closed Dates for SLPL in 2024 (Apollo and Control Systems)

<u>Prop. Closed Date</u>	<u>Holiday</u>	<u>Justification</u>
January 1, 2024	New Year's	Holiday (Monday)
March 29	Good Friday	City Holiday
May 27	Memorial Day	City Holiday (Monday)
July 4	Independence Day	Holiday (Thursday)
August 31		Library traditionally closes Labor weekend
September 2	Labor Day	City Holiday (Monday)
November 28	Thanksgiving	City Holiday (Thursday)
November 29-30		City Holiday (Weekend)
December 24	Christmas Eve	City Holiday (Tuesday)
December 25	Christmas	Holiday (Wednesday)
January 1, 2025	New Year's	Holiday (Wednesday)

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 **all claims and** 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. Amended December 11, 2023

LIBRARY PERSONNEL POLICY

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

D. Terminations

Removal of employees

Unless otherwise provided by the Code of Iowa, all employees in the library may be removed by the officer or body making the appointment to a city position. Every such removal shall be by written order, which shall give reasons and be filed in the office of the City Clerk and Human Resources, with a copy sent by certified mail or hand delivered to the person removed.

Employee resignation

All employees are at will, however, any employee wishing to terminate employment for any reason is encouraged to give a minimum of two (2) weeks' notice prior to the effective date of the resignation. The day an employee gives notice of resignation may be designated by the City of Storm Lake as the last day of employment. Resignation notice must be in writing to the Library Director with the reason and the effective date. The Library Director will then notify the City Manager.

Termination

An employee's at will employment relationship may be broken and terminated as follows:

1. Employee quits or retires.
2. Employee is discharged.
3. Engaging in other work while on leave of absence or giving false reason for a leave.
4. Falsification of employment applications.
5. Employee misses a full day of work, without notice to Employer, except in the case of extenuating circumstances.
6. Failure to report for work at the end of a leave of absence.
7. Theft, willful destruction and/or unauthorized use or altering of property or equipment belonging to the Library, City, or any employee.
8. Disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervisor.
9. Physical assault of fellow employees.
10. Violation of safety and health rules which endanger the employee and others.
11. Failure to report an accident/incident.
12. Act of harassment, verbal or physical.
13. Working on personal jobs or carrying on secondary employment on Library or City time.
14. Unauthorized possession of weapons, firearms, knives, or explosives on Library or City premises while conducting Library or City business.
15. Incompetence.
16. Bullying. Bullying is an employee (or group of employees) whose intention is to intimidate and/or create a risk to the health and/or safety of the employee(s). Bullying includes but is not

limited to behavior and intimidates, degrades, offends, or humiliates a person, often in the presence of others.

17. Threatening, intimidating, or coercing library patrons, residents, fellow employees, or others.

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