

# 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**

**July 27, 2017**

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**Jay Semel, President**

**Diane Baker**

**John Beasley**

**Kellee Forkenbrock**

**Janet Freeman, Secretary**

**Adam Ingersoll**

**Carol Kirsch**

**Robin Paetzold**

**Monique Washington, Vice-President**

**1. Call Meeting to Order.**

**2. Public Discussion.**

**3. Approval of Minutes.**

A. Approve Regular Minutes of Library Board of Trustees June 22, 2017 meeting.

**4. Items to be discussed.**

A. Library Board Annual Report.

Comment: The draft FY17 Board Annual report is included for review and approval. All City boards and commissions submit a similar report.

B. FY17 Strategic Plan Review.

Comment: This is the end of the year, FY17 strategic planning report.

C. FY18 Strategic Plan.

Comment: A preliminary version was approved last July and used for budgeting purposes. Staff have reviewed and updated. Requires Board approval.

D. FY19 Strategic Plan.

Comment: Objectives are proposed for FY19. These items will be used during FY19 budget development. Requires Board approval.

*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.*

E. FY18 NOBU Budget.

Comment: The FY18 NOBU budget requires Board approval.

**6. Staff Reports.**

A. Director's Report.

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

C. Development Office Report.

D. FY17 Public Relations Annual Report and FY18 Public Relations Plan.

E. Spotlight on the Collection.

**7. President's Report.**

A. August Board dinner.

**8. Announcements from Members.**

**9. Committee Reports.**

A. Foundation Members.

**10. Communications.**

**11. Disbursements.**

A. Review MasterCard Expenditures for June, 2017.

B. Approve Disbursements for June, 2017.

**12. Set Agenda Order for August Meeting.**

**13. Adjournment.**

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Iowa City Public Library Meeting Agendas and Other Significant Events		
JULY 27, 2017	AUGUST 24, 2017	SEPTEMBER 28, 2017
Review Board Annual Report Adopt NOBU Budget Strategic Planning Update Departmental Reports: AS, CAS  OTHER: <b>First meeting for new Board members</b>	Review Annual Staff Report Review 4 <sup>th</sup> Quarter Statistics Departmental Reports: CH, CLS, IT  <b>Policy Review:</b> <b>501: Statement of Authority</b> <b>502: Personnel</b> <b>503: Admin/Confidential Benefits</b>  OTHER: <b>Annual Board Dinner</b>	Budget Discussion  Departmental Reports: AS, CAS
OCTOBER 26, 2017	NOVEMBER 16, 2017	DECEMBER 21, 2017
Budget Discussion Review 1 <sup>st</sup> Quarter Statistics Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS	Departmental Reports: CH, CLS, IT  OTHER: Arts & Crafts Bazaar; Inservice Day
JANUARY 25, 2018	FEBRUARY 22, 2018	MARCH 22, 2018
6 month Strategic Planning Update Review 2 <sup>nd</sup> Quarter Goals/Statistics Departmental Reports: AS, CAS	Appoint Nominating Committee Set Hours for Next Fiscal Year Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director  Departmental Reports: AS, CAS
APRIL 26, 2018	MAY 24, 2018	JUNE 28, 2018
Meet as Members of Friends Foundation President Appoints to Foundation Board Review 3 <sup>rd</sup> Quarter Statistics Departmental Reports: CH, CLS, IT	Election of Officers  Departmental Reports: AS, CAS	Director Evaluation  Develop Ideas for Board Annual Report  Departmental Reports: CH, CLS, IT





## **BOARD OF TRUSTEES**

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

**DRAFT**

**June 22, 2017**

**Members Present:** Diane Baker, John Beasley, Janet Freeman, Tom Martin, Meredith Rich-Chappell, Jay Semel.

**Members Absent:** Adam Ingersoll, Robin Paetzold, Monique Washington.

**Staff Present:** Maeve Clark, Susan Craig, Anne Mangano, Patty McCarthy, Elyse Miller, Brent Palmer, Angela Pilkington.

**Guests Present:** Carol Kirsch, incoming Board member, Kellee Forkenbrock, incoming Board member.

**Call Meeting to Order.** President Semel called the meeting to order at 5:02 p.m.

**Public Discussion.** None

### **Approval of Minutes.**

The minutes of the May 25, 2017 Library Board of Trustees meeting were reviewed. A motion to approve the Minutes was made by Martin and seconded by Rich-Chappell. Motion carried 6/0.

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

Evaluation of Director. Craig requested the meeting be closed for the purposes of her personnel evaluation. Voice vote: Baker, aye; Beasley, aye; Freeman, aye; Martin, aye; Rich-Chappell, aye; Semel, aye. Meeting closed at 5:07 pm.

President Semel reconvened the meeting at 5:45 pm. Freeman, representing the Evaluating Committee, noted that the committee recommended the maximum amount increase permitted by the City. A motion to approve the maximum allowable increase to Craig's salary was made by Freeman and seconded by Semel. Motion carried 6/0.

Board Annual Report. Each Board and Commission makes a report to the City each year. Craig reviewed the actions the Board took on their stated goals in last year's report. Craig believes the privacy and confidentiality work the Board has done this year belongs in the FY17 report. Other items in the FY17 goals were discussed: the website, the Summer Reading Program work, the diversity and sustainability work, MERGE, advocacy for the State Historical Library, Friends Foundation 25<sup>th</sup> anniversary celebration preparations, the Bookmobile. Board members should think about goals for FY18, which will include the search for a Library Director. The search may begin in spring 2018. Beasley said a process for the director search should be developed. Freeman said the fiscal challenges are important and will be ongoing. Assessing the impact of the bookmobile and ensuring it is used in the best way possible was



suggested. The security camera issue should also be included in the annual report. There are things in the City's strategic plan such as diversity and sustainability that should continue. Craig mentioned the art gallery and remodeled Computer Lab and updated space in the Children's Room. Beasley thinks the list should also include concrete ways the Board can better assist library staff.

### **Staff Reports.**

Director's Report. Memo from Susan Craig about her retirement at the end of December 2018. Craig said there were 19,000 people in the building last week. She believes the booklet with all of the summer children's programs has really paid off in attendance. We expect busyness in June, but this was even more than we expected. Saturday was early opening for autistic people and there was sewage in the Children's Room. Staff were marvelous and banded together to work on the problem. The ServiceMaster people arrived at 9:00 am and said the area was not usable. Staff got to work, putting Children's things on carts and the magazine area became the Children's Room. Everything was cleaned up but there was extensive damage. Everything that was porous had to be thrown away. As of Monday morning, we were able to get back into the front part of the room and by 9:00 am, 75% of the Children's Room was back in use. Drywall will be finished next week, then the painters take over. The carpet will take longer. Freeman asked if there is any way to ensure that this doesn't happen again. Craig said the City is involved and there was blockage 180 feet or so away from the building. This happened in the middle of the night and Craig believes the rain may have contributed to the disaster. Yesterday cameras were used to find the source of the problem; the pipe was 70% blocked and has been cleaned out. The City is self-insured and all of the expenses associated with this incident will be covered. Martin appreciated seeing the pictures. Craig said Logsden and Pilkington took great pictures. Pilkington said parents appreciate that the carpet is being replaced. The remaining carpet was cleaned as well. Craig reminded the Board that the Library will be open until 10:00 pm for the Downtown Block Party on Saturday, June 24. Craig said this event is not for college kids to drink on the street but for adults to be able to attend all different kinds of programs and have a beer.

### **Departmental Reports.**

Children's Services. Great pictures in the report.

Collection Services. Craig mentioned the updates to the purchase suggestion so one doesn't have to reenter your card number.

IT. Website preview last month is now up. Please pass comments on to Palmer. Martin said the website is fantastic and he really likes the box where you can type in a question. Clark said the Info Desk answers those questions.

Bookmobile Report. Great stories coming out of the bookmobile service. Craig believes kids are building memories of going to the bookmobile. Some of the sites have brought food. Logsden said the connections being made in the community are amazing.

Development Office. A contractor, a plumber, and a drywaller approached McCarthy when she was at lunch, all of whom said their people were called off their current jobs to help the Library out with the Saturday Children's Room situation. McCarthy said we are 11% above where we were last year with fundraising. She encouraged everyone to come to the Library on Saturday night to play I Spy for \$5.00. Clark is putting together a challenging list of questions for participants. Craig reminded there is no

drinking alcohol in the library. Freeman asked who made the \$10,000 donation. McCarthy said Shams and Mohamed Ghoneim were the donors.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

**President's Report.** Semel will host the annual Board dinner at his home, on August 24, immediately after the Board meeting. Miller will send out inquiries about dietary restrictions, etc.

**Announcements from Members.** Freeman recommends the MusicIC program on Saturday morning. It was noted there will be one this evening after the Board meeting, too. On behalf of the Library Board and the community, Semel thanked Meredith Rich-Chappell and Tom Martin for their years of service on the Library Board. This is their last meeting.

Martin said he can't think of one single bad experience he has had in his twelve years serving on the Board. He thoroughly enjoyed the experience. He said we have seen a lot of changes that we have turned into opportunities in the 12 years he has been here. The Bookmobile is one of those things. The website is great. The staffing at the library is fantastic, hardworking, dedicated, and always enthusiastic. He noted the improvements and changes we make creates more work and in today's economic environment we just ask people to work harder. Last Saturday morning is a good example. Martin said that he believes that ICPL is the best library in the state of Iowa.

Rich-Chappell echoed many of the things Martin said. They began their membership at the same time. She has enjoyed immensely how the library works and the people who work in it and for it. It has been a great learning experience and she has learned to appreciate the library in a new way by serving on the Board. When she had her son, she saw a whole new part of the library and how welcoming we are. She will still be volunteering on Mondays, checking in books.

### **Committee Reports.**

Foundation Members. McCarthy summarized the 5/31 meeting. A new budget was passed that called for a reduction in staffing. The vacant full-time position will not be filled right now. New officers were elected, a new strategic plan started, goals were established for next year, and planning for 25<sup>th</sup> anniversary events were discussed. On 8/12, there will be a block party on Fairchild St. by Michael Lensing's home. In September, friends in Plaza Towers will open their apartments, block party style, to raise money for the Foundation. Coin containers are going out into the community to start funding the Foundation's next 25 years. Pagliai's Eat Out on Mondays in July (from 4:00 to 11:00 pm) will donate 25% of their proceeds. Martin asked in honor of Mary New to have the fish bowl. Baker asked how often she should bring the containers in; McCarthy said every couple of weeks.

**Communications.** Logsden attended the event for Craig in which the Johnson County Board of Supervisors gave the Library its funding award.

### **Disbursements.**

The MasterCard expenditures for May, 2017 were reviewed. A motion to approve the disbursements for May, 2017 was made by Freeman and seconded by Martin. Motion carried 6/0.

**Set Agenda Order for July Meeting.**

Board annual report.

NOBU budget.

Strategic Planning update.

Beasley thought it was fantastic having the virtual branch material in the packet. He appreciated how it was put together in the packet.

**Adjournment.** A motion to adjourn the meeting was made by Rich-Chappell and seconded by Martin. Motion carried 6/0. President Semel closed the meeting at 6:30 p.m.

Respectfully submitted,  
Elyse Miller





## **LIBRARY BOARD OF TRUSTEES**

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### **GENERAL RESPONSIBILITIES**

The Board of Trustees of the Public Library is a semi-autonomous body of nine persons empowered by state law and city ordinance to act as the governing body of the library. The Board's specific list of legal responsibilities includes:

- determining the goals and objectives of the Library in order to plan and carry out library services
- determining and adopting written policies to govern all aspects of the operation of the Library
- preparing an annual budget and having exclusive control of all monies appropriated by the City Council, earned income, service contracts with Johnson County, University Heights, Hills, Lone Tree, or given to the library through gifts, bequests, grants or awards
- employing a competent staff to administer its policies and carry out its programs

The Board is also an arm of City Government with members appointed by the City Council and its principal operating funds approved by the City Council. The Board therefore seeks at all times to work in harmony with City policies in all areas that do not conflict with its statutory powers.

### **ACCOMPLISHMENTS FOR FISCAL YEAR 2017**

1. Successfully advocated for operating funds to support bookmobile service.
2. Began bookmobile planning. RFP issued for vehicle. Committed to cooperative relationship with Antelope Lending Library.
3. Expanded Digital Johnson County, a cooperative purchasing agreement for electronic resources.
4. Offered a nine-month series of programs, Music is the Word, to welcome The University of Iowa School of Music to downtown Iowa City.

5. Supported collaboration with area libraries for Summer Reading Programs, including facilitating the joint purchase of new software that will standardize record keeping at Iowa City Public Library, Coralville Public Library, and North Liberty Community Library.
6. Welcomed three new Board members.
7. Monitored status of State Historical Libraries in Iowa City and Des Moines and advocated expanded resources for services and collections.
8. Began implementation of a new strategic plan.
9. Supported the Iowa City UNESCO City of Literature; The Iowa City Book Festival, and One Book Two Book.
10. Reviewed and updated the following policies:
 

601	Collection Development
702	Library Programming
703	Cable Television Channel Programming
705	Naming and Recognition (new)
801	Circulation of Materials
802	Confidentiality of Library Records
812	Hours of Service
815	Internet Use

## GOALS FOR FISCAL YEAR 2018

1. Monitor and adjust bookmobile services to insure best use.
2. Develop a process for replacing retiring library director.
3. Continue commitment to programming in the areas of diversity and sustainability.
4. Advocate for users' privacy and confidentiality.
5. Complete a successful remodel of the Computer Lab, the tween space in the Children's Room, and possibly an art gallery space.

6. Support best use of technology; including STEAM programming, new services in the Computer Lab, and improved web site and digital services.
7. Involve more children in the Summer Reading Program.
8. Work with the Friends Foundation to celebrate its 25<sup>th</sup> anniversary.
9. Continue to expand Digital Johnson County as opportunities allow.
10. Remain informed of any fiscal challenges facing Iowa City and work with the City to mitigate impact on library services.
11. Review and update policies as needed.

**Board Members:**

Robin Paetzold, President  
Diane Baker  
John Beasley  
Janet Freeman, Secretary  
Adam Ingersoll  
Thomas Martin  
Meredith Rich-Chappell  
Jay Semel, Vice President  
Monique Washington





## Strategic Plan FY17: End of Year Report

- 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

End of Year Report	
Goal 1: Public Awareness	
Connect	1. Use gift support to add a third edition of The Window. <b>EOY Report:</b> A third edition of The Window was mailed in early December to residences in our service area. We printed 52,995 copies for distribution.
	2. Plan an event for National Bookmobile Day in April 12, 2017. <b>EOY Report:</b> The Bookmobile arrived on April 12, just in time for National Bookmobile Day. 400 people attended the National Bookmobile Day event at Mercer Park. The party included live music, arts & crafts, face painting, and other activities. Many community partners and City of Iowa City departments joined in the fun. City departments included Police, Fire, Parks & Recreation, and Refuse/Recycling. We distributed nearly 400 book bags with the Antelope Lending Library (ALL) and ICPL logos together with schedules for both ALL and ICPL Bookmobile summer schedules.
	3. Re-brand Digital History Project (DHP). <b>EOY Report:</b> Moved to FY18 when the Digital History Project is revamped and incorporated into the virtual branch.
	4. Promote Local Music Project (LMP) after website improvements. <b>EOY Report:</b> Moved to FY18 when the new Local Music Project website is released.
Engage	1. Promote 1,000 Books Before Kindergarten program. <b>EOY Report:</b> New brochures were printed. They are distributed at all outreach sites each month. We also placed these brochures at the Children's Desk and Bookmobile.
	2. Promote Friends Foundation (FF) 25 <sup>th</sup> anniversary. <b>EOY Report:</b> FF logo appears on FF letterhead and will remain through 2017. Board members and Development Office staff continue to distribute branded coin collection containers in the community to publicize the anniversary and encourage donations of quarters and other money to "help launch the next 25 years of support for the Iowa City Public Library." 25 <sup>th</sup> anniversary fundraising events to be hosted by FF board member, and former board member in first quarter FY18. Digital History Project features photos of FF through the years @ <a href="http://history.icpl.org/friends">history.icpl.org/friends</a> .
	3. Evaluate and strengthen collection promotion strategies. <b>EOY Report:</b> Audit of current collection promotion strategies was completed with librarian selectors and public relations in September. Website and shelving identified as areas for improvement. With the release of the virtual branch recently added items are now front and center on the webpage. A



	new reader's advisory page to better showcase staff picks is in development and slated for release this fall. More face-out shelving was installed in adult nonfiction and comics to better display book covers and provide visual cues. Staff picks for "where to begin" in a series was added to the comic shelves to assist new readers. A table was added next to the Help Desk before holiday weekends or scheduled vacation breaks to put popular titles with multiple copies in front of people as they are browsing for "vacation reads." It has been very successful.
Enrich	1. Promote bookmobile service and stops. <b>EOY Report:</b> Staff continue to promote Bookmobile service and stops. This includes social media, blog posts and print materials. The webpage was updated and now includes a map of stop locations, blog posts, program information and an FAQ section.
	2. Promote IC People series. <b>EOY Report:</b> This had a slow start. Will increase in FY18.
<b>Goal 2: Collaboration</b>	
Connect	1. Feature downtown businesses in Digital History Project (DHP) <b>EOY Report:</b> Goal dropped after the Johnson County Historical Society implemented the same project this year as part of their fall exhibit.
	2. Increase involvement with Iowa City UNESCO City of Literature events. <b>EOY Report:</b> The Children's Department helped coordinate and hosted a booth at the annual One Book Two Book festival. The City of Literature had a booth at our annual Children's Day Festival (now called ABC Saturday). We also worked together for the June 24 <sup>th</sup> Family Storytime as part of MusicIC. A Recovering the Classics display, featuring four local entries and more than 50 national book designs was on display during the Iowa City Book Festival. ICPL hosted two days of readings during the Iowa City Book Festival.
	3. Work with Antelope Lending Library (ALL) to cross-promote Bookmobile services and schedules. <b>EOY Report:</b> We held a successful National Bookmobile Day event with Antelope Lending Library. 400 book bags with ALL and ICPL logos were distributed. A flyer with schedule for both services was distributed on both bookmobiles and in the downtown building. We're continuing to cooperate in returning materials returned to the ICPL Bookmobile to ALL. ALL puts ICPL books returned to them in the First Avenue HyVee Book Drop.
Engage	1. Identify partners to provide STEAM opportunities to tweens and teens. <b>EOY Report:</b> MERGE participated in this year's STEAM Festival, which occurred during their grand opening. Now that MERGE is fully operational, we will look for partnerships in the upcoming year.
	2. Partner with ICPL Friends Foundation to celebrate its 25 <sup>th</sup> anniversary. <b>EOY Report:</b> Board member, and former board member hosting events at their homes and in their neighborhood in August and September 2017 to celebrate the 25 <sup>th</sup> anniversary. Plans being made for a November event at ICPL to unveil historic map of Iowa City with a possible speaker.
Enrich	1. Expand electronic collections partnerships. <b>EOY Report:</b> In October, ICPL began offering digital magazines through a consortium with Coralville and North Liberty. Through this partnership, we increased our collection to 160 titles, expanded access to our joint service areas, and saved almost \$5,000 on content. In response to the State Library of Iowa's changes to their database offerings, the three libraries negotiated with EBSCO to offer their content as a consortium to give us more time to evaluate our database offerings and respond to such a large shift. Other joint agreements are being considered in FY18 as content contracts are resigned.
	2. Advocate for improving access to State Historical Society collection in Iowa City. <b>EOY Report:</b> Continued our advocacy for State Historical Society at the Iowa Library Association annual meeting through a program on the status of the collections.
	3. Partner with City of Iowa City to promote equity and social justice education and programs. <b>EOY Report:</b> Fields of Opportunity, Invisible Hawkeyes, and North of Dixie – Civil Rights Photography beyond the South displays, were co-sponsored and promoted by the City of Iowa City Human Rights



	Department. Offered a series of resume writing workshops with Iowa Workforce Development to assist recently displaced workers.
	<p>4. Identify partners for bookmobile stops.</p> <p><b>EOY Report:</b> Bookmobile services began on June 6, 2017. The Bookmobile is out Monday through Friday and in May and June was open Saturday mornings at the Iowa City Farmer's Market. In May the Bookmobile toured all stop locations and we've established a good working rapport with community partners. Of note, teachers from Lemme, Weber, and Borlaug meet us at stops and encourage students to meet them at the Bookmobile. Sunrise Village offers a special summer reading program for students who check out materials on the Bookmobile. For each book checked out, children get a ticket to be entered into a grand prize drawing for a new bicycle. Many stops are bringing food for Bookmobile visitors including North Dodge HyVee and Melrose Meadows. We also appreciate our City of Iowa City partners. Parks and Recreation have hosted us at parks and Thursday nights at the Party in the Park programs. The Iowa City Police Department has assisted with parking locations and the City's Equipment Division has provided invaluable assistance with training, warranty, and maintenance work.</p>
	<p>5. Provide programming to support the First Folio exhibit at the UI Main Library.</p> <p><b>EOY Report:</b> Programming offered for children, teens and adults, including a film Series, B.Y.O.B discussion series related to Shakespeare's works, a Shakespearean herb and flower program at Farmer's Market, and a program on stage combat for teens.</p>
	<p>6. Broaden Mission Creek Festival programming.</p> <p><b>EOY Report:</b> Hosted the Art + Life + Technology (ALT) series of four free lecture series curated by Wes Beary for Mission Creek. Partnered to provide location of Dan Lerner's podcast the Window. Hosted a Learn to Solder makerspace event.</p>
	<p>7. Host the Great Stories Club book discussion for at-risk students.</p> <p><b>EOY Report:</b> Successfully completed the Great Stories Club book discussion with Tate Alternative High School. Club averaged four students at each of the nine discussions. The final discussion was held at ICPL's Teen Center with a pizza party.</p>
<b>Goal 3: Program</b>	
<b>Connect</b>	<p>1. Expand Tales &amp; Travels to add experiential kits to support outreach programming.</p> <p><b>EOY Report:</b> Through a generous gift from the Pilot Club, new kits on Baseball, Going to the Fair, Going to the Beach, Ireland, and New Zealand/Australia were purchased. We offered seventeen Tales &amp; Travel Memories outreach programs; 224 patrons attended.</p>
	<p>2. Maintain new Tween (grades 3 to 6) programming.</p> <p><b>EOY Report:</b> We have a set Tween program every Thursday after school from September-May and a set program every Tuesday afternoon during the summer.</p>
<b>Engage</b>	<p>1. Plan a series of programs on topics related to environmental sustainability.</p> <p><b>EOY Report:</b> We hosted Well Fed, Well Read; a program which focused on the environment. We are partnering on a monthly program with Green Iowa Americorps starting in January. Partnered with Eco Iowa City and the Senior Center on What Are We Doing with All Our Stuff, a three week decluttering and organizing program.</p>
	<p>2. Consider programming opportunities for bookmobile service.</p> <p><b>EOY Report:</b> Stories in the Park programs offered in conjunction with Bookmobile services have been very successful, drawing crowds of between 50 and 100 participants. Staff will continue to evaluate opportunities for programs in conjunction with the Bookmobile.</p>
	<p>3. Expand Black History Month programming.</p> <p><b>EOY Report</b> Several children's events took place in the month of February, including FonziBa, who presented an African Drums program. We also did a program that included an Underground Railroad Learning Trunk from the African American History Museum. We offered two programs, one for children and one for all ages, on the life of Harriet Tubman. Partnered with Johnson County League of</p>



	<p>Women Voters on a program with Lena and Michael Hill, authors of <i>Invisible Hawkeyes</i>. A celebration of gospel music with Gospel Explosion and the AME Adult Choir was presented.</p>
	<p>4. Utilize PLA Outcome Measurement system to gather data on programming.  <b>EOY Report:</b> After review, it was decided that this was too restrictive and would not measure what we were most interested in. Data gathering will be added to the FY18 plan.</p>
	<p>5. Offer programming specifically for older teens (10<sup>th</sup> – 12<sup>th</sup> grades).  <b>EOY Report:</b> Tabletop gaming offered weekly. Partnered with United Action for Youth to offer employment assistance twice a month in the Teen Center.</p>
	<p>6. Offer coding opportunities for teens.  <b>EOY Report:</b> We Can Code workshop offered each week to teach and encourage teens to explore the basics of computer programming and web development in a self-paced, example-driven, supportive environment.</p>
	<p>7. Offer a Family STEAM Fest.  <b>EOY Report:</b> The inaugural STEAM Festival attracted nearly 1,300 children and their families to ICPL. More than 800 Iowa City second and third graders participated on May 19 during school field trips to ICPL. Rainy weather on May 20 forced cancellation of some outside events. Eleven community partners joined ICPL to present programs and activities to illustrate STEAM principles. Required reports were filed in early June with the two organizations which helped fund the program. The hands-on demonstrations, experiences, and free Magic School Bus book presented to each child during the first Family STEAM festival received very positive community reaction judging by the thank you letters, social media posts and comments to staff from enthusiastic children and family members who attended.</p>
Enrich	<p>1. Evaluate 1,000 Books Before Kindergarten program.  <b>EOY Report:</b> Recruitment continues with 833 children now registered and participating in the program. "Graduation" was held in February 2017 for 25 children who completed the program.</p>
	<p>2. Offer creative hands-on workshops for adults focused on specific topics.  <b>EOY Report:</b> Partnered with ECO Iowa City and Senior Center on three-part program about simplifying one's life. Offered a series of classes using Adobe software as well in drop-in-time in the Computer Lab for public to use the software.</p>
	<p>3. Consider working with program that offer kids meals during summer.  <b>EOY Report:</b> We have determined that the Library as a meal site is not workable. We will look for other ways to promote other meal sites and consider healthy snacks at programs.</p>
	<p>4. Add IC People video series.  <b>EOY Report:</b> Scheduling challenges resulted in recording of one additional interview for IC People in FY17. Another will hopefully be scheduled in FY18. Additional volunteer hosts to be sought.</p>
Goal 4: Content	
Connect	<p>1. Complete project to improve browsability of graphic novels and comics.  <b>EOY Report:</b> Project completed in November. Over 6,500 items were moved from the nonfiction collection to their own section. The new location provides more face-out displays, more visibility, and improved browsing. On average, about 20% of the collection was checked out during the year, with almost 25% checked out during the month of June. The average percent checked out is up by a percentage point from last year.</p>
	<p>2. Plan for bookmobile collections.  <b>EOY Report:</b> To fill the bookmobile with a collection, a number of things had to occur. On the integrated library system side, location code structure was designed and implemented, circulation rules adopted and applied, and new statuses created. New workflows for moving items from downtown to the bookmobile were established. For the collection itself, a budget was allocated, staff assigned to select the collection, and a collection size determined. Processing of bookmobile items were determined and new labels designed. Over 2,700 items were purchased for the bookmobile and</p>



	<p>another 300 items moved from downtown collections. In April and May, staff were trained in changes to workflows, codes, and statuses.</p> <p>3. Update storytime kit collection.  <b>EOY Report:</b> To expand the audience of the collection from ages 3-5 to 0-5, a list of topics for kits and their contents was created and a test kit purchased. New bags to replace the plastic tubs were ordered and graphics for the kits were designed. Ten kits are awaiting processing once graphics are printed. The final 30 kits will be ordered next fiscal year and the project should be completed by early September.</p>
Engage	<p>1. Implement recommendations from collection size study.  <b>EOY Report:</b> Collection size projects in the adult comics, nonfiction DVDs, nonfiction audio, and reference collections were completed, as well as children's holiday, fiction, nonfiction, and DVDs. Adult DVD shelving was expanded to address overcrowding. Staff are working on DVDs in the adult and children's collections. We plan to increase numbers in the circulating equipment, particularly hotspots in FY18. Overall, collection size is an ongoing project as circulation changes.</p> <p>2. Prepare for the flood retrospective.  <b>EOY Report:</b> An interview project highlighting the City's response is planned for June 2018.</p>
Enrich	<p>1. Evaluate use of circulating laptop computers, consider other non-traditional items for loan, including hotspots.  <b>EOY Report:</b> Seven hotspots and 3 laptop/hotspot bundles were added to the collection in January. All three devices (laptop, hotspot, and bundles) are very successful collections. This year, the laptops circulated 264 times, the hotspots circulated 114 times, and the bundles circulated 41 times per collection. As for holds, we filled 111 for hotspots, 202 for laptops, and 35 for the laptop/hotspot bundle. Currently there are 23 holds for hotspots. Since we added the laptops in March 2016, only two replacements were needed because the items were not returned. We will add more hotspots within the next month to the collection to meet demand.</p>
<b>Goal 5: Technology</b>	
Connect	<p>1. Plan for new phone system as part of City of Iowa City (COIC) upgrade.  <b>EOY Report:</b> The Library participated in selecting the consulting firm that will assist with the phone system upgrade. Staff gave feedback to the consultant about our phone needs and preferences. Two staff also sat on the committee for the RFP process to select a technology vendor.</p>
Engage	<p>1. Upgrade catalog to provide better searching and browsing experience for patrons.  <b>EOY Report:</b> Catalog Classic, the indexed-based catalog, was phased out on February 1. Staff identified a wish list for catalog functionality that will improve user experience. We are currently testing other catalogs to see if any meet our goals. We will continue to work on the catalog in FY18 to make it better incorporated into the virtual branch.</p> <p>2. Investigate new mobile app possibilities for staff use.  <b>EOY Report:</b> Staff evaluated a new ILL app called Mobile Worklists to see if it could improve workflow. Although there were some features that would be helpful, we did not feel the product was worth the cost.</p> <p>3. Plan for technology on bookmobile.  <b>EOY Report:</b> The technology on the bookmobile has been installed and is working well. Staff have two workstations with full staff functionality including RFID-based checkout and access to the staff network. There is WIFI access and a catalog station on board for patrons to use. There is a video surveillance system with 4 cameras, a sound system with a hand-held microphone, and a people counter. Integration with the City's bus-location service was not feasible.</p> <p>4. Implement Mobile Digital Media Lab.  <b>EOY Report:</b> The Mobile Digital Media plan was not implemented this year. Plans instead were made for the Digital Media lab. Ten copies of Adobe Creative Suite were purchased and installed in the Computer Lab.</p>



Enrich	<p>1. Virtual Branch: design virtual branch, including upgrade of ICPL Event Manager, improving the Local Music Project website and improving access to the Digital History collection.</p> <p><b>EOY Report:</b> The Event Manager has been deployed and is working well. A number of enhancements are scheduled for FY18. The Webmaster conducted a content audit and met with staff to edit all existing content. This year, we also introduced the MyICPL mobile app, offering convenient access to view and manage an account, search the catalog, add events to a personal calendar, and contact the library. We migrated our main website to a new platform, updated the navigation, and introduced a more modern, clean layout. The Local Music Website has been overhauled with improvements to the user interface making it easier to use on mobile devices. The LMP will be reintroduced at the beginning of FY18.</p>
<b>Goal 6: Space/Facilities</b>	
Connect	<p>1. Utilize the Pedestrian Mall for more adult programming.</p> <p><b>EOY Report:</b> No programming took place on the Pedestrian Mall. Staff participated in planning for redesign of Pedestrian Mall.</p>
	<p>2. Design flexible use space for Meeting Room D and Computer Lab and consider improvements to large discussion rooms to make them attractive for group use.</p> <p><b>EOY Report:</b> Meeting Room D work has been completed and the room is in regular use with many compliments from users. A design for the Computer Lab is being finalized for FY18 construction.</p>
	<p>3. Make shelving changes to accommodate the graphic novel collection, consider other 2<sup>nd</sup> floor layout changes.</p> <p><b>EOY Report:</b> Old, tall shelving was cut down in size for the graphic novels, and that shift is complete. The number of microfilm/fiche cabinets was downsized, and a former range of Reference shelving and the old atlas cases were removed, providing more space for patron seating.</p>
Engage	<p>1. Update eSign software.</p> <p><b>EOY Report:</b> The two eSigns in the Meeting Room Lobby and in the Children's Room are now part of the new in-house eSign system which is simpler and easier to use. The subscription service for the previous system has been canceled and the software removed. The touch screen esigns on the first and second floors have a more dynamic, colorful design that is interactive and responsive to user interaction. Although we have no way of measuring the usage before, the anecdotal response is that patrons have been more engaged with the new design. The Library Channel-Channel 20 slides were also incorporated into the system so Graphics staff can manage these in the same place. Graphics Department feedback indicates is the management of these signs is much easier.</p>
	<p>2. Study need for tween space in Children's Room.</p> <p><b>EOY Report:</b> A plan is ready to go and several components will be addressed as we work on areas affected by the sewage back up in the Children's Room. New furniture will be ordered with the Computer Lab furniture.</p>
Enrich	<p>1. Introduce bookmobile service.</p> <p><b>EYO Report:</b> Bookmobile service started on June 6, 2017. In May and June we circulated 4,426 items. In June there were 2,898 visitors on the Bookmobile. The special Farmer's Market "preview" had 633 visitors in June and 466 items checked out. The busiest regular stops are Mercer Park (327 visitors) followed by Breckenridge Estates (185) and Willow Creek Park (165).</p>
<b>Goal 7: Staffing</b>	
Connect	<p>1. Make changes to First Floor Page schedule to facilitate increased paging and quicker reshelving of new materials.</p> <p><b>EOY Report:</b> A Library Aide is now assigned to continuously reshelve new materials. We increased the frequency of retrieving on-shelf items that have been held (this is also referred to as "paging") so we page for items before we open and nearly once per hour every hour we are open.</p>



	<p>2. Implement changes identified in FY16 job study. <b>EOY Report:</b> Job study helped make decisions regarding bookmobile staffing. Bookmobile staff assignments have been adjusted with plans to shift some work from people assigned to the bookmobile to other staff.</p>
	<p>3. Participate in Crisis Intervention Team training when it is available through Johnson County. <b>EOY Report:</b> An overview of Crisis Intervention Team training was presented at InService Day. It is expected that county-wide training will be offered to police and fire personnel in the next year. When it is available to library staff we will participate.</p>
Engage	<p>1. Evaluate selection staffing and processes. <b>EOY Report:</b> We identified areas for improvement. First was the purchase suggestion process. After looking at data from the last five years, we now ask patrons to log in to make a purchase suggestion. This narrows our guidelines a little to be more selective to ensure a purchase is used by a wider audience, and to transfer any unfulfilled requests to inter-library loan if it meets the criteria. A new webpage was developed to provide patrons with all of the options to find something ICPL doesn't own in a single place. Other processes include revisions to our new fund code structure, implementation of a new location code structure, and moving to a new vendor website. We reviewed standing orders, added nonfiction authors to automatic purchasing, and changed travel titles.</p>
	<p>2. Review scheduling rotations, hours and other needs with addition of bookmobile. <b>EOY Report:</b> Review has been done and decisions made about changes to scheduling rotations. Discussions are under way with AFSCME representatives regarding possible changes to scheduling contract sideletters.</p>
	<p>3. Partner with United Action for Youth for Inservice Day training. <b>EOY Report:</b> United Action for Youth presented a program on working with teens at InService Day.</p>
Enrich	<p>1. Organize staffing and training for bookmobile. <b>EOY Report:</b> Data from the time study was reviewed and provided invaluable feedback for how staff assignments could be changed to make time for bookmobile work. Six staff were identified to work on the Bookmobile. A new Library Assistant III started working in March to support Bookmobile services. Public Service Desk cross-training for Bookmobile staff began in February. All bookmobile drivers required to have a CDL were trained and are appropriately licensed. Intensive training on bookmobile vehicle operations and documentation has been done.</p>
Goal 8: Funding	
Connect	<p>1. Present the \$100,000 grant for bookmobile from the Friends Foundation. <b>EOY Report:</b> \$100,000 grant was presented to Iowa City City Council on May 2 by Peggy Doerge, ICPL Friends Foundation Board President.</p>
	<p>2. Determine private funding sources for other library initiatives suggested through the FY17 objectives. <b>EOY Report:</b> FY17 initiatives included Family STEAM Festival. Research underway for potential grant funding for FY18 Intellectual Freedom Festival and Summer Reading Program support.</p>
Engage	<p>1. Respond to city budget challenges. <b>EOY Report:</b> There were no crises with the FY18 budget. The rollback was favorable and Iowa City saw good growth. The State Legislature closed without significant negative impacts on cities, but concerns still loom over potential changes they could make in coming years.</p>
Enrich	<p>1. Support additional staff in Children's Room with private funding. <b>EOY Report:</b> The Library Board approved using part of the Friends Foundation's annual gift to support additional staffing in the Children's Room; a part-time person was increased to full-time with the additional hours designated for bookmobile service.</p>
	<p>2. Introduce new Friends Foundation planned giving initiatives. <b>EOY Report:</b> ICPL Friends Foundation board of directors decided to separate the introduction of planned giving initiatives from the ICPLFF 25<sup>th</sup> anniversary celebrations.</p>





## Strategic Plan FY18: 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

Goal 1: Public Awareness	
1.	Continue to promote and celebrate Bookmobile services.
2.	Improve print and online calendars.
3.	Create marketing plan for new website and modules including Event Manager, Local Music Project, and Digital History project.
4.	Recognize Friends Foundation anniversary.
5.	Participate in Pride Parade.
6.	Raise awareness of patron's privacy and confidentiality.
7.	Evaluate new e-newsletters added in FY17.
8.	Conduct a user survey of both downtown and Bookmobile users.
Goal 2: Collaboration	
1.	Work with the City of Iowa City during Pedestrian Mall construction.
2.	Collaborate with Antelope Lending Library.
3.	Work with MERGE tenants and other STEAM partners to offer joint programs.
4.	Provide an opportunity to share the Library's story with international visitors to the annual meeting of the UNESCO Cities of Literature.
5.	Investigate other City of Iowa City services that may be offered on the Bookmobile.
6.	Collaborate with the Obermann Center for the Obermann History Symposium 2018 Activism and Archives.
7.	Collaborate with the Downtown District for the 2018 Block Party event, if 2017 event is successful.
8.	Work with UI Biology Department to increase programming for DNA Day.
9.	Evaluate electronic collections partnerships.
Goal 3: Programs	
1.	Offer programming for all ages about environmental sustainability.
2.	Consider offering a Children's Seed Library.
3.	Present program on the 10 <sup>th</sup> anniversary of the flood, focusing on interviews.
4.	Plan programming around themes of social justice and racial equity.
5.	Plan to make STEAM Festival programming an annual event.
6.	Investigate At Home delivery options for places where US Postal Service does not support this service.
7.	Evaluate new programming aimed at older teens.
8.	Review programming offered on Bookmobile.
9.	Expand history tour programming

10. Develop procedures and make necessary building improvements to support three art shows per year in conjunction with Gallery Walks.
11. Plan a genealogy lock-in.
12. Honor Susan Craig's tenure at ICPL with the inaugural Chautauqua.
<b>Goal 4: Content</b>
1.Study costs and process for digitizing the Iowa City Press-Citizen.
2.Evaluate Bookmobile collections.
3.Complete project to revamp Storytime Kit collection.
4.Explore historical mapping project partnership.
5.Strengthen local history collections in print and online.
6.Evaluate reference databases in response to State Library's resource offerings.
7.Commemorate centennial anniversary of World War I on Digital History Project.
8.Evaluate interlibrary loan and purchase suggestion changes.
<b>Goal 5: Technology</b>
1.Transform the Computer Lab into a Digital Media Maker space.
2.Complete work on Phase 2 Virtual Branch website:
2.1 Complete improvements to and integrations between Event Manager, Local Music Project, Digital History Project, video and mobile app, and improve integration.
2.2 Develop Community Associations app.
2.3 Develop and launch new personalized patron account interface.
2.4. Release new reader's advisory webpage.
2.5 Add features to the ICPL mobile app. Possible features include live bookmobile information, local music streaming, account notifications, and video streaming.
3.Update catalog records to conform to Resource Description and Access cataloging standards.
4.Explore upgrading Digital History Project content management system.
5.Upgrade the library catalog.
6.Work with City of Iowa City to upgrade phone system.
7.Investigate ICPL-managed Ped Mall eSigns.
8.Investigate ICPL-hosted community event hub.
<b>Goal 6: Space/Facilities</b>
1.Upgrade Computer Lab to offer more flexibility and greater capacity.
2.Work with the City of Iowa City to identify long term storage location for the Bookmobile.
3.Make changes necessary to support new gallery, if approved.
4.Consider changing Saturday hours to 9:00 am to 5:00 pm.
5.Plan for re-working old Checkout Desk area.
6.Respond to ICPLFF Board recommendations from Book End study.
7.Plan for necessary elevator upgrade in FY19. (note—our 1981 elevator—the staff one—is analog and will no longer be maintained sometime in 2019)
8.Review schedule for bookmobile.
9.Determine guidelines for when the Bookmobile will be at special and pop-up events.
10. Provide more appealing space for upper elementary children in the Children's Room.
<b>Goal 7: Staffing</b>
1.Update departmental-level procedures and make accessible in a shared online location.
2.Evaluate Bookmobile summer Fridays and plan for staffing if continued.
3.Review scheduling changes resulting from bookmobile service.
4.If budget allows, hire a digital media lab intern to increase lab hours and to increase class offerings.
5.Provide staff training in the area of privacy and confidentiality.
6.Work with Library Board to begin hiring process for new library director.



Goal 8: Funding	
1.	Create a series of brief promotional videos to reach donors and potential donors.
2.	Respond to City of Iowa City budget issues.
3.	Friends Foundation 25 <sup>th</sup> anniversary.
4.	Partner with City of Iowa City Parks and Recreation Department on joint fundraiser to benefit children.
5.	Submit an ALA Freedom to Read grant application to support special Carol Spaziani Intellectual Freedom Festival programming.
6.	Study impact of children's fines policy on library use and revenue.



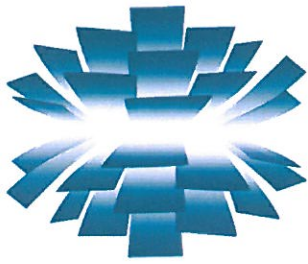
## Strategic Plan FY19: Goals and Objectives

- 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

Goal 1: Public Awareness	
1.	Promote new Ped Mall public gathering spaces through programming.
2.	Work with public school administration and librarians to develop a single school library card so all students in Iowa City have a library card.
3.	Evaluate the effectiveness of social media.
4.	Evaluate the delivery schedule and content of The Window.
5.	Introduce the new Library Director to the community.
6.	Continue to promote Bookmobile schedule changes as they change.
Goal 2: Collaboration	
1.	Evaluate service area restrictions on digital collections for residents in consortium.
2.	Explore collaboration with schools, City of Iowa City, Public Libraries of Johnson County and other cities to create a student ID that serves multiple functions such as a library card, bus pass, and recreation facilities pass.
3.	Consider a collaboration/partnership to provide a series of programs focused on effective parenting and how children learn.
4.	Collaborate with Obermann Center for the Obermann History Symposium 2018 focusing on disabilities.
Goal 3: Program	
1.	Plan a special series of programs on new Ped Mall to celebrate completion (see Goal 1).
2.	If considered, implement a Children's Seed Library.
3.	Evaluate Special Access Browsing Hour.
4.	Increase classes offered in digital media lab.
5.	If ALA Freedom to Read grant is awarded plan special programming for 2018 Carol Spaziani Intellectual Freedom Festival.
6.	Continue history tour programming, including taping of tours if possible.
7.	If feasible, offer At Home delivery for areas not available by US Postal Service.
8.	Consider use of a host volunteer for video biographical interview shows or similar series.
9.	Continue Susan Craig Chautauqua programs.
Goal 4: Content	
1.	Study need for circulating equipment to assist adult technology programming and classes.
2.	Evaluate the need for a service for community organizations to book circulating equipment for specific times.
3.	Digitize Press-Citizen, if feasible.
4.	Begin implementing historical mapping project if recommended.
5.	Adjust buying practices to reflect changes in circulation.



<b>Goal 5: Technology</b>	
1.	Upgrade Digital History Project content management system if recommended.
2.	Review Bookmobile technology.
3.	Consider additional components for digital media lab.
4.	Implement ICPL-Managed Ped Mall signs, if approved.
5.	Implement Community Event hub, if recommended.
6.	Introduce Phase 3 of the Virtual Branch.
7.	Evaluate Beanstack program software used for SRP and 1000 Books Before Kindergarten registration.
<b>Goal 6: Space/Facilities</b>	
1.	Investigate the need for a dedicated outreach vehicle, or replacing the travel van with a vehicle that supports taking carts of materials to outreach locations.
2.	Perhaps repurpose Book End space.
3.	Plan for replacement of public access computer workstation furniture.
4.	Repurpose old Circulation Desk space.
5.	Identify areas that need to be re-carpeted; update budget for replacement.
<b>Goal 7: Staffing</b>	
1.	Assist the Board as needed in the hiring of a new library director.
2.	Survey staff on training needs, offer training.
<b>Goal 8: Funding</b>	
1.	Advocate for public and private funding support.
2.	Joint fundraising golf event with Parks & Police for children's benefit.



# 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)

DATE: July 17, 2017

TO: Library Board

FROM: Susan Craig, Library Director

RE: FY18 NOBU/Direct State Aid Budget

Each July the Board approves expenditures for the coming year from non-operating funds budget accounts (hence the name N-O-BUDget). These are Board controlled funds that carry over a balance from one year to the next, unlike the operating budget. The largest source of income is undesignated gift money, including the annual unrestricted payment from the Friends Foundation, which will be \$100,000 in FY18, and undesignated pass through gifts. Another significant source of revenue is state funding, which was \$82,692 in FY17. Other revenues include interest income, earned income beyond expenses (sales accounts, lost and paid library materials, reimbursables). These accounts are shown specifically in the end of the year financial statements.

Income is generally accumulated one year and spent the next, although the requirements of some parts of state funding call for expenditure in the year received, and Foundation funds may be spent in the year they are received. Funds allocated for library collections are also spent in the year they are received. The City will not have closed its books on FY17 before your meeting, but I estimate a balance of at least \$500,000. The budget can be amended at any time.

The Library Board authorizes expenditures from these funds when the budget is approved for submittal to the City. The preliminary budget is then amended early in the fiscal year when we know what the fund balances are and have more information on project related expenses. There are ongoing expenses as well as project related one-time expenses.

## **Ongoing/annual expenses, \$133,000**

*Personnel, Development Office:* For many years, a permanent half-time person working in the Development Office (DO) has been funded from Open Access state funds. This supports fundraising activities and also acknowledges the many activities the Development Office undertakes that would need to be performed by other library staff if we did not have the support of DO staff. These tasks include selling donated and discarded books, writing grants, and soliciting businesses for Summer Reading Program incentives.

FY18 Budget: \$32,000

*Personnel, Children's Room:* During discussion about bookmobile staffing needs, the Board agreed if the City approved an additional full-time person to be funded through tax sources, that part of the Foundation's annual gift would be used to support 16 hours of additional staffing per week in the Children's Room to support bookmobile service. A part-time position in the Children's Room was increased by 16 hours per week, resulting in full-time status last February. Gift funds will be needed to keep those hours. Forty percent of the staff person's expenses in FY18 is estimated at \$24,000.

*Iowa City Book Festival:* The Library donates space, furnishings, and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. We share many common goals; the nonprofit receives funding from the City in addition to other sources. The Library also, specifically, supports the Iowa City Book Festival because of the many literary events it hosts that align with our mission, but we could not support on our own.

FY18 Budget: \$3,000

*Collection support:* The Foundation gift has long supported collection needs that cannot be met through the City's allocated budget.

FY18 Budget: \$40,000

*Third issue of the Window:* In FY16, we used gift funding for the first time to support a third edition of the widely distributed printed library newsletter. In the past, the Library's newsletter was distributed to all Iowa City residents three times a year. To reduce expenses, one of the issues was eliminated several years ago. The mailed newsletter is still a valuable and effective tool that keeps people informed about what is going on at the Library. The Board has continued to approve this expense from NOBU funds. The Window will be mailed in December and will also serve as the Foundation's annual report and appeal.

FY18 Budget: \$9,000

*Hourly staff contingency:* For many years this item appeared regularly on this list, but was removed because it was not needed. This year, with uncertainty due to the significant changes in the hourly pay plan, the difficulty estimating costs, and the need to have some increased summer time help as well as a regular presence in the new computer lab, it is back. It will only be used if needed.

FY18 Budget: \$25,000

#### **Project/One-time expenses: \$334,000**

*Building Projects: Computer Lab, Art Gallery, Children's Room:*

We have \$100,000 available in the City's Capital Improvements budget for these projects. When the request was made, we stated that additional funds would be available as needed for these projects. We are waiting for project estimates from the architects, so I am estimating a maximum amount. Once we have the plans, we hope to apply for a grant that may help with the work in the Computer Lab.

FY18 Budget Request: \$200,000

*Bookmobile:* A final bookmobile payment of \$25,000 is still outstanding. There are a few repairs to be completed before we make the payment. \$70,000 was budgeted in FY17 for the bookmobile purchase, \$27,000 was spent.

FY18 Budget Request: \$25,000

*Additional programming:* We plan to repeat the successful Family STEAM Festival in the winter or spring. We hope to continue to work toward strategic plan goals to increase programming related to diversity and sustainability. We are arranging for a well-known, national speaker for Intellectual Freedom Festival, and we plan to offer Chautauqua-like programming next summer.

FY18 NOBU Budget Request: \$25,000

*Design fees:* Architects are finishing design work on the building projects. They will prepare documents required for the bidding process.

FY18NOBU Budget Request: \$25,000

*Furniture replacement:* We are continuing a gradual furniture replacement/refurbishment of furnishings that were new in 2004. Some funds are available in the operating budget.

FY17 NOBU Budget Request: \$30,000

*Map preservation:* We have identified three historic maps in our storage area used by the City of Iowa City to mark changes in the City's growth and development. The oldest map dates to 1896; the other two are likely from the 1910's and the 1950's. These maps include roads that no longer exist, changes in property owners, and the expansion of City limits. They document a growing Iowa City and would be invaluable to those researching their properties, genealogists, and Iowa City historians. However, all of the maps need to be repaired before they can be handled by staff or by the public, ranging from simple cleaning to humidification and tissue repairs. The University of Iowa Libraries looked at the maps and referred us to the only vendor in Iowa who specializes in restoration and conservation. Funding is requested for restoration, conservation, and framing so the maps can be displayed and shared with the public. \$5,000 was budgeted in FY17, but progress was slow and we only had one of the maps restored. The others will be restored, and all of the maps framed in FY18.

FY18 NOBU Budget Request: \$4,000

*Director search consultant:* The City has used a consultant to assist them in searches for the new City Manager and new Police Chief. Given the significant responsibility of hiring the next library director and the need for guidance from professionals in the field, I recommend hiring a search firm. Most of the money would likely be spent in FY19, but hiring would likely happen in FY18.

FY18 NOBU Budget Request: \$25,000.

**Total Requested: \$467,000**

If other needs come up throughout the year, they would be approved when needed.



## Adult Services Department Report

July 27, 2017 Meeting of the Iowa City Public Library Board of Trustees

Maeve Clark, Adult Services Coordinator

### Summer Reading Program

This year's summer reading program – Build a Better World – is just past its eight-week mark and our enrollment numbers are up for adults and down a little for teens. 994 adults have signed up this year compared with 863 last year and 384 teens have enrolled this year compared with 423 last year. The Teen Center has been very busy with a great increase in use. From June through the third week of July we have had 1,867 teens visit compared with 791 for the same period last summer. While it has been great that so many teens have found the Teen Center, it has also created a number of challenges for staff in the Teen Center, at the Info Desk, and in some instances, for staff on the first floor. The library is working with the Parks and Recreation Department, Iowa City Transit, and the Iowa City Police Department to find a solution to large gatherings of teens in these downtown Iowa City facilities and on the buses.

We have had a wide variety of programs for adults and teens based upon the theme of Building a Better World. One of the most popular programs for both teens and adults was Build Your Own Little World, a program where each person made a small terrarium. The program was so successful that we are repeating it in August.



### Online Databases – Changes in State Contract

The Iowa City Public Library prides itself on providing information for the user in many formats; print eMedia, and online. We offer our users one of the most extensive database collections of all of the public libraries in the state. Online resources vary from those such as **Ancestry**, which guides genealogical research to **Chilton Library**, an online resource that links users to repair information for cars and light trucks, to **Mango Languages**, a resource that provides language instruction in more than 70 languages, to **EbscoHost**, a suite of databases covering health, science, medicine, general research information for students in all grades. and more.

The State Library of Iowa assists libraries in the state by contracting with a vendor to provide resources at a deeply discounted rate. For the past 15 years, the State Library has contracted with Ebsco to provide databases to all public libraries. This year, the five-year contract for databases was awarded to Gale, another provider of online resources. Both Gale and Ebsco have their strong points and both offer powerful databases. ICPL's Innovate Interfaces, Inc., (III), our online integrated library systems (ILS), allows us to offer federated searching, drawing not only on the print and eMedia collection, but also searching through a variety of online databases when doing a subject search. ICPL has integrated the **EbscoHost** databases into our III catalog using federated searching, which increases the public's ability to find information and boosts the use of the databases. Because the State awarded the contract to a different database vendor so late in the fiscal year, ICPL opted to retain the Ebsco databases and add the Gale resources. A goal for FY18 is to evaluate our online database use and make changes based upon the results of the study. At that point, the library will select either Gale or Ebsco.





## Community & Access Services Dept., Help Desk & Bookmobile

Update for ICPL Board of Trustees

Prepared by Kara Logsden, July 2017

### Bookmobile Update

Bookmobile services began on June 6<sup>th</sup> and it's been a great summer so far. In June, 2,898 people visited the Bookmobile and checked out 3,588 items. Our most visited stop is Mercer Park on Friday mornings, followed by Breckenridge Estates and Willow Creek Park. The top three stops for checkouts are Mercer Park, Willow Creek Park, and UI Community Credit Union on Mormon Trek Boulevard. The table to the right gives visit and checkout information for all stops in June.

Our "introduce the Bookmobile to the Farmer's Market" hours on Saturday mornings in May and June were very popular, with 633 visits and 466 checkouts in June. We've had many requests for the Bookmobile to always be open on Farmer's Market mornings.

We are in the process of planning the fall Bookmobile schedule, which will begin in late August. The summer schedule ends on August 18. The Bookmobile will have some repair and warranty work done the week of August 21<sup>st</sup>, and then it will be ready for service once again.

### Summer Library Cards

Our work at Iowa City elementary schools to help children get Library Cards for summer resulted in 163 new Library Cards. This includes 35 new cards at Weber, 34 at Grant Wood, 17 at Twain, and 16 at Alexander. In June, 673 students and their caregivers used the Summer Library Bus program to get a free ride on an Iowa City Transit bus. In addition, 396 people used the Ride and Read program for a free ride home. This doubles the monthly use of the program in March (166) and April (179), and nearly doubles May use (199).

Stop Location	Checkouts	Visits
Breckenridge Estates	207	185
Cole's Community (Riverside Drive)	39	25
Creskide Market	13	20
Farmer's Market	466	633
Forest View	187	68
Frauenholtz-Miller Park	101	59
Gateway 1	47	22
Grant Wood Elementary	130	142
Iowa City Marketplace	78	39
Lake Ridge Mobile Home Community	39	24
Legacy Independent Living	45	30
Lemme Elementary	132	65
Melrose Meadows	24	22
Mercer Park	451	327
Modern Manor Mobile Home Community	30	31
North Dodge HyVee	149	62
Oaknoll Retirement Community	184	88
Party in the Park	126	160
Pepperwood Plaza	61	46
Pop-Up	107	286
Regency	115	78
Saddlebrook Estates	105	67
Sunrise Village Mobile Home Community	29	11
UI Community Credit Union on Mormon Trek	224	126
Wetherby Park	128	117
Willow Creek Park	268	165

### Johnson County Fair

Look for the Public Libraries of Johnson County booth at the 2017 Johnson County Fair July 24-27. This is an annual collaboration between Coralville, Iowa City, North Liberty, Oxford, Solon, and Swisher libraries. The booth is staffed by staff and volunteers from all libraries and shares information about the wonderful libraries in our community. This year the giveaway is an orange book bag.

**Development Office Report**  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
July 27, 2017

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

There are two more Mondays in July to enjoy Pagliai's Pizza and benefit the ICPL at the same time! On July 24 and July 31, mention Iowa City Public Library when you dine in or carry out and the ICPL Friends Foundation will receive a donation of 25% of your total ticket. Pagliai's Pizza, 302 E. Bloomington St., Iowa City. Open 4pm-11pm. Call 351-5073. Be sure to tell them it's for the Iowa City Public Library and thank them for this fantastic partnership!

**You're Invited!**

## ICPL Rocks My Block!

Block Party Benefit for the Iowa City Public Library  
because we love the ICPL and parties!



Saturday, August 12, 2017

6-9pm

411 Fairchild Street, Iowa City, IA

*Your Hosts: neighbors Michael Lensing,  
and Tom Scott*

Join us for marvelous music by Elizabeth Moen, and the Blake Shaw Trio. There will be fabulous food and drink from Pop's Barbeque and ReUnion Brewery, along with charming conversations with other ICPL friends.



Reservation: \$50 per person with all proceeds to the Iowa City Public Library thanks to our generous hosts!

Click here to make reservations: [ICPL Rocks My Block](#)

By August 8, 2017





## FY17 Public Relations Report & FY18 Public Relations Plan

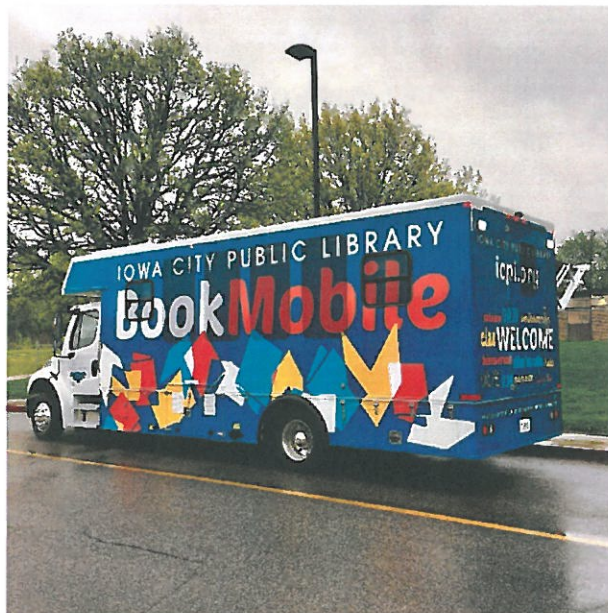
Update for ICPL Trustees and Friends Foundation Board  
Prepared by Meredith Hines-Dochterman, July 2017

### FY17 Public Relations and Marketing Report

#### FY17 Highlights:

- Bookmobile
- *The Windshield* and *The Little Window*
- New Webpage design
- My ICPL App
- Digital signage
- Children's Summer Reading Program brochure
- Late Night at the Library
- Incorporating video into social media
- Social media highlights

The Library's Public Relations Team is comprised of 10 people and meets 4 to 6 times per year to guide the work of public relations initiatives. The Marketing Work Group meets monthly and is comprised of 6 staff members whose job assignments relate to the Library's marketing efforts. Collectively, these units guide the overall goal of sharing information about Library collections, programs and services, and telling the Library's story of how we connect, engage, and enrich our patrons and community.



We hit the ground running in FY17 – well, motor running, that is – with the Library's brand-new Bookmobile. While service didn't officially begin until early June, we began promoting the service at the beginning of the 2017 calendar year. Our first big promotion was the National Bookmobile Day celebration on April 12. This event, which took place at Mercer Park, was a partnership between the Library, the City's Parks and Recreation department, and Antelope Lending Library. It gave the public its first look at the Bookmobile, which arrived in Iowa City that morning. It also served as an opportunity to celebrate other mobile services in our community, including the Iowa City Fire Department, Police and Transit departments, Table to Table, and the University of Iowa Mobile Museum. We followed up with pop-up Bookmobile visits around the community throughout May, coupled with an extensive article about the new service in the Spring/Summer issue of *The Window*. We also launched *The Windshield*, an online newsletter dedicated to Bookmobile news. It's mailed to subscribers the second Thursday of the month. *The Windshield* launched in April 2017 and currently has 365 subscribers.

*The Windshield* wasn't the only addition to our lineup of online newsletters. There's also *The Little Window*, our Children's Room online newsletter. This newsletter focuses on children's news, programs events, and collection recommendations. It is mailed to subscribers the first Thursday of the month to promote big events. *The Little Window* debuted in May of 2017 and as of June 30, 2017, has 379 subscribers. Our first online newsletter, *Check It Out*, focuses on general Library news. It is sent to



subscribers on the third Thursday of every month. It launched in January of 2016 and had 147 subscribers at the end of FY16. *Check It Out* currently has 384 subscribers.

After years of planning, the Library's new website rolled out in early June. The new webpage not only features a design that's visually appealing for patrons, it has improved tools to assist in our marketing efforts. For example, important announcements, such as the Library closing for a holiday, are shared in a banner across the page that immediately catches the eye. Long-term promotions, like the 2017 Summer Reading Program, have a dedicated spot near the top left-hand corner of the webpage. Meanwhile, upcoming programs and events we want to highlight are scheduled as news slides midway through the page. These slides are scheduled to change regularly. The Library's Webmaster is currently designing a program to track patrons' engagement by the number of clicks these slides receive.

News releases were removed from the general Library blog and given their own location near the bottom of the home page with general Library information. This change means news releases promoting Library programs won't bump staff blog posts off the home page. The new web page design also highlights Library collections, specifically new materials, as well as our digital options, in a way that's never been done before. Now patrons can connect to Overdrive with a simple click rather than searching for the last staff blog post about audiobooks. This change comes from the suggestion of a patron who told us that's how he found Overdrive on our old webpage.

My ICPL, the Library's app, had a soft launch in December, with a news release and article in the December issue of *Check It Out*. Another article followed in the Spring/Summer issue of *The Window*. Patrons use the app to track information on multiple accounts, including items checked out, materials on hold, and fines. Patrons can renew items through the app; a feature we've been told is much appreciated. The app even makes a copy of your Library card barcode, so there's no reason to dig your card out of your wallet when you're checking out materials.

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ICPL has its own app!!! \*downloads immediately\*  
-- @balletbookworm

I just used the @ICPL app. What a slick new service. It took me 10 seconds to renew a book. I highly recommend ICPL users download the app.  
-- @JanelleRettig

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The Library's digital signs, first introduced to the public in FY14, underwent a design change in FY17 resulting in more use by patrons. Following the successful interactive display showcasing the path of the April 13, 2006 tornado, Information Technology Coordinator Brent Palmer did a complete overhaul of the digital signs' appearance that's brighter and more inviting. As a result, patrons spend more time touching the various boxes to make use of the information they contain. This includes a Library map, collection highlights, a link to the Library's Instagram account, and local weather. The interactive portion of digital signage continued this year with a quiz about local history during Weber Days. We also celebrated the first set of *1000 Books Before Kindergarten* graduates with photos of the children honored at our Saturday morning party. Digital signage was added to the Lobby, replacing part of the bulletin board. Posters promoting Library events and information are consistently streamed on the sign, keeping the public informed, while also decreasing the amount of paper signage in the Lobby. To date, the app has been installed nearly 450 times.



While advances in technology play a crucial role in our marketing plan, there's something to be said for paper products, too. This year, the Library produced an 8-page brochure for the 2017 Children's Room Summer Reading Program. This full-color brochure not only listed every event scheduled for SRP, it also included descriptions so that parents, and their children, had all the information they needed to plan an awesome summer at ICPL. The feedback for the brochures has been beyond positive. "Everyone loves it – staff and patrons," says Children's Services Coordinator Angela Pilkington. "And all staff agree it has definitely helped boost our program numbers, because people can see pictures of the programs and better descriptions of what each program entails!"



Development Director Patty McCarthy checks participants' answers in I SPY @IC Library, one of ICPL's special programs during Late Night at the Library.

One event that was not included in the Summer Reading Program brochure, yet played a big role in summer fun downtown, was Late Night at the Library. The Downtown District hosted a Block Party on Saturday, June 24. The Library joined the fun, staying open until 10 p.m. Patrons visiting ICPL during this time had access to all regular Library services. They could also play video games in Room D, participate in our Super Smash Bros. video game tournament in Room A, or pay \$5 to participate in I SPY @IC Library, a scavenger hunt fundraiser for the Iowa City Public Library Friends Foundation.

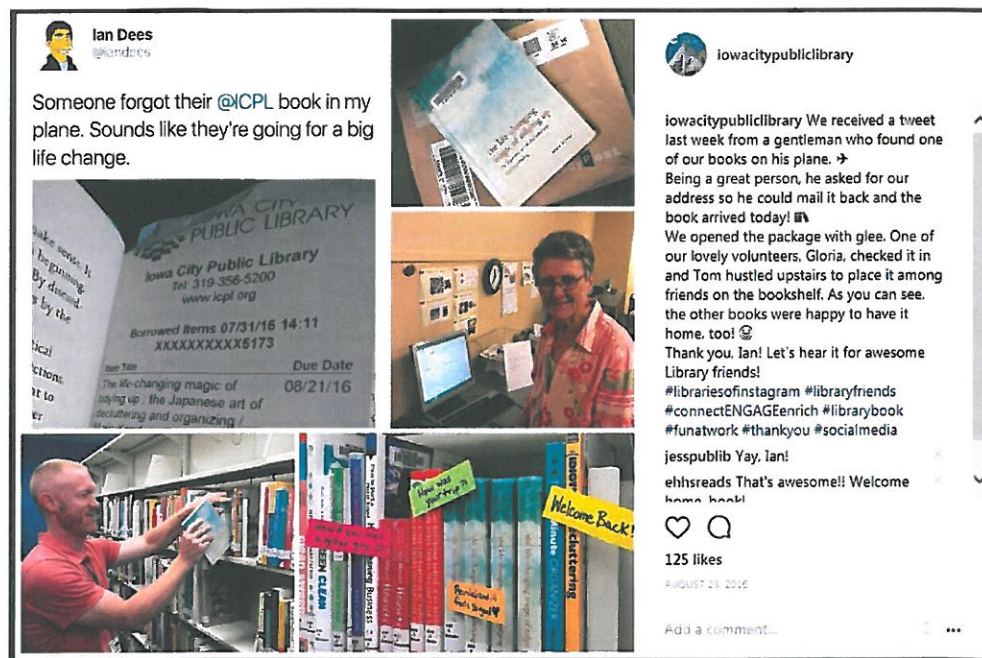
All three special events had more participants than anticipated and the Library itself set a one-day attendance record. More than 3,000 people entered the building from 6 to 10 p.m. on June 24. More than 100 people came specifically for the video game tournament. The scavenger hunt made almost \$300 and introduced patrons to Library resources they weren't previously aware of, specifically how to access microfilm. Many patrons remarked on the

creativity of the programs and expressed interest in them becoming a regular event. We posted photos on our social media pages and responding comments ranged from "Amazing!" to "I love my Library!"

As shared in previous reports, the Library's social media platform plays a huge role in the Library's marketing plan. Our audience is a mix of patrons, libraries, book publishers, authors, local businesses, and local schools. Our content is updated regularly to promote programs, events, and Library news. Using social media to promote programs before they happen is cost effective, as the services are free. We also use these platforms to share images of these happenings after the fact. This "In case you missed it" practice serves as a reminder to our followers that there's a lot happening at the Library and showcases ICPL as a community gathering place where people regularly #connectENGAGEenrich (a hashtag we use on the Library's Instagram account).

Sometimes our followers rely on social media for information about programs that goes beyond what we've posted, materials they want added to the Library's collection, and other comments. Social media users expect an always-on approach, meaning we've made it a practice to answer questions as quickly and as accurately as possible, even during non-Library hours. One example of how immediate response





We shared the story of the forgotten book's adventures on Instagram, Twitter, and Facebook. It was one of our most popular posts of FY17.

benefits everyone occurred in August. On August 17, the Library's Twitter account received a mention from @iandees who found an ICPL book on his plane. He took a photo of the book, which was re-tweeted and liked by multiple Twitter followers. He tweeted the Library directly, saying "I'd like to return your book. Where should I send it?" This launched a Direct Message conversation, during which he said the book would be mailed in the morning. Responding to his question immediately not only

saved a book from our collection, he mailed it back so quickly, the patron wasn't hit with a late fee. We also had fun "welcoming" the book back to our collection after its adventure, sharing a photo collage on all of our platforms. Our audience loved the pictures and the happy ending. To thank this kind Library lover for his troubles, we mailed him an ICPL care package, complete with a note from Library Director Susan Craig.

While social media is often used to inform our audience, entertaining posts help drive traffic to Library sites. We often take advantage of social media's less formal communication platform to give a behind-the-scenes look at the Library and show off our playful side. For instance, when *Pokemon Go!* was all the rage, we arranged books to showcase the Pokemon symbol. The fun post also served as an opportunity to remind patrons of Pokemon materials in our collection. We relied on social media to share the new of our new remote book drop installation. The new book drops were installed in March at the University of Iowa Community Credit Union on Mormon Trek, replacing the old book drop damaged in a "Car vs. Book Return" incident in January. Our Twitter followers were very excited when we tweeted "They're back!!!!"

Our social media presence continued the trend of increased follower numbers in FY17. Our Instagram account continues to have the most growth at the fastest rate, with an average of 150 new followers every month. On June 30, 2016, we had 4,542 followers. A year later, that number is 6,357. The number of followers on Facebook jumped from 7,302 in June of 2016 to 8,127 in June 2017, while the Library's Twitter account saw an increase of nearly 450 followers from FY16 to FY17, with 3,898 followers as of June 30, 2017.

FY17 was a historical year for the Library, with the launch of the Bookmobile leading the pack in marketing efforts. We'll continue to build on that momentum in FY18, as well as find new ways to CONNECT, ENGAGE and ENRICH with our patrons.





## FY18 Public Relations Plan

- 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

Goal 1: Public Awareness
Continue to promote and celebrate Bookmobile services.
Improve print and online calendars.
Create marketing plan for new website and modules including Event Manager, Local Music Project, and Digital History project.
Recognize Friends Foundation anniversary.
Participate in Pride Parade.
Raise awareness of patron's privacy and confidentiality.
Evaluate new e-newsletters added in FY17.
Goal 2: Collaboration
Work with the City of Iowa City during Pedestrian Mall construction.
Collaborate with Antelope Lending Library.
Provide an opportunity to share the Library's story with international visitors at the annual meeting of the UNESCO Cities of Literature.
Collaborate with the Downtown District for the 2018 Block Party event if the 2017 event is successful.
Goal 3: Programs
Honor Susan Craig's tenure at ICPL with the inaugural Chautauqua.
Goal 4: Content
Commemorate centennial anniversary of World War I on Digital History Project.
Goal 5: Technology
Complete work on Phase 2 Virtual Branch website
Investigate ICPL-managed Ped Mall eSigns.
Goal 8: Funding
Create a series of brief promotional videos to reach donors and potential donors.

By Todd Brown, Senior Librarian at the Iowa City Public Library

One of the biggest buzzwords in technology today is Machine Learning. It is being used all around us and we usually do not even notice. Recommender systems, search engines and your email all use machine learning to make your life easier. Machine learning involves an algorithm that goes through a large set of data, learns something from it, and then makes decisions or predictions based on what it learned. The big difference between this and other computer programs is that it is not a set of explicit instructions. Instead, giving the machine some general guidelines and training it with large sets of data allows it to learn and revise itself.

A common example is spam filters. A spam filter has a set of criteria that it uses to decide if an incoming email is either spam or not. It might look at things like length, frequency of certain words or images in it. When you mark something as spam or move a piece of spam back into your inbox the program updates its criteria. It learned from the new information and will make future decisions based on the new criteria.

Another example is teaching a machine to recognize stop signs, something self-driving cars have to be able to do. The machine is given thousands of photos of stop signs, from different angles, in different weather, etc. It decides how to weight various criteria of what it sees in the images, such as color, shape and size. After it has this template it can then apply the criteria to new images and give a probability that they contain a stop sign.

For a short overview of machine learning take a look at "Machine Learning: The New AI" by Ethem Alpaydin. It starts with a general description and history. Then it goes deeper into important methods used for different tasks such as facial recognition and language translation. It is not aimed at programmers or mathematicians, and does not have detailed math to decipher. At the end there is also a little bit about the future of machine learning.

As helpful as it can be, machine learning does have its limits and problems. It is reliant on data. If the data it looks at is biased then the results will be, too. You cannot train it with photos of yield signs and then expect it to identify stop signs correctly. If you give it the wrong set of data to look at or use a poorly modeled algorithm, then the results can have negative consequences for society. These downsides are addressed in "Weapons of Math Destruction" by Cathy O'Neil.

It may sound scary or difficult to learn but you can create your own machine that is capable of learning. If you want to find out how to get your computer setup with appropriate software, see what math is involved, locate data sets, and examine different practical uses for it take a look at "Machine Learning for Dummies" by John Paul Mueller and Luca Massaron.

You'll find these titles in the nonfiction collection at the Iowa City Public Library.



By Stacey McKim, Outreach Assistant at the Iowa City Public Library

When we talk about building a better world – this year’s summer reading theme – you might imagine developing a community-based project, becoming more politically active, or connecting with people who are different than you. The Iowa City Public Library certainly has books on those topics, but what if that’s not your style? Check out these new books with hands-on ways to literally build a better world.

If anybody’s going to guide you in woodworking, it’s Ron Swanson from *Parks and Recreation*, right? Set up your shop and get to know actor Nick Offerman and friends in his new book “Good Clean Fun: Misadventures in Sawdust at Offerman Woodshop.” You’ll hear how he got into woodworking and find detailed instructions for useful and beautiful projects presented by each member of his Los Angeles woodshop. The book is packed with his signature dry humor, but he’s serious about the benefits of trying woodworking for yourself: “Given our dwindling natural resources, it seems only decent that we make everything we have the time and means for and imbue our objects with a timeless quality that can serve generations to come.”

“We Can Glue It!” proclaims the cover of “Crafting with Feminism: 25 Girl-Powered Projects to Smash the Patriarchy” by Bonnie Burton. The featured crafting techniques may be nothing new, but an activist lens makes decoupage, hot glue, and embroidery feel full of possibilities again. The projects range from visual jokes to accessories you’d be proud to wear in public, and there’s lots of room to customize the style and message. Bonus pages list feminist books, films, holidays, and playlists to enjoy while you craft for change.

If you’re ready to get serious, “The Permaculture Book of DIY” packs dozens of classic environmentalist projects into one slim volume. Learn how to make a solar food dryer, turn pallets into furniture, harvest rainwater, build a wood-fired oven, make a natural swimming pool, and more. These projects use natural and reclaimed materials to make your home more efficient and sustainable.

Have you joined the kombucha craze yet? This fermented sweet tea has made its way into the mainstream, and ambitious folks might like to try their hands at the mystery of fermentation. Learn how to reap the health benefits of making your own kombucha in “The Big Book of Kombucha” by Crum and LaGory, with instructions on fruit, herbal, savory, superfood, and medicinal variations along with plenty of history and science.

3D printers are always in the news, with amazing stories of 3D-printed prosthetic beaks saving wild birds and the promise of scientists bioprinting human organs in the future. 3D printers are primed to fix real world problems, but first you have to learn how to use one. Pick up “Make: Getting Started with 3D Printing” for a solid overview or “The Big Book of Makerspace Projects” for older self-directed learners or adults organizing 3D printing projects for others.

How will you build a better world this summer?

## MasterCard Report

08-Jul-17

Vendor	Dept	Expense	Description	Amount
Airserver	10550140	455110	Software	\$11.99
Amazon Marketplace	10550140	455010	Printing or Graphic Supplies	\$72.68
Amazon.com	10550350	469320	Miscellaneous Supplies	\$105.76
Amazon.com	10550140	455120	Misc Comp Hardware	\$1,323.97
Amazon.com	10550152	469320	Miscellaneous Supplies	\$66.33
American Airlines	10550110	436030	Transportation	\$393.40
Apple Developer	10550140	444080	Software Repair & Maintenance Services	\$99.00
Art Mission	10550520	477150	Art Reproductions	\$1,533.43
Bread Garden	10550410	469360	Food and Beverages	\$149.94
Bread Garden	10550151	469360	Food and Beverages	\$12.34
Bruegger's Bagels	10550110	469360	Food and Beverages	\$13.99
Crazy Egg	10550140	444080	Software Repair & Maintenance Services	\$588.00
Crowded Closet	10550152	469320	Miscellaneous Supplies	\$4.77
Daylight Donuts	10550310	469360	Food and Beverages	\$27.60
Demco	10550159	469320	Miscellaneous Supplies	\$609.43
Doug Mockett & Company, Inc.	10550121	469320	Miscellaneous Supplies	\$185.00
Hopper	10550110	436030	Transportation	\$5.00
Hy-Vee	10550152	469360	Food and Beverages	\$34.93
Hy-Vee	10550110	469360	Food and Beverages	\$3.99
Java House	10550110	469360	Food and Beverages	\$50.00
Kyle Design	10550110	469370	Paper Products/Certificate/Prizes	\$76.75
Lenoch & Cilek	10550350	469320	Miscellaneous Supplies	\$14.98
Menards	10550350	466070	Other Maintenance Supplies	\$36.83
Menards	10550159	469320	Miscellaneous Supplies	\$46.34
Menards	10550121	466070	Other Maintenance Supplies	\$18.68
Oriental Trading Co	10550152	469320	Miscellaneous Supplies	\$131.52
Paypal	10550140	444080	Software Repair & Maintenance Services	\$18.70
Secure by Design	10550140	444080	Software Repair & Maintenance Services	\$600.00
Tallgrass Business Resources	10550320	455010	Printing or Graphic Supplies	\$277.27
Tallgrass Business Resources	10550140	455010	Printing or Graphic Supplies	\$33.34
Tallgrass Business Resources	10550151	469320	Miscellaneous Supplies	\$56.06
Tallgrass Business Resources	10550152	469320	Miscellaneous Supplies	\$74.34
Tallgrass Business Resources	10550110	452010	Office Supplies	\$10.51
Tallgrass Business Resources	10550110	455090	Paper	\$33.99
Tallgrass Business Resources	10550110	469320	Miscellaneous Supplies	\$30.19
USPS	10550330	435055	Postage and Stamps	\$6.59



Vendor	Dept	Expense	Description	Amount
Wal-Mart	10550350	469320	Miscellaneous Supplies	\$54.94
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$210.48
Wal-Mart	10550152	469360	Food and Beverages	\$86.78

**Grand Total**

\$7,109.84

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S		WARRANT	CHECK	DESCRIPTION
10550110 1000-10-25-550-550100-550110-000-0000-432080- 014353 ONE SOURCE THE BACKG PLUS4649-20170531 014353 ONE SOURCE THE BACKG PLUS4649VOL-20170531		Library Administration Other Professional Services 2017 12 INV P 2017 12 INV P		80.00 060917 182.65 060917		184864 BACKGROUND CHECKS 184864 BACKGROUND CHECKS	
				262.65			
		ACCOUNT TOTAL		262.65			
1000-10-25-550-550100-550110-000-0000-435057- 010473 UNITED PARCEL SERVIC 000068774R217 010473 UNITED PARCEL SERVIC 000068774R227		Couriers 2017 12 INV P 2017 12 INV P		40.81 061617 21.92 062317		185164 Admin/UPS Outbound 185545 Admin/UPS Internet	
				62.73			
		ACCOUNT TOTAL		62.73			
1000-10-25-550-550100-550110-000-0000-436030- 010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM		Transportation 2017 12 INV P		398.40 063017		185830 EMiller/MasterCard	
		ACCOUNT TOTAL		398.40			
1000-10-25-550-550100-550110-000-0000-438130- 010482 VERIZON WIRELESS 9787297112 010889 U S CELLULAR 0195348458		Cell Phone Service 2017 12 INV P 2017 12 INV P		93.90 063017 150.52 063017		185887 Admin/Monthly Phone 185820 Admin/Monthly Cell	
		ACCOUNT TOTAL		244.42			
1000-10-25-550-550100-550110-000-0000-445140- 010373 PIP PRINTING 93725		Outside Printing 2017 12 INV P		231.26 061617		185121 Admin/ 1,500 ICPL E	
		ACCOUNT TOTAL		231.26			
1000-10-25-550-550100-550110-000-0000-449060- 010229 IOWA CITY AREA CHAMB 2772810		Dues & Memberships 2017 12 INV P		406.00 062317		185435 Admin/Membership Du	
		ACCOUNT TOTAL		406.00			
1000-10-25-550-550100-550110-000-0000-452010- 010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM		Office Supplies 2017 12 INV P		10.51 063017		185830 EMiller/MasterCard	
		ACCOUNT TOTAL		10.51			
1000-10-25-550-550100-550110-000-0000-455090- 010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM		Paper 2017 12 INV P		33.99 063017		185830 EMiller/MasterCard	
		ACCOUNT TOTAL		33.99			
1000-10-25-550-550100-550110-000-0000-469320- 010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM		Miscellaneous Supplies 2017 12 INV P		30.19 063017		185830 EMiller/MasterCard	



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010522 COPY SYSTEMS INC	IN271154		2017 12	INV	P	31.70 060917	184783	Admin/ 2 Meter Tape
012264 MAILBOXES OF IOWA CI	051117		2017 12	INV	P	118.00 061617	185096	Admin/2 Boxes Bubbl
			ACCOUNT TOTAL			179.89		
1000-10-25-550-550100-550110-000-0000-469360-			Food and Beverages					
010475 UNIVERSITY OF IOWA C 070820173536BKSTTEAM			2017 12	INV	P	67.98 063017	185830	EMiller/MasterCard
			ACCOUNT TOTAL			67.98		
1000-10-25-550-550100-550110-000-0000-469370-			Paper Products					
010475 UNIVERSITY OF IOWA C 070820173536BKSTTEAM			2017 12	INV	P	76.75 063017	185830	EMiller/MasterCard
			ACCOUNT TOTAL			76.75		
			ORG 10550110 TOTAL			1,974.58		
10550121			Library Bldg Maint - Public					
1000-10-25-550-550100-550120-131-0000-438070-			Heating Fuel/Gas					
010319 MIDAMERICAN ENERGY	630320617		2017 12	INV	P	11.08 063017	185729	FAC/Basic Service C
			ACCOUNT TOTAL			11.08		
1000-10-25-550-550100-550120-131-0000-442010-			Other Building R&M Services					
010171 GERARD ELECTRIC INC	6318		2017 12	INV	P	750.00 060917	184803	FAC/6 Camera Lines
010171 GERARD ELECTRIC INC	6340		2017 12	INV	P	75.00 060917	184803	FAC/Fish Audio Cabl
						825.00		
010581 RANDY'S CARPETS & IN	142357		2017 12	INV	P	110.00 060917	184879	FAC/Carpet Installa
010581 RANDY'S CARPETS & IN	142377		2017 12	INV	P	220.00 060917	184879	FAC/Carpet Installa
						330.00		
010981 JOE'S QUALITY WINDOW	15394		2017 12	INV	P	140.00 062317	185445	FAC/Lower Outside W
014520 FREEMAN LOCKSMITH LL	1462		2017 12	INV	P	48.75 063017	185674	FAC/13 Keys
			ACCOUNT TOTAL			1,343.75		
1000-10-25-550-550100-550120-131-0000-442020-			Structure R&M Services					
012238 OTIS ELEVATOR COMPAN	CER05335517		2017 12	INV	P	150.00 062317	185476	Elevator Service an
012238 OTIS ELEVATOR COMPAN	CER65336517		2017 12	INV	P	175.00 060917	184865	Elevator Service an
						325.00		
			ACCOUNT TOTAL			325.00		
1000-10-25-550-550100-550120-131-0000-442060-			Electrical & Plumbing R&M Svcs					
010171 GERARD ELECTRIC INC	6324		2017 12	INV	P	7,591.62 060917	184803	FAC/Power, Data, &

17/13/2017 15:01  
millerCITY OF IOWA CITY  
Library Disbursements: June 1 to June 30, 2017P  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
014457 A TECH INC	352324		2017 12 INV P			
			ACCOUNT TOTAL			185341 FAC/Camera Installa
						11,012.60
1000-10-25-550-550100-550120-131-0000-445030-010181 GREENERY DESIGNS	2237		Nursery Srvcs-Lawn & Plant Care			
			2017 12 INV P			67.00 060917
			ACCOUNT TOTAL			67.00
1000-10-25-550-550100-550120-131-0000-449160-010627 CINTAS CORPORATION	342670042		Other Rentals			
010627 CINTAS CORPORATION	342673689		2017 12 INV P			165.14 061617
			2017 12 INV P			165.14 063017
			ACCOUNT TOTAL			330.28
			ACCOUNT TOTAL			330.28
1000-10-25-550-550100-550120-131-0000-449280-014239 VARSITY CLEANERS	627097		Misc Services & Charges			
014239 VARSITY CLEANERS	627100		2017 12 INV P			6.54 062317
			2017 12 INV P			21.00 062317
			ACCOUNT TOTAL			27.54
			ACCOUNT TOTAL			27.54
1000-10-25-550-550100-550120-131-0000-452040-010290 LENOX AND CILEX ACE	361203/3		Sanitation & Indust Supplies			
010290 LENOX AND CILEX ACE	361235/3		2017 12 INV P			1,215.51 061617
			2017 12 INV P			144.29 061617
			ACCOUNT TOTAL			1,359.80
010570 CENTRAL IOWA DISTRIB	151726		2017 12 INV P			148.20 060917
010627 CINTAS CORPORATION	342670042		2017 12 INV P			154.26 061617
010627 CINTAS CORPORATION	342673689		2017 12 INV P			211.69 063017
			ACCOUNT TOTAL			365.95
			ACCOUNT TOTAL			1,873.95
1000-10-25-550-550100-550120-131-0000-466070-010475 UNIVERSITY OF IOWA C	07082017STEAM		Other Maintenance Supplies			
			2017 12 INV P			18.68 063017
			ACCOUNT TOTAL			18.68
1000-10-25-550-550100-550120-131-0000-469320-010475 UNIVERSITY OF IOWA C	070820173536BKMSTEAM		Miscellaneous Supplies			
			2017 12 INV P			185.00 063017
			ACCOUNT TOTAL			185.00
			ACCOUNT TOTAL			185.00
			ORG 10550121 TOTAL			15,194.88
						185830 EMiller/MasterCard



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550122						Library Bldg Maint - Commercial
1000-10-25-550-550100-550120-132-0000-442020-						Structure R&M Services
012238 OTIS ELEVATOR COMPAN CER0535517			2017 12 INV P	150.00 062317	185476	Elevator Service an
			ACCOUNT TOTAL	150.00		
1000-10-25-550-550100-550120-132-0000-463040-						Water/Sewer Chemicals
010689 AQUA TECHNOLOGIES OF 8388			2017 12 INV P	459.65 062317	185356	FAC/5 Grease Trap E
			ACCOUNT TOTAL	459.65		
			ORG 10550122 TOTAL	609.65		
10550140						Library Computer Systems
1000-10-25-550-550100-550140-000-0000-432060-						Consultant Services
010525 ENCOMPASS IOWA LLC 7425			2017 12 INV P	877.50 060917	184793	IT/ IT Essentials-
			ACCOUNT TOTAL	877.50		
1000-10-25-550-550100-550140-000-0000-438140-						Internet Fees
010631 MEDIAACOM 061417			2017 12 INV P	299.95 063017	185726	IT/HSD Ultra 105
011937 AUREON COMMUNICATION 0789005209.2017.06			2017 12 INV P	756.56 062317	185358	Internet Services
013770 SOUTH SLOPE COOPERAT 06012017			2017 12 INV P	193.08 061617	185143	IT/Internet Service
			ACCOUNT TOTAL	1,249.59		
1000-10-25-550-550100-550140-000-0000-444080-						Software R&M Services
010475 UNIVERSITY OF IOWA C 070820170250			2017 12 INV P	1,305.70 063017	185827	BPalmer/MasterCard
			ACCOUNT TOTAL	1,305.70		
1000-10-25-550-550100-550140-000-0000-444100-						Hardware R&M Services
011199 TELVUE CORPORATION 10881			2017 12 INV P	1,674.00 063017	185808	IT/TelVue Care Supp
012971 SEN SOURCE 33877			2017 12 INV P	480.00 060917	184893	IT/Annual Renewal 6
			ACCOUNT TOTAL	2,154.00		
1000-10-25-550-550100-550140-000-0000-455010-						Printing & Graphic Supplies
010475 UNIVERSITY OF IOWA C 070820173536BKSTREAM			2017 12 INV P	106.02 063017	185830	EMiller/MasterCard
			ACCOUNT TOTAL	106.02		
1000-10-25-550-550100-550140-000-0000-455110-						Software
010475 UNIVERSITY OF IOWA C 070820170250			2017 12 INV P	11.99 063017	185827	BPalmer/MasterCard
			ACCOUNT TOTAL	11.99		
1000-10-25-550-550100-550140-000-0000-455120-						Misc Computer Hardware



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010081 CDW GOVERNMENT INC	HRC7517BKM		2017 12	INV	P	295.70	062317	185380 IT/Receipt Printers
010081 CDW GOVERNMENT INC	HVM5659		2017 12	INV	P	20.00	060917	184775 IT/Video Cables
						315.70		
010475 UNIVERSITY OF IOWA C	070820170318		2017 12	INV	P	-955.99	063017	185828 Scraig/ MasterCard
						-640.29		
						5,064.51		
10550151								
1000-10-25-550-550100-550150-351-0000-445140-	Lib Public Services - Adults							
010050 TRU ART	61607SRP		2017 12	INV	P	208.50	061617	185154 AD/1500 Adult & Tee
010373 PIP PRINTING	93718		2017 12	INV	P	12.19	061617	185121 AD/500 ILL Book Cov
010373 PIP PRINTING	93733		2017 12	INV	P	18.76	061617	185121 AD/28 Library Comm
010373 PIP PRINTING	93783		2017 12	INV	P	18.73	062317	185490 AD/1,000 ILL Borrow
						49.68		
						258.18		
1000-10-25-550-550100-550150-351-0000-469320-	Miscellaneous Supplies							
010125 BLICK ART MATERIALS	202945		2017 12	INV	P	8.46	061617	185028 AD/2 Format Frames
010475 UNIVERSITY OF IOWA C	070820173536BKMSTREAM		2017 12	INV	P	56.06	063017	185830 EMiller/MasterCard
						64.52		
1000-10-25-550-550100-550150-351-0000-469360-	Food and Beverages							
010475 UNIVERSITY OF IOWA C	070820170227		2017 12	INV	P	12.34	063017	185825 MClark/ MasterCard
						12.34		
						335.04		
10550152								
1000-10-25-550-550100-550150-352-0000-432080-	Lib Public Services - Children							
010497 WEST MUSIC COMPANY I	061716		2017 12	INV	P	80.00	062317	185603 CHI/Music Therapy P
013120 BLANK PARK ZOO FOUN	SRP070617		2017 12	INV	P	264.78	063017	185634 CHI/SRP17 Zoo Show
013121 CROW, DARRIN	SRP062217		2017 12	INV	P	200.00	061617	185042 CHI/SRP17 Storytell
014026 JIM GILL, INC	SRPRSCH062917		2017 12	INV	P	500.00	062317	185444 DesGift&CHI/ SRP RS
014243 ZEN DEN LLC	060617		2017 12	INV	P	65.00	061617	185334 CHI/Prenatal Yoga C
014596 LAUGHING MATTERS	SRP062217		2017 12	INV	P	350.00	061617	185091 CHI/SRP17 Plan to L
						1,459.78		



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550150-352-0000-445140- 010050 TRU ART 010050 TRU ART	61606SRP 61668SRP		2017 12	INV	P	721.00 061617 1,363.50 061617	185156 185157	CHI/3,500 SRP17 Kid CHI/1,500 SRP17 Chi
			2017 12	INV	P	2,084.50		
010373 PIP PRINTING 010373 PIP PRINTING	93704SRP 93820		2017 12	INV	P	82.68 060917 56.38 063017	184871 185760	CHI/2,000 Bowling C CHI/2 City Plaza Ch
			2017 12	INV	P	139.06		
						2,223.56		
1000-10-25-550-550100-550150-352-0000-469320- 010475 UNIVERSITY OF IOWA C 070820170235STEAM 010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM								
			2017 12	INV	P	346.77 063017 140.67 063017	185826 185830	APilkington/MasterC EMiller/MasterCard
			2017 12	INV	P	487.44		
014612 SCHOOL SPECIALTY INC 208118288826			2017 12	INV	P	27.69 061617	185135	CHI/ 2 Wind Sock Ja
						515.13		
1000-10-25-550-550100-550150-352-0000-469360- 010475 UNIVERSITY OF IOWA C 070820170235STEAM			2017 12	INV	P	121.71 063017	185826	APilkington/MasterC
						121.71		
						4,320.18		
10550159 1000-10-25-550-550100-550150-359-0000-435058- 010468 U S POST OFFICE ACCT 061417			2017 12	INV	P	4,330.60 062317	185543	reimbursement for pe
						4,330.60		
						1,239.95		
1000-10-25-550-550100-550150-359-0000-435059- 010238 IOWA CITY PRESS CITI 0000561331			2017 12	INV	P	1,239.95 063017	185701	CAS/Advertisements
						1,239.95		
1000-10-25-550-550100-550150-359-0000-445140- 010050 TRU ART 010050 TRU ART 010050 TRU ART 010050 TRU ART	61599 61659 61671BKM BKM61751		2017 12	INV	P	5,108.71 063017 304.00 061617 297.00 061617 204.00 063017	185814 185153 185155 185814	CAS/52,940 Summer W CAS/4,000 Business CAS/1,000 BKM Broch CAS/ 1,000 BKM Book
			2017 12	INV	P	5,913.71		
010373 PIP PRINTING 010373 PIP PRINTING	93699BKM 93726		2017 12	INV	P	171.01 060917 11.00 061617	184872 185121	CAS/2 Bookmobile Op CAS/100 At Home Qui

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010373 PIP PRINTING	93738SRP		2017 12	INV	P		185122	CAS/ 28 SRP17 Bus P
						212.61		
ACCOUNT TOTAL						6,126.32		
Printing & Graphic Supplies								
2017 12 INV P						301.00	063017	185822 CAS/Camera Repair &
ACCOUNT TOTAL						301.00		
1000-10-25-550100-550150-359-0000-455010-								
010474 UNIVERSITY CAMERA 18C012074								
1000-10-25-550100-550150-359-0000-469320-								
010475 UNIVERSITY OF IOWA C 070820171910BKM								
010475 UNIVERSITY OF IOWA C 070820173536BKMSTEAM								
Miscellaneous Supplies								
2017 12 INV P						46.34	063017	185823 Klogsden/MasterCard
2017 12 INV P						609.43	063017	185830 EMiller/MasterCard
						655.77		
2017 12 INV P						83.00	063017	185609 CAS/ 2 Sets of 50 C
ACCOUNT TOTAL						738.77		
ORG 10550159 TOTAL						12,736.64		
10550160 Library Collection Services								
1000-10-25-550100-550160-000-0000-445140-								
Outside Printing								
2017 12 INV P						188.00	062317	185490 COL/12,000 Cataloge
2017 12 INV P						94.00	063017	185760 COL/ 6,000 Cataloge
						282.00		
ACCOUNT TOTAL						282.00		
1000-10-25-550100-550160-000-0000-445270-								
Library Material R&M Services								
2017 12 INV P						121.50	060917	184764 LIBRARY MATERIALS
2017 12 INV P						6.00	060917	184764 LIBRARY MATERIALS
2017 12 INV P						18.90	060917	184764 LIBRARY MATERIALS
2017 12 INV P						30.00	060917	184764 LIBRARY MATERIALS
2017 12 INV P						6.00	060917	184764 LIBRARY MATERIALS
2017 12 INV P						67.50	060917	184764 LIBRARY MATERIALS
2017 12 INV P						100.50	060917	184764 LIBRARY MATERIALS
2017 12 INV P						118.50	060917	184764 LIBRARY MATERIALS
2017 12 INV P						10.50	061617	185020 LIBRARY MATERIALS
2017 12 INV P						27.00	061617	185020 LIBRARY MATERIALS
2017 12 INV P						132.00	061617	185020 LIBRARY MATERIALS
2017 12 INV P						6.00	061617	185020 LIBRARY MATERIALS
2017 12 INV P						24.57	061617	185020 LIBRARY MATERIALS
2017 12 INV P						49.14	061617	185020 LIBRARY MATERIALS
2017 12 INV P						13.50	061617	185020 LIBRARY MATERIALS
2017 12 INV P						124.50	061617	185020 LIBRARY MATERIALS
2017 12 INV P						64.26	062317	185360 LIBRARY MATERIALS
2017 12 INV P						42.00	062317	185360 LIBRARY MATERIALS
2017 12 INV P						51.00	062317	185360 LIBRARY MATERIALS



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2032904846	2017 12 INV P	13.50	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032907422	2017 12 INV P	75.00	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032907590	2017 12 INV P	24.00	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032907593	2017 12 INV P	16.50	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032907657	2017 12 INV P	39.00	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032907830	2017 12 INV P	6.00	062317	185360	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032919327	2017 12 INV P	39.69	063017	185626	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032922290	2017 12 INV P	21.00	063017	185626	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032922293	2017 12 INV P	114.00	063017	185626	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032931277	2017 12 INV P	16.50	063017	185626	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032931283	2017 12 INV P	13.50	063017	185626	LIBRARY MATERIALS			
010509 BAKER & TAYLOR INC C 2032942682	2017 12 INV P	11.85	063017	185626	LIBRARY MATERIALS			
						1,403.91		
011068 OVERDRIVE INC	MR-1370-0001-061517							
2017 12 INV P	92.00	063017	185752	LIBRARY MATERIALS				
ACCOUNT TOTAL						1,495.91		
1000-10-25-550-550160-000-0000-445290-								
010535 HOUCHEM BINDERY LTD	232610							
2017 12 INV P	113.75	063017	185692	LIBRARY MATERIALS				
ACCOUNT TOTAL						113.75		
1000-10-25-550-550100-000-0000-469110-								
010510 DEMCO INC	6140847							
2017 12 INV P	1,007.24	061617	185046	COL/Library Materia				
010510 DEMCO INC	6152116							
2017 12 INV P	1,038.68	063017	185659	COL/Book Processing				
						2,045.92		
010546 MIDWEST TAPE	95114326							
2017 12 INV P	57.60	062317	185465	LIBRARY MATERIALS				
ACCOUNT TOTAL						2,103.52		
1000-10-25-550-550100-000-0000-469320-								
012814 JIM'S INSTRUMENT MFG	052617							
Miscellaneous Supplies								
2017 12 INV P	64.60	061617	185083	COL/1 Iowa Referenc				
ACCOUNT TOTAL						64.60		
ORG 10550160 TOTAL						4,059.78		
=====								
FUND 1000 General								
TOTAL:						44,295.26		
=====								