



# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR Susan Craig • PHONE 319-356-5200 • FAX 319-356-5494 • [www.icpl.org](http://www.icpl.org)

## BOARD OF TRUSTEES

### AGENDA

**5:00 pm – 2<sup>nd</sup> floor Board Room**

**January 24, 2019**

---

**Robin Paetzold, President**

**Diane Baker**

**Wesley Beary**

**John Beasley**

**Kellee Forkenbrock**

**Janet Freeman, Secretary**

**Carol Kirsch, Vice-President**

**Jay Semel**

**Monique Washington**

#### **1. Call Meeting to Order.**

#### **2. Public Discussion.**

#### **3. Approval of Minutes.**

A. Approve Regular Minutes of Library Board of Trustees December 20, 2018 meeting.

#### **4. Items to be discussed.**

A. Policy Review: 401: Finance Policy.

Comment: The policy has been revised to clarify a point of discussion from the December 20, 2018 meeting. Board action required.

B. Policy Review: 505: Volunteer Policy.

Comment: This is a regularly scheduled policy review. Board action required.

C. FY19 Strategic Plan.

Comment: Staff have completed a six-month report on the current strategic planning goals.

#### **5. Staff Reports.**

A. Director's Report.

B. Departmental Reports: Adult Services, Community & Access Services.

C. Development Office Report.

D. Inservice Day Report.

E. Spotlight on the Collection.

*If you will need disability-related accommodations in order to participate in this meeting, please contact Elyse Miller, Iowa City Public Library, at 319-887-6003 or [elyse-miller@icpl.org](mailto:elyse-miller@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

F. Miscellaneous.

**6. President's Report.**

A. Transition Committee.

**7. Announcements from Members.**

**8. Committee Reports.**

A. Foundation Members.

**9. Communications.**

**10. Quarterly Financial Reports.**

A. Second quarter Receipts and Expenditures.

**11. Quarterly Use Reports.**

- A. Six-month Output Measures.
- B. Six-month Circulation by Area and Agency.
- C. Six-month Circulation by Type and Format.

**12. Disbursements.**

- A. Review MasterCard Expenditures for December, 2018.
- B. Approve Disbursements for December, 2018.

**13. Set Agenda Order for February Meeting.**

**14. Adjournment.**

*If you will need disability-related accommodations in order to participate in this meeting, please contact Elyse Miller, Iowa City Public Library, at 319-887-6003 or [elyse-miller@icpl.org](mailto:elyse-miller@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

Iowa City Public Library Meeting Agendas and Other Significant Events		
JANUARY 24, 2019	FEBRUARY 28, 2019	MARCH 28, 2019
6 month Strategic Planning Update  <b>Policy Review:</b> <b>401: Finance</b> <b>505: Volunteers</b>  Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials  Departmental Reports: AS, CAS	Appoint Nominating Committee  State Accreditation  <b>Policy Review:</b> <b>813: Unattended Children</b>  Set Calendar for Next Fiscal Year  Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director  <b>Policy Review:</b> <b>703: Cable TV Channel Programming</b> <b>814: Copyright</b>  Departmental Reports: AS, CAS
APRIL 25, 2019	MAY 23, 2019	JUNE 27, 2019
President Appoints to Foundation Board  <b>Policy Review:</b> <b>817: Alcohol in the Library</b>  Review 3 <sup>rd</sup> Quarter Statistics and Financials  Election of Officers  Departmental Reports: CH, CLS, IT	<b>Policy Review:</b> <b>101: Bylaws</b>  Departmental Reports: AS, CAS	Director Evaluation  Develop Ideas for Board Annual Report  Departmental Reports: CH, CLS, IT
JULY 25, 2019	AUGUST 22, 2019	SEPTEMBER 26, 2019
Review Board Annual Report  Adopt NOBU Budget  Strategic Planning Update  Departmental Reports: AS, CAS	Review Annual Staff Report  Review 4 <sup>th</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT  OTHER: Board Dinner	Budget Discussion  Departmental Reports: AS, CAS
OCTOBER 24, 2019	NOVEMBER 21, 2019	DECEMBER 19, 2019
Budget Discussion  Review 1 <sup>st</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS	Departmental Reports: CH, CLS, IT



## **BOARD OF TRUSTEES**

### **Minutes of the Regular Meeting**

**DRAFT**

**December 20, 2018**

**Members Present:** Diane Baker, Wesley Beary, John Beasley, Kellee Forkenbrock (by phone), Janet Freeman, Carol Kirsch, Robin Paetzold, Jay Semel, Monique Washington (in at 5:21).

**Members Absent:** None.

**Staff Present:** Terri Byers, Maeve Clark, Susan Craig, Kara Logsden, Patty McCarthy, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

**Guests Present:** None.

**Call Meeting to Order.** President Paetzold called the meeting to order at 5:05 pm.

**Public Discussion.** Terri Byers on behalf of Local 183 thanked Susan Craig for her years of service.

### **Approval of Minutes.**

The minutes of the November 15, 2018 Regular Meeting of the Library Board of Trustees were reviewed. A motion to approve the Regular Minutes was made by Freeman and seconded by Beary. Motion carried 8/0.

### **Items for Discussion/Action.**

Policy Review: 401: Finance Policy. Craig said this regularly scheduled policy review had few substantive changes. If the City Council approves the fine free children's materials, lost and damaged funds will come into the operating budget, which is clarified under 401.6B. The policy also describes the arrangement for shared services with Coralville Public Library and North Liberty Community Library. Freeman asked about the President and Secretary signing the disbursements each month and Beasley wondered about this and whether the entire Board needs to approve the disbursements. Craig said we will get clarification of the language in the section about the Board approving all disbursements. Beasley suggested changing the language of lost and damaged funds being "moved" to being "deposited." A motion to approve the policy with the changes suggested by staff and changing the word "moved" to "deposited" as suggested by Board members was made by Beasley and seconded by Baker with the understanding that after consultation with the City Attorney's office we may revisit the policy. Motion carried 9/0.

### **Staff Reports.**

Director's Report. Craig, Mangano, and Carman met during this week to discuss the budget. Craig is confident Mangano and Carman will do a fine job at the upcoming Saturday budget meeting with City Council. The State accreditation application is due at the end of February. Craig encouraged everyone

to attend the great holiday programs during the week. Craig said that all of the Library boards she has worked with have been fabulous. She appreciates how much our Board members stand up for the library and support what we do and show what is important for public library service in Iowa City. Kirsch said when she moved here from Purdue University she was surprised at how integrated the university and community are because of the library and the downtown.

**Departmental Reports:**

Children's Services. No comments.

Collection Services. Paetzold asked about the Kanopy service. Craig said we are just beginning to evaluate the streaming movie service.

IT. No comments.

Development Office. Every Wednesday during January, Pagliai's will sponsor Eat out to Read. The Arts & Crafts Bazaar raised nearly \$8,000 this year. The end of the year fundraising is ahead of last year. A couple of new and returning users have found their way (back) to the library by visiting the Bookmobile.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

**President's Report.**

Paetzold thanked everyone who came to Inservice Day. She appreciated that Elsworth Carman was able to be there and introduce himself. There are a couple of transition teams and Paetzold thanked staff for taking on extra work. The managers have a transition schedule for Carman. The Transition team includes Paetzold, Beary, Kirsch, Mangano, and Paulios. Paetzold anticipates the committee will last for up to 3 or so months. Paetzold said it has been identified that a legacy director is often a set up for failure for the new director. Paetzold said Iowa City's relationship to the library is all down to Craig. She is a role model for all of us.

**Announcements from Members.** Freeman was surprised at how much she liked working with Craig. Kirsch appreciated Craig's steady, reliable, and articulate ways. Craig said she learned from great people.

**Committee Reports.**

Foundation Members. No meeting.

**Communications.** Semel shared the NY Times full page, full color ad from the NY Public Library.

**Disbursements.**

The MasterCard expenditures for November, 2018 were reviewed. A motion to approve the disbursements for November, 2018 was made by Semel and seconded by Kirsch. Motion carried 9/0.

**Set Agenda Order for January Meeting.**

Statistics 6 month

6 month strategic plan update

**Adjournment.** A motion to adjourn the meeting was made by Baker and seconded by Freeman. Motion carried 9/0. President Paetzold closed the meeting at 6:02 pm.

Respectfully submitted,  
Elyse Miller

**SECTION 401: FINANCE POLICY****401.1 AUTHORITY**

- A. The Library Board has final authority over all equipment and materials owned by the library and over the expenditures of all funds available to the library. See Title 11, Chapter 1 of the Iowa City Municipal Code updated July 17, 2008.

**401.2 ANNUAL OPERATING BUDGET (1000/10550110 - 10550900)**

- A. The Board delegates to the Library Director the responsibility for the preparation of the preliminary draft of the annual budget with necessary supporting data.
- B. The Board reviews, revises, and approves the proposed budget before it is submitted to the City Manager via the City Finance Department.
- C. The City Council approves the annual operating budget based on the City Manager's recommendations and input from the Library Board.
- D. When the budget has been approved, the Library Director is responsible for the operation of the library under the financial conditions set forth in the annual budget.
- E. To ensure ongoing monitoring of the budget and to meet requirements of the local ordinance, all disbursements must be approved by the Board ~~president~~ and signed by the President the and Board secretary. Disbursement lists are reviewed at monthly Board meetings. The Director shall provide at least quarterly reports to the Library Board on the status of the current year's budget.
- F. To ensure the validity of annual revenue projections submitted to the City Finance Department, all library fees and charges shall be reviewed each year from a report prepared by the Director.
- G. All balances in the Annual Operating Budget revert to the City's General Fund unless permission is granted by the Finance Department for a specific encumbered item not yet received, or for an uncompleted project. In these cases a budget amendment will be prepared.

**401.3 REPORTING, BUDGETING AND EXPENDING MONIES IN LIBRARY SPECIAL FUNDS**

- A. Each fiscal year's annual report will contain a balance sheet showing beginning and ending balances, receipts and expenditures by fund described in Section 401.4, 401.5, and 401.6.
- B. The Director shall prepare, and the Board shall approve a general budget plan for spending undesignated monies in the special funds described in Sections 401.4, 401.5 and 401.6 during the annual budget preparation process in September and October. Collectively these undesignated funds are known as NOBU funds (Non-Operating Budget/Undesignated).
- C. Generally, the receipts from one fiscal year will be used to fund the expenditures in the following fiscal year. If state guidelines require expenditure of funds within a fiscal year these requirements will be met.

- D. Exceptions to 401.3.C may be made with Board approval. These exceptions may be approved only after next year's operating and special fund budget proposals have been approved. Exceptions may complement or prepare for a project to be funded in the next fiscal year's operating budget, or they may substitute for projects which were not approved by the City Council for the following year's operating budget. Generally, this final review and approval occurs in July when balances from the previous year have been determined.
- E. Unlike the Annual Operating Budget, the balance in all Library special funds can be carried over to the next fiscal year, unless state guidelines require their expenditure.

#### 401.4 GIFTS AND BEQUESTS FUND (1001)

- A. Gifts which are designated for the Gifts and Bequests Fund are accepted by the Library Board and deposited in that fund. Gifts to the Iowa City Public Library Friends Foundation are accepted by the Development Office and are governed by policies of the Foundation.
- B. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Director shall seek the approval of the Board before accepting the gift.
- C. All gifts accepted for a special purpose shall be honored and used for these purposes. The Library will keep records to show the approximate expenditures of these restricted funds.
- D. Income from the Myron J. Walker Trust Fund is considered an undesignated gift and is deposited in sub-account 1001/10550430 of this fund after being received by the Friends Foundation.
- E. The formal accounting, reporting, and auditing for this fund will be done by the City Finance Department. The Director shall report on the activity of the Gifts and Bequests Fund at least quarterly.
- F. Because Gifts and Bequests Fund expenditures are not a part of the annual operating budget, all purchases from unrestricted funds shall receive prior approval by the Library Board, item by item or as part of the annual process described in 401.3. All expenditures from the Gifts and Bequests Fund shall be listed on the monthly disbursement list for review at monthly Board meetings and signed by Board officers .
- G. Development Office Salary Fund. (1005/10550600)

This fund is used to pay salaries and benefits of employees of the Development Office. The funds are contributed to the Gifts and Bequests Fund by the Iowa City Public Library Friends Foundation.

#### 401.5 ENTERPRISE FUND (10550320)

- A. Accounts may be established from time to time to handle income and expenditures for items which the Library sells. Examples: photocopies, printing, supplies, book bags, etc.
- B. The City Finance Department maintains the accounts for the Enterprise fund and the Director shall report on the status of this fund at least annually.



#### 401.6 SPECIAL PURPOSE FUNDS

- A. Jail Account. (1000/10000000/221907) The Johnson County Sheriff's Department provides these funds annually. They are used to buy materials for the Johnson County Jail.
- B. Lost and Damaged Fund. (1001/10550330) This is a revolving account for collecting fees paid for lost or damaged materials. Proceeds are used first to pay costs of collecting fines and materials from delinquent borrowers. The balance is used to replace materials, to repair or rebind damaged materials, or for any other purpose approved by the Board. See. 401.3. Beginning in FY20, lost and damaged payments will be moved to the general fund to offset the loss of fine revenues. The balance will be spent on Board approved items.
- C. Equipment Replacement Fund. Money is budgeted in and transferred from the Annual Operating Budget (401.2). Income from the sale of used items and miscellaneous recycling revenue is also deposited here. It is used to replace various kinds of equipment including computer hardware and software. Current replacement fund:
  1. Library Replacement Reserve (account 1000/10550800);
- D. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditure. (See 401.3)

#### 401.7 STATE FUNDS

- A. Reciprocal Borrowing and Interlibrary Loan Reimbursement. (1001/10550340)
  1. These funds are paid by the State Library to reimburse participating libraries for two different State-funded programs via annual contracts.
    - a. Reciprocal borrowing. Open Access Libraries receive reimbursement for loaning materials to cardholders from other participating libraries. The transaction rate is based on the amount of state funding and the total number of eligible transactions state-wide.
    - b. Interlibrary loans. Access Plus Libraries are reimbursed for all loans at the current rate or as funding permits.
  2. The funds shall be used for library materials, salaries, equipment, or for any other purpose approved by the Board. See 401.3.
  3. These funds are held in a reserve fund separate from the annual operating fund because State Library administrative rules require they be spent as additional monies for the library, not as a substitute for local tax monies.
- B. Enrich Iowa State Funding (1001/10550350)
  1. These funds are received annually from the state as direct state aid to public libraries. The amount is set by state law and is dependent on the number of libraries participating and the accreditation status of the libraries. The program is administered by the State Library.
  2. According to administrative guidelines, Enrich Iowa funds may not be substituted for local tax monies. State guidelines may require funds be spent on a general

purpose (e.g., technology), or within a specific time frame.

- C. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditure. See 401.3.

#### 401.8 CONTRACTS FOR SERVICE

- A. Local ordinance allows the Library Board to contract with others for use of the Library. Funds from these contracts are deposited in the Library's operating budget unless otherwise established by Board policy.

#### 401.9 GRANTS (1001/10550360)

- A. When required, applications for grants shall have the approval of the Library Board before submission.
- B. Grant funds requiring special reporting and auditing shall be placed in a distinct account as designated by the City Finance Department. Small grants which do not require extensive recordkeeping or special auditing shall be deposited in the Gifts and Bequests Fund and tracked internally by the Library.
- C. Expenditures from these accounts shall not require prior approval by the Library Board, but all expenditures shall be listed on the monthly list of disbursements.

#### 401.10 PURCHASING POLICY

- A. The Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.
- B. Administrative purchasing policies and procedures shall be reviewed periodically by the Library Director and shall be available for examination by an auditor or by the public.
- C. Purchasing policies and procedures will be similar to City policies and procedures. The expertise and procurement resources of the Central Purchasing Division of the City Finance Department shall be used whenever appropriate.
- D. If mutually beneficial, the Library may purchase or contract services in conjunction with other governmental entities, including, but not limited to the City, another library, or a library consortium.
- E. For collection items or services purchased jointly where all parties cannot be billed separately, each entity's proportionate share will be collected and deposited in the reimbursable account (1001/10550410).

#### 401.11 DISPOSITION OF SURPLUS PROPERTY

- A. Equipment and Furniture.
  - 1. First choice is given to other City departments. If an item has substantial value, a transfer of funds will be negotiated. Items may be donated to non-profit organizations at the discretion of the Library Director.

2. Disposition of property valued at less than \$500.  
Surplus property valued at less than \$500, shall be disposed of by any of the following methods: sale at a fixed price established by the Director, sale at a public auction, resale shop, sealed bid, or given to the Friends Foundation for sale to benefit the Library.
3. Disposition of property valued at \$500 or more.  
Any property with an estimated value of \$500 or more shall be disposed of by sale at public auction or sale by sealed bid.
4. The Library Board may make exceptions to this policy if they wish to sell the property to another government agency.
5. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased (General Fund, Gifts and Bequests Fund, Enterprise Fund, etc.), or to the equipment replacement fund.
6. If the surplus item has not been sold after all reasonable sale efforts have been made, the Library Director may dispose of the item in the most appropriate manner.

B. Books and Other Library Materials.

1. These items shall be withdrawn from the Library's collection as outlined in the Library Board's Collection Development Policy.
2. Items will be used in outreach collections, given to local nonprofits or other libraries, sold by the Friends Foundation, or discarded. The decision on the disposal of each withdrawn item will be based on the same criteria used to sort books given to the library.
3. All monies from the sale of withdrawn library materials will go to the Friends Foundation to benefit the library.

Library Board of Trustees

Adopted: March 28, 1985  
 Revised: December 22, 1987  
 Revised: November 16, 1989  
 Revised: December 20, 1990  
 Revised: June 27, 1991  
 Revised: February 26, 1993  
 Revised: May 26, 1994  
 Revised: December 19, 1996  
 Revised: August 24, 2000  
 Revised: February 19, 2004  
 Revised: December 21, 2006  
 Revised: October 25, 2007  
 Revised: October 15, 2009  
 Revised: November 15, 2012  
 Revised: December 17, 2015

Revised: December 20, 2018  
Revised: January 24, 2019

**505 Volunteer Policy**

**Proposal:** A routine staff review generated no recommended changes to the Volunteer Policy.

**Background:**

The Volunteer Policy defines why the Library has a Volunteer Program and governs how it operates. The Library has a very active volunteer program with 230 volunteers donating 8,843 hours in FY18 – an average of 43 hours for each volunteer. Time donated by our wonderful volunteers represents 4.57 FTE's of time worked at the Library.

The Development Office and Community & Access Services departments work with the majority of ICPL volunteers because The Book End and book check-in are primarily staffed by volunteers. Community & Access Services works with volunteers who are completing community service hours, either because of court-appointed or class-related service. In the Iowa City Community School District, each 8<sup>th</sup> grader is required to complete four hours of volunteering for their Personal Development class. We host many 8<sup>th</sup> grade volunteers who are usually assigned to shelf-straightening or assisting with a collection maintenance task such as cleaning DVD cases.

Each department has a staff member designated as the Volunteer Supervisor who trains and supervises volunteers in their department. Volunteer Supervisors meet six times a year as a group and also plan the annual Volunteer Recognition event held in April.

The Community & Access Services Senior Library Assistant manages day-to-day operations of the Volunteer Program. This staff member receives and reviews applications and maintains a list of volunteer job openings. They also work with Volunteer Supervisors to place volunteers. Once a Volunteer is placed, they also work with the staff supervisor, Volunteer and Business Office to complete a background check if needed. Jobs that require background checks include Book Check-in, Book End Store Clerk, Collection Maintenance and Tutoring.

We have a wonderful group of Volunteers at Iowa City Public Library and appreciate the contributions they make to Library operations.

**Staff Recommendations:** No suggestions for changes were identified.

**Action Required:** Review.

**Prepared by:** Kara Logsden, Community and Access Services Coordinator,  
January 3, 2019.

**Review committee:** Volunteer Supervisors Work Group: Terri Byers, Mary Estle Smith and Kara Logsden (Community & Access Services), Patty McCarthy (Development Office), Brad Gehrke (Maintenance), Diana Morris (Collection Services), Anne Wilmoth and Mari Redington (Children's Services), and Brian Visser (Adult Services).

505. VOLUNTEER POLICY

505.1. The Iowa City Public Library welcomes volunteers from the community in order to:

- A. Implement programs and services that further its goals and objectives at a level not funded in the regular budget.
- B. Establish a pool of volunteer workers to assist with large projects which require additional staffing, to be on-call for tasks occurring on an intermittent basis, or to provide regular on-going assistance.
- C. Create a strong link with the community by developing a group of citizens who, through their volunteer work, become knowledgeable about the Library's services and needs.
- D. Provide meaningful work experiences for special groups, such as community service clients, personal development classes, special needs populations, and others, as staffing permits and suitable jobs are available.

505.2 Recruitment for volunteer positions, applicant screening, coordination of applications, and placement will be the responsibility of the Volunteer Coordinator. Supervision, training, and evaluation will be the responsibility of the department where the volunteer works. In general, the Library accepts applications from individuals age 12 and older. Exceptions must be approved by the Volunteer Coordinator.

505.3 General employment practices will be applied in the recruitment, placement, supervision and possible termination of all volunteer positions.

505.31 A current job description will be maintained for each volunteer job.

505.32 Approved applicants will be placed in available positions based on their interests, availability, and skills. Placement of an applicant may not always be possible.

505.33 Volunteers will work under the supervision of paid Library staff.

505.34 Volunteers will observe regular work rules while engaged in work for the Library.

505.35 Library staff reserves the right to terminate a volunteer if the volunteer's performance does not meet the standards for the job in which they have been placed.

505.36 City of Iowa City policies will be followed for volunteer jobs requiring background checks.

505.4 Volunteers will be used to augment basic services but will not be used to replace paid Library staff positions.

505.5 Each year the Library will recognize volunteers for their service during the previous year.

505.6 Volunteers may request reimbursement for transportation expenses related to time spent volunteering at the Library. Reimbursable expenses are parking meter and ramp tolls and bus fares.

Adopted: 2/22/79  
 Revised: 3/27/80  
 Revised: 9/30/82  
 Revised: 11/17/83  
 Revised: 3/22/84  
 Revised: 1/22/87  
 Revised: 12/14/89  
 Revised: 6/27/93  
 Revised: 2/27/97  
 Revised: 2/24/00  
 Revised: 11/21/02  
 Revised: 11/17/05  
 Revised: 10/23/08  
 Revised: 9/27/12  
 Revised: 12/17/15  
 Reviewed: 1/24/19



## Strategic Plan FY19: Goals and Objectives

- Connect:** The Iowa City Public Library connects people to information essential for daily living and offers them opportunities for enjoyment and personal growth
- Engage:** The Iowa City Public Library actively encourages discovery, learning, and greater participation in community life
- Enrich:** The Iowa City Public Library contributes to the quality of life in Iowa City by offering opportunities to explore diverse ideas, to exercise imagination, and to express creativity

6 month update	
Goal 1: Public Awareness	
1. Evaluate ways we communicate with our community and improve information delivery to identified populations.	<p><b>Report:</b></p> <p>We reviewed and updated the Library's Communications Overview, a document that details how the Library communicates with the community and the intended purpose of the communication. We also studied demographics for the community and, in particular, demographics of students in the Iowa City Community School District. We also worked to determine what languages are spoken in homes in our community, how new lowans get information about the Library and our community, and where racially diverse groups get information about Library programs. We worked with OmniLingua to translate the "How to Get a Library Card" bookmark and Summer Library Bus/Ride and Read into Swahili and translated the letter we send to parents when a child gets a Library Card into Arabic, French, Spanish, and Swahili. Swahili materials were delivered to community centers serving this population gather. We will add a new eNewsletter in January that focuses on ICPL collections.</p>
2. Introduce the new Library Director to the community.	<p><b>Report:</b></p> <p>A Board/Staff committee was formed to help onboard the new Director. Media releases were sent to announce the new Library Director and posts added to social media. An announcement was made in the weekly Iowa City Update produced by the City's Communications Department and an announcement in the "Movers and Shakers" section of the "Corridor Business Journal."</p>
3. Share Library information at PrideFest.	<p><b>Report:</b></p> <p>We participated in the 2018 PrideFest and plan to participate in the Summer of 2019.</p>
4. Work with Cedar Rapids Public Library and other corridor public libraries raise awareness about area libraries.	<p><b>Report:</b></p> <p>We participated in a social media campaign to raise awareness of corridor libraries during the summer of 2018 with neighboring libraries. We awarded ICPL prizes to patrons who posted in the campaign. The program was a success and will be repeated during the summer of 2019 if Cedar Rapids Public Library is interested. In addition, a new group is forming between corridor libraries to bring together communications staff to work on joint collaboration ventures.</p>

5. Work with City of Iowa City Communications Staff to share information about Ped Mall reconstruction.	<p><b>Report:</b></p> <p>ICPL staff attended weekly City meetings to learn about construction progress. ICPL staff wrote media releases for the City with updated information which was also shared on ICPL social media venues. Staff also maintained a bulletin board with information about construction plans and updates. Blog posts were created as needed to help share the message that the Library was open for business during construction.</p>
<b>Goal 2: Collaboration</b>	
1. Evaluate service area restrictions and online library card sign-up for digital collections.	<p><b>Report:</b></p> <p>OverDrive's Instant Digital Card program was discussed at the October Digital Johnson County meeting. Peer libraries offering the digital card were contacted about their experience with the program; responses are currently being collected. A decision about joining the program will be made in the spring.</p>
2. Explore collaboration with schools and Public Libraries of Johnson County to create a single use student library card that serves multiple library locations.	<p><b>Report:</b></p> <p>Meetings with Kristi Harper from the ICCSD and staff from the North Liberty Community Library and Coralville Public Library have taken place. We are also exploring how to introduce a second library card to our systems.</p>
3. Consider a collaboration/partnership to provide a series of programs focused on effective parenting and how children learn.	<p><b>Report:</b></p> <p>We are still in the consideration phase and determining what the program series will focus on and who our partners will be.</p>
4. Collaborate with Obermann Center for the Obermann History Symposium 2019 focusing on disabilities.	<p><b>Report:</b></p> <p>Preliminary planning has begun for ICPL's participation in the program.</p>
5. Investigate collaboration with Elder Services or other agencies to improve access for At Home services.	<p><b>Report:</b></p> <p>Information about the At Home program was shared through Meals on Wheels in the fall. We are piloting Lobby Stops at three retirement residences to help patrons access Library services. Some of these patrons sign up for At Home services or place holds to be delivered at the Lobby Stop. We are learning that a hybrid At Home program may be needed for the patrons served at the Lobby stops.</p>
6. Work with City and other partners to implement the Racial Equity Toolkit initiatives.	<p><b>Report:</b></p> <p>Three groups are meeting to work on three Equity Toolkit initiatives. Staff studied the adverse effects of overdue fines on children's access to Library services, mapped delinquent children's cards, and advocated during the budget process to eliminate fines on children's materials; monitoring conduct reports to determine if minorities are disproportionately affected and identify ways to ensure fair and equal treatment; and studying the ways racially diverse groups get information about Library services with a goal to improve information delivery. A report about staff work in these initiatives was provided to the City Council in November and shared at the City Manager's Roundtable meeting in December.</p>
<b>Goal 3: Programs</b>	
1. Contribute programming to RAGBRAI and Downtown Block Party events.	<p><b>Report:</b></p> <p>Five bicycle themed films were shown during RAGBRAI and a charging station was moved to the first floor to offer easy access for riders. More than 60 players participated in a video game tournament. Plans are in the works for next summer's Downtown Block Party.</p>



2. Participate in fall Gallery Walk to share refurbished Hazel Westgate collection.	Report: ICPL participated in the Downtown District's October Gallery Walk. Illustrators Claudia McGehee and Jennifer Black Reinhardt attended as special guests to discuss their work; both artists provided new acquisitions to the Westgate Collection. A new brochure for the collection and a digital exhibit were also created. 114 people attended the event.
3. Evaluate future of the Children's Gardens with Ped mall redesign.	Report: We are closely monitoring what will happen in the spring to our garden area as it will be under construction this year.
4. Evaluate Special Access Browsing Hour.	Report: Meetings between the Library and the Iowa City Autism Community Group are scheduled. We hope to offer an online survey to their group in January.
5. Increase classes offered in Digital Media Lab (DML).	Report: Staffing change in Library Assistant III and Digital Media Lab Intern positions have postponed new classes for the first half of FY19. New classes are planned for the next six months. Partnerships with United Action for Youth, PATV, and Public Space 1 have been very successful and will expand from January through June.
6. Continue history tour programming, including taping of tours if possible.	Report: Multiple programs with a variety of partners have been planned for May's Weber Days local history celebration. An online display of urban photographs is also planned.
7. Evaluate STEAM Fest and Comic Con as ongoing annual events.	Report: Due to low attendance and multiple STEAM Festivals occurring in our community, we decided to postpone the STEAM Fest this year. Lib Con was very successful with more than 700 people attending. Our 2 <sup>nd</sup> Lib Con event will be held August 10, 2019.
8. Evaluate use of Project Outcome to measure the impact of library programming on patrons and the community.	Report: Planned for spring 2019.
<b>Goal 4: Content</b>	
1. Digitize historical Iowa City newspapers.	Report: Digital newspaper archive website launched in July 2018. The site contains 55 newspaper titles and 141,840 newspaper pages that are browsable and keyword searchable.
2. Ensure collection development reflects changes in circulation and marketplace.	Report: Five years of data comparing collection budget allocations, circulation, and collection size was compiled and shared with the selection team to identify trends. Selectors will identify needed changes to the collection plan and future materials budget in the coming months.
3. Evaluate streaming video service.	Report: We looked at Kanopy, (our current streaming video service) usage data from the first four months of FY19. An average of 167 patrons use Kanopy per month. Only 8% of patrons use their eight credit limit, while most patrons average four credits a month. While the data indicates the current limit is sufficient for demand, a December user study indicated patrons would like more credits. At the beginning of January, we moved the credit limit to 10. Overall, 81.9% of Kanopy

	users were satisfied. We will evaluate other streaming services available to libraries in the spring.
4. Add experience kits that provide resources to engage in activities or projects, such as birdwatching or stargazing.	Report: The scope and criteria for the collection are defined, the themes of the first twenty kits determined, and contents purchased. The kits will be introduced in January. We were awarded a generous grant from the Community Foundation of Johnson County to help fund this project.
5. Add a platform to the Digital History Project (DHP) to collect and record local history stories.	Report: A working proposal was developed on how to move local history articles from the blog to the Digital History Project website once the Islandora/Fedora platform is ready for this project. Blog posts that would work well on the DHP were identified. To be completed for Weber Days in May, 2019.
6. Evaluate Library's institutional archives and plan for long-term selection, preservation, and digitization.	Report: A collection plan is currently being written to explain the purpose of the archives, identify what we preserve, the formats we have, and who has access to it. Nancy Kraft from the University of Iowa Libraries evaluated the archives and our current workflow and helped identify areas for focus.
7. Consider use of MOBIUS or similar system to offer easy access to off-site collections and improve delivery of materials between libraries.	Report: This will be done in the next 6 months.
<b>Goal 5: Technology</b>	
1. Upgrade Digital History Project content management system.	Report: The Islandora/Fedora, an open-source software platform for digital collections, was installed and configured. A sample collection to add to the site is currently being identified.
2. Review Bookmobile technology.	Report: A review of current technology was completed. A few issues were identified, primarily with connectivity while the bookmobile is in the field, and the speed of the laptops that support circulation. Bookmobile staff are gathering information to determine whether more action is required.
3. Consider additional resources for Digital Media Lab.	Report: DML users were surveyed and based on their suggestions, seven sets of virtual goggles and six drawing pads were added. Classes using the new equipment are being planned and additional resources are being considered.
4. Consider an online community calendar	Preliminary meetings were held.
5. Complete upgrade to the library catalog (Virtual Branch).	A working group established a set of features and requirements. A working prototype is in place and is being used for development and testing. We will get feedback from staff in the next calendar year.
6. Develop and launch new personalized patron account interface (Virtual Branch.)	The patron interface is part of the library catalog upgrade project above and is being implemented along the same timeline.
7. Evaluate library hold delivery via CHOMP.	Report: Patrons do not use CHOMP delivery often; however, we derive enormous savings by returning Open Access materials to the Coralville Public Library. (e.g., 10 regular Open Access items sent via

	USPS cost \$31.06. For \$31.92, CHOMP delivered 155 items to Coralville Public Library in July.)
8. Begin discussion of a multi-library ILS system that includes ICPL.	Report: An inquiry to gauge interest level has been made.
9. Consider sending notices via text message.	Report: Staff resources have focused on catalog improvements. If warranted, we will implement text notification as a part of the catalog project. A decision will be made in the spring.
10. Formalize and document PCI Compliance.	Report: A working group has been established and is reviewing PCI compliance documentation toward creation of a policy and procedures.
11. Prepare for end of Channel 20	Report: The Board discussed this in October. The policy review is scheduled for March, 2019. The final broadcast date is April 2, 2019.
<b>Goal 6: Space/Facilities</b>	
1. Investigate the need for a dedicated outreach vehicle.	Report: We are piloting a Lobby Stop program at four retirement residences. This service would benefit from a dedicated outreach vehicle. We are also evaluating the number of times an outreach vehicle would be used for adult, teen, and children's outreach programs.
2. Plan for replacement of public access computer workstation furniture.	Report: Funding for this project is now in FY22, so this should be moved to FY20.
3. Repurpose old Circulation Desk space and address holds shelves available.	Report: Remodeling was completed in December and features additional space for holds, space for book sales from The Book End, library card registration. A new display to highlight book club kits, circulating equipment, and Discovery kits will be added soon.
4. Identify areas that need to be re-carpeted; update budget for replacement.	Report: This project is now in the City 2022 CIP budget; move this objective to FY20.
5. Work with the City of Iowa City to identify long term storage location for the Bookmobile.	Report: We continue to remind City staff about the need for long-term storage.
6. Plan for replacement of the toddler, CD, and puzzle shelving in the Children's Department.	Report: A budget request was made for FY20. Budget request was not approved in operating budget.
7. Replace HVAC components in the FY19 CIP budget.	Report: This project is complete.
8. Install generator backup for server room.	Report: This will be completed before the end of the fiscal year. We needed to replace the HVAC components first.
<b>Goal 7: Staffing</b>	
1. Assist the Board as needed in the hiring of a new library director.	Report: Board Search Committee included two staff representatives (one manager, one bargaining unit). Other staff handled logistics and supported the process.
2. Develop a transition plan including Board and staff to work with the new director, including a feedback process after six months.	Report: The Board president appointed a committee in December to assist with this process.

3. Identify training needs; offer training.	Report: A staff book group is currently established to discuss books and articles on pertinent issues affecting the library. The staff training group will be established in January 2019.
4. Evaluate Bookmobile summer Fridays and plan for staffing if continued.	Report: Fridays are needed in the Summer Schedule in order to serve three Stories in the Park programs per week and visit sites that focus on children. During the Summer of 2018 we rotated Help Desk trained staff members on the Bookmobile three hours per week to help with staffing. Additional staff time may be needed for the Summer of 2019.
5. Investigate staffing levels at public service desks.	Report: We are surveying staff one week each month to determine the activity level at the public service desks each hour we are open during the day. The study continues through May 2019.
6. Assist the City as they address wages for hourly workers.	Report: This information was provided during the budget process. The City Council approved a city-wide starting wage of \$11.50 beginning July 1, 2019. The goal is to raise the starting wage to \$15.00 over three years.
7. Formalize personnel procedures with City Human Resources staff.	Report: Job vacancies are posted through the MUNIS system and applications are received through this system and provided to hiring supervisors. Audits of personnel files and procedures resulted in several corrections/improvements. Currently working to transition payroll to the KRONOS system.
<b>Goal 8: Funding</b>	
1. Advocate for public and private funding support.	Report: A public retirement reception for Susan Craig, outgoing Director, was hosted by the Friends Foundation on December 2, 2018. More than 200 people attended. The Friends Foundation sponsored the Winter Window newsletter which featured articles about the work and impact of the Foundation on the Library. A donation envelope was included in the mailing to 57,000+ addresses in Iowa City and Johnson County on November 15, 2018. Donations are being received, including some from new donors.
2. Introduce series of brief promotional videos to reach donors and potential donors.	Report: Work will begin after January 1.
3. Introduce the Wade Society to recognize long time and legacy donors.	Report: The Winter Window newsletter featured an article about an estate gift and introduced planned giving. In response, a long-time donor contacted us to share their estate plan to benefit ICPL. An event with legacy donors is being planned for February.



## Adult Services Department Report

January 24, 2019 Meeting of the Iowa City Public Library Board of Trustees

Maeve Clark, Adult Services Coordinator

### VITA and Income Tax Forms and Instructions

VITA, Volunteer Income Tax Assistance, a program of the Internal Revenue Service, is a long-standing partnership with Beta Alpha Psi, an accounting fraternity at the University of Iowa Tippie College of Business, and the library. The program is partially underwritten by United Way of Johnson and Washington Counties, the University of Iowa Community Credit Union, and Johnson County. The service runs from late January to mid-April in the Digital Media Lab. Trained student volunteers, under the guidance of Joyce Berg, Sidney G. Winter Professor of Accounting, assist the public with free income tax preparation and online filing. Last year 1,175 tax filers were helped by VITA at the library. Each year use continues to grow. The service is limited to those who meet income guidelines. We are unsure how taxpayers will be affected by the 2019 partial government shutdown, but VITA's first session will begin as planned on January 26.

There were significant changes to the income tax law last year and the library will now distribute a redesigned Form 1040 and more schedules, instructions, and forms. Tax season is always busy for the Info Desk and Switchboard staff, but we predict this year we will be asked even more questions than usual. We have not yet received any forms, instructions, or publications from the Internal Revenue Service, but at least one library in Iowa has received a partial order of their forms, so we are hopeful that we too will soon receive ours. Last year we distributed a combination of 2,405 forms and instructions. We are able to print forms from the [irs.gov](https://www.irs.gov) website. The State of Iowa stopped its distribution of tax forms a number of years ago.

### Holiday Activities



The Teen Center is always busy over the holiday break and one of the favorite activities is the Super Smash Brothers Tournament. Brian Visser, Teen Services Librarian, has managed the tournament for several years and this year it was even better because the library purchased Super Smash Brothers **Ultimate**. The library always awards a gift card to the winner, but this year one of our expert players donated prizes too. Alas, he wasn't the winner, but he was a runner up. Behavior problems have greatly decreased in the Teen Center and activities like these have really helped. The cadre of game players left after the tournament to get a pop, but soon returned to continue playing.

An initiative that Susan Craig advocated was finally adopted. She wanted to share her old wrapping paper with the public and pair a free wrapping station with the annual Arts and Craft Bazaar. Staff were asked to share wrapping paper, bows, and gift bags, and we opened a gift wrapping station in the Digital Media Lab. Some of the public who used the wrapping station also donated to the supply. The Digital Media Lab was open as usual for users. (Wrapping a present or two is a quiet activity.) We planned to keep the station open for one week, but it proved so popular that we extended it until December 23, the last day we were open before Christmas. While not a typical ICPL program or service, it is one that we will continue. This year's holiday season we plan on having programming related to the wrapping station, recycling, and reuse.



## Community & Access Services Dept, Help Desk Bookmobile

Update for ICPL Board of Trustees

Prepared by Kara Logsden, January 2019

### Literary Kiosk

Iowa City Public Library hosted a Literary Kiosk during the month of December. The Kiosk is a project of UI Libraries and the City of Literature. ICPL patrons could choose to print a 1- 3- or 5-minute story. The Literary Kiosk was very popular. During the month when the Kiosk was at ICPL, 1,137 stories were printed.



### Lobby Stop Update

In November we reported about a pilot program to investigate the need for Lobby Stops at retirement residences. From Bookmobile services we learned about people at retirement residences who are unable to use the Bookmobile because of mobility issues. The pilot program served Walden Place, Bickford Senior Living and Legacy Assisted Living. Each site was visited three times and staff checked out 32 items, issued 18 Library Cards and answered 52 questions. Based on this, we believe the program should continue. Beginning in January, CAS staff will visit these sites plus Emerson Point on Monday afternoons. Each site will be visited twice a month. The Library's Travel Van will be used to deliver these services, adding to the demand on this vehicle to support Library Outreach initiatives.

*"I know the Bookmobile comes to Legacy Independent Living once a week, but the stop is so far away I can't make it there with my walker."*  
-Legacy Assisted Living Resident

### Holds Area Remodeling

The Holds Area remodeling project was completed in November. Many thanks to our wonderful Maintenance Department for completing the heavy work and scheduling contractors. Now there is more room for Holds and we no longer have the bottle-neck near the Help Desk. A bonus is the addition of books for sale from The Book End. In 2018, the Holds shelves averaged holding 900 items each day, ranging from a low of 679 to a high of 1,085 items. We appreciate the remodeled space and the improvement in service it brings to our patrons.

### Fall 2019 Bookmobile Schedule and Grant Wood School

In December we received a call from staff at the Neighborhood Centers of Johnson County (NCJC), inquiring about ways we could improve our partnership to provide Bookmobile services to students at Grant Wood Elementary. NCJC is writing a 21<sup>st</sup> Century Grant and invited Iowa City Public Library to be a named partner in the proposed project. We signed a Memorandum of Understanding and shared information about the Library's Outreach Policy that guides Bookmobile services.

We plan to meet with NCJC staff before setting the Fall 2019 Bookmobile schedule to map out ways our organizations can work together to resume Bookmobile services at Grant Wood Elementary. Grant Wood will have construction during the summer of 2019 and their summer students will be relocated to Alexander and Twain Elementaries. With the Bookmobile already serving these schools, we are set for the summer and serving Grant Wood Elementary students at these alternative locations.

**Development Office Report**  
 Prepared for the Board of Trustees  
 Iowa City Public Library  
 by Patty McCarthy, Director of Development  
 January 24, 2019

**You are Invited**

***Eat Out to Read@Pagliai's Pizza***

Plan to beat the winter blues by enjoying Pagliai's Pizza every Wednesday in January and know that you are helping ICPL too.

Mention Iowa City Public Library when you pay your bill for eat in or take out and Pagliai's will donate 25% of your ticket to the ICPL Friends Foundation.

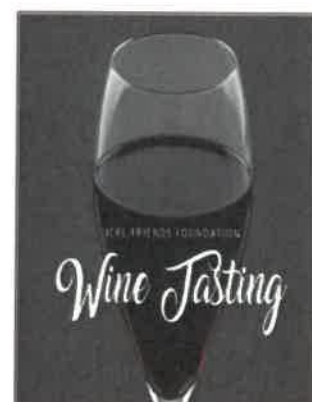
Pagliai's Pizza: 302 E Bloomington Street in Iowa City (corner of N. Linn and Bloomington Streets). Hours: 4pm-11pm every day. 319-351-5073



***Wine Tasting@HyVee***

Restock your favorites and sample potential new favorite wine, beer, and liquor while talking with other library friends. During our fourth annual HyVee Wine Tasting evening, a portion of the total sales of adult beverages will be donated to the Library Friends Foundation.

We look forward to welcoming you on **Friday, February 15**, 5-7:30pm at the HyVee Drugstore, 310 North 1<sup>st</sup> Ave in Iowa City (corner of First and Avenues). Parking is available in the convenient lot. This fourth annual event will be in the Wine & Spirits Department.



Distributors of adult beverages will offer tastings of their products during this casual drop-in event for those aged 21 years and over.

**Huge Book Sale**

Shop for new reads on **Saturday, February 23** at the overstock book sale where you "name the price." Sale hours are 10am-3pm in Meeting Room A. Everyone is sure to find something from the hundreds of books for all ages and interests. Customers will pay what they want to because there are no set prices.

The sale coincides with the *One Book, Two Book* children's festival hosted by the Iowa City UNESCO City of Literature at hotelVetro across the ped mall from ICPL. Both events are free. Spend a fun, book-centered day downtown with your children and grandchildren!



**2019 Friends Foundation Board of Directors Meetings**

January 30 at 4pm in Meeting Room D  
 March 13 at 4pm in Meeting Room D  
 June 5 at 4pm in Meeting Room D

To: Library Board of Trustees

From: Maeve Clark (Adult Services), Alyssa Hanson (Information Technology), Lyndey Kelly (Adult Services), Erik Moser (Community and Access Services), Brent Palmer (Information Technology), Candice Smith (Adult Services), and Anne Wilmoth (Children's Services)

Date: January 24, 2019

Re: InService Day 2018

The InService Day committee is pleased to announce that InService Day 2018 was a smashing success. One of the purposes of InService Day is to honor significant anniversaries (every five years) of our staff members during breakfast. This year, we celebrated the milestones of 15 people: thirty years for Debb Green and Charlie Koenigsaecker; twenty years for Heidi Lauritzen, Kara Logsdan, and Diana Morris; fifteen years for Sarah Andrews; ten years for Jane Bradbury, Karen Gordon, Tom Jordan, Anne Mangano, Melissa Osvald, and Victoria Walton; and five years for Meredith Hines-Dochterman, Brent Palmer, and Morgan Reeves. Thank you to all for their time and dedication to our Library.

We devoted the morning to supporting and serving diverse populations, focusing on our patrons who have autism and our patrons who are lesbian, gay, bisexual, or transgender. The first session, "Autism Spectrum Disorder: Knowledge, Understand, and Support" included a panel of Sue Askeland (Northwest AEA speech pathologist & Grant Wood AEA autism consultant), Joel Wesselink (University of Iowa employee and autism expert), and Jenny Winegarden (ARC of Eastern Iowa Associate Program Director). They provided insight into what autism is and examples on how individuals might experience autism. This panel was followed by a presentation, "LGBTQ Allyship," by Becky Smith, Director of Youth Engagement at Iowa Safe Schools. She discussed some of the issues and challenges our LGBTQ patrons might face, especially teens. Both sessions focused on strategies in providing a safe, welcoming environment.

In the afternoon, Dan Chibnall, STEM Librarian at Drake University, presented "Fake News and How to Combat It." As information is disseminated at an astronomical rate, Chibnall explained how to spot misleading information on social media and other websites, analyze sources, and make informed opinions about the information we are confronted with.

At the end of the day, we turned to look to the future of the Iowa City Public Library and reflect on its past. Elsworth Carman introduced himself to the staff, discussed his background, and answered questions attendees had. We finished the day honoring Susan Craig and her 41 years of service to this Library, sharing photographs and stories.

Every InService Day, we survey our staff on how the day went. In the 45 responses we received, *all* rated the day a 4 or a 5 (out of a scale of 1-5, five being the highest). The InService Day committee wishes to express its continued appreciation to the Board of Trustees for supporting this opportunity to spend the entire day together, learn, and honor our co-workers.



By Maeve Clark, Adult Services Coordinator at the Iowa City Public Library

Let's begin the year with a reasonable goal: to be happier. Is it possible? Can the Iowa City Public Library help?

Happiness comes in many flavors and designs and the Library has a good number of options from the materials on the subject. Let's start with the concept of hygge, (hue-guh,) the Danish idea that encompasses a feeling of coziness and contentment. After all, Denmark consistently achieves one of the top spots on the annual World Happiness Report.

Jump in to the concept with "The Little Book of Hygge: Danish Secrets to Happy Living" or "The Little Book of Lykke: Secrets of the World's Happiest People," both of which are written by Meik Wiking. There's also "The Book of Hygge: The Danish Art of Contentment, Comfort and Connection" by Louisa Thomsen Brits. All three books explain how to live a more hygge (and lykke) life, and laying out the fundamentals, such as slowing down, being present, enjoying the moment, and feeling cozy. It's about finding that moment of total contentment while doing the simplest things.

But hygge extends beyond self-actualization. Hygge can be applied to cooking, and really, what is more comforting than a deliciously cooked meal shared with others? Choose from titles such as "Scandinavian Comfort Food: Embracing the Art of Hygge" by Trine Hahnemann; "Tasting Hygge: Joyful Recipes for Cozy Days and Nights" by Leela Cyd; "How to Hygge: The Nordic Secrets to a Happy Life" by Signe Johansen; "The Hygge Life: Embracing the Nordic Art of Coziness Through Recipes, Entertaining, Decorating, Simple Rituals, and Family Traditions" by Gunnar Karl Gíslason & Jody Eddy; and "ScandiKitchen: Fika & Hygge: Comforting Cakes and Bakes from Scandinavia with Love" by Bronte Aurell. Fika is the Swedish concept of making time to share a cup of coffee (or tea) with friends and colleagues each day with a little something to eat, too.

Hygge can also apply to childrearing. "The Danish Way of Parenting: What the Happiest People in the World Know About Raising Confident, Capable Kids" by Jessica Joelle Alexander and Iben Dissing Sandahl, and "There's No Such Thing as Bad Weather: A Scandinavian Mom's Secrets for Raising Healthy, Resilient, and Confident Kids (from Friluftsliv to Hygge)" by Linda Åkeson McGurk are two books parents might want to read. Friluftsliv is a Norwegian word loosely translated as "open air life."

And, of course, hygge and crafts go hand in hand. Some of the most popular designs in sweaters, scarves and mittens are from Denmark, Finland, Sweden, Iceland and Norway. Two books in the Library's collection that might spark your imagination are "Making Winter: A Hygge-inspired Guide for Surviving the Winter Months" by Emma Mitchell and "Scandi Christmas: Over 45 Projects and Quick Ideas for Beautiful Decorations & Gifts" by Christiane Bellstedt Myers.

Find your happy at the Iowa City Public Library in 2019!

## ICPL picks best books of 2018

Meredith Hines-Dochterman, Public Relations Specialist at the Iowa City Public Library

I sent an e-mail to the entire Iowa City Public Library staff in early November. The question may have been simple – “What was the best book you read in 2018?” – but as any book lover will tell you, it doesn’t have a simple answer.

The purpose of my e-mail wasn’t to torture my colleagues, but to repeat what the Library has done since 2012: compile a list of great reads published that year. Everyone was asked to name a favorite book, or more, in 10 genres: fiction; young adult; children's – babies through second grade; children's – third through sixth grades; romance; mysteries and thrillers; science fiction/fantasy; autobiography/biography/memoir; non-fiction; and graphic novels.

The only rule was that the book had to be released in 2018.

Any book that was nominated more than once made the Library’s Best of the Best for 2018 list. The book that received the most nominations would be named ICPL’s No. 1 recommended book for 2018.

Michelle Obama’s memoir, “Becoming,” is easily ICPL’s most recommended book for 2018. It’s not often a book released so close to the end of the calendar year – Obama’s book was released on Nov. 13 – garners enough reads to achieve this milestone, but I had messages from staff who wanted to nominate the book before they even finished reading it. “It’s that good,” one person told me.

During her eight years in the White House, Obama established herself as a powerful advocate for women and girls in the U.S. and around the world. Her memoir chronicles the experiences that have shaped her — from her childhood on the South Side of Chicago to her years as an executive balancing the demands of motherhood and work, to her time spent at the world’s most famous address.

The Library owns more than 40 copies of Obama’s autobiographical memoir, but our hold requests are in the triple digits! It’s the same for our electronic book and audiobook copies, which are available through Overdrive, as well as the copies purchased for our Bookmobile collection. A little tip – we have 15 copies of “Becoming” designated as Express Books in our non-fiction collection. This means they can only be checked out for two weeks with no renewals. Be sure to check out the non-fiction Express Shelf on our second floor -- it’s the first shelf before all new non-fiction titles – when you visit the Library; you might be lucky enough to snag a copy and avoid the wait altogether!

In all, ICPL staff nominated more than 130 titles as their favorite books of 2018. Of this total, 27 made our Best of the Best list, including “Vox” by Christina Dalcher, “The Kiss Quotient” by Helen Hoang and “Educated: A Memoir” by Tara Westover.

The complete Best of the Best list, as well as the titles of all nominated books, can be found at [www.icpl.org/books-more/staff-picks/lists/icpls-top-picks-2018](http://www.icpl.org/books-more/staff-picks/lists/icpls-top-picks-2018).

## Second Sunday Garden Forum to feature seed expert

---

Judy Terry, Green Thumb Published 4:35 p.m. CT Jan. 4, 2019 – Iowa City Press-Citizen

Janus, the ancient Roman god that gave this month its name had two faces. One looking back and one looking forward and so it seems appropriate that Project GREEN is having its first Sunday Forum and it is about seed saving and looking to the future of seed saving.

Come prepared for a little journey with our speaker as he takes us from our own backyards to 800 feet beneath the ground near the North Pole. Not exactly a winter destination for a cruise, but the subject matter will get you thinking about hot summer days.

Phil Kauth is the speaker and his subject is “Saving seeds—from Backyard Gardens to the Svalbard Seed Vault.” Kauth is from Seed Savers Exchange in Decorah, Iowa and with his knowledge of saving seeds, he will have much information for us regarding proper storage techniques.

He will explain how working together we can preserve the varieties of plants we love. We will then be part of an international coalition working to store seeds collectively in Svalbard.

Currently, he is the seed bank manager at Seed Saver’s Exchange and leads the preservation department which maintains the nonprofit’s vast collection of more than 25,000 open-pollinated seeds.

This Second Sunday Forum is scheduled for January 13 at the Iowa City Public Library, Room A from 2 p.m. to 4 p.m. As always the forums are free and open to the public. There will be time for questions, by which time Kauth will probably have told us how to pronounce Svalbard and explained exactly how the seed saving process works.

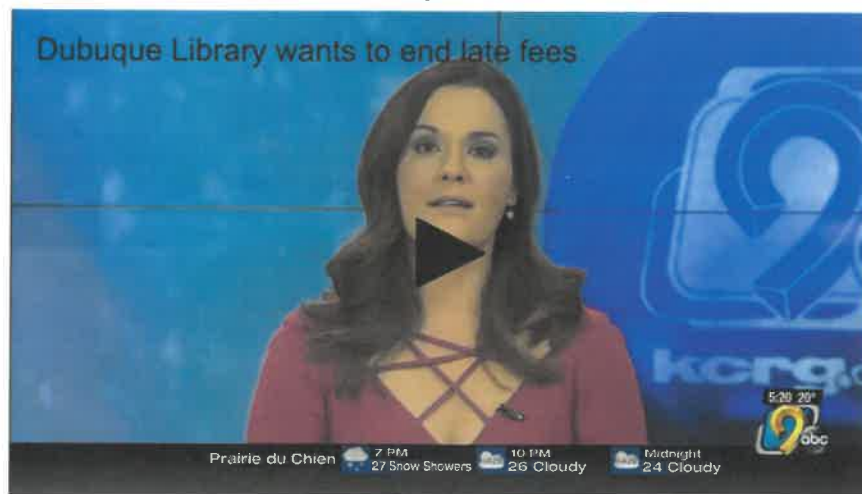
There will be three of these forums at the library, so mark your calendars as they always have programs of interest to anyone who gardens, expert, novice or in-between.

Project Green is celebrating 50 years this year of working in the Johnson County area to keep it green and growing. This summer they will be planting 50 trees that are habitat appropriate for the Ashton House which is partially on a flood prone site.

They will also be placing signs for tree identification which will show its common names and also its Latin name as well as their family. This will be quite a project but as they have proven through the years this is quite an enthusiastic, hard-working group.

On another note, did you know Iowa City has an official flower? This summer the Black-eyed Susan was chosen. It is, of course, black and gold and one of the most popular plants. Project GREEN is planning to beautify the city with as many as they can.

## Late fees may be a thing of the past at the Dubuque public library



By Allison Wong, KCRG-TV9 | Posted: Fri 6:07 PM, Dec 28, 2018 | Updated: Fri 6:07 PM, Dec 28, 2018

**DUBUQUE, Iowa (KCRG)** -- Late fees may be a thing of the past at Dubuque's public library after it finishes a six month trial run of waiving late fees.

The Carnegie Stout Public Library started a fine-free trial on July 1st of 2018 and it wraps up at the end of the year. Some frequent patrons didn't even notice.

"I didn't really notice, I try to get my stuff back on time," library patron Seth Scott said.

However, Library Director Susan Henricks said no fines can be a relief for others, like kids, for example.

"We had over 20 percent of our children weren't able to use the library because of fines," Henricks said. "Often, children can't determine when library day is unless they're in walking distance and their parents say that's okay."

That's part of the reason why the library did the trial. Henricks said it's all about increasing access to the library.

"If we can still get materials back, but increase access to the library, that's a win-win," she said.

During the trial, Henricks said people weren't completely without any incentives to bring their items back.

She explained, "when a book is overdue for 14 days the library account is frozen. So you're not able to check anything else out."

Henricks considers the trial a success and would like to see it continue. To do that, the library needs help making up for lost revenue.

The library's seven year average for fine collections is about \$36,000. Henricks said she plans to ask the city council to cover that difference.

"What we're asking for is a decrease in the expected revenue from the library without any impact on our operating budget," she said.

Henricks also argues the library loses money in processing the fines.

"Many of those costs are associated with staff time, they're not hard costs, but by saving staff time, we can do things that are much more positive," she explained. "We can do outreach in the community, we can spend more time with people."

Henricks admits some patrons haven't agreed with removing fines.

"I just received a comment yesterday saying I don't agree with it, people aren't going to return items," Henricks said.

However, she said the trial has shown people will return items.

For people like Scott, he could see people bringing back things sooner in a fine-free library.

"It's a good opportunity for people to at least get things back to the library, instead of, you know, seeing a fine and holding onto it longer," he said.

Henricks will ask the council for the extra funding in February. In the meantime, fines will be reinstated at the start of the new year.

If the council approves the increase in funding, Henricks said the library could go back to no fines as soon as July 1st of 2019.



The Carnegie Stout Public Library in Dubuque on Friday, Dec. 28, 2018. (Allison Wong, KCRG-TV9)

## From the oldest business to a very old douchebag: Iowa City history explored in 2018

POSTED ON [DEC 27, 2018](#) BY [PAUL BRENNAN](#)

68  
Shares



Tuesday, May 8, 2018. — photo by Zak Neumann

It's traditional to look back over the past year as December draws to a close, and *Little Village* is looking back on all the times we looked back through Iowa City history in 2018.

Thanks to questions submitted by readers to [Your Village](#), in 2018 LV explored the namesakes of some downtown Iowa City streets, identified the oldest business in Iowa City and revisited the Old Capitol Mall before much of it became University of Iowa office space.

In July, the Iowa City Public Library made researching local history easier by putting online an archive of historic Iowa City newspapers, stretching from 1841 to 1925. LV also touched on local archeological discoveries, with a profile of the Iowa City's oldest douchebag (feel free to insert your own joke here).



Photo by Paul Brennan

### [Your Village: Who are the streets in downtown Iowa City named for?](#)

Gilbert Street is named for John Gilbert, who should be familiar to anyone who went to school in Iowa City. Gilbert is celebrated as the first American to settle in what is now Johnson County, where he opened a trading post to barter with the local Meskwaki. What probably doesn't get mentioned in school is that Gilbert's actual name was John Prentice, and one of the major reasons he came to Iowa is he was hiding from creditors. [\[read more\]](#)



Clinton St., Iowa City, in 1854. — photo by Isaac Wetherby

LITTLE VILLAGE IS SUPPORTED BY:

## Agenda Item 5F-4

Advertisement

### Your Village: What's the oldest business in Iowa City?

Determining the oldest business in Iowa City isn't quite as simple as one might think. Does a different series of companies offering the same sort of goods and services at the same location count as one business because each bought out the prior company? [\[read more\]](#)

Advertisement



The Old Capitol Mall in its pre-UI office days. — photographer unknown. Photo courtesy of Thomas Dean

Advertisement

### Your Village: What was the Old Capitol Mall like before it had so many UI offices?

The Old Capitol Town Center, to use the name the place has had since 2000, started out as a standard mall. It opened under the name Old Capitol Center in 1981, bringing a little slice of suburban-style shopping to downtown Iowa City. It wasn't until 1995 that it fully embraced its malliness, and changed its name to Old Capitol Mall. But by then, its best years as a mall were almost behind it. [\[read more\]](#)



The front page of the Iowa Capital Reporter, Dec. 4, 1843

### Hard-cider, tetanus deaths and poisoned ice cream: ICPL launches an online archive of historic Iowa City newspapers

Clicking on the first link of the first newspaper listed on the archive's homepage takes you to the *Iowa City Daily Press* for Friday, July 1, 1904, from which you learn the reading public of 1904 enjoyed stories about death and bloodshed. [\[read more\]](#)



LITTLE VILLAGE IS SUPPORTED BY:

Agenda Item 5F-5

Advertisement

*the early 20th century douche found at the future site of the University of Iowa's Voxman Music Building in 2013. — University of Iowa/courtesy photo*

#### Iowa City's oldest douchebag

Advertisement

On Sept. 12, 2013, construction workers were using backhoes to clear soil from the future site of the Voxman Music Building on the corner of Burlington and Clinton streets. Thump. One of the machines hit something. [\[read more\]](#)

68  
Shares

Category: [Community/News Top Story](#)

Tags: [History](#), [Iowa City News](#), [Old Capitol Mall](#), [Voxman](#), [Your Village](#)

Advertisement

[A valuable ally and a cunning enemy: Intrigue and rivalry shine in Lanthimos' 'The Favourite'](#)

[John Culver, who represented Iowa in Congress for 16 years, has died](#)

#### Leave a Reply

Your email address will not be published. Required fields are marked \*

Comment \*

Name \*

Email \*

Website

☐ Save my name, email, and website in this browser for the next time I comment

POST COMMENT

Advertisement

## MISSION CREEK FESTIVAL • APRIL 2-7, 2019

MUSIC • LITERATURE • COMMUNITY

For more information, visit [missioncreekfestival.com](#) or call 800-888-8888. Tickets are available for purchase at [missioncreekfestival.com/tickets](#).

BOX TICKETS

## Keep it free.

Voluntary contributions from readers like you help keep Little Village free for everyone.

Please consider a one-time or monthly sustaining contribution, in any amount.



## Short stories go high tech at 'literary kiosk' in Iowa City

IOWA CITY — A "literary kiosk" that has been touring the Iowa City area has printed more than 3,000 works for passers-by.

Residing in the Iowa City Public Library this month, the kiosk provides free literary works that take one, three or five minutes to read.

"It's sort of on the down-low," said Elyse Miller, an administrative coordinator for the Iowa City Public Library. "It's super cool, but it's more of something that someone discovers."

The kiosk is scheduled in January to move to the Coralville Public Library. Then, it will have monthly residencies at the North Liberty Public Library in February and the Cedar Rapids Public Library in March.

Since its debut at the Iowa City Book Festival in October, the kiosk had printed 3,228 stories by late December, said John Keegan of University of Iowa Libraries.

UI Libraries and the Iowa City UNESCO City of Literature partnered to bring the kiosk to Iowa City, with Friends of the UI Libraries covering costs.

About half of the works printed so far have been short, one-minute reads. The other works have been almost evenly split between three-minute and five-minute reads.

He plans to make students' award-winning submissions to Iowa City's children's literature fair, One Book Two Book, available to the public through the kiosk. The fair is Feb. 23 to 25.

As the literary kiosks program expands, Kenyon said he hopes the community will engage with the machines.

"It's not just something to stand and look at and think, 'Oh, that's neat,'" he said. "I hope people go up and push the button and have something print out and read it. Take it home, share — really engage with these."

I Comments: (319) 398-8330; molly.duffy@thegazette.com

---

### MORE EDUCATION ARTICLES TO READ NEXT ...

[Police arrest 'multiple' students at Washington High School](#)

[Appellate court sides with regents in UI presidential recruitment](#)

[Iowa State's Cy surprises Cedar Rapids student teased for being a Cyclones fan](#)

[Appeals court rejects key University of Iowa argument in Children's Hospital fight](#)

---

### TOP STORIES FROM THE GAZETTE

[8 take-aways from Cedar Rapids' new zoning code](#)

[United Technologies decides to halt sale of Chubb fire unit](#)

[As US parks go understaffed, people are destroying California's protected Joshua trees](#)

[A 'bad law' fails a free speech test](#)

---

### TRENDING

[13-year-old Wisconsin girl missing since October found alive](#)

[Steve King denies support for white supremacy after New York Times report](#)

[#oniowapod declares for NFL Draft, evaluates Iowa offensive coordinator Brian Ferentz](#)

[Plea for prayers from Clinton firefighter's dad: 'My son needs them'](#)

[Trump considers emergency funding for border wall](#)

[Iowa state auditor ends paper copies of reports](#)





## Receipts

FY19 compared to FY18 YTD

	Q2 FY18	Q2 FY19	% Change	FY19 Budget	% Received
<b>General Fund</b>					
Fines, Fees, etc.	\$70,834	\$68,149	-3.8%	\$154,520	44.1%
Vending, etc.	\$1,042	\$1,010	-3.0%	\$2,340	43.2%
General Fund Total	\$71,876	\$69,159	-3.8%	\$156,860	44.1%
<b>Enterprise Fund</b>					
Photocopies	\$1,460	\$1,468	0.6%	\$3,500	41.9%
Electronic Printing/Debit Card	\$5,098	\$5,304	4.0%	\$11,430	46.4%
Counter/Cloth bag/Misc	\$489	\$734	50.1%	\$1,430	51.3%
Recycle	\$217	\$98	-54.9%	\$270	36.2%
Enterprise Fund Total	\$7,263	\$7,603	4.7%	\$16,630	45.7%
<b>Lost &amp; Damaged</b>	\$7,310	\$7,239	-1.0%	\$17,580	41.2%
Lost & Damaged Total	\$7,310	\$7,239	-1.0%	\$17,580	41.2%
<b>State Funds</b>					
Open Access / Access Plus	\$54,071	\$48,240	-10.8%	\$0	0.0%
Enrich Iowa/Direct State Aid	\$19,754	\$21,344	8.1%	\$0	0.0%
State Fund Total	\$73,825	\$69,584	-5.7%	\$0	0.0%

Library Expenditures: July 1, 2018 to December 31, 2018  
Operating Budget: 10550110 through 1055022

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Capital	\$ 10,600.00	\$ -	\$ 10,600.00	
474420 Other Operating Equipment	\$ 10,600.00	\$ -	\$ 10,600.00	
Library Materials	\$ 681,245.00	\$ 363,223.42	\$ 318,021.58	53%
477020 Books (Cat/Cir)	\$ 674,245.00	\$ 143,889.75	\$ 530,355.25	
477030 Books (Uncataloged)	\$ -	\$ 182.10	\$ (182.10)	
477040 Books (Cat/Reference)	\$ -	\$ 4,060.78	\$ (4,060.78)	
477070 Downloadable-eBooks	\$ -	\$ 44,282.79	\$ (44,282.79)	
477100 Fiction Audio-CD	\$ -	\$ 5,274.50	\$ (5,274.50)	
477110 Music-CD	\$ -	\$ 4,233.97	\$ (4,233.97)	
477120 Other Audio-CD	\$ -	\$ 774.77	\$ (774.77)	
477160 Video Recordings	\$ -	\$ 25,685.20	\$ (25,685.20)	
477190 Puzzles	\$ -	\$ 44.85	\$ (44.85)	
477200 Toys	\$ -	\$ 185.53	\$ (185.53)	
477210 Non-Fiction Video-DVD	\$ -	\$ 3,132.70	\$ (3,132.70)	
477220 Multi-Media/Gaming	\$ -	\$ 5,162.46	\$ (5,162.46)	
477230 Non-Fiction Audio-CD	\$ -	\$ 2,602.81	\$ (2,602.81)	
477250 Downloadable Media	\$ -	\$ 39,220.38	\$ (39,220.38)	
477290 Microforms-STO	\$ -	\$ 3,958.50	\$ (3,958.50)	
477330 Print/Reference Serials	\$ -	\$ 6,623.12	\$ (6,623.12)	
477340 Print/Circulating Serials	\$ -	\$ 6,753.79	\$ (6,753.79)	
477350 Online Reference	\$ -	\$ 67,155.42	\$ (67,155.42)	
477380 Library-RFI Tags	\$ 7,000.00	\$ -	\$ 7,000.00	
Other Financing	\$ 62,422.00	\$ 31,210.96	\$ 31,211.04	50%
490160 Misc Transfers Out	\$ 62,422.00	\$ 31,210.96	\$ 31,211.04	
Personnel	\$ 4,768,548.90	\$ 2,174,095.25	\$ 2,594,453.65	46%
411000 Perm Full Time	\$ 2,584,540.00	\$ 1,192,785.01	\$ 1,391,754.99	
412000 Perm Part Time	\$ 432,189.00	\$ 185,917.20	\$ 246,271.80	
413000 Temporary Employees	\$ 505,865.00	\$ 221,414.04	\$ 284,450.96	
414100 Overtime Wages	\$ 70,564.00	\$ 30,486.37	\$ 40,077.63	
414300 Term-Vacation Pay	\$ -	\$ 381.28	\$ (381.28)	
414500 Longevity Pay	\$ 22,695.00	\$ 20,209.75	\$ 2,485.25	
421100 Health Insurance	\$ 502,523.00	\$ 236,162.76	\$ 266,360.24	
421200 Dental Insurance	\$ 16,726.00	\$ 7,463.64	\$ 9,262.36	
421300 Life Insurance	\$ 6,876.00	\$ 3,021.72	\$ 3,854.28	

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
421400 Disability Insurance	\$ 11,311.00	\$ 4,707.16	\$ 6,603.84	
421500 Unemployment Compensation	\$ 6,500.00	\$ -	\$ 6,500.00	
422100 FICA	\$ 268,079.83	\$ 122,055.71	\$ 146,024.12	
423100 IPERS	\$ 340,680.07	\$ 149,490.61	\$ 191,189.46	
Services	\$ 633,995.00	\$ 310,004.48	\$ 323,990.52	49%
432030 Financial Services & Charges	\$ 8,200.00	\$ 2,308.80	\$ 5,891.20	
432040 Architectural Services	\$ -	\$ 115.00	\$ (115.00)	
432060 Consultant Services	\$ 27,000.00	\$ 21,050.00	\$ 5,950.00	
432080 Other Professional Services	\$ 9,500.00	\$ 10,432.66	\$ (932.66)	
435010 Data Processing	\$ 21,413.00	\$ 186.00	\$ 21,227.00	
435055 Mail & Delivery	\$ 56,474.00	\$ 15,065.48	\$ 41,408.52	
435059 Advertising	\$ 5,102.00	\$ 1,593.43	\$ 3,508.57	
436030 Transportation	\$ 3,500.00	\$ 465.53	\$ 3,034.47	
436050 Registration	\$ 5,000.00	\$ 2,634.00	\$ 2,366.00	
436060 Lodging	\$ 3,500.00	\$ 1,792.76	\$ 1,707.24	
436080 Meals	\$ 1,000.00	\$ 243.97	\$ 756.03	
438030 Electricity	\$ 98,177.00	\$ 27,801.64	\$ 70,375.36	
438070 Heating Fuel/Gas	\$ 15,842.00	\$ 4,497.66	\$ 11,344.34	
438100 Refuse Collection Charges	\$ 918.00	\$ 600.00	\$ 318.00	
438120 Long Distance Service	\$ 513.00	\$ -	\$ 513.00	
438130 Cell Phone/Data Services	\$ 2,414.00	\$ 1,432.76	\$ 981.24	
438140 Internet Fees	\$ 18,000.00	\$ 7,822.17	\$ 10,177.83	
442010 Other Building R&M Services	\$ 60,000.00	\$ 30,641.31	\$ 29,358.69	
442020 Structure R&M Services	\$ 7,335.00	\$ 2,121.00	\$ 5,214.00	
442030 Heating & Cooling R&M Service	\$ 12,000.00	\$ 10,294.38	\$ 1,705.62	
442050 Furnishing R&M Services	\$ 6,700.00	\$ 1,020.00	\$ 5,680.00	
442060 Electrical & Plumbing R&M Srv	\$ 5,000.00	\$ 1,344.68	\$ 3,655.32	
443020 Office Equipment R&M Service	\$ 2,645.00	\$ 1,077.01	\$ 1,567.99	
443080 Other Equipment R&M Service	\$ -	\$ 5,112.00	\$ (5,112.00)	
444080 Software R&M Services	\$ 115,933.00	\$ 97,442.62	\$ 18,490.38	
444100 Hardware R&M Services	\$ 18,402.00	\$ 6,269.70	\$ 12,132.30	
445030 Nursery Svc-Lawn & Plant Car	\$ 820.00	\$ 335.00	\$ 485.00	
445140 Outside Printing	\$ 29,111.00	\$ 13,575.99	\$ 15,535.01	
445250 Inter-Library Loans	\$ 293.00	\$ 88.75	\$ 204.25	
445270 Library Material R&M Services	\$ 12,800.00	\$ 6,964.54	\$ 5,835.46	
445290 Book Binding	\$ 1,761.00	\$ 470.90	\$ 1,290.10	
445330 Other Waste Disposal	\$ 770.00	\$ 170.25	\$ 599.75	
446300 Phone Equipment/Line Chgbk	\$ 26,772.00	\$ 11,751.45	\$ 15,020.55	
446320 Mail Chargeback	\$ 715.00	\$ 225.81	\$ 489.19	
446340 Radio Maintenance Chgbk	\$ 320.00	\$ 170.92	\$ 149.08	

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
446350 City Vehicle Replacement Chgt	\$ 21,689.00	\$ 9,663.12	\$ 12,025.88	
446360 City Vehicle Rental Chargeback	\$ 11,046.00	\$ 2,536.56	\$ 8,509.44	
446370 Fuel Chargeback	\$ 7,000.00	\$ 1,119.92	\$ 5,880.08	
446380 Vehicle R&M Chargeback	\$ 1,263.00	\$ 1,353.45	\$ (90.45)	
448030 Community Events Funding	\$ 200.00	\$ 200.00	\$ -	
449055 Permitting Fees	\$ 525.00	\$ -	\$ 525.00	
449060 Dues & Memberships	\$ 3,427.00	\$ 672.50	\$ 2,754.50	
449090 Land & Building Rental	\$ 357.00	\$ -	\$ 357.00	
449120 Equipment Rental	\$ -	\$ 1,630.92	\$ (1,630.92)	
449160 Other Rentals	\$ 7,111.00	\$ 2,725.80	\$ 4,385.20	
449260 Parking	\$ 2,131.00	\$ 755.00	\$ 1,376.00	
449280 Misc Services & Charges	\$ 1,316.00	\$ 2,229.04	\$ (913.04)	
<b>Supplies</b>	<b>\$ 123,554.00</b>	<b>\$ 62,798.92</b>	<b>\$ 60,755.08</b>	<b>51%</b>
452010 Office Supplies	\$ 7,089.00	\$ 3,045.39	\$ 4,043.61	
452040 Sanitation & Indust Supplies	\$ 20,644.00	\$ 8,196.30	\$ 12,447.70	
452050 Photo Supplies & Equipment	\$ 656.00	\$ -	\$ 656.00	
454020 Subscriptions	\$ 489.00	\$ 528.00	\$ (39.00)	
455110 Software	\$ 3,946.00	\$ 549.00	\$ 3,397.00	
455120 Misc Computer Hardware	\$ 35,000.00	\$ 24,918.52	\$ 10,081.48	
463040 Water/Sewer Chemicals	\$ 1,641.00	\$ 473.50	\$ 1,167.50	
466070 Other Maintenance Supplies	\$ 6,164.00	\$ 1,560.35	\$ 4,603.65	
469110 Misc Processing Supplies	\$ 27,549.00	\$ 11,881.98	\$ 15,667.02	
469190 Minor Equipment	\$ 5,000.00	\$ 6,275.97	\$ (1,275.97)	
469210 First Aid/Safety Supplies	\$ 165.00	\$ 159.31	\$ 5.69	
469320 Miscellaneous Supplies	\$ 10,209.00	\$ 3,856.17	\$ 6,352.83	
469360 Food and Beverages	\$ 4,210.00	\$ 1,231.77	\$ 2,978.23	
469370 Paper Products	\$ 792.00	\$ 122.66	\$ 669.34	
<b>Grand Total</b>	<b>\$ 6,280,364.90</b>	<b>\$ 2,941,333.03</b>	<b>\$ 3,339,031.87</b>	<b>47%</b>



FY19 Output Statistics- Quarterly Report

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>Library Services: Provide library facilities, materials, and equipment.</b>							
<b>A. Downtown Building Use</b>							
Total Hours Open	854	829	0	0	1,683	1,687	-0.2%
People into the Building	190,563	159,928	0	0	350,491	379,994	-7.8%
Average Number Per Hour	223.1	192.9	0.0	0.0	208.3	225	-7.4%
<b>Bookmobile Use</b>							
Bookmobile Total Hours Open	209	175	0	0	384	466	-17.7%
People on Bookmobile	4,724	3,671	0	0	8,395	6,706	25.2%
Average Number per Hour	23	21	0	0	22	14	52.1%
Total Downtown & Bookmobile Hours Open	1,063	1,004	0	0	2,067	2,153	-4.0%
Total People Downtown & on Bookmobile	195,287	163,599	0	0	358,886	386,700	-7.2%
Total Average Number per Hour	184	163	0	0	174	180	-3.3%
<b>B. Meeting Rooms</b>							
Number of Non-Library Meetings	371	345	0	0	716	792	-9.6%
Estimated Attendance	6,484	7,224	0	0	13,708	16,278	-15.8%
Equipment Set-ups	18	9	0	0	27	27	0.0%
Group Study Room Use	1,311	1,536	0	0	2,847	2,986	-4.7%
Lobby Use	1	5	0	0	6	10	-40.0%
<b>C. Equipment Usage</b>							
Photocopies by Public	6,872	5,212	0	0	12,084	11,701	3.3%
Pay for Print Copies	22,186	20,250	0	0	42,436	40,728	4.2%
% Checkouts by Self-Check	72.7%	71.6%	0.0%	0.0%	72.2%	72.7%	-0.8%
DOT Kiosk Usage	1070	750	0	0	1820	1279	42.3%
<b>D. Downtown Use of Electronic Materials</b>							
Listening/Viewing/Tables/Laptops Sessions	3,834	2,174	0	0	6,008	6,015	-0.1%
<b>E. Ride 'N' Read</b>							
Bus Passes Distributed Downtown	1,179	794	0	0	1,973	1,954	1.0%
<b>Lending Services: Lend materials for home, school, and office use.</b>							
<b>A. Circulation Downtown</b>							
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)	333,388	304,165	0	0	637,553	614,851	3.7%
Circulation on Bookmobile	9,784	8,140	0	0	17,924	12,520	43.2%
Total Circulation Downtown & Bookmobile	343,172	312,305	0	0	655,477	627,371	4.5%
Average Total Circulation Downtown & Bookmobile Per Hour	390	367	0	0	379	364	3.9%
<b>B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)</b>							
Adult Materials	231,285	220,540	0	0	451,825	423,894	6.6%
Children's Materials	113,279	93,257	0	0	206,536	205,211	0.6%
Percent Children's	34.0%	30.7%	0.0%	0.0%	32.4%	33.4%	-2.9%
Non-Print	106,411	99,720	0	0	206,131	218,672	-5.7%
Percent Non-print	31.9%	32.8%	0.0%	0.0%	32.3%	35.6%	-9.1%
Equipment loans	258	287	0	0	545	413	32.0%
Downloads	51,558	57,013	0	0	108,571	64,651	67.9%
<b>C. Circulation by Residence of User (Downtown &amp; Bookmobile)</b>							
(Materials plus equipment; includes downloads; does not include items circulated in-house.)	343,172	312,305	0	0	655,477	627,371	4.5%
<b>Iowa City</b>	260,752	241,106	0	0	501,858	474,558	5.8%
<b>Local Contracts</b>							
Hills	806	923	0	0	1,729	1,295	33.5%
Hills as % of All	0.23%	0.3%	0.0%	0.0%	0.26%	0.21%	27.8%
Johnson County (Rural)	28,101	24,106	0	0	52,207	53,680	-2.7%
Johnson County as % of All	8.19%	7.7%	0.0%	0.0%	7.96%	8.56%	-6.9%
Lone Tree	1,115	1,012	0	0	2,127	2,052	3.7%
Lone Tree as % of All	0.32%	0.32%	0.00%	0.00%	0.32%	0.33%	-0.8%
University Heights	4,720	3,930	0	0	8,650	9,090	-4.8%
University Heights as % of All	1.38%	1.26%	0.00%	0.00%	1.32%	1.45%	-8.9%
Total Local Contracts	34,742	29,971	0	0	64,713	66,117	-2.1%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>State Contracts - Open Access</b>							
Coralville	15,687	13,622	0	0	29,309	31,465	-6.9%
Cedar Rapids	960	967	0	0	1,927	2,063	-6.6%
Other Open Access	23,384	19,935	0	0	43,319	43,808	-1.1%
Total Open Access	40,031	34,524	0	0	74,555	77,336	-3.6%
Open Access as % of All	11.7%	11.1%	0.0%	0.0%	11.4%	12.3%	-7.7%
<b>D. InterLibrary Loans</b>							
Loaned to Other Libraries	343	281	0	0	624	718	-13.1%
Percent of Requests Filled	28.9%	25.5%	0.0%	0.0%	27.3%	31.0%	-12.1%
Borrowed From Other Libraries	1,026	896	0	0	1,922	1,821	5.5%
Percent of Requests Filled	87.5%	88.2%	0.0%	0.0%	87.8%	87.6%	0.2%
Books/Periodicals/AV Borrowed	1,022	889	0	0	1,911	1,800	6.2%
Photocopy Borrow Requests Filled	4	7	0	0	11	21	-47.6%
<b>E. Reserves Placed - Materials</b>							
	55,151	53,200	0	0	108,351	90,666	19.5%
<b>F. Downloadable Media</b>							
<b>By Area</b>							
Iowa City	47,208	50,141	0	0	97,349	54,481	78.7%
Hills	78	113	0	0	191	230	-17.0%
Johnson County	5,134	4,896	0	0	10,030	8,878	13.0%
Lone Tree	127	131	0	0	258	166	55.4%
University Heights	405	338	0	0	743	896	-17.1%
Total	52,952	55,619	0	0	108,571	64,651	67.9%
<b>By Demographic</b>							
Adult	49,222	52,321	0	0	101,543	59,961	69.3%
Children's	3,730	3,298	0	0	7,028	4,690	49.9%
Total	52,952	55,619	0	0	108,571	64,651	67.9%
<b>Number of Items Owned (Cumulative)</b>							
E-Audio Items Available	8,638	8,915	0	0	8,915	7,612	17.1%
E-Book Items Available	17,989	18,690	0	0	18,690	16,414	13.9%
E-Music	43	43	0	0	43	45	-4.4%
E-Magazines	123	121	0	0	121	139	-12.9%
E-Newspapers	1	1	0	0	1	0	0.0%
Total Items	26,794	27,770	0	0	27,770	24,210	14.7%
<b>Information Services: Furnish information, reader advisory, and reference assistance.</b>							
<b>A. Reference Questions Answered</b>							
Reference Questions	11,609	10,030	0	0	21,639	22,222	-2.6%
Reference Desk	4,436	3,578	0	0	8,014	8,672	-7.6%
Help Desk	2,701	2,527	0	0	5,228	5,363	-2.5%
Switchboard	1,502	1,516	0	0	3,018	3,196	-5.6%
Bookmobile	278	186	0	0	464	391	18.7%
Drop-In Tech Help (Public)	161	173	0	0	334	217	53.9%
On-Call Tech Help							
Staff	48	31	0	0	79	81	-2.5%
Public	84	76	0	0	160	150	6.7%
Total Tech Help Questions	132	107	0	0	239	231	3.5%
Children's Desk							
Reference Questions	2,380	1,937	0	0	4,317	4,102	5.2%
Request to Pull Books (Community)	19	6	0	0	25	50	-50.0%
Total Children's Questions	2,399	1,943	0	0	4,342	4,152	4.6%
<b>B. Electronic Access Services</b>							
<b>Computer Services</b>							
Pharos Internet (Downtown In House computer use)	19,953	16,828	0	0	36,781	39,157	-6.1%
Wifi Internet Use Downtown	291,828	185,030	0	0	476,858	654,981	-27.2%
Total Internet Use	311,781	201,858	0	0	513,639	694,138	-26.0%
<b>Website Access</b>							
<b>ICPL Website</b>							
# Pageviews of Homepage	105,910	99,377	0	0	205,287	216,908	-5.4%
# Pageviews of Entire Site (Doesn't include catalog)	226,001	212,205	0	0	438,206	444,045	-1.3%
# Visits (Does include catalog)	143,325	138,191	0	0	281,516	282,490	-0.3%
<b>Catalog Access</b>							
# Pageviews for ICPL Catalog	418,701	400,458	0	0	819,159	909,122	-9.9%
# Pageviews for Overdrive	484,703	430,666	0	0	915,369	1,153,540	-20.6%
Total Catalog Access	903,404	831,124	0	0	1,734,528	2,062,662	-15.9%
<i>*Overdrive does not count pageviews through the Libby or Overdrive Apps.</i>							

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
ICPL Mobile App Use	32,185	31,325	0	0	63,510	37,055	71.4%
External Sites							
# Pageviews for Beanstack	13,809	3,852	0	0	17,661	14,768	19.6%
Total Website Access	1,175,399	1,078,506	0	0	2,253,905	2,558,530	-11.9%
Subscription Databases Accessed							
Total In-House	1,463	1,468	0	0	2,931	2,342	25.1%
Total Remote	59,595	67,390	0	0	126,985	97,650	30.0%
TOTAL	61,058	68,858	0	0	129,916	99,992	29.9%
C. Total Switchboard Calls Received							
Total Library Calls	4,338	4,047	0	0	8,385	8,978	-6.6%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,181	3,082	0	0	7,263	8,243	-11.9%
Transferred Calls	897	786	0	0	1,683	1,532	9.9%
Pamphlets Distributed Downtown	6,116	4,195	0	0	10,311	13,220	-22.0%
State/Federal Tax Forms Distributed	-	-	-	0	0	0	0.0%
<b>Alerting Services: Promote awareness of the library and use of its resources.</b>							
A. Publications							
Number of Publications Printed (Jobs)	76	81	0	0	157	163	-3.7%
Copies Printed for Public Distribution	71,162	66,002	0	0	137,164	166,826	-17.8%
Number of Online Newsletters Subscribers	1,773	2,003	0	0	2,003	1,454	37.8%
Number of Online Newsletter Distribution	7,920	8,858	0	0	8,858	7,037	25.9%
C. Displays	19	22	0	0	41	33	24.2%
In-House	11	15	0	0	26	23	13.0%
Other Groups	6	7	0	0	13	10	30.0%
Off-site locations	2	0	0	0	2	0	0.0%
E. The Library Channel							
Total ICPL Productions	23	17	0	0	40	59	-32.2%
Programs Cablecast	2,010	1,986	0	0	3,996	3,997	0.0%
F. Homepage/ Social Media							
Homepage Banner Posts	33	36	0	0	69	51	35.3%
Homepage Banner Clicks	236	209	0	0	445	411	8.3%
Media Releases Sent	15	16	0	0	31	43	-27.9%
Facebook, Twitter, Pinterest Followers (Cumulative)	13,799	14,018	0	0	14,018	12,868	8.9%
New Facebook, Twitter, and Pinterest Followers	393	218	0	0	611	579	5.5%
<b>Outreach Services: Provide library service to people who cannot get to the library building.</b>							
A. At Home Services							
Packages Sent	568	427	0	0	995	1,054	-5.6%
Items Loaned (No renewals)	1,889	1,307	0	0	3,196	2,245	42.4%
Registered At Home Users (Cumulative)	152	169	0	0	169	138	22.5%
New Users Enrolled	6	8	0	0	14	9	55.6%
People Served (Average of monthly count)	53	45	0	0	49	46	6.5%
B. Jail Service							
People Served	204	302	0	0	506	531	-4.7%
Items Loaned (No renewals)	896	895	0	0	1,791	1,836	-2.5%
C. Deposit Collections							
Locations (Cumulative)	10	14	0	0	14	9	55.6%
Items Loaned	90	0	0	0	90	270	-66.7%
Items Added to Permanent Collections	206	814	0	0	1,020	1,003	1.7%
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	17.8%	17.4%	0.0%	0.0%	17.4%	15.0%	16.0%
*Does not include renewals or in-house.							
E. Holds Notified Using Automated Phone	821	847	0	0	1,668	2,092	-20.3%
<b>Group and Community Services: Provide library service to groups, agencies, and organizations.</b>							
A. Adult Programs							
In-House Programs	56	66	0	0	122	155	-21.3%
In-House Attendance	676	1,673	0	0	2,349	3,602	-34.8%
Outreach Programs	19	15	0	0	34	22	54.5%
Outreach Attendance	373	4,215	0	0	4,588	6,601	-30.5%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>B. Young Adult Programs</b>							
In-House Programs	87	89	0	0	176	195	-9.7%
In-House Attendance	1,398	1,151	0	0	2,549	4,087	-37.6%
Outreach Programs	2	6	0	0	8	10	-20.0%
Outreach Attendance	6	16	0	0	22	47	-53.2%
<b>C. Children's Programs</b>							
In-House Programs	187	189	0	0	376	365	3.0%
In-House Attendance	10,220	7,294	0	0	17,514	15,786	10.9%
Outreach Programs	58	77	0	0	135	134	0.7%
Outreach Attendance	1,211	1,609	0	0	2,820	3,534	-20.2%
<b>D. Library Tours and Classes</b>							
Number	10	14	0	0	24	37	-35.1%
Attendance	112	105	0	0	217	206	5.3%
<b>E. Consulting for Area Groups</b>	0	0	0	0	0	1	-100.0%
<b>Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.</b>							
<b>A. Library Cards Issued</b>	2,187	1,337	0	0	3,524	3,522	0.1%
Iowa City	1,684	1,023	0	0	2,707	2,746	-1.4%
Percent Iowa City	77.0%	76.5%	0.0%	0.0%	76.8%	78.0%	-1.5%
<b>Local Contracts</b>							
Hills	2	5	0	0	7	10	-30.0%
Johnson County (Rural)	97	47	0	0	144	153	-5.9%
Lone Tree	4	2	0	0	6	4	50.0%
University Heights	11	4	0	0	15	29	-48.3%
<b>State Contract - Open Access</b>							
Coralville	131	88	0	0	219	194	12.9%
Cedar Rapids	20	11	0	0	31	43	-27.9%
Other Open Access	238	157	0	0	395	343	15.2%
Total Open Access	389	256	0	0	645	580	11.2%
Open Access as % of All	17.8%	19.1%	0.0%	0.0%	18.3%	16.5%	11.1%
<b>B. Total Registered Borrowers (Cumulative)</b>	60,236	58,924	0	0	58,924	65,141	-9.5%
# At Home Users Registered (Cumulative)	152	169	0	0	169	138	22.5%
<b>C. Overdue Notices</b>							
Items Searched to Verify Claim of Return	57	61	0	0	118	150	-21.3%



**FY19 Circulation by Area & Agency**

	1ST Q	2ND Q	6 MO	YTD	LYTD	% CHG
<b>Iowa City</b>						
General Iowa City	217,413	193,807	411,220	411,220	421,445	-2.4%
Downloads + Streaming	47,208	50,141	97,349	97,349	54,481	78.7%
Temporary	144	113	257	257	429	-40.1%
Public schools	0	15	15	15	22	-31.8%
Private schools	0	230	230	230	268	-14.2%
Preschool/Daycare	316	820	1,136	1,136	1,289	-11.9%
Non-profit organizations	41	20	61	61	24	154.2%
Business	4	9	13	13	5	160.0%
City departments	2	2	4	4	78	-94.9%
State/Federal agencies	0	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0	0.0%
At Home	1,818	1,271	3,089	3,089	2,573	20.1%
Interlibrary loan	464	394	858	858	1,198	-28.4%
Deposit collections/Nursing Homes	93	93	186	186	286	-35.0%
Jail patrons	896	895	1,791	1,791	1,840	-2.7%
<b>Total Iowa City</b>	<b>268,399</b>	<b>247,810</b>	<b>516,209</b>	<b>516,209</b>	<b>483,938</b>	<b>6.67%</b>
<b>Local Contracts</b>						
<b>Johnson County</b>						
General	22,896	19,174	42,070	42,070	44,787	-6.1%
Downloads	5,134	4,896	10,030	10,030	8,878	13.0%
Preschool/Daycare	0	0	0	0	0	0.0%
At Home	71	36	107	107	15	613.3%
<b>Total Johnson County</b>	<b>28,101</b>	<b>24,106</b>	<b>52,207</b>	<b>52,207</b>	<b>53,680</b>	<b>-2.7%</b>
<b>Hills</b>						
General	728	810	1,538	1,538	1,065	44.4%
Downloads	78	113	191	191	230	-17.0%
At Home	0	0	0	0	0	0.0%
<b>Total Hills</b>	<b>806</b>	<b>923</b>	<b>1,729</b>	<b>1,729</b>	<b>1,295</b>	<b>33.5%</b>
<b>Lone Tree</b>						
General	988	881	1,869	1,869	1,886	-0.9%
Downloads	127	131	258	258	166	55.4%
At Home	0	0	0	0	0	0.0%
<b>Total Lone Tree</b>	<b>1,115</b>	<b>1,012</b>	<b>2,127</b>	<b>2,127</b>	<b>2,052</b>	<b>3.7%</b>

**FY19 Circulation by Area & Agency**

	1ST Q	2ND Q	6 MO	YTD	LYTD	% CHG
University Heights						
General	4,315	3,607	7,922	7,922	8,194	-3.3%
Downloads	405	323	728	728	896	-18.8%
At Home	0	0	0	0	0	0.0%
Total University Heights	4,720	3,930	8,650	8,650	9,090	-4.8%
Total Local Contracts	34,742	29,971	64,713	64,713	66,117	-2.1%
State Contract						
Reciprocal/Open Access						
Johnson County Libraries						
Coralville	15,687	13,622	29,309	29,309	31,465	-6.9%
North Liberty	8,344	7,332	15,676	15,676	15,107	3.8%
Oxford	110	106	216	216	330	-34.5%
Solon	628	530	1,158	1,158	1,717	-32.6%
Swisher	54	66	120	120	195	-38.5%
Tiffin	883	879	1,762	1,762	2,129	-17.2%
All Other Libraries						
Ainsworth	8	2	10	10	108	-90.7%
Albia	0	0	0	0	1	-100.0%
Altoona	0	0	0	0	0	0.0%
Ames	0	0	0	0	19	-100.0%
Anamosa	118	122	240	240	166	44.6%
Ankeny	33	14	47	47	213	-77.9%
Atkins	0	0	0	0	4	-100.0%
Belle Plaine	0	0	0	0	28	-100.0%
Bettendorf	70	3	73	73	44	65.9%
Blairstown	10	6	16	16	20	-20.0%
Bloomfield	0	75	75	75	1	7400.0%
Boone	0	0	0	0	0	0.0%
Brooklyn	0	0	0	0	16	-100.0%
Burlington	20	3	23	23	61	-62.3%
Carroll	5	0	5	5	1	400.0%
Cascade	33	0	33	33	76	-56.6%
Cedar Falls	139	30	169	169	122	38.5%
Cedar Rapids	960	967	1,927	1,927	2,063	-6.6%
Center Point	0	0	0	0	3	-100.0%
Central City	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0.0%
Charles City	3	0	0	3	17	-82.4%

**FY19 Circulation by Area & Agency**

	1ST Q	2ND Q	6 MO	YTD	LYTD	% CHG
Clarence	16	0	16	16	11	45.5%
Clinton	2	0	2	2	0	0.0%
Clive	0	0	0	0	26	-100.0%
Columbus Jct	11	17	28	28	102	-72.5%
Conesville	73	2	75	75	193	-61.1%
Cornell College	843	729	1,572	1,572	1,128	39.4%
Council Bluffs	0	0	0	0	0	0.0%
Crawfordsville	0	0	0	0	113	-100.0%
Dallas Center	0	0	0	0	0	0.0%
Davenport	17	13	30	30	61	-50.8%
Decorah	1	0	1	1	0	0.0%
Denison	0	0	0	0	2	-100.0%
Des Moines	31	14	45	45	140	-67.9%
Donnelson	0	2	2	2	0	0.0%
Dubuque	0	0	0	0	4	-100.0%
Earlham	0	0	0	0	0	0.0%
Eldon	0	10	10	10	3	233.3%
Elkader	0	0	0	0	0	0.0%
Ely	17	11	28	28	98	-71.4%
Estherville	0	0	0	0	0	0.0%
Fairfax	55	55	110	110	124	-11.3%
Fairfield	595	407	1,002	1,002	1,594	-37.1%
Fort Madison	0	0	0	0	0	0.0%
Gilman	0	0	0	0	0	0.0%
Glenwood	0	1	1	1	0	0.0%
Grandview	0	0	0	0	16	-100.0%
Grimes	0	0	0	0	0	0.0%
Grinnell	63	65	128	128	105	21.9%
Hedrick	0	0	0	0	0	0.0%
Hiawatha	1	41	42	42	19	121.1%
Independence	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0.0%
Johnston	3	8	11	11	85	-87.1%
Kalona	1,589	1,187	2,776	2,776	2,538	9.4%
Keokuk	0	0	0	0	0	0.0%
Keosauqua	0	0	0	0	22	-100.0%
Keota	22	18	40	40	21	90.5%
LeClaire	0	0	0	0	0	0.0%
Letts	0	1	1	1	1	0.0%
Lisbon	43	92	135	135	424	-68.2%
Lowden	51	30	81	81	124	-34.7%

**FY19 Circulation by Area & Agency**

	1ST Q	2ND Q	6 MO	YTD	LYTD	% CHG
Manchester	0	0	0	0	41	-100.0%
Maquoketa	3	7	10	10	60	-83.3%
Marengo	458	428	886	886	890	-0.4%
Marion	217	95	312	312	113	176.1%
Marshalltown	0	0	0	0	12	-100.0%
Mason City	5	4	9	9	9	0.0%
Mechanicsville	35	29	64	64	45	42.2%
Mediapolis	6	6	12	12	20	-40.0%
Milford	0	0	0	0	0	0.0%
Montezuma	31	12	43	43	116	-62.9%
Monticello	0	0	0	0	1	-100.0%
Montrose	1	0	1	1	21	-95.2%
Morning Sun	0	2	0	2	14	-85.7%
Mount Pleasant	244	73	317	317	206	53.9%
Muscatine	615	185	800	800	1,407	-43.1%
Nevada	0	0	0	0	2	-100.0%
New London	0	0	0	0	5	-100.0%
Newton	8	3	11	11	5	120.0%
North English	264	88	352	352	365	-3.6%
Norway	0	0	0	0	5	-100.0%
Oelwein	0	0	0	0	0	0.0%
Osceola	2	0	2	2	0	0.0%
Oskaloosa	1	0	1	1	73	-98.6%
Ottumwa	19	44	63	63	3	2000.0%
Pella	0	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0.0%
Richland	0	0	0	0	1	-100.0%
Riverside	553	713	1,266	1,266	983	28.8%
Robins	0	83	83	83	6	1283.3%
Scott Co (Eldridge)	12	10	22	22	24	-8.3%
Scranton	0	1	1	1	1	0.0%
Shellsburg	0	0	0	0	0	0.0%
Sigourney	10	0	10	10	0	0.0%
Sioux City	0	0	0	0	0	0.0%
Sioux Rapids	0	0	0	0	4	-100.0%
South English	0	0	0	0	3	-100.0%
Spirit Lake	0	0	0	0	0	0.0%
Springville	1	0	1	1	32	-96.9%
Stanwood	3	0	3	3	9	-66.7%
Tipton	309	246	555	555	670	-17.2%

**FY19 Circulation by Area & Agency**

	1ST Q	2ND Q	6 MO	YTD	LYTD	% CHG
Toledo	0	0	0	0	0	0.0%
Traer	0	2	2	2	0	0.0%
Urbandale	97	28	125	125	10	1150.0%
Van Horne	0	0	0	0	0	0.0%
Van Meter	0	8	8	8	0	0.0%
Victor	122	130	252	252	87	189.7%
Vinton	0	0	0	0	0	0.0%
Wapello	0	0	0	0	0	0.0%
Washington	981	1,126	2,107	2,107	1,920	9.7%
Waterloo	8	0	8	8	10	-20.0%
Waukon	3	4	7	7	0	0.0%
Waverly	27	83	110	110	0	0.0%
Wellman	719	729	1,448	1,448	1,457	-0.6%
West Branch	1,663	1,769	3,432	3,432	4,079	-15.9%
West Des Moines	0	0	0	0	0	0.0%
West Liberty	1,016	808	1,824	1,824	2,036	-10.4%
What Cheer	1	0	1	1	22	-95.5%
Williamsburg	1,401	1,001	2,402	2,402	917	161.9%
Wilton	492	302	794	794	760	4.5%
Winfield	47	41	88	88	27	225.9%
Winterset	4	3	7	7	5	40.0%
Winthrop	0	0	0	0	0	0.0%
Zearing	0	0	0	0	0	0.0%
Undefined Open Access	115	1	116	116	0	0.0%
Total Recip/Open Access	40,031	34,524	74,550	74,555	77,336	-3.6%
Total Circulation (including E-Downloads, not in-house)	343,172	312,305	655,472	655,477	627,371	4.5%
Percent Iowa City	78.2%	79.3%	78.8%	78.8%	77.1%	2.1%
Percent Hills	0.2%	0.3%	0.3%	0.3%	0.2%	27.8%
Percent Johnson County	8.2%	7.7%	8.0%	8.0%	8.6%	-6.9%
Percent Lone Tree	0.3%	0.3%	0.3%	0.3%	0.3%	-0.8%
Percent University Heights	1.4%	1.3%	1.3%	1.3%	1.4%	-8.9%
Percent Reciprocal/Open Access	11.7%	11.1%	11.4%	11.4%	12.3%	-7.7%
	100.0%	100.0%	100.0%	100.0%	100.0%	
Iowa City	268,399	247,810	516,209	516,209	483,938	6.7%
Local Contracts	34,742	29,971	64,713	64,713	66,117	-2.1%
Open Access	40,031	34,524	74,555	74,555	77,336	-3.6%
In-house cards (staff use)	2,480	2,204	4,684	4,684	3,629	29.1%
Undefined Other	0	0	0	0	-20	0.0%
Total Spreadsheet	345,652	314,509	660,161	660,161	631,000	

**FY19 Circulation by Type & Format**
**6 Months**

Category	YTD	% Total	Last YTD	% of Total	% Change
<b>Adult Materials</b>					
General Fiction/Fiction Express	46,025	10.2%	46,668	11.0%	-1.4%
Mystery	16,319	3.6%	16,666	3.9%	-2.1%
Science Fiction	8,153	1.8%	8,987	2.1%	-9.3%
Book Club Kits (10 items per kit)	36	0.0%	27	0.0%	33.3%
Young Adult Fiction	10,714	2.4%	9,989	2.4%	7.3%
Comics	14,920	3.3%	16,141	3.8%	-7.6%
Large Print	4,797	1.1%	5,028	1.2%	-4.6%
Books in Other Languages	591	0.1%	659	0.2%	-10.3%
<b>Total Fiction</b>	<b>101,555</b>	<b>22.5%</b>	<b>104,165</b>	<b>24.6%</b>	<b>-2.5%</b>
Express/Nonfiction	1,685	0.4%	1,471	0.3%	14.5%
Large Print Nonfiction	657	0.1%	484	0.1%	35.7%
000 - General/Computers	1,918	0.4%	2,038	0.5%	-5.9%
100 - Psychology/Philosophy	5,730	1.3%	5,688	1.3%	0.7%
200 - Religion	3,613	0.8%	3,705	0.9%	-2.5%
300 - Social Sciences	10,817	2.4%	10,788	2.5%	0.3%
400 - Language	1,252	0.3%	1,570	0.4%	-20.3%
500 - Science	3,739	0.8%	3,769	0.9%	-0.8%
600 - Applied Technology	20,101	4.4%	20,289	4.8%	-0.9%
700 - Art & Recreation	11,424	2.5%	10,552	2.5%	8.3%
800 - Literature	4,972	1.1%	5,037	1.2%	-1.3%
900 - History & Travel	9,490	2.1%	9,573	2.3%	-0.9%
Biography	3,545	0.8%	3,980	0.9%	-10.9%
<b>Total Nonfiction: Adult &amp; Young Adult</b>	<b>78,943</b>	<b>17.5%</b>	<b>78,944</b>	<b>18.6%</b>	<b>0.0%</b>
Magazines	3,043	0.7%	3,082	0.7%	-1.3%
<b>Total Miscellaneous</b>	<b>3,043</b>	<b>0.7%</b>	<b>3,082</b>	<b>0.7%</b>	<b>-1.3%</b>
<b>Total Adult Print</b>	<b>183,541</b>	<b>40.6%</b>	<b>186,191</b>	<b>43.9%</b>	<b>-1.4%</b>
Art to Go	881	0.2%	885	0.2%	-0.5%
DVD (Movies/TV)	108,835	24.1%	113,878	26.9%	-4.4%
Express/DVD	10,816	2.4%	11,288	2.7%	-4.2%
Nonfiction DVD	7,769	1.7%	9,364	2.2%	-17.0%
Fiction on Disc	6,992	1.5%	8,597	2.0%	-18.7%
Nonfiction on CD	3,295	0.7%	3,747	0.9%	-12.1%
Compact Disc (Music)	23,514	5.2%	26,281	6.2%	-10.5%
Young Adult Video Games	4,094	0.9%	3,289	0.8%	24.5%
Circulating Equipment	545	0.1%	413	0.1%	32.0%
<b>Total Nonprint</b>	<b>166,741</b>	<b>36.9%</b>	<b>177,742</b>	<b>41.9%</b>	<b>-6.2%</b>

**FY19 Circulation by Type & Format**

Category	YTD	% Total	Last YTD	6 Months	
				% of Total	% Change
Adult E-Audio # Downloads	30,403	6.7%	22,572	5.3%	34.7%
Adult E-Book # Downloads	35,071	7.8%	29,949	7.1%	17.1%
Adult E-Magazines	7,098	1.6%	6,006	1.4%	18.2%
Adult E-Music # Downloads/Local Music Project	70	0.0%	81	0.0%	-13.6%
Adult E-Newspapers	8,438	1.9%	0	0.0%	0.0%
Adult E-Video Streaming: Library Channel	20,463	4.5%	1,353	0.3%	1412.4%
<b>Total Adult E-Downloads</b>	<b>101,543</b>	<b>22.5%</b>	<b>59,961</b>	<b>14.1%</b>	<b>69.3%</b>
<b>Total Adult Circulation</b>	<b>451,825</b>	<b>100.0%</b>	<b>423,894</b>	<b>100.0%</b>	<b>6.6%</b>

**Children's Materials**

Fiction	36,079	17.5%	36,204	17.6%	-0.3%
Comics	16,811	8.1%	14,621	7.1%	15.0%
Holiday	5,297	2.6%	5,075	2.5%	4.4%
Picture: Big, Board, Easy	56,056	27.2%	58,476	28.5%	-4.1%
Readers	22,751	11.0%	22,234	10.8%	2.3%
Nonfiction & Biography	22,678	11.0%	22,734	11.1%	-0.2%
Magazines	266	0.1%	247	0.1%	7.7%
<b>Total Children's Print</b>	<b>159,938</b>	<b>77.5%</b>	<b>159,591</b>	<b>77.8%</b>	<b>0.2%</b>

Video/DVD	29,420	14.3%	30,259	14.7%	-2.8%
Books on Disc	2,265	1.1%	2,424	1.2%	-6.6%
Read-Along set	2,648	1.3%	2,793	1.4%	-5.2%
Children's Music	2,044	1.0%	2,290	1.1%	-10.7%
Children's Video Games	1,318	0.6%	1,339	0.7%	-1.6%
Read with Me Kits	258	0.1%	237	0.1%	8.9%
Games & Toys	1,437	0.7%	1,588	0.8%	-9.5%
<b>Total Children's Nonprint</b>	<b>39,390</b>	<b>19.1%</b>	<b>40,930</b>	<b>19.9%</b>	<b>-3.8%</b>

j E-Audio # Downloads	2,932	1.4%	1,934	0.9%	51.6%
j E-Book # Downloads	4,096	2.0%	2,756	1.3%	48.6%
<b>Total Children's E-Downloads</b>	<b>7,028</b>	<b>4.4%</b>	<b>4,690</b>	<b>2.9%</b>	<b>49.9%</b>
<b>Total Children's</b>	<b>206,356</b>	<b>100.0%</b>	<b>205,211</b>	<b>100.0%</b>	<b>0.6%</b>

**All Circulation by Type/Format**

All Fiction	159,742	24.2%	160,065	25.4%	-0.2%
All Nonfiction and Biography	101,621	15.4%	101,678	16.1%	-0.1%
Picture books & Readers	78,807	11.9%	80,710	12.8%	-2.4%
Magazines	3,309	0.5%	3,329	0.5%	-0.6%
<b>Total Print</b>	<b>343,479</b>	<b>52.0%</b>	<b>345,782</b>	<b>54.8%</b>	<b>-0.7%</b>

**FY19 Circulation by Type & Format**

Category	YTD	% Total	Last YTD	6 Months	
				% of Total	% Change
Toys	1,437	0.2%	1,588	0.3%	-9.5%
Art	881	0.1%	885	0.1%	-0.5%
DVD (Fiction, Nonfiction, & Express)	156,840	23.8%	164,789	26.1%	-4.8%
CD (Music)	25,558	3.9%	28,571	4.5%	-10.5%
Books on CD (Fiction & Nonfiction)	12,552	1.9%	14,768	2.3%	-15.0%
Read-Along Set	2,648	0.4%	2,793	0.4%	-5.2%
Video Games	5,412	0.8%	4,628	0.7%	16.9%
Read with Me Kits	258	0.0%	237	0.0%	8.9%
Circulating Equipment	545	0.1%	413	0.1%	32.0%
<b>Total Nonprint</b>	<b>206,131</b>	<b>31.2%</b>	<b>218,672</b>	<b>34.7%</b>	<b>-5.7%</b>
<b>Total E-Downloads</b>	<b>108,571</b>	<b>16.4%</b>	<b>64,651</b>	<b>10.2%</b>	<b>67.9%</b>
<b>Total In House/Undefined</b>	<b>1,995</b>	<b>0.3%</b>	<b>1,895</b>	<b>0.3%</b>	<b>5.3%</b>
<b>Total Adult Materials (including e items)</b>	<b>451,825</b>	<b>68.4%</b>	<b>423,894</b>	<b>67.2%</b>	<b>6.6%</b>
<b>Total Children's (including e items)</b>	<b>206,356</b>	<b>31.3%</b>	<b>205,211</b>	<b>32.5%</b>	<b>0.6%</b>
<b>Grand Total</b>	<b>660,176</b>	<b>100.0%</b>	<b>631,000</b>	<b>100.0%</b>	<b>4.6%</b>
<b>(Adult + Children's + Undefined)</b>					



## MasterCard Report

08-Jan-19

Vendor	Dept	Expense	Description	Amount
Adobe	10550140	455110	Software	\$119.88
Akar	10550110	469370	Paper Products/Certificate/Prizes	\$35.00
ALA	10550110	436050	Registration	\$50.00
Amazon.com	10550320	455120	Misc Comp Hardware	\$102.00
Amazon.com	10550140	455120	Misc Comp Hardware	\$134.58
Amazon.com	10550152	469320	Miscellaneous Supplies	\$17.97
Amazon.com	10550121	469320	Miscellaneous Supplies	\$45.78
Amazon.com	10550110	452010	Office Supplies	\$44.71
Balloons Direct	10550152	469320	Miscellaneous Supplies	\$66.77
Bread Garden	10550110	469370	Paper Products/Certificate/Prizes	\$20.00
CHOMP	10550110	435055	Postage and Stamps	\$16.96
CVB	10550110	436050	Registration	\$70.00
Displays to go	10550159	469320	Miscellaneous Supplies	\$28.75
Englert	10550110	469370	Paper Products/Certificate/Prizes	\$65.00
Factory Direct	10550121	442010	Bldg Rep & Maint	\$120.65
Herteen & Stocker Jewelers	10550110	469370	Paper Products/Certificate/Prizes	\$20.00
Hoover Guitar	10550220	477110	Music-CD	\$18.00
Hy-Vee	10550420	469360	Food and Beverages	\$40.67
Hy-Vee	10550152	469320	Miscellaneous Supplies	\$124.21
Hy-Vee	10550152	469360	Food and Beverages	\$22.97
Hy-Vee	10550110	469320	Miscellaneous Supplies	\$45.49
Hy-Vee	10550110	469360	Food and Beverages	\$124.98
Java House	10550110	469370	Paper Products/Certificate/Prizes	\$35.00
Michaels	10550152	469320	Miscellaneous Supplies	\$9.49
Oriental Trading Co	10550152	469320	Miscellaneous Supplies	\$76.78
Paypal	10550140	444080	Software Repair & Maintenance Services	\$20.10
Prairie Lights	10550110	469370	Paper Products/Certificate/Prizes	\$20.00
Ptouch Direct	10550159	469320	Miscellaneous Supplies	\$55.38
Puzzles Print	10550110	469320	Miscellaneous Supplies	\$79.98
Record Collector	10550110	469370	Paper Products/Certificate/Prizes	\$65.00
RSVP	10550110	469370	Paper Products/Certificate/Prizes	\$20.00
Staples	10550110	452010	Office Supplies	\$12.99
Tallgrass Business Resources	10550110	452010	Office Supplies	\$588.52
Tallgrass Business Resources	10550110	469210	First Aid/Safety Supplies	\$26.70
Target	10550110	469370	Paper Products/Certificate/Prizes	\$40.00
Ten Thousand Villages	10550110	469370	Paper Products/Certificate/Prizes	\$35.00

Vendor	Dept	Expense	Description	Amount
Tspoon's Coffee Café	10550110	469370	Paper Products/Certificate/Prizes	\$20.00
USPS	10550330	435055	Postage and Stamps	\$33.50
Wal-Mart	10550220	477220	Multi-Media/Gaming	\$59.88
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$160.70
Zephyr	10550110	452010	Office Supplies	\$6.00

**Grand Total****\$2,699.39**

01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

P 1  
apInvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110						
1000-10-25-550-550100-550110-000-0000-432080	Library Administration					
014353 ONE SOURCE THE BACKG PLUS4649-20181130	Other Professional Services	0	2019 6 INV P	82.65 120718	9171	BACKGROUND CHECKS F
014353 ONE SOURCE THE BACKG PLUS4649VOL-20181130		0	2019 6 INV P	80.00 121418	9243	BACKGROUND CHECKS F
				162.65		
014539 IOWA SAFE SCHOOLS	121418BS	0	2019 6 INV P	250.00 122118	222764	Admin/Inservice Day
015209 CHIBNALL, DANIEL FRA	121418DC	0	2019 6 INV P	100.00 122118	222719	Admin/ Inservice Da
			ACCOUNT TOTAL	512.65		
1000-10-25-550-550100-550110-000-0000-435055						
010468 U S POST OFFICE ACCT 121218	Mail & Delivery	0	2019 6 INV P	10,000.00 122118	222829	Admin/Replenish Pos
010473 UNITED PARCEL SERVIC 000068774R498		0	2019 6 INV P	26.35 122818	223343	Admin/ 3 UPS Intern
010475 UNIVERSITY OF IOWA C 1208184864		0	2019 6 INV P	25.44 120718	222468	EMiller/Mastercard
012264 MAILBOXES OF IOWA CI 110518		0	2019 6 INV P	14.67 121418	222574	Admin/ USPS Media M
			ACCOUNT TOTAL	10,066.46		
1000-10-25-550-550100-550110-000-0000-436050						
010475 UNIVERSITY OF IOWA C 1208184864	Registration	0	2019 6 INV P	60.00 120718	222468	EMiller/Mastercard
			ACCOUNT TOTAL	60.00		
1000-10-25-550-550100-550110-000-0000-436060						
010475 UNIVERSITY OF IOWA C 1208184864	Lodging	0	2019 6 INV P	354.56 120718	222468	EMiller/Mastercard
			ACCOUNT TOTAL	354.56		
1000-10-25-550-550100-550110-000-0000-438130						
010482 VERIZON WIRELESS	Cell Phone/Data Services	0	2019 6 INV P	147.97 122818	223348	Admin/Monthly Cell
010889 U S CELLULAR		0	2019 6 INV P	152.56 122818	223341	Admin/ Monthly Cell
			ACCOUNT TOTAL	300.53		
1000-10-25-550-550100-550110-000-0000-443020						
011736 KONICA MINOLTA BUSIN 255292375	Office Equipment R&M Services	0	2019 6 INV P	614.09 121418	222569	Admin/Quarterly M
011736 KONICA MINOLTA BUSIN 61711595		0	2019 6 INV P	114.30 122818	223288	Admin/Lease Payme
				728.39		
			ACCOUNT TOTAL	728.39		
1000-10-25-550-550100-550110-000-0000-445140						
010373 PIP PRINTING	Outside Printing	0	2019 6 INV P	120.78 122118	9313	Admin/ 50 Inservi

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550110-000-0000-452010 010475 UNIVERSITY OF IOWA C 1208184864		0	ACCOUNT TOTAL Office Supplies 2019 6 INV P	120.78 258.43 120718	222468	EMiller/Mastercard
1000-10-25-550-550100-550110-000-0000-469320 010475 UNIVERSITY OF IOWA C 1208184864		0	ACCOUNT TOTAL Miscellaneous Supplies 2019 6 INV P	258.43 -13.72 120718	222468	EMiller/Mastercard
1000-10-25-550-550100-550110-000-0000-469360 010475 UNIVERSITY OF IOWA C 1208180318 010475 UNIVERSITY OF IOWA C 1208181910 010475 UNIVERSITY OF IOWA C 1208184864		0	ACCOUNT TOTAL Food and Beverages 2019 6 INV P 2019 6 INV P 2019 6 INV P	-13.72 29.43 120718 184.30 120718 86.96 120718	222470 222467 222468	SCraig/Mastercard 1 Klogsdan/Mastercard EMiller/Mastercard
10550121 1000-10-25-550-550100-550120-131-0000-438030 010319 MIDAMERICAN ENERGY 20181226104218		0	ACCOUNT TOTAL Library Bldg Maint - Public Electricity 2019 6 INV P	300.69 300.69 12,688.77	9500	MidAmBilling 122620
1000-10-25-550-550100-550120-131-0000-438070 010319 MIDAMERICAN ENERGY 20181226104218		0	ACCOUNT TOTAL Heating Fuel/Gas 2019 6 INV P	5,402.13 2,268.68 122818	9500	MidAmBilling 122620
1000-10-25-550-550100-550120-131-0000-438100 013663 REPUBLIC SERVICES OF 0897-000845223		0	ACCOUNT TOTAL Refuse Collection Charges 2019 6 INV P	2,268.68 120.00 120718	222444	Refuse & Recycling
1000-10-25-550-550100-550120-131-0000-442010 010171 GERARD ELECTRIC INC 7551		0	ACCOUNT TOTAL Other Building R&M Services 2019 6 INV P	120.00 2,466.31 122818	223269	FAC/Electric Repair
010392 RMB CO INC 2074 010392 RMB CO INC 2161		0	2019 6 INV P 2019 6 INV P	3,627.30 121418 275.00 122118	9253 9317	FAC/Circuit Sette FAC/Lobby Heater
010475 UNIVERSITY OF IOWA C 1208180771 010712 TRANE 39537063 010981 JOE'S QUALITY WINDOW 17150		0	3,902.30 2019 6 INV P 2019 6 INV P 2019 6 INV P	189.34 120718 4,706.00 122118 140.00 122118	222464 222823 222766	BGehrke/Mastercar FAC/ Annual Servi FAC/Lower Outside

01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

P 3  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
011399 ELECTRIC EQUIPMENT S 7421		0	2019 6	INV P	287.04 120718	9152	FAC/Westinghouse Li
013299 WATER SHOP INC 85129		0	2019 6	INV P	375.00 122818	223355	FAC/ Float & Brine
014366 ORKIN LLC 173677562		0	2019 6	INV P	1,212.00 122818	223302	FAC/Quarterly Bed B
015215 MCCLELLEN PIANO TUNI 121118		0	2019 6	INV P	105.00 122818	223290	FAC/ Piano Tuning a
			ACCOUNT TOTAL		13,382.99		
1000-10-25-550-550100-550120-131-0000-442020			Structure R&M Services				
010823 SCHUMACHER ELEVATOR 90452338		0	2019 6	INV P	418.50 122118	9318	Elevator Maintenan
			ACCOUNT TOTAL		418.50		
1000-10-25-550-550100-550120-131-0000-443080			Other Equipment R&M Services				
010804 LYNCH'S EXCAVATING I 3540		0	2019 6	INV P	5,112.00 120718	222417	FAC/Library Sewer R
			ACCOUNT TOTAL		5,112.00		
1000-10-25-550-550100-550120-131-0000-449160			Other Rentals				
010627 CINTAS CORPORATION 342830101		0	2019 6	INV P	191.87 122118	222720	FAC/Sanitary Suppli
010627 CINTAS CORPORATION 342834333		0	2019 6	INV P	191.87 122818	223257	FAC/Cleaning Suppli
			ACCOUNT TOTAL		383.74		
			ACCOUNT TOTAL		383.74		
1000-10-25-550-550100-550120-131-0000-449280			Misc Services & Charges				
014239 VARSITY CLEANERS 685606		0	2019 6	INV P	54.45 122118	222852	FAC/4 Tablecloth Cl
			ACCOUNT TOTAL		54.45		
1000-10-25-550-550100-550120-131-0000-452040			Sanitation & Indust Supplies				
010290 LENOCH AND CILEK ACE 365181/3		0	2019 6	INV P	632.43 122118	222774	FAC/Sanitary Suppli
010290 LENOCH AND CILEK ACE 365183/3		0	2019 6	INV P	299.88 122118	222774	FAC/Towels
			ACCOUNT TOTAL		932.31		
010627 CINTAS CORPORATION 342830101		0	2019 6	INV P	224.93 122118	222720	FAC/Sanitary Suppl'
010627 CINTAS CORPORATION 342834333		0	2019 6	INV P	163.76 122818	223257	FAC/Cleaning Suppl'
			ACCOUNT TOTAL		388.69		
			ACCOUNT TOTAL		1,321.00		
1000-10-25-550-550100-550120-131-0000-466070			Other Maintenance Supplies				
010171 GERARD ELECTRIC INC 7523		0	2019 6	INV P	95.00 120718	222387	FAC/FA Flow Switch
			ACCOUNT TOTAL		95.00		

01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-131-0000-469190 010165 TALLGRASS BUSINESS R 28018		0	Minor Equipment 2019 6 INV P	5,957.34 122818	223329	Chairs for Library
010475 UNIVERSITY OF IOWA C 1208181910		0	2019 6 INV P	318.63 120718	222467	KLogsdon/Mastercard
			ACCOUNT TOTAL	6,275.97		
			ORG 10550121 TOTAL	34,834.46		
10550122 1000-10-25-550-550100-550120-132-0000-442010 014520 FREEMAN LOCKSMITH LL 2331			Library Bldg Maint - Commercial Other Building R&M Services 2019 6 INV P	130.00 122118	9298	FAC/Staff Door Repa
			ACCOUNT TOTAL	130.00		
1000-10-25-550-550100-550120-132-0000-442020- 010823 SCHUMACHER ELEVATOR 90452338		0	Structure R&M Services 2019 6 INV P	188.50 122118	9318	Elevator Maintenan
			ACCOUNT TOTAL	188.50		
			ORG 10550122 TOTAL	318.50		
10550140 1000-10-25-550-550100-550140-000-0000-432060 010525 ENCOMPASS IOWA LLC 8748		0	Library Computer Systems Consultant Services 2019 6 INV P	925.00 121418	9226	IT/ IT Essentials -
			ACCOUNT TOTAL	925.00		
1000-10-25-550-550100-550140-000-0000-438140 010475 UNIVERSITY OF IOWA C 1208180250 010475 UNIVERSITY OF IOWA C 1208180318		0	Internet Fees 2019 6 INV P 2019 6 INV P	1,320.00 120718 1,200.00 120718	222469 222470	BPalmer/Mastercard SCraig/Mastercard 1
				2,520.00		
010631 MEDIACOM	112018	0	2019 6 INV P	300.95 120718	222423	IT/ Internet
014293 IMON COMMUNICATIONS 1882949		0	2019 6 INV P	364.98 120718	222404	IT/Phone & Internet
			ACCOUNT TOTAL	3,185.93		
1000-10-25-550-550100-550140-000-0000-444080 010475 UNIVERSITY OF IOWA C 1208180250		0	Software R&M Services 2019 6 INV P	22.80 120718	222469	BPalmer/Mastercar
014114 ZOBEAN INC 1698		0	2019 6 INV P	4,421.00 122118	222859	IT/Annual License
			ACCOUNT TOTAL	4,443.80		
1000-10-25-550-550100-550140-000-0000-444100 012766 RMC IMAGING INC 2064		0	Hardware R&M Services 2019 6 INV P	785.00 122118	222808	IT/Annual Softwar
			ACCOUNT TOTAL	785.00		



01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

P 5  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550140-000-0000-455120 010475 UNIVERSITY OF IOWA C 1208180250 010475 UNIVERSITY OF IOWA C 1208180318		0 0	Misc Computer Hardware 2019 6 INV P 2019 6 INV P		528.58 120718 834.14 120718	222469 BPalmer/Mastercard 222470 SCraig/Mastercard 1	
					1,362.72		
			ACCOUNT TOTAL		1,362.72		
			ORG 10550140 TOTAL		10,702.45		
10550151 1000-10-25-550-550100-550150-351-0000-432080- 010145 ENGLERT CIVIC THEATR 2439		0	Lib Public Services - Adults Other Professional Services 2019 6 INV P		2,500.00 121418	222529 AD/2018 Witching Ho	
			ACCOUNT TOTAL		2,500.00		
1000-10-25-550-550100-550150-351-0000-445140- 010373 PIP PRINTING 98714		0	Outside Printing 2019 6 INV P		75.44 121418	9247 AD/Susan's Retireme	
			ACCOUNT TOTAL		75.44		
1000-10-25-550-550100-550150-351-0000-445250- 000119 Samford University 165180		0	Inter-Library Loans 2019 6 INV P		63.00 121418	222582 AD/Book Replacement	
			ACCOUNT TOTAL		63.00		
1000-10-25-550-550100-550150-351-0000-449280- 010475 UNIVERSITY OF IOWA C 1208180227		0	Misc Services & Charges 2019 6 INV P		25.00 120718	222463 MClark/Mastercard 1	
			ACCOUNT TOTAL		25.00		
1000-10-25-550-550100-550150-351-0000-452010- 010475 UNIVERSITY OF IOWA C 1208184864		0	Office Supplies 2019 6 INV P		21.02 120718	222468 EMiller/Mastercard	
			ACCOUNT TOTAL		21.02		
1000-10-25-550-550100-550150-351-0000-469360- 010475 UNIVERSITY OF IOWA C 1208180227		0	Food and Beverages 2019 6 INV P		33.96 120718	222463 MClark/Mastercard 1	
			ACCOUNT TOTAL		33.96		
			ORG 10550151 TOTAL		2,718.42		
10550152 1000-10-25-550-550100-550150-352-0000-445140- 010373 PIP PRINTING 98769 010373 PIP PRINTING 98770		0 0	Lib Public Services - Children Outside Printing 2019 6 INV P 2019 6 INV P		23.12 121418 238.14 121418	9247 CHI/ WRP Poster 9247 CHI/400 Winter Re	
					261.26		
			ACCOUNT TOTAL		261.26		

01/14/2019 09:37 CITY OF IOWA CITY  
emiller Library Disbursements: December 1 to December 31, 2018

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550150-352-0000-452010-010475 UNIVERSITY OF IOWA C 1208184864		0	Office Supplies 2019 6 INV P	51.19 120718	222468	EMiller/Mastercard
			ACCOUNT TOTAL	51.19		
1000-10-25-550-550100-550150-352-0000-4693320-010475 UNIVERSITY OF IOWA C 1208180235		0	Miscellaneous Supplies 2019 6 INV P	210.77 120718	222465	APilkington/Masterc
010475 UNIVERSITY OF IOWA C 1208184864		0	2019 6 INV P	34.40 120718	222468	EMiller/Mastercard
				245.17		
			ACCOUNT TOTAL	245.17		
1000-10-25-550-550100-550150-352-0000-4693360-010475 UNIVERSITY OF IOWA C 1208180235		0	Food and Beverages 2019 6 INV P	151.59 120718	222465	APilkington/Masterc
012839 NEEL HOUSE BAKERY	121918	0	2019 6 INV P	96.00 122818	223299	CHI/10 Dozen Ginger
			ACCOUNT TOTAL	247.59		
			ORG 10550152 TOTAL	805.21		
10550159			Lib Public Srvs-Comm Access			
1000-10-25-550-550100-550150-359-0000-435059-011328 LITTLE VILLAGE MAGAZ 6614		0	Advertising 2019 6 INV P	45.00 121418	9237	CAS/ Downtown Co-op
			ACCOUNT TOTAL	45.00		
1000-10-25-550-550100-550150-359-0000-445140-010050 TRU ART		0	Outside Printing 2019 6 INV P	357.00 122818	223335	CAS/1,500 Fall Book
010373 PIP PRINTING	98831	0	2019 6 INV P	67.75 122118	9313	CAS/2 Bookmobile St
			ACCOUNT TOTAL	424.75		
1000-10-25-550-550100-550150-359-0000-452010-010475 UNIVERSITY OF IOWA C 1208181910		0	Office Supplies 2019 6 INV P	100.46 120718	222467	KLogsdan/Mastercard
			ACCOUNT TOTAL	100.46		
1000-10-25-550-550100-550150-359-0000-4693320-010475 UNIVERSITY OF IOWA C 1208184864		0	Miscellaneous Supplies 2019 6 INV P	295.24 120718	222468	EMiller/Mastercar
			ACCOUNT TOTAL	295.24		
			ORG 10550159 TOTAL	865.45		
10550160			Library Collection Services			
1000-10-25-550-550100-550160-000-0000-445140-010373 PIP PRINTING		0	Outside Printing 2019 6 INV P	71.76 122118	9313	LIBRARY MATERIALS
			ACCOUNT TOTAL	71.76		



01/14/2019 09:37  
emillerCITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018P 7  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550160-000-0000-445270			Library Material R&M Services				
010509 BAKER & TAYLOR INC C 200055112018V		0	2019 6	INV P	1,619.28 121418	222507	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC 76036621		0	2019 6	INV P	13.90 122818	9509	LIBRARY MATERIALS
011068 OVERDRIVE INC MR01370182224437		0	2019 6	INV P	196.00 121418	222594	LIBRARY MATERIALS
			ACCOUNT TOTAL		1,829.18		
1000-10-25-550-550100-550160-000-0000-469320-			Miscellaneous Supplies				
010475 UNIVERSITY OF IOWA C 1208184864		0	2019 6	INV P	25.58 120718	222468	EMiller/Mastercard
			ACCOUNT TOTAL		25.58		
			ORG 10550160 TOTAL		1,926.52		
10550210			Library Children's Materials				
1000-10-25-550-550200-550210-000-0000-477020			Books (Cat/Cir)				
010509 BAKER & TAYLOR INC C 2033885827		0	2019 6	INV P	295.02 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034095778		0	2019 6	INV P	467.19 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034105985		0	2019 6	INV P	31.78 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034109260		0	2019 6	INV P	880.63 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034115580		0	2019 6	INV P	35.80 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034115936		0	2019 6	INV P	723.30 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034116029		0	2019 6	INV P	33.26 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034119077		0	2019 6	INV P	70.35 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034123794		0	2019 6	INV P	62.58 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034128918		0	2019 6	INV P	571.33 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034133082		0	2019 6	INV P	7.78 121418	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034137924		0	2019 6	INV P	461.03 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034137959		0	2019 6	INV P	57.46 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034138160		0	2019 6	INV P	32.97 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034138235		0	2019 6	INV P	53.72 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034141709		0	2019 6	INV P	236.44 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034142306		0	2019 6	INV P	60.31 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034146437		0	2019 6	INV P	60.12 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034146588		0	2019 6	INV P	94.33 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034146643		0	2019 6	INV P	81.46 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034148453		0	2019 6	INV P	791.08 121418	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034149613		0	2019 6	INV P	151.18 121418	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034156234		0	2019 6	INV P	439.61 121418	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034158813		0	2019 6	INV P	2.99 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034169907		0	2019 6	INV P	157.30 122118	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034173192		0	2019 6	INV P	83.32 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034176999		0	2019 6	INV P	125.14 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034177900		0	2019 6	INV P	181.76 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034182084		0	2019 6	INV P	90.98 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034182171		0	2019 6	INV P	444.35 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034184808		0	2019 6	INV P	5.59 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034187262		0	2019 6	INV P	14.50 122818	223244	LIBRARY MATERIALS

01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
010514 AMAZON	66528111018	0	2019	6 INV P	68.76 122818	223241	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	373611197	0	2019	6 INV P	105.96 120718	222406	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37435089	0	2019	6 INV P	79.56 121418	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37453201	0	2019	6 INV P	79.28 121418	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37463573	0	2019	6 INV P	35.48 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37497853	0	2019	6 INV P	109.35 121418	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37593363	0	2019	6 INV P	62.05 122118	222755	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37630397	0	2019	6 INV P	14.94 122118	222755	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37642809	0	2019	6 INV P	34.17 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37687433	0	2019	6 INV P	69.12 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37861944	0	2019	6 INV P	9.77 122818	223279	LIBRARY MATERIALS
					599.68		
				ACCOUNT TOTAL	7,473.10		
1000-10-25-550-550200-550210-000-0000-477030							
010509 BAKER & TAYLOR INC C 2034095778		0	2019	6 INV P	21.26 122818	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034156234		0	2019	6 INV P	20.14 121418	222507	LIBRARY MATERIALS
					41.40		
				ACCOUNT TOTAL	41.40		
1000-10-25-550-550200-550210-000-0000-477070							
010475 UNIVERSITY OF IOWA C 1208180235		0	2019	6 INV P	9.99 120718	222465	Apilkington/Masterc
				ACCOUNT TOTAL	9.99		
1000-10-25-550-550200-550210-000-0000-477100							
010509 BAKER & TAYLOR INC C 2033885827		0	2019	6 INV P	16.47 120718	222349	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	10852233911	0	2019	6 INV P	33.75 122818	223320	LIBRARY MATERIALS
				ACCOUNT TOTAL	50.22		
1000-10-25-550-550200-550210-000-0000-477110							
010509 BAKER & TAYLOR INC C H10729860		0	2019	6 INV P	11.01 120718	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H11772120		0	2019	6 INV P	9.54 121418	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H19223960		0	2019	6 INV P	14.69 122818	223245	LIBRARY MATERIALS
					35.24		
				ACCOUNT TOTAL	35.24		
1000-10-25-550-550200-550210-000-0000-477120							
010509 BAKER & TAYLOR INC C 2033885827		0	2019	6 INV P	54.32 120718	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2034176999		0	2019	6 INV P	10.63 122818	223244	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	37361197	0	2019 6	INV P	64.95		
010536 INGRAM LIBRARY SERVI	37463573	0	2019 6	INV P	28.45	222406	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	37497853	0	2019 6	INV P	28.45	223279	LIBRARY MATERIALS
					28.45	222554	LIBRARY MATERIALS
					85.35		
010558 WESTON WOODS	18353178	0	2019 6	INV P	53.91	223356	LIBRARY MATERIALS
010558 WESTON WOODS	18353182	0	2019 6	INV P	28.45	223356	LIBRARY MATERIALS
					82.36		
					232.66		
				ACCOUNT TOTAL			
1000-10-25-550200-550210-000-0000-477160				Video Recordings			
010509 BAKER & TAYLOR INC C	2034148453	0	2019 6	INV P	23.96	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034149613	0	2019 6	INV P	16.78	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H09573500	0	2019 6	INV P	88.93	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H09819510	0	2019 6	INV P	473.17	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H10179580	0	2019 6	INV P	10.87	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H10280940	0	2019 6	INV P	7.24	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H11226870	0	2019 6	INV P	70.36	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H12379770	0	2019 6	INV P	21.74	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H14203880	0	2019 6	INV P	72.48	223245	LIBRARY MATERIALS
					785.53		
010546 MIDWEST TAPE	96601666	0	2019 6	INV P	193.41	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96623700	0	2019 6	INV P	102.71	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96647735	0	2019 6	INV P	22.48	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96661149	0	2019 6	INV P	29.24	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96686521	0	2019 6	INV P	7.49	222783	LIBRARY MATERIALS
					355.33		
010558 WESTON WOODS	18353178	0	2019 6	INV P	224.80	223356	LIBRARY MATERIALS
010558 WESTON WOODS	18353182	0	2019 6	INV P	134.88	223356	LIBRARY MATERIALS
010558 WESTON WOODS	18387635	0	2019 6	INV P	44.96	223356	LIBRARY MATERIALS
					404.64		
				ACCOUNT TOTAL	1,545.50		
1000-10-25-550200-550210-000-0000-477200				Toys			
010475 UNIVERSITY OF IOWA C	1208180292	0	2019 6	INV P	97.05	222466	AMangano/Mastercard
010514 AMAZON	6652811018	0	2019 6	INV P	44.55	223241	LIBRARY MATERIALS
				ACCOUNT TOTAL	141.60		



a Tyler rep solution

P 10  
apinvgl

01/14/2019 09:37  
emiller  
CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550200-550210-000-0000-477220		0	Multi-Media/Gaming				
010536 INGRAM LIBRARY SERVI	37642809		2019 6	INV P	227.96	223279	LIBRARY MATERIALS
			ACCOUNT TOTAL		227.96		
			ORG 10550210 TOTAL		9,757.67		
10550220			Library Adult Materials				
1000-10-25-550-550200-550220-000-0000-477020			Books (Cat/Cir)				
010475 UNIVERSITY OF IOWA C	1208180292	0	2019 6	INV P	92.97	222466	AMangano/Mastercard
010509 BAKER & TAYLOR INC	C 2033885827	0	2019 6	INV P	1,176.67	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034095778	0	2019 6	INV P	2,320.99	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034109490	0	2019 6	INV P	73.25	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034109493	0	2019 6	INV P	248.56	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034116024	0	2019 6	INV P	311.59	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034119077	0	2019 6	INV P	1,063.52	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034120450	0	2019 6	INV P	135.73	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034128918	0	2019 6	INV P	108.19	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034128953	0	2019 6	INV P	2,205.06	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034129844	0	2019 6	INV P	127.56	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034133500	0	2019 6	INV P	101.83	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034133558	0	2019 6	INV P	131.72	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034133561	0	2019 6	INV P	366.85	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034137835	0	2019 6	INV P	247.92	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034138462	0	2019 6	INV P	81.68	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034141324	0	2019 6	INV P	130.12	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034141709	0	2019 6	INV P	94.03	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034142306	0	2019 6	INV P	837.35	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034146523	0	2019 6	INV P	981.83	222349	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034146638	0	2019 6	INV P	58.22	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034148453	0	2019 6	INV P	31.69	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034149941	0	2019 6	INV P	1,363.12	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034154895	0	2019 6	INV P	164.85	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034156234	0	2019 6	INV P	113.13	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034158813	0	2019 6	INV P	990.81	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034160855	0	2019 6	INV P	314.42	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034160998	0	2019 6	INV P	140.44	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034162298	0	2019 6	INV P	111.37	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034162411	0	2019 6	INV P	152.13	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034162588	0	2019 6	INV P	163.23	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034162590	0	2019 6	INV P	77.80	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034173234	0	2019 6	INV P	108.36	222706	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034176999	0	2019 6	INV P	54.88	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034177900	0	2019 6	INV P	453.96	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034178750	0	2019 6	INV P	1,193.91	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034178806	0	2019 6	INV P	45.91	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034181992	0	2019 6	INV P	93.51	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034182121	0	2019 6	INV P	84.56	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034182156	0	2019 6	INV P	116.30	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034182298	0	2019 6	INV P	31.33	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2034182298	0	2019 6	INV P	478.61	223244	LIBRARY MATERIALS



ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2034184808		0	2019	6	INV	P	223244	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5015232989		0	2019	6	INV	P	222506	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5015252314		0	2019	6	INV	P	222506	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5015271292		0	2019	6	INV	P	222506	LIBRARY MATERIALS
							151.14	122818
							25.12	121418
							13.17	121418
							57.77	121418
							17,334.19	
010520 CENTER POINT PUBLISH 1643087		0	2019	6	INV	P	222515	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH 1645346		0	2019	6	INV	P	223256	LIBRARY MATERIALS
							134.82	122818
							166.72	
010531 GALE GROUP	65624516	0	2019	6	INV	P	222533	LIBRARY MATERIALS
010531 GALE GROUP	65630780	0	2019	6	INV	P	222533	LIBRARY MATERIALS
010531 GALE GROUP	65653099	0	2019	6	INV	P	223268	LIBRARY MATERIALS
010531 GALE GROUP	65670264	0	2019	6	INV	P	223268	LIBRARY MATERIALS
010531 GALE GROUP	65670632	0	2019	6	INV	P	223268	LIBRARY MATERIALS
010531 GALE GROUP	65676148	0	2019	6	INV	P	223268	LIBRARY MATERIALS
							47.23	121418
							23.99	121418
							30.39	122818
							52.49	122818
							24.79	122818
							24.74	122818
							203.63	
010536 INGRAM LIBRARY SERVI 373611197		0	2019	6	INV	P	222406	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37435089		0	2019	6	INV	P	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37453201		0	2019	6	INV	P	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37463573		0	2019	6	INV	P	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37497853		0	2019	6	INV	P	222554	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37593361		0	2019	6	INV	P	222755	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37593362		0	2019	6	INV	P	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37649596		0	2019	6	INV	P	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37687433		0	2019	6	INV	P	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37861944		0	2019	6	INV	P	223279	LIBRARY MATERIALS
							23.36	120718
							89.38	121418
							35.45	121418
							32.42	122818
							34.19	121418
							23.98	122118
							181.80	122818
							10.79	122818
							19.20	122818
							73.39	122818
							523.96	
010546 MIDWEST TAPE	96662107	0	2019	6	INV	P	222578	LIBRARY MATERIALS
							29.99	121418
							18,351.46	
							ACCOUNT TOTAL	
1000-10-25-550200-550220-000-0000-477040							Books (Cat/Reference)	
010475 UNIVERSITY OF IOWA C 1208180292		0	2019	6	INV	P	130.99	120718
010509 BAKER & TAYLOR INC C 5015232989		0	2019	6	INV	P	134.99	121418
010509 BAKER & TAYLOR INC C 5015252314		0	2019	6	INV	P	379.99	121418
010509 BAKER & TAYLOR INC C 5015271292		0	2019	6	INV	P	8.90	121418
							523.88	
010531 GALE GROUP	65539782	0	2019	6	INV	P	222533	LIBRARY MATERIALS
010549 PETERSON'S A NELNET INV-2247102		0	2019	6	INV	P	222601	LIBRARY MATERIALS
012859 INFORMATION TODAY 1675487-B1		0	2019	6	INV	P	222553	LIBRARY MATERIALS
							28.45	121418
							47.32	121418
							442.53	121418
							222466	Amangano/Masterca
							222506	LIBRARY MATERIALS
							222506	LIBRARY MATERIALS
							222506	LIBRARY MATERIALS
							222533	LIBRARY MATERIALS
							222601	LIBRARY MATERIALS
							222553	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL					1,173.17		
1000-10-25-550-550200-550220-000-0000-477070							
011068 OVERDRIVE INC	01370CO18220856	0	2019	6 INV P	229.99	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18222723	0	2019	6 INV P	15.99	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18222915	0	2019	6 INV P	215.94	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18230337	0	2019	6 INV P	10.00	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18231399	0	2019	6 INV P	105.00	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18231795	0	2019	6 INV P	3,501.78	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18232468	0	2019	6 INV P	35.98	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18233973	0	2019	6 INV P	500.93	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18220191	0	2019	6 INV P	132.00	222594	LIBRARY MATERIALS
ACCOUNT TOTAL					4,747.61		
Downloadable-eBooks					4,747.61		
1000-10-25-550-550200-550220-000-0000-477100							
010509 BAKER & TAYLOR INC C	2034148453	0	2019	6 INV P	8.23	222507	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034176999	0	2019	6 INV P	27.43	223244	LIBRARY MATERIALS
ACCOUNT TOTAL					35.66		
010518 BLACKSTONE AUDIOBOOK	1062287	0	2019	6 INV P	40.00	9146	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1066988	0	2019	6 INV P	80.00	9283	LIBRARY MATERIALS
ACCOUNT TOTAL					120.00		
010551 RECORDED BOOKS LLC	76033776	0	2019	6 INV P	140.40	9252	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76035523	0	2019	6 INV P	181.20	9179	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76036015	0	2019	6 INV P	173.20	9179	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76038743	0	2019	6 INV P	222.60	9252	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76041587	0	2019	6 INV P	74.20	9252	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76041834	0	2019	6 INV P	82.20	9252	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76041980	0	2019	6 INV P	256.20	9316	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76046008	0	2019	6 INV P	31.50	9509	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76048558	0	2019	6 INV P	80.98	9509	LIBRARY MATERIALS
ACCOUNT TOTAL					1,242.48		
010880 RANDOM HOUSE INC	1084303050	0	2019	6 INV P	48.00	222440	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084515210	0	2019	6 INV P	45.00	222440	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084616907	0	2019	6 INV P	26.25	222609	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084827366	0	2019	6 INV P	56.25	223320	LIBRARY MATERIALS
ACCOUNT TOTAL					175.50		
1000-10-25-550-550200-550220-000-0000-477110							
010509 BAKER & TAYLOR INC C	H10729860	0	2019	6 INV P	307.12	222350	LIBRARY MATERIALS

01/14/2019 09:37  
emillerCITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018P 13  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C H10729870	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H10820690	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11026490	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11033650	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11267780	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11275140	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11381100	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11758740	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11772120	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11990150	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12126830	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12263630	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12864550	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H13217930	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H14203840	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H15788010	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H15788020	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H16691110	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H17012510	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H19054300	0	2019	6	INV P	223245	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H19223960	0	2019	6	INV P	223245	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H19223970	0	2019	6	INV P	223245	LIBRARY MATERIALS
						1,066.58	
010514 AMAZON	66528111018	0	2019	6	INV P	223241	LIBRARY MATERIALS
010546 MIDWEST TAPE	96647172	0	2019	6	INV P	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96662108	0	2019	6	INV P	222578	LIBRARY MATERIALS
						51.72	
						1,159.15	
					ACCOUNT TOTAL		
1000-10-25-550-550200-550220-000-0000-477160					Video Recordings		
010509 BAKER & TAYLOR INC	C H09573500	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H09819510	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H10179580	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H10280940	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H10548450	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H10832250	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11033680	0	2019	6	INV P	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11226870	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11468980	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11772170	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H11990230	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12272040	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12345080	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12379770	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H12877960	0	2019	6	INV P	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H13131760	0	2019	6	INV P	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H15162220	0	2019	6	INV P	223245	LIBRARY MATERIALS



a tyler erp solution

01/14/2019 09:37  
emillerCITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018P 14  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C H16709690		0	2019	6	INV P	580.17 122818	223245	LIBRARY MATERIALS
						4,889.11		
010546 MIDWEST TAPE	96601666	0	2019	6	INV P	67.47 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96623700	0	2019	6	INV P	5.24 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96647735	0	2019	6	INV P	85.47 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96661149	0	2019	6	INV P	14.99 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96686521	0	2019	6	INV P	35.98 122118	222783	LIBRARY MATERIALS
010546 MIDWEST TAPE	96710785	0	2019	6	INV P	35.23 122818	223294	LIBRARY MATERIALS
						244.38		
						5,133.49		
ACCOUNT TOTAL								
Non-Fiction Video-DVD								
010509 BAKER & TAYLOR INC C H09573500		0	2019	6	INV P	36.17 120718	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H09819510		0	2019	6	INV P	61.60 120718	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H10832250		0	2019	6	INV P	18.12 120718	222350	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H11226870		0	2019	6	INV P	12.32 122118	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H12272040		0	2019	6	INV P	18.09 121418	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H12345080		0	2019	6	INV P	218.00 122118	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H12877960		0	2019	6	INV P	11.85 121418	222508	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H13033880		0	2019	6	INV P	21.71 122118	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H13131760		0	2019	6	INV P	8.83 122118	222707	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H15162220		0	2019	6	INV P	21.74 122818	223245	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H16709690		0	2019	6	INV P	10.87 122818	223245	LIBRARY MATERIALS
						439.30		
010546 MIDWEST TAPE	96601666	0	2019	6	INV P	22.49 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96647735	0	2019	6	INV P	44.22 121418	222578	LIBRARY MATERIALS
010546 MIDWEST TAPE	96686521	0	2019	6	INV P	67.49 122118	222783	LIBRARY MATERIALS
010546 MIDWEST TAPE	96710785	0	2019	6	INV P	18.74 122818	223294	LIBRARY MATERIALS
						152.94		
						592.24		
ACCOUNT TOTAL								
Multi-Media/Gaming								
010536 INGRAM LIBRARY SERVI 37361197		0	2019	6	INV P	142.43 120718	222406	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37463573		0	2019	6	INV P	151.92 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37642809		0	2019	6	INV P	294.44 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37687433		0	2019	6	INV P	85.48 122818	223279	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 37861944		0	2019	6	INV P	28.45 122818	223279	LIBRARY MATERIALS
						702.72		
						702.72		
ACCOUNT TOTAL								
Non-Fiction Audio-CD								
010518 BLACKSTONE AUDIOBOOK 1059633		0	2019	6	INV P	32.49 120718	9146	LIBRARY MATERIALS





01/14/2019 09:37  
emiller

CITY OF IOWA CITY  
Library Disbursements: December 1 to December 31, 2018

P 15  
apinvgia

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010518 BLACKSTONE AUDIOBOOK	1067389	0	2019	6	INV P	40.00 122118	9283	LIBRARY MATERIALS
						72.49		
010551 RECORDED BOOKS LLC	76048292	0	2019	6	INV P	35.99 122818	9509	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084336608	0	2019	6	INV P	33.75 120718	222440	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084528073	0	2019	6	INV P	33.75 120718	222440	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1084948050	0	2019	6	INV P	33.75 122818	223320	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1184309050	0	2019	6	INV P	22.50 120718	222440	LIBRARY MATERIALS
						123.75		
						232.23		
ACCOUNT TOTAL								
Downloadable Media								
1000-10-25-550-550220-000-0000-477250	01370C018220857	0	2019	6	INV P	230.98 121418	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018220857	0	2019	6	INV P	372.32 121418	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018222914	0	2019	6	INV P	124.78 122818	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018230336	0	2019	6	INV P	218.49 122818	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018231398	0	2019	6	INV P	1,494.02 122818	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018231798	0	2019	6	INV P	134.98 122818	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018232465	0	2019	6	INV P	154.99 121418	222594	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18220191	0	2019	6	INV P	39.99 122818	223304	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18231011	0	2019	6	INV P			
						2,770.55		
015034 KANOPY INC	141075-PPU	0	2019	6	INV P	1,314.00 121418	222564	LIBRARY MATERIALS
						4,084.55		
ACCOUNT TOTAL								
Print/Reference Serials								
1000-10-25-550-550220-000-0000-477330	010545 MCS COURIER & DIST	0	2019	6	INV P	1,158.99 122118	222778	LIBRARY MATERIALS
	101803					1,158.99		
ACCOUNT TOTAL								
Online Reference								
1000-10-25-550-550220-000-0000-477350	011707 VALUE LINE PUBLISHIN MB-111579-18	0	2019	6	INV P	2,763.90 122118	222850	LIBRARY MATERIALS
						2,763.90		
ACCOUNT TOTAL								
ORG 10550220 TOTAL						41,673.15		
TOTAL:						116,290.60		

FUND 1000 General

Robin Paetzold, President

Janet Freeman, Secretary