



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

BOARD OF TRUSTEES

AGENDA

5:00 pm – 2nd floor Board Room

August 23, 2018

Robin Paetzold, President

Diane Baker

John Beasley

Kellee Forkenbrock

Janet Freeman, Secretary

Carol Kirsch, Vice-President

Jay Semel

Monique Washington

1. Call Meeting to Order.

2. Public Discussion.

3. Approval of Minutes.

- A. Approve Regular Minutes of Library Board of Trustees July 26, 2018 meeting.

4. Items to be discussed.

- A. Library Annual Report.

Comment: Director's report, fact sheet, statistical output. Financial reports are not yet available. Complete report will be available online soon.

- B. Amend FY19 Strategic Plan.

Comment: An item was inadvertently left off the plan you approved last month. Staff request you approve the amendment.

- C. Historical Newspapers.

Comment: Staff will share the newly digitized historical Iowa City newspapers.

5. Staff Reports.

- A. Director's Report.
- B. Departmental Reports: Children's Services, Collection Services, IT.
- C. Development Office Report.
- D. Business Office annual report.
- E. Facilities Services annual report.

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. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

- F. Spotlight on the Collection.
- G. Miscellaneous.

6. President's Report.

- A. Board dinner.

7. Announcements from Members.

8. Committee Reports.

- A. Foundation Members.
- B. Director Search Committee.

9. Communications.

10. Disbursements.

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

11. Set Agenda Order for September Meeting.

12. Adjournment.

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Iowa City Public Library Meeting Agendas and Other Significant Events		
AUGUST 23, 2018	SEPTEMBER 27, 2018	OCTOBER 25, 2018
Review Annual Staff Report Review 4 th Quarter Statistics and Financials Departmental Reports: CH, CLS, IT	Budget Discussion Departmental Reports: AS, CAS	Budget Discussion Review 1 st Quarter Statistics and Financials Departmental Reports: CH, CLS, IT OTHER: Gallery Walk, 10/5 Final Library Director Interviews, 10/29-30
NOVEMBER 15, 2018	DECEMBER 20, 2018	JANUARY 24, 2019
Departmental Reports: AS, CAS <i>Policy Review: 703: Cable Television Channel Programming</i>	State Accreditation <i>Policy Review: 401: Finance</i> Departmental Reports: CH, CLS, IT OTHER: Arts & Crafts Bazaar, 12/8 Inservice Day, 12/14	6 month Strategic Planning Update <i>Policy Review: 505: Volunteers</i> Review 2 nd Quarter Goals/Statistics and Financials Departmental Reports: AS, CAS
FEBRUARY 28, 2019	MARCH 28, 2019	APRIL 25, 2019
Appoint Nominating Committee <i>Policy Review: 813: Unattended Children</i> Set Calendar for Next Fiscal Year Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director <i>Policy Review: 814: Copyright</i> Departmental Reports: AS, CAS	President Appoints to Foundation Board <i>Policy Review: 817: Alcohol in the Library</i> Review 3 rd Quarter Statistics and Financials Election of Officers Departmental Reports: CH, CLS, IT
MAY 23, 2019	JUNE 27, 2019	JULY 25, 2019
Departmental Reports: AS, CAS <i>Policy Review: 101: Bylaws</i>	Director Evaluation Develop Ideas for Board Annual Report Departmental Reports: CH, CLS, IT	Review Board Annual Report Adopt NOBU Budget Strategic Planning Update Departmental Reports: AS, CAS OTHER:



BOARD OF TRUSTEES

Minutes of the Regular Meeting July 26, 2018

DRAFT

Members Present: Diane Baker, John Beasley (in at 5:04 pm), Kellee Forkenbrock, Adam Ingersoll, Robin Paetzold, Jay Semel, Monique Washington (by phone).

Members Absent: Janet Freeman, Carol Kirsch.

Staff Present: Paul Bethke, Terri Byers, Maeve Clark, Karen Corbin, Susan Craig, Melody Dworak, Beth Fisher, Kara Logsdan, Patty McCarthy, Elyse Miller, Romona Murrell, Brent Palmer, Larry Parks, Jason Paulios, Angela Pilkington, Candice Smith.

Guests Present: Adam Witte.

Call Meeting to Order. President Paetzold called the meeting to order at 5:01 pm.

Public Discussion: Paulios read a letter signed by 30 staff members advocating for staff representation on the Director Search Committee. Paetzold asked about the bylaws error referenced in the letter. Paulios said the impression was given that there would be a vote by the board on including a staff member on the search committee. Smith reiterated her disappointment in not giving staff a fraction of a voice in this process. Paetzold said this will be discussed, a response is deserved and there will be one. Ingersoll asked what the letter specifically requests. Paulios said the request is for a voting staff member on the Director Search Committee.

Approval of Minutes.

The minutes of the June 28, 2018 Regular Meeting of the Library Board of Trustees were reviewed. A motion to approve the Regular Minutes was made by Forkenbrock and seconded by Ingersoll. Motion carried 7/0.

The minutes of the July 12, 2018 Special Meeting of the Library Board of Trustees were reviewed. A motion to approve the Special Minutes was made by Baker and seconded by Forkenbrock. Motion carried 7/0.

Items for Discussion/Action.

Library Board Annual Report. Craig drafted the document after discussion last month. There is still time for the Board to make changes to the report. A motion to approve the FY18 Board annual report was made by Baker and seconded by Semel. Motion carried 7/0.

FY18 Strategic Plan Report. This is the final report for FY18. No Board action needed.

FY19 Strategic Plan. Ingersoll believes Goal 7, Staffing, is thin. He would like a more 360-type evaluation and thinks we should develop a transition team to include staff input. Craig proposed adding to Goal 7 a new item, "Develop a transition plan including board and staff to work with the new director, including a feedback process after six months" as number 2 under staffing. Paetzold asked about the City of Literature under Programs. Craig said it is in the Board's goals for FY19 to formalize the arrangement with . Beasley wants to add language that recognizes a new director will be here and the strategic plan was developed under different leadership so the new director does not feel dictated to. Craig explained she selected her retirement date to assist with both the planning process and the budgeting process so the new person would not be overwhelmed. Semel does not agree with a six month evaluation process. Ingersoll wasn't envisioning a heavy-handed evaluation or something tied to compensation. A motion to approve the FY19 Strategic Plan including the addition to Goal 7 was made by Ingersoll and seconded by Semel. Motion carried 7/0. Beasley made a motion to recognize that a new director is starting January, 2019 and that for the benefit of the new director, this is a flexible document. The motion was seconded by Washington. Motion carried 7/0.

FY20 Strategic Plan. This is a continuation of FY19 items. We use the FY20 Strategic Plan goals to guide budget preparation. A motion to approve the FY20 Strategic Plan was made by Semel and seconded by Forkenbrock. Motion carried 7/0.

Approve Library Director Job Description. The job description comments and feedback from Bradbury Miller Associates suggested the number of years of library experience be lowered from 8 to 7 years as they believed this could be a barrier to some qualified candidates. A motion to approve the revised Library Director job description was made by Baker and seconded by Semel. Motion carried 7/0.

Approve Library Director job posting. The Search Committee edited the draft sent by Bradbury Miller Associates and presented it at the meeting. The Board asked to strike the word "and" and had other edits. A motion to approve the Library Director job posting with the suggested edits was made by Ingersoll and seconded by Forkenbrock. Motion carried 7/0.

FY19 NOBU Budget. Craig reiterated that the Library Board of Trustees has full authority over finances. The money the Library receives from the City is the operating budget, which is zeroed out at the end of the year. However, there are monies that do not zero out; including two forms of annual state aid, and gifts. When the budget is submitted to the City in the fall, we identify items that did not get funded in the budget or that have come up during the year. Ongoing expenses include personnel, including the 16 hours of staff time for the Bookmobile the Board identified and approved last year. One-time expenses are delineated in the document. Craig included programming costs, preserving archives, and the director search expenses to bring final candidates to Iowa City. Ingersoll asked if there is a fund from which the new director could get help with onboarding. Craig said we have continuing education funds in the budget. A motion to approve the FY19 NOBU budget was made by Semel and seconded by Washington. Motion carried 7/0.

Staff Reports.

Director's Report. Craig said the Proclamation for National Library Card Month in September will be brought to City Council on 8/21/18. Proclamations are the first order of business at City Council

meetings so if anyone wants to attend, it occurs early in the meeting. Paetzold asked if a proclamation could be drafted for the County. Craig said it will be done.

Departmental Reports:

Adult Services. No comments.

Community & Access Services. Ingersoll was pleased that we participated in the Pride Parade.

Development Office Report. McCarthy described society6 and said the online store is another way to fundraise that is more passive than some of our other fundraising methods. Our graphics specialist designed the items, with proceeds go to the Friends Foundation. McCarthy said the book sale on Saturday was great and raised \$2,800. She said the "pay what you want" strategy continues to pleasantly surprise the Development Office. Paetzold asked if including the envelope in the winter Window was successful; McCarthy said it has increased our ability to reach out to new donors, which has generated new dollars.

Public Relations Annual Report and FY19 Goals. No comments.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

President's Report. Paetzold encouraged members to attend the upcoming Unconscious Bias workshop if they haven't done so already. She said it is very good and provides room for self-reflection in a safe setting as well as attendance by diverse representation from members of the City Boards and Commissions. The August Board dinner is coming up on August 23, 2018. We have gone to Brix in the past; Paetzold recommends we go back to Brix this year. Craig reminded the Board that outgoing members and incoming members have their food paid for. Everyone else pays for their own dinner and everyone pays for their own alcohol.

Announcements from Members. Ingersoll said this was his last meeting. He said it has been an honor and a privilege to serve and is sorry he is unable to finish out the rest of his term.

Washington joined the meeting in person at 6:30 pm.

Committee Reports.

Foundation Members. The annual Memorandum of Understanding between the Friends Foundation Board (FFB) and the Library Board of Trustees was presented for the Board's information. The FFB approved this at its 7/18 meeting.

Director Search Committee. Paetzold reported on the committee work. They have been looking at the job advertisement. Beasley thinks a staff person should be on the committee and he does not believe the bylaws give the Board President unlimited authority. He thinks the City Attorney and HR person should be on the committee as advisors only. Semel said at the last meeting Beasley wanted the whole board to be on the committee. Beasley said he would back off that if a staff person was included instead. Ingersoll asked about the makeup of the committee. Craig said the Assistant City Attorney and

Human Resources Director are advising the Search Committee. There are four voting members of the Search Committee. In response to a question about the cons of having a staff member on the committee as a voting member, Paetzold said in the consultants' experience, the staff member is placed in an awkward position, particularly with respect to confidentiality. Semel said his decision on the committee makeup was based on the belief that a smaller group of Board members who were good listeners could efficiently listen to all sides with a vested interest in the library. Paetzold said the committee's job is to manage a process. Ingersoll would like a staff person on the committee with two provisos: the person is a consensus pick from all staff and there be a formal document memorializing the confidentiality obligation to which all members stipulate. Beasley and Washington agree with Ingersoll. Forkenbrock would like staff to be involved in some way. Paetzold said there will be opportunities for input from staff. She will consider the committee makeup and announce a decision soon.

Forkenbrock out at 6:37 pm.

Communications. None.

Disbursements.

The MasterCard expenditures for June, 2018 were reviewed. A motion to approve the disbursements for June, 2018 was made by Ingersoll and seconded by Semel. Motion carried 6/0.

Set Agenda Order for August Meeting.

Narrative for staff report.

End of year statistics.

Adjournment. A motion to adjourn the meeting was made by Baker and seconded by Washington. Motion carried 6/0. President Paetzold closed the meeting at 7:18 pm.

Respectfully submitted,
Elyse Miller

Director's Report – FY18

Highlights:

- Opened Digital Media Lab
- Protecting Privacy & Confidentiality
- Full year of Bookmobile service
- Programming sets records
- Director announces retirement/search begins

It was another busy year at ICPL. Record numbers of people attended library programs, the bookmobile is now a common sight around Iowa City, and the building and web site have some new looks. Less visible achievements include revamping and improving our privacy and confidentiality policies and procedures, conducting a user survey, and keeping collections current. We are now three years into our strategic plan and staff continue to connect people with information and offer opportunities for enjoyment and personal growth; engage people in discovery, learning and community; and enrich the quality of life in Iowa City through diversity, imagination, and creativity.

Digital Media Lab

We opened the new Digital Media Lab (DML) in March following several months of construction. The space on the second floor formerly housing a computer lab/classroom with large unmovable workstations, one person per space, facing forward, was expanded and redesigned to feature primarily laptops and movable tables and chairs that can be reconfigured as needed to accommodate groups small and large, as well as individuals. The space is still used to host Drop in Tech Help, classes, and ongoing programs such as VITA and Minecraft, but the resources are now available to registered DML users most hours we are open. The project was funded with City and Foundation funds and a \$45,000 grant from the Roy J. Carver Charitable Trust.

We had 100 registered users utilizing the DML's large and hand-held scanners, large format color printers, Adobe Create Cloud Suite Software, a VHS converter, editing bays and Reason Music software to create their own digital media projects by the end of the year. We are committed to regularly seeking feedback from lab users and trying to acquire and make available the tools they need.

Privacy and Confidentiality

We believe that confidentiality of Library Records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation, and that privacy is essential to the exercise of free speech, free thought, and free association. Daily there are stories in the news about breaches of personal information which heighten these concerns. A review of the Confidentiality and Privacy board policy in FY17 resulted in several significant changes leading to a full review of current library practices related to user privacy and confidentiality and a FY18 goal to raise awareness of patron's privacy and confidentiality. We questioned every piece of information we ask for, how long we keep it, and why. The document detailing all of this information was updated, edited for understanding, and made accessible on the website. In addition, the website now includes the privacy policies of all third party partners who require personally identifiable information.

We routinely share reminders about privacy and confidentiality when Library Records are renewed and separately inform teens when they turn sixteen and again when they turn eighteen of their privacy options related to Library Accounts.

Customer Experience

In addition to clarifying our privacy and confidentiality practices, the website saw several significant changes this year. A new “staff picks” page was introduced in early March, replacing the former blog model. The new site is visually appealing, displaying the book covers of titles and allows staff to recommend individual titles, and to create lists of items around a common theme. Minor upgrades were also made to the mobile application.

Physical items are easier to checkout and hold (reserved items) pickup now available on the bookmobile. And, for a small fee, a patron may use the local delivery service CHOMP, to have their holds picked up at the Library and delivered to their home. A record number of holds, 193,606, indicates library users know what title they want and are asking for it specifically.

A user survey was conducted in March to gather data for updating the strategic plan which began in FY16. One important question was whether or not people wanted Saturday hours to change from 10-6 to 9-5; the answer was no. Other responses showed the top reasons people visit the library: to borrow materials, bring children, use a library computer, printer, scanner, wi-fi network, or use materials in the library. 67% of the respondents used the Library’s website in the last month, and 53% downloaded ebooks, audio books, magazines or music. We were happy more than 96% were very likely to recommend ICPL to a friend! Collections, interactions with staff, and the website all received very high rates of satisfaction.

In addition to the work in Media Lab, a back area of the Children’s Room was refurbished as a welcoming space for tweens (grades 4-6) with some new furniture, bright wallpaper, and display and storage space. This project received a head start with new carpet when sewage flooded the back area in June, 2017, but this was planned and is working well with many tween activities now taking place in the new space. When a large part of the Hazel Westgate Collection of Children’s Book Art was moved for the project it was decided some pieces needed restoration and/or reframing with archival mats. That project will be completed and featured on the Gallery Walk in October.

Keeping up with replacing and refurbishing the building and furnishings will continue to grow more costly and time-consuming. Almost all upholstered furniture from the 2004 building has now been recovered at least once, and we are beginning to recover furnishings purchased during the 2013 remodeling. Some carpet has been replaced, but an acre of carpet remains and is looking more and more worn as are many of the wooden carrels and tables.

Bookmobile

In its first full year, the new bookmobile service has been well received. More than 15,000 people visited the bookmobile and checked out 25,885 items. There are three schedule periods, roughly following the school year (September-December, January-May, and June-August) with about a one-week break between for vehicle maintenance. The routes and stops change with each period, most dramatically in the summer when after-school stops and daycare visits are replaced by locations where children will be. Summer is the only period we operate regularly on Friday, and offer a Stories in the

Park stop at Mercer, Willow Creek, and Wetherby parks on Monday, Wednesday, Friday, as well as attend the Parks & Recreation's Party in the Park events on Thursday evenings. The busiest stop was the University of Iowa Community Credit Union-Mormon Trek stop, followed closely by Lemme Elementary. Another busy stop is Breckenridge Estates in rural Johnson County, where the mission of the bookmobile is illustrated at each visit. Children in this rural area are not served by public transportation and had little access to library materials until the bookmobile rolled into their neighborhood. They now are active borrowers and participate in the Summer Reading Program.

The bookmobile also brings reserved materials to people who find it hard to get downtown to pick up items, a service that is growing in popularity. Regular stops at retirement residences and locations such as grocery stores provide convenient access for adults.

Programming

Although circulation is steady or declining in many areas, adult and children's programming saw record attendance in FY18. Children's program attendance was up more than 21%, and adult program attendance was up 8.6%. We offer something for children of all ages – literature-based traditional storytimes, programs for babies, STEAM themed programs, craft activities, and a wonderful variety of live performers. We utilized programming and displays to further the City's goal of advancing social justice and racial equity. Initiatives included planning bookmobile and daycare visits to areas with diverse populations, and delivering storytimes sharing Black History, gender equity, and LGBTQ population themes. We continued the Autism Friendly early openings on scheduled Saturday mornings. Our ambitious children's programming calendar may not be sustainable with the staffing resources we have, but it has been well received.

Several of the most popular adult programs focused on local history and genealogical resources. We were part of the first ever Archives Crawl, along with the University of Iowa Museum of Natural History, the State Historical Society of Iowa, and the UI Main Library in February. A variety of programs taught people how to use our local history and genealogical resources, and shared the Local History Project. Offering programming in the new Digital Media Lab was an opportunity for people to learn about those resources.

Collections

Although physical items far out-circulate electronic downloads (1,132,916 vs 141,500 for a grand total of 1,274,425), e-downloads grew by more than 15% at a time when fewer physical items are being checked out. Part of that growth was fueled at the end of year by the addition of the Kanopy streaming video service. Kanopy opens access to more than 30,000 independent, classic, international, foreign and documentary films. Rather than purchase each title, the Library pays per use. Cardholders are limited to eight downloads per month. It is a new pricing model for services offered to libraries and we will carefully monitor use and costs.

An initiative to digitize local newspapers was realized toward the end of the year when Advantage Companies in Cedar Rapids was hired to digitize their Iowa City newspaper holdings currently out of copyright, creating a digital archive from 1849-1923. The new archive is now available to researchers everywhere – no login ID or subscription is required. Easily searched by key word, the new resource offers a treasure trove of primary resource materials that is both fun and informative to explore.

Although our collections are one of the most visible and most used services we offer, there is little understanding outside of library staff as to what it takes to have the new titles people want in the right

formats and number of copies while maintaining a backlist of popular things people still want. The physical collection is in constant movement – in and out of the building (and the bookmobile!) until worn or out of date, then discarded as new things replace it. We receive many compliments on our collection and they are earned by the rigorous behind-the-scenes work of many staff members.

Director retires

In December, I gave notice to the Library Board of my plans to retire at the end of calendar year 2018. A Board search committee was appointed, and, with assistance from City personnel and legal staff, a consultant was hired to help with the process. I began working here in 1975, while in Library School, and became director in 1994. I have seen amazing growth and changes, but the core beliefs of supporting intellectual freedom and literacy, and providing a space for all have not changed. I am honored to have spent a career in one of the best libraries in the country. Although some question the need of the public library in today's environment, I believe the institution is more important than it has ever been, providing a free, nonjudgmental, nonpolitical, place for learning and building community. Growing up as a child in a low-income household, I know what the library meant to me and every day I see children here who I know it means the same to. I have worked hard to help make sure this Library meets the high expectations of our community. I have confidence with the continued community support and efforts of the staff, the Library Board of Trustees and the Friends Foundation Board, that will continue.

Susan Craig,
Library Director

FY2018 Fact Sheet

POPULATION SERVED:	Iowa City 73,415; Rural Johnson County 22,523 (by contract); University Heights 1,125 (by contract); Hills 806 (by contract); Lone Tree 1,408 (by contract)		
GOVERNING BOARD:	A nine-member Board of Trustees appointed by the City Council with powers to set policy, employ a Director and staff, expend tax funds allocated by the City Council, contract with other jurisdictions, and receive and spend gift funds and other revenues.		
BOARD MEMBERS:	Jay Semel, President Diane Baker John Beasley Kellee Forkenbrock Janet Freeman, Secretary Adam Ingersoll Carol Kirsch Robin Paetzold, County Representative Monique Washington, Vice-President		
STAFF	Librarians:		15.0 FTE
	Other Permanent Staff:		28.75 FTE
	Hourly Staff:		20.28 FTE
	Volunteers:		4.57 FTE
COLLECTIONS:	Circulating Books/eBooks:		193,572
	Circulating Non-print Materials/eAudio/eVideo:		67,898
	Print and Electronic Reference/jProgram Collection:		4,589
	Periodicals/Newspapers: current print & e-subscriptions:		392
	Total Collection size:		266,451
ANNUAL USERSHIP:	Cardholders:		57,601
	Circulation:		1,266,305
	Visits to the Library:		731,103
	Information Requests:		44,743
	Program Attendance in Meeting Rooms:		49,274
	Meeting Room Use: non-library meetings:		1,562
BUDGET:			
Income Sources:	City of Iowa City:		
	Contracts (County, Cities):		
	State:		
	Fines / Fees / Sales:		Not
	Gifts / Grants:		available
	Other:		yet
	Total:		
	Expenditures on Materials		
PHYSICAL FACILITIES:	81,276 sq. ft. building includes 5 meeting rooms Home of the Iowa City UNESCO City of Literature		
SUPPORT GROUP:	Iowa City Public Library Friends Foundation: 1,196		
WEB PAGE:	www.icpl.org		

(These figures are for the last complete fiscal year, July 1, 2017 through June 30, 2018.)



Output Statistics- FY18 Compared to FY17

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.							
A. Downtown Building Use							
Total Hours Open	857	830	849	860	3,396	3,399	-0.1%
People into the Building	217,526	162,468	158,400	192,709	731,103	797,017	-8.3%
Average Number Per Hour	253.8	195.7	186.6	224.1	215.3	234	-8.2%
Bookmobile Use							
Bookmobile Total Hours Open	249	218	180	244	890	111	701.7%
People on Bookmobile	4,107	2,599	2,646	5,904	15,256	2,898	426.4%
Average Number per Hour	17	12	15	24	17	26	-34.3%
Total Downtown & Bookmobile Hours Open	1,106	1,048	1,029	1,104	4,286	3,510	22.1%
Total People Downtown & on Bookmobile	221,633	165,067	161,046	198,613	746,359	799,915	-6.7%
Total Average Number per Hour	200	158	157	180	174	228	-23.6%
B. Meeting Rooms							
Number of Non-Library Meetings	418	374	404	366	1,562	1,497	4.3%
Estimated Attendance	7,158	9,120	6,431	8,164	30,873	30,883	0.0%
Equipment Set-ups	30	11	12	24	77	77	0.0%
Group Study Room Use	1,392	1,594	1,608	1,743	6,337	5,585	13.5%
Lobby Use	5	5	2	1	13	17	-23.5%
C. Equipment Usage							
Photocopies by Public	6,238	5,463	6,183	7,172	25,057	25,958	-3.5%
Pay for Print Copies	22,836	17,892	20,994	23,493	85,215	89,288	-4.6%
% Checkouts by Self-Check	72.7%	72.7%	72.4%	71.9%	72.4%	73.3%	-1.2%
DOT Kiosk Usage	724	555	529	681	2489	1712	45.4%
D. Downtown Use of Electronic Materials							
Listening/Viewing/Tablets/Laptops Sessions	3,807	2,208	2,420	2,366	10,801	13,113	-17.6%
E. Ride 'N' Read							
Bus Passes Distributed Downtown	1,319	635	781	1,025	3,760	3,807	-1.2%
Lending Services: Lend materials for home, school, and office use.							
A. Circulation Downtown							
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)	323,560	291,291	305,583	317,387	1,237,821	1,302,735	-5.0%
Circulation on Bookmobile	7,253	5,267	5,568	10,396	28,484	4,405	546.6%
Total Circulation Downtown & Bookmobile	330,813	296,558	311,151	327,783	1,266,305	1,307,140	-3.1%
Average Total Circulation Downtown & Bookmobile Per Hour	378	351	360	369	364	383	-4.9%
B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)							
Adult Materials	219,532	204,362	214,995	220,019	858,908	888,303	-3.3%
Children's Materials	111,916	93,295	97,590	109,011	411,812	423,179	-2.7%
Percent Children's	34.6%	32.0%	31.9%	34.3%	33.3%	32.5%	2.4%
Non-Print	113,369	105,303	107,344	105,882	431,898	478,523	-9.7%
Percent Non-print	35.0%	36.2%	35.1%	33.4%	34.9%	36.7%	-5.0%
Equipment loans	203	210	247	223	883	1,126	-21.6%
*Downloads	32,090	32,561	35,389	41,469	141,509	122,725	15.3%
<i>*The State Library counts Kanopy use as a database but in this report ICPL counts Kanopy use as circulation and a database.</i>							
C. Circulation by Residence of User (Downtown & Bookmobile)							
(Materials plus equipment; includes downloads; does not include items circulated in-house.)	330,813	296,558	311,151	327,783	1,266,305	1,307,140	-3.1%
Iowa City	248,302	226,256	237,487	248,754	960,799	1,000,956	-4.0%
Local Contracts							
Hills	726	569	739	754	2,788	3,694	-24.5%
Hills as % of All	0.22%	0.2%	0.2%	0.2%	0.22%	0.28%	-22.1%
Johnson County (Rural)	28,248	25,432	26,242	26,709	106,631	103,559	3.0%
Johnson County as % of All	8.54%	8.6%	8.4%	8.1%	8.42%	7.92%	6.3%
Lone Tree	988	1,064	1,175	1,078	4,305	4,339	-0.8%
Lone Tree as % of All	0.30%	0.36%	0.38%	0.33%	0.34%	0.33%	2.4%
University Heights	4,859	4,231	4,325	4,384	17,799	21,894	-18.7%
University Heights as % of All	1.47%	1.43%	1.39%	1.34%	1.41%	1.67%	-16.1%
Total Local Contracts	34,821	31,296	32,481	32,925	131,523	133,486	-1.5%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
State Contracts - Open Access							
Coralville	17,848	13,617	14,224	15,082	60,771	70,801	-14.2%
Cedar Rapids	888	1,175	1,186	996	4,245	4,064	4.5%
Other Open Access	23,596	20,212	21,257	21,901	86,966	94,300	-7.8%
Total Open Access	42,332	35,004	36,667	37,979	151,982	169,165	-10.2%
Open Access as % of All	12.8%	11.8%	11.8%	11.6%	12.0%	12.9%	-7.3%
D. InterLibrary Library Loans							
Loaned to Other Libraries	382	336	346	316	1,380	1,522	-9.3%
Percent of Requests Filled	32.4%	29.5%	27.7%	27.5%	29.2%	31.7%	-7.8%
Borrowed From Other Libraries	961	860	932	917	3,670	3,310	10.9%
Percent of Requests Filled	86.0%	89.2%	86.9%	88.7%	87.6%	86.2%	1.6%
Books/Periodicals/AV Borrowed	955	845	922	906	3,628	3,280	10.6%
Photocopy Borrow Requests Filled	6	15	10	11	42	30	40.0%
*New SILO software counts loans after they are closed instead of at the time they are initiated, so May 2017 numbers are low.							
*New SILO software no longer reports all types of unfilled requests, so numbers are lower.							
E. Reserves Placed - Materials	44,997	45,669	51,767	51,173	193,606	170,255	13.7%
F. Downloadable Media							
By Area							
Iowa City	26,917	27,564	30,568	35,854	120,903	104,010	16.2%
Hills	147	83	73	90	393	625	-37.1%
Johnson County	4,458	4,420	4,547	4,735	18,160	15,169	19.7%
Lone Tree	82	84	74	100	340	218	56.0%
University Heights	486	410	386	431	1,713	1,365	25.5%
Total	32,090	32,561	35,648	41,210	141,509	121,387	16.6%
By Demographic							
Adult	29,789	30,172	32,942	38,016	130,919	113,852	15.0%
Children's	2,301	2,389	2,706	3,194	10,590	8,870	19.4%
Total	32,090	32,561	35,648	41,210	141,509	122,722	15.3%
Number of Items Owned (Cumulative)							
E-Audio Items Available	7,300	7,612	7,888	8,397	8,397	7,028	19.5%
E-Book Items Available	15,620	16,414	16,760	17,538	17,538	15,202	15.4%
E-Music	45	45	45	41	41	70	-41.4%
E-Magazines	139	139	139	139	139	159	-12.6%
E-Newspapers	0	0	1	1	1	0	0.0%
E-Video: Kanopy	0	0	0	33,153	33,153	0	0%
Total Items	23,104	24,210	24,833	59,269	59,269	22,459	163.9%
Information Services: Furnish information, reader advisory, and reference assistance.							
A. Reference Questions Answered							
Reference Questions	11,867	10,355	10,795	11,726	44,743	42,360	5.6%
Reference Desk	4,615	4,057	4,399	4,419	17,490	16,314	7.2%
Help Desk	2,708	2,655	2,431	2,700	10,494	10,285	2.0%
Switchboard	1,744	1,452	1,520	1,488	6,204	6,479	-4.2%
Bookmobile	138	253	244	349	984	69	1326.1%
Drop-In Tech Help (Public)	115	102	102	138	457	535	-14.6%
On-Call Tech Help							
Staff	42	39	36	28	145	106	36.8%
Public	87	63	72	80	302	279	8.2%
Total Tech Help Questions	129	102	108	108	447	385	16.1%
Children's Desk							
Reference Questions	2,386	1,716	1,977	2,513	8,592	8,137	5.6%
Request to Pull Books (Community)	32	18	14	11	75	156	-51.9%
Total Children's Questions	2,418	1,734	1,991	2,524	8,667	8,293	4.5%
B. Electronic Access Services							
Computer Services							
Pharos Internet (Downtown In House computer use)	22,573	16,584	17,145	18,765	75,067	83,104	-9.7%
Wifi Internet Use Downtown	351,992	302,989	298,941	312,980	1,266,902	1,130,391	12.1%
Bookmobile Wifi Sessions	0	0	0	0	0	0	0.0%
Total Internet Use	374,565	319,573	316,086	331,745	1,341,969	1,213,495	10.6%
Website Access							
ICPL Website							
# Pageviews of Homepage	113,864	103,044	109,242	105,974	432,124	448,677	-3.7%
# Pageviews of Entire Site (Doesn't include catalog)	236,884	207,161	236,185	238,586	918,816	1,066,747	-13.9%
# Visits (Does include catalog)	150,133	132,357	142,756	143,263	568,509	592,497	-4.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Catalog Access							
# Pageviews for ICPL Catalog	488,725	420,397	449,790	417,092	1,776,004	2,547,366	-30.3%
# Pageviews for Overdrive	594,686	558,854	596,529	531,338	2,281,407	2,432,206	-6.2%
Total Catalog Access	1,083,411	979,251	1,046,319	948,430	4,057,411	4,979,572	-18.5%
ICPL Mobile App Use	19,574	17,481	24,802	28,587	90,444	6,961	1199.3%
External Sites							
# Pageviews for Beanstack	13,665	1,103	5,467	22,806	43,041	38,991	10.4%
Total Website Access	1,353,534	1,204,996	1,312,773	1,238,409	5,109,712	6,092,271	-16.1%
Subscription Databases Accessed							
Total In-House	1,297	1,045	1,458	1,494	5,294	6,208	-14.7%
Total Remote	60,103	37,547	54,362	67,262	219,274	251,274	-12.7%
TOTAL	61,400	38,592	55,820	68,756	224,568	257,482	-12.8%
<i>*The State Library counts Kanopy use as a database but in this report ICPL counts Kanopy use as circulation and a database.</i>							
C. Total Switchboard Calls Received							
Total Library Calls	4,920	4,058	4,392	4,149	17,519	19,677	-11.0%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,818	3,425	3,573	3,275	15,091	16,283	-7.3%
Transferred Calls	866	666	762	824	3,118	3,482	-10.5%
Pamphlets Distributed Downtown	8,115	5,105	8,670	6,505	28,395	29,926	-5.1%
State/Federal Tax Forms Distributed	-	-	-	2,405	2,405	2,497	-3.7%
Alerting Services: Promote awareness of the library and use of its resources.							
A. Publications							
Number of Publications Printed (Jobs)	84	79	85	90	338	372	-9.1%
Copies Printed for Public Distribution	110,894	55,932	8,918	116,412	292,156	269,668	8.3%
Number of Online Newsletters Subscribers	1,258	1,454	1,588	4,921	1,665	0	0.0%
Number of Online Newsletter Distribution	6,319	7,037	7,423	22,954	7,728	0	0.0%
C. Displays	15	18	19	23	75	79	-5.1%
In-House	11	12	18	13	54	52	3.8%
Other Groups	4	6	1	10	21	25	-16.0%
Off-site locations	0	0	0	0	0	2	-100.0%
E. The Library Channel							
Total ICPL Productions	28	31	18	30	107	123	-13.0%
Programs Cablecast	2,022	1,975	1,944	1,953	7,894	7,963	-0.9%
F. Homepage/ Social Media							
Homepage Banner Posts	12	39	37	37	125	0	0.0%
Homepage Banner Clicks	103	308	402	330	1,143	0	0.0%
Media Releases Sent	24	19	21	27	91	104	-12.5%
Facebook, Twitter, Pinterest Followers (Cumulative)	12,634	12,868	13,156	13,404	13,404	12,324	8.8%
New Facebook, Twitter, and Pinterest Followers	333	246	282	257	1,118	1,348	-17.1%
Outreach Services: Provide library service to people who cannot get to the library building.							
A. At Home Services							
Packages Sent	574	481	573	546	2,173	2,201	-1.3%
Items Loaned (No renewals)	1,139	1,106	1,425	1,453	5,123	4,408	16.2%
Registered At Home Users (Cumulative)	131	138	145	145	145	133	9.0%
New Users Enrolled	1	8	5	3	17	17	0.0%
People Served (Average of monthly count)	47	46	55	49	49	45	8.9%
B. Jail Service							
People Served	292	239	335	346	1,212	1,274	-4.9%
Items Loaned (No renewals)	1,076	760	1,194	1,130	4,160	4,252	-2.2%
C. Deposit Collections							
Locations (Cumulative)	13	9	10	10	10	13	-23.1%
Items Loaned	90	180	180	90	540	540	0.0%
Items Added to Permanent Collections	658	345	331	434	1,768	806	119.4%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	15.0%	15.0%	15.6%	15.0%	15.0%	13.0%	15.4%
<i>*Does not include renewals or in-house.</i>							
<i>*The Mormon Trek Book Drop was damaged and no collection occurred at this site between 1/26/17 & 3/8/17.</i>							
E. Holds Notified Using Automated Phone	1,102	990	1,026	886	4,004	4,771	-16.1%
Group and Community Services: Provide library service to groups, agencies, and organizations.							
A. Adult Programs							
In-House Programs	74	81	57	72	284	273	4.0%
In-House Attendance	1,517	2,085	1,127	1,485	6,214	5,724	8.6%
Outreach Programs	10	12	12	13	47	55	-14.5%
Outreach Attendance	3,453	3,148	165	1,152	7,918	6,390	23.9%
B. Young Adult Programs							
In-House Programs	97	98	104	84	383	386	-0.8%
In-House Attendance	2,934	1,153	1,201	1,687	6,975	7,919	-11.9%
Outreach Programs	3	7	9	5	24	19	26.3%
Outreach Attendance	15	32	31	15	93	115	-19.1%
C. Children's Programs							
In-House Programs	179	186	179	188	732	588	24.5%
In-House Attendance	9,714	6,072	6,420	13,879	36,085	27,871	29.5%
Outreach Programs	46	88	89	83	306	314	-2.5%
Outreach Attendance	1,285	2,249	1,985	6,377	11,896	9,747	22.0%
D. Library Tours and Classes							
Number	19	18	20	28	85	55	54.5%
Attendance	106	100	122	130	458	368	24.5%
E. Consulting for Area Groups	1	0	0	0	1	9	-88.9%
Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.							
A. Library Cards Issued	2,264	1,258	1,261	1,798	6,581	6,803	-3.3%
Iowa City	1,786	960	923	1,325	4,994	5,448	-8.3%
Percent Iowa City	78.9%	76.3%	73.2%	73.7%	75.9%	80.1%	-5.2%
Local Contracts							
Hills	8	2	6	9	25	19	31.6%
Johnson County (Rural)	102	51	72	104	329	260	26.5%
Lone Tree	4	0	1	4	9	13	-30.8%
University Heights	9	20	4	5	38	50	-24.0%
State Contract - Open Access							
Coralville	123	71	75	106	375	349	7.4%
Cedar Rapids	20	23	23	28	94	67	40.3%
Other Open Access	212	131	157	217	717	597	20.1%
Total Open Access	355	225	255	351	1,186	1,013	17.1%
Open Access as % of All	15.7%	17.9%	20.2%	19.5%	18.0%	14.9%	21.0%
B. Total Registered Borrowers (Cumulative)	63,944	65,141	62,581	57,601	57,601	61,117	-5.8%
# At Home Users Registered (Cumulative)	131	138	145	145	145	133	9.0%
C. Overdue Notices							
Items Searched to Verify Claim of Return	96	54	62	44	256	250	2.4%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Iowa City									
General Iowa City	222,799	198,646	421,445	207,344	628,789	216,638	845,427	886,241	-4.6%
Downloads + Streaming	26,917	27,564	54,481	30,568	85,049	35,854	120,903	104,010	16.2%
Temporary	189	240	429	61	490	82	572	373	53.4%
Public schools	0	22	22	0	22	0	22	0	0.0%
Private schools	65	203	268	162	430	54	484	61	693.4%
Preschool/Daycare	548	741	1,289	873	2,162	781	2,943	1,209	143.4%
Non-profit organizations	14	10	24	36	60	28	88	151	-41.7%
Business	1	4	5	2	7	4	11	12	-8.3%
City departments	74	4	78	34	112	2	114	41	178.0%
State/Federal agencies	0	0	0	0	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0	0	0	0	0.0%
At Home	1,288	1,285	2,573	1,653	4,226	1,700	5,926	4,871	21.7%
Interlibrary loan	621	577	1,198	559	1,757	382	2,139	2,530	-15.5%
Deposit collections/Nursing Homes	92	194	286	95	381	217	598	691	-13.5%
Jail patrons	1,077	763	1,840	1,201	3,041	1,134	4,175	4,256	-1.9%
Total Iowa City	253,685	230,253	483,938	242,588	726,526	256,876	983,402	1,004,446	-2.10%
Local Contracts									
Johnson County									
General	23,786	21,001	44,787	21,662	66,449	21,904	88,353	86,996	1.6%
Downloads	4,458	4,420	8,878	4,547	13,425	4,735	18,160	16,504	10.0%
Preschool/Daycare	0	0	0	0	0	0	0	0	0.0%
At Home	4	11	15	33	48	70	118	59	100.0%
Total Johnson County	28,248	25,432	53,680	26,242	79,922	26,709	106,631	103,559	3.0%
Hills									
General	579	486	1,065	666	1,731	664	2,395	3,069	-22.0%
Downloads	147	83	230	73	303	90	393	625	-37.1%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Hills	726	569	1,295	739	2,034	754	2,788	3,694	-24.5%
Lone Tree									
General	906	980	1,886	1,101	2,987	978	3,965	4,121	-3.8%
Downloads	82	84	166	74	240	100	340	218	56.0%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Lone Tree	988	1,064	2,052	1,175	3,227	1,078	4,305	4,339	-0.8%
University Heights									
General	4,373	3,821	8,194	3,939	12,133	3,953	16,086	20,529	-21.6%
Downloads	486	410	896	386	1,282	431	1,713	1,365	25.5%
At Home	0	0	0	0	0	0	0	0	0.0%
Total University Heights	4,859	4,231	9,090	4,325	13,415	4,384	17,799	21,894	-18.7%
Total Local Contracts	34,821	31,296	66,117	32,481	98,598	32,925	131,523	133,486	-1.5%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
State Contract									
Reciprocal/Open Access									
Johnson County Libraries									
Coralville	17,848	13,617	31,465	14,224	45,689	15,082	60,771	70,801	-14.2%
North Liberty	8,593	6,514	15,107	6,678	21,785	7,980	29,765	33,549	-11.3%
Oxford	196	134	330	179	509	173	682	791	-13.8%
Solon	918	799	1,717	689	2,406	688	3,094	3,985	-22.4%
Swisher	168	27	195	89	284	49	333	497	-33.0%
Tiffin	1,227	902	2,129	966	3,095	980	4,075	3,455	17.9%
All Other Libraries									
Ainsworth	62	46	108	0	108	4	112	93	20.4%
Albia	0	1	1	12	13	4	17	59	-71.2%
Altoona	0	0	0	0	0	0	0	12	-100.0%
Ames	19	0	19	4	23	5	28	66	-57.6%
Anamosa	46	120	166	97	263	74	337	177	90.4%
Ankeny	134	79	213	124	337	70	407	67	507.5%
Atkins	4	0	4	0	4	0	4	2	100.0%
Belle Plaine	28	0	28	0	28	0	28	0	0.0%
Bettendorf	38	6	44	16	60	19	79	111	-28.8%
Blairstown	7	13	20	5	25	0	25	2	1150.0%
Bloomfield	0	1	1	0	1	0	1	6	-83.3%
Boone	0	0	0	0	0	0	0	0	0.0%
Brooklyn	10	6	16	2	18	0	18	0	0.0%
Burlington	40	21	61	15	76	10	86	271	-68.3%
Carroll	1	0	1	0	1	2	3	17	-82.4%
Cascade	41	35	76	26	102	37	139	105	32.4%
Cedar Falls	74	48	122	81	203	61	264	270	-2.2%
Cedar Rapids	888	1,175	2,063	1,186	3,249	996	4,245	4,064	4.45%
Center Point	1	2	3	1	4	3	7	0	0.0%
Central City	0	0	0	0	0	0	0	1	-100.0%
Chariton	0	0	0	0	0	0	0	0	0.0%
Charles City	17	0	0	0	0	3	20	4	400.0%
Clarence	0	11	11	4	15	0	15	29	-48.3%
Clinton	0	0	0	0	0	0	0	82	-100.0%
Clive	26	0	26	0	26	0	26	39	-33.3%
Columbus Jct	65	37	102	20	122	14	136	289	-52.9%
Conesville	67	126	193	37	230	56	286	463	-38.2%
Cornell College	493	635	1,128	873	2,001	836	2,837	2,512	12.9%
Council Bluffs	0	0	0	0	0	0	0	0	0.0%
Crawfordsville	46	67	113	40	153	1	154	209	-26.3%
Dallas Center	0	0	0	0	0	0	0	1	-100.0%
Davenport	49	12	61	40	101	37	138	169	-18.3%
Decorah	0	0	0	0	0	0	0	2	-100.0%
Denison	1	1	2	1	3	0	3	0	0.0%
Des Moines	61	79	140	35	175	1	176	64	175.0%
Donnelson	0	0	0	0	0	0	0	0	0.0%
Dubuque	0	4	4	23	27	3	30	20	50.0%
Earlham	0	0	0	0	0	8	8	0	0.0%
Eldon	3	0	3	9	12	8	20	44	-54.5%
Elkader	0	0	0	0	0	0	0	0	0.0%
Ely	78	20	98	18	116	17	133	271	-50.9%
Estherville	0	0	0	0	0	0	0	7	-100.0%
Fairfax	55	69	124	75	199	36	235	233	0.9%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Fairfield	790	804	1,594	608	2,202	631	2,833	2,479	14.3%
Fort Madison	0	0	0	0	0	0	0	0	0.0%
Gilman	0	0	0	0	0	0	0	0	0.0%
Grandview	16	0	16	0	16	0	16	0	0.0%
Grimes	0	0	0	0	0	0	0	11	-100.0%
Grinnell	70	35	105	53	158	82	240	384	-37.5%
Hedrick	0	0	0	0	0	0	0	0	0.0%
Hiawatha	15	4	19	16	35	6	41	365	-88.8%
Independence	0	0	0	0	0	0	0	6	-100.0%
Indianola	0	0	0	0	0	0	0	0	0.0%
Johnston	33	52	85	48	133	52	185	187	-1.1%
Kalona	1,368	1,170	2,538	1,321	3,859	937	4,796	5,933	-19.2%
Keokuk	0	0	0	21	21	0	21	7	200.0%
Keosauqua	18	4	22	0	22	0	22	12	83.3%
Keota	2	19	21	14	35	72	107	50	114.0%
LeClaire	0	0	0	0	0	2	2	0	0.0%
Letts	1	0	1	0	1	0	1	0	0.0%
Lisbon	180	244	424	23	447	11	458	168	172.6%
Lowden	21	103	124	115	239	24	263	58	353.4%
Manchester	41	0	41	0	41	0	41	53	-22.6%
Maquoketa	14	46	60	22	82	11	93	44	111.4%
Marengo	215	675	890	591	1,481	363	1,844	1,804	2.2%
Marion	76	37	113	132	245	168	413	348	18.7%
Marshalltown	7	5	12	0	12	1	13	40	-67.5%
Mason City	4	5	9	5	14	11	25	16	56.3%
Mechanicsville	26	19	45	14	59	38	97	101	-4.0%
Mediapolis	15	5	20	5	25	36	61	46	32.6%
Milford	0	0	0	0	0	0	0	16	-100.0%
Montezuma	76	40	116	34	150	8	158	672	-76.5%
Monticello	1	0	1	0	1	0	1	4	-75.0%
Montrose	2	19	21	0	21	14	35	6	483.3%
Morning Sun	11	3	0	7	7	7	28	15	86.7%
Mount Pleasant	75	131	206	27	233	35	268	348	-23.0%
Muscatine	694	713	1,407	436	1,843	444	2,287	2,006	14.0%
Nevada	2	0	2	0	2	0	2	13	-84.6%
New London	5	0	5	4	9	0	9	20	-55.0%
Newton	5	0	5	0	5	14	19	70	-72.9%
North English	278	87	365	104	469	197	666	499	33.5%
Norway	5	0	5	0	5	0	5	38	-86.8%
Oelwein	0	0	0	0	0	3	3	17	-82.4%
Oskaloosa	45	28	73	6	79	30	109	105	3.8%
Ottumwa	3	0	3	0	3	0	3	0	0.0%
Pella	0	0	0	0	0	0	0	4	-100.0%
Pleasant Hill	0	0	0	0	0	0	0	13	-100.0%
Reinbeck	0	0	0	0	0	0	0	2	-100.0%
Richland	1	0	1	0	1	0	1	12	-91.7%
Riverside	529	454	983	721	1,704	584	2,288	1,845	24.0%
Robins	0	6	6	0	6	0	6	0	0.0%
Scott Co (Eldridge)	24	0	24	0	24	2	26	55	-52.7%
Scranton	0	1	1	0	1	0	1	0	0.0%
Shellsburg	0	0	0	0	0	14	14	60	-76.7%
Sigourney	0	0	0	0	0	27	27	0	0.0%
Sioux City	0	0	0	0	0	13	13	0	0.0%
Sioux Rapids	4	0	4	4	8	0	8	3	166.7%
South English	2	1	3	11	14	43	57	32	78.1%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Spirit Lake	0	0	0	0	0	4	4	12	-66.7%
Springville	19	13	32	0	32	0	32	0	0.0%
Stanwood	0	9	9	0	9	0	9	0	0.0%
Tipton	387	283	670	380	1,050	395	1,445	1,942	-25.6%
Toledo	0	0	0	0	0	4	4	0	0.0%
Traer	0	0	0	0	0	12	12	15	-20.0%
Urbandale	10	0	10	0	10	0	10	12	-16.7%
Van Horne	0	0	0	0	0	0	0	1	-100.0%
Victor	55	32	87	50	137	77	214	214	0.0%
Vinton	0	0	0	0	0	0	0	0	0.0%
Wapello	0	0	0	0	0	0	0	30	-100.0%
Washington	892	1,028	1,920	838	2,758	946	3,704	4,524	-18.1%
Waterloo	3	7	10	106	116	0	116	4	2800.0%
Waukon	0	0	0	0	0	12	12	0	0.0%
Waverly	0	0	0	21	21	32	53	1	5200.0%
Wellman	809	648	1,457	864	2,321	855	3,176	2,955	7.5%
West Branch	2,195	1,884	4,079	2,405	6,484	2,097	8,581	9,210	-6.8%
West Des Moines	0	0	0	4	4	4	8	1	700.0%
West Liberty	1,010	1,026	2,036	1,043	3,079	1,087	4,166	4,519	-7.8%
What Cheer	17	5	22	3	25	0	25	0	0.0%
Williamsburg	548	369	917	715	1,632	874	2,506	3,160	-20.7%
Wilton	401	359	760	306	1,066	375	1,441	1,719	-16.2%
Winfield	6	21	27	19	46	68	114	26	338.5%
Winterset	2	3	5	2	7	0	7	5	40.0%
Winthrop	0	0	0	0	0	0	0	9	-100.0%
Zearing	0	0	0	0	0	0	0	0	0.0%
Total Recip/Open Access	42,332	35,004	77,305	36,667	113,972	37,979	151,982	169,165	-10.2%
Total Circulation (including E-Downloads, not in-house)	330,813	296,558	627,360	311,770	939,096	327,783	1,266,924	1,307,140	-3.1%
Percent Iowa City	76.7%	77.6%	77.1%	77.8%	77.4%	78.4%	77.6%	76.8%	1.1%
Percent Hills	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.2%	0.3%	-26.6%
Percent Johnson County	8.5%	8.6%	8.6%	8.4%	8.5%	8.1%	8.4%	7.9%	6.5%
Percent Lone Tree	0.3%	0.4%	0.3%	0.4%	0.3%	0.3%	0.3%	0.3%	13.3%
Percent University Heights	1.5%	1.4%	1.4%	1.4%	1.4%	1.3%	1.4%	1.7%	-17.4%
Percent Reciprocal/Open Access	12.8%	11.8%	12.3%	11.8%	12.1%	11.6%	12.0%	12.9%	-7.0%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Iowa City	253,685	230,253	483,938	242,588	726,526	256,876	983,402	1,004,446	-2.1%
Local Contracts	34,821	31,296	66,117	32,481	98,598	32,925	131,523	133,486	-1.5%
Open Access	42,332	35,004	77,336	36,667	114,003	37,979	151,982	169,165	-10.2%
In-house cards (staff use)	1,673	1,956	3,629	2,078	5,707	1,794	7,501	8,038	-6.7%
Undefined	-25	5	-20	34	14	3	17	43	-60.5%
Total Spreadsheet	332,486	298,514	631,000	313,848	944,848	329,577	1,274,425	1,315,178	

FY18 ICPL Bookmobile Use Statistics

Circulation by Day & Week

TOTALS: Number of check outs per day of the week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Q	1,452	1,291	1,215	1,267	1,400	0	160	6,785
2nd Q	854	717	1,246	1,716	51	0	0	4,584
3rd Q	1,572	725	1,403	1,377	1	0	0	5,078
4th Q	2,632	1,333	2,814	1,565	719	335	32	9,430
Total	6,510	4,066	6,678	5,925	2,171	335	192	25,877

AVERAGES: Average number of transactions per day or per hour for each day of the week

								Avg
Avg/Day	148	87	142	126	136	168	64	126
Avg/Hr	34	21	33	27	38	20	14	29

People Entering the Bookmobile by Day & Week

TOTALS: number of Bookmobile visits per day of the week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Q	888	762	649	878	656	0	234	4,067
2nd Q	446	458	845	704	145	0	0	2,598
3rd Q	733	480	870	563	0	0	0	2,646
4th Q	1,210	832	1,357	914	769	739	83	5,904
Total	3,277	2,532	3,721	3,059	1,570	739	317	15,215

AVERAGES: number of Library visits per day of the week

								Avg
Avg/Day	74	54	79	65	98	369.50	106	74
Avg/Hr	17	13	18	14	28	43	23	17

RECORD READINGS

Greatest number of visits in a single day this period	
1st Q	164
2nd Q	111
3rd Q	111
4th Q	611

All time record to date 611
for a single day 6/2/2018
(Iowa Arts Fest)

Greatest number of transactions in a single day this period	
1st Q	234
2nd Q	218
3rd Q	206
4th Q	302

All time record to date 302
for a single day 6/4/2018

READINGS TAKEN

DAYS READ: Total number of days in which a reading is taken.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Q	11	11	12	12	7	0	2	55
2nd Q	12	12	11	11	4	0	0	50
3rd Q	9	12	11	12	0	0	0	44
4th Q	12	12	13	12	5	2	1	57
Total	44	47	47	47	16	2	3	206

HOURS READ: Total number of hours per day of the week in which Library is open and a reading is taken.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
1st Q	53.0	47.5	53.0	61.0	28.0	0.0	8.5	251
2nd Q	54.0	43.5	47.0	55.0	15.5	0.0	0.0	215
3rd Q	36.0	51.0	47.5	44.0	0.0	0.0	0.0	179
4th Q	47.0	50.0	55.3	56.0	13.5	17.0	5.0	244
Total	190.0	192.0	202.8	216.0	57.0	17.0	13.5	888

FY18 Circulation by Type & Format

13 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	92,764	10.8%	96,641	10.9%	-4.0%
Mystery	33,880	3.9%	32,561	3.7%	4.1%
Science Fiction	17,756	2.1%	18,524	2.1%	-4.1%
Book Club Kits (10 items per kit)	55	0.0%	49	0.0%	12.2%
Young Adult Fiction	20,871	2.4%	22,368	2.5%	-6.7%
Comics	32,155	3.7%	29,990	3.4%	7.2%
Large Print	9,802	1.1%	8,729	1.0%	12.3%
Books in Other Languages	1,236	0.1%	1,298	0.1%	-4.8%
Total Fiction	208,519	24.3%	210,160	23.7%	-0.8%
Express/Nonfiction	3,245	0.4%	3,161	0.4%	2.7%
Large Print Nonfiction	1,075	0.1%	1,304	0.1%	-17.6%
000 - General/Computers	4,045	0.5%	4,144	0.5%	-2.4%
100 - Psychology/Philosophy	11,556	1.3%	10,982	1.2%	5.2%
200 - Religion	7,910	0.9%	8,177	0.9%	-3.3%
300 - Social Sciences	21,287	2.5%	21,680	2.4%	-1.8%
400 - Language	2,966	0.3%	2,421	0.3%	22.5%
500 - Science	7,906	0.9%	7,720	0.9%	2.4%
600 - Applied Technology	41,776	4.9%	41,808	4.7%	-0.1%
700 - Art & Recreation	21,905	2.6%	27,481	3.1%	-20.3%
800 - Literature	10,043	1.2%	9,886	1.1%	1.6%
900 - History & Travel	20,166	2.3%	20,277	2.3%	-0.5%
Biography	7,853	0.9%	7,779	0.9%	1.0%
Total Nonfiction: Adult & Young Adult	161,733	18.8%	166,820	18.8%	-3.0%
Magazines	6,613	0.8%	5,982	0.7%	10.5%
Total Miscellaneous	6,613	0.8%	5,982	0.7%	10.5%
Total Adult Print	376,865	43.9%	382,962	43.1%	-1.6%
Art to Go	1,806	0.2%	1,680	0.2%	7.5%
DVD (Movies/TV)	226,897	26.4%	244,981	27.6%	-7.4%
Express/DVD	24,104	2.8%	27,900	3.1%	-13.6%
Nonfiction DVD	18,204	2.1%	22,196	2.5%	-18.0%
Fiction on Disc	15,766	1.8%	18,173	2.0%	-13.2%
Nonfiction on CD	7,253	0.8%	9,047	1.0%	-19.8%
Compact Disc (Music)	49,153	5.7%	57,974	6.5%	-15.2%
Young Adult Video Games	7,058	0.8%	7,719	0.9%	-8.6%
Circulating Equipment	883	0.1%	1,126	0.1%	-21.6%
Total Nonprint	351,124	40.9%	390,796	44.0%	-10.2%

FY18 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	48,318	5.6%	39,471	4.4%	22.4%
Adult E-Book # Downloads	63,346	7.4%	58,311	6.6%	8.6%
Adult E-Magazines	10,894	1.3%	12,654	1.4%	-13.9%
Adult E-Music # Downloads/Local Music Project	136	0.0%	79	0.0%	72.2%
Adult E-Newspapers	5,016	0.6%	0	0.0%	0.0%
Adult E-Video Streaming: Library Channel	2,249	0.3%	3,340	0.4%	-32.7%
Adult E-Video Streaming: Kanopy	960	0.1%	0	0.0%	0.0%
Total Adult E-Downloads	130,919	15.2%	113,855	12.8%	15.0%
Total Adult Circulation	858,908	100.0%	887,613	100.0%	-3.2%

Children's Materials

Fiction	72,808	17.7%	74,208	17.5%	-1.9%
Comics	29,584	7.2%	29,950	7.1%	-1.2%
Holiday	6,624	1.6%	6,355	1.5%	4.2%
Picture: Big, Board, Easy	117,697	28.6%	120,867	28.6%	-2.6%
Readers	45,084	10.9%	45,888	10.8%	-1.8%
Nonfiction & Biography	48,054	11.7%	49,594	11.7%	-3.1%
Magazines	597	0.1%	728	0.2%	-18.0%
Total Children's Print	320,448	77.8%	327,590	77.4%	-2.2%

Video/DVD	59,799	14.5%	64,336	15.2%	-7.1%
Books on Disc	4,571	1.1%	4,805	1.1%	-4.9%
Read-Along set	5,873	1.4%	5,409	1.3%	8.6%
Children's Music	4,453	1.1%	5,111	1.2%	-12.9%
Children's Video Games	2,573	0.6%	3,109	0.7%	-17.2%
Read with Me Kits	538	0.1%	261	0.1%	106.1%
Games & Toys	2,967	0.7%	3,683	0.9%	-19.4%
Total Children's Nonprint	80,774	19.6%	86,714	20.5%	-6.9%

j E-Audio # Downloads	4,346	1.1%	3,703	0.9%	17.4%
j E-Book # Downloads	6,244	1.5%	5,167	1.2%	20.8%
Total Children's E-Downloads	10,590	3.3%	8,870	2.8%	19.4%
Total Children's Circulation	411,812	100.0%	423,174	100.0%	-2.7%

All Circulation by Type/Format

All Fiction	317,535	24.9%	320,673	24.4%	-1.0%
All Nonfiction and Biography	209,787	16.5%	216,414	16.5%	-3.1%
Picture books & Readers	162,781	12.8%	166,755	12.7%	-2.4%
Magazines	7,210	0.6%	6,710	0.5%	7.5%
Total Print	697,313	54.7%	710,552	54.0%	-1.9%

FY18 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	2,967	0.2%	3,683	0.3%	-19.4%
Art	1,806	0.1%	1,680	0.1%	7.5%
DVD (Fiction, Nonfiction, & Express)	329,004	25.8%	359,413	27.3%	-8.5%
CD (Music)	53,606	4.2%	63,085	4.8%	-15.0%
Books on CD (Fiction & Nonfiction)	27,590	2.2%	32,025	2.4%	-13.8%
Read-Along Set	5,873	0.5%	5,409	0.4%	8.6%
Video Games	9,631	0.8%	10,828	0.8%	-11.1%
Read with Me Kits	538	0.0%	261	0.0%	106.1%
Circulating Equipment	883	0.1%	1,126	0.1%	-21.6%
Total Nonprint	431,898	33.9%	477,510	36.3%	-9.6%
Total E-Downloads	141,509	11.1%	122,725	9.3%	15.3%
Total In House/Undefined	3,705	0.3%	4,390	0.3%	-15.6%
Total Adult Materials (including e items)	858,908	67.4%	887,613	67.5%	-3.2%
Total Children's (including e items)	411,812	32.3%	423,174	32.2%	-2.7%
Grand Total	1,274,425	100.0%	1,315,177	100.0%	-3.1%
(Adult + Children's + Undefined)					



FY18 Collection Size

ADULT MATERIALS	Current Year	Previous Year	% Change
Total Fiction	43,790	43,873	-0.19
Fiction	35,070	34,795	0.79
Fiction Express	377	460	-18.04
Large Print Fiction	3,334	3,261	2.24
Young Adult Fiction	5,009	5,605	-6.50
Total Comics	7,178	6,551	9.57
Total Nonfiction	65,808	67,676	-2.76
Nonfiction	59,356	60,181	-1.37
Nonfiction Express	285	316	-9.81
Large Print Nonfiction	572	611	-6.38
Young Adult Nonfiction	1,846	1,450	27.31
Reference	3,749	5,118	-26.75
Books in other languages	729	753	-3.19
Magazines	160	177	-9.6
TOTAL PRINT	117,665	119,030	-1.15
Total Audio	14,690	14,942	-1.69
Music Compact disc	10,473	10,542	-0.65
Fiction on disc	2,285	2,401	-4.83
Nonfiction On Disc	1,932	1,999	-3.35
Total Video	19,621	18,643	5.25
DVD Movie	9,215	8,202	12.35
DVD TV	5,088	4,622	10.08
DVD Nonfiction	4,950	5,373	-7.87
DVD Express	368	446	-17.49

ADULT MATERIALS		Current Year	Previous Year	% Change
Art		422	417	1.20
Book Club kits		43	37	16.22
YA Videogames		591	563	4.97
Circulating Equipment		55	50	10.0
TOTAL NONPRINT		35,422	34,652	2.22
eAUDIO		7,410	6,245	18.65
eBOOKS		16,361	13,645	19.90
eMUSIC		178	174	2.30
eMAGAZINES		183	185	-1.08
Online Reference		206	197	4.57
Digital Video		16,777	495	3289.30
TOTAL DIGITAL		41,115	20,941	96.34
TOTAL ADULT		194,202	174,623	11.21
CHILDREN'S MATERIALS				
jEASY		28,694	29,656	-3.24
jBoard Books		1,502	1,687	-10.97
jE		18,458	19,046	-3.09
jReader		5,629	5,897	-4.54
jHoliday		2,979	2,907	2.48
jBig Book		126	119	5.88
jFiction		14,248	13,940	2.21
jComics		3,252	2,802	16.06
jNonfiction		13,909	13,768	1.02
jProgram Collection		634	667	-4.95
jMagazines		18	18	0.0
TOTAL jPRINT		60,755	60,851	--0.15

CHILDRENS MATERIALS	Current Year	Previous Year	% Change
jAudio	2,318	2,360	-1.78
jCompact disc	823	913	-9.86
jRead Along Set	526	508	3.54
jBooks on Disc	969	939	3.19
jDVD	4,387	4,008	9.46
jToys	262	281	-6.76
Storytime kits	52	78	-33.33
jVideogames	203	189	7.41
TOTAL jNONPRINT	7,222	6,916	4.42
jeAudio	889	759	17.13
jeBooks	3,352	2,724	23.05
jeMagazines	7	20	-65.00
TOTAL jDIGITAL	4,248	3,503	21.27
TOTAL JUVENILE	72,225	71,270	1.34
TOTAL COLLECTION	266,427	245,893	8.35%

FY18 Materials Added (Cumulative)

ADULT MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
Total Fiction	3019	3626	6645	5	5438	0.1	45.4
Fiction	2237	2689	4926	5	4139	0.1	45.4
Fiction Express	0	391	391	0	300	0.0	0.0
Large Print Fiction	232	73	305	0	209	0.0	76.1
Young Adult Fiction	550	473	1023	0	790	0.0	53.8
Total Comics	251	1064	1315	0	472	0.0	19.1
Total Nonfiction	5299	2616	7915	15	7668	0.2	66.9
Nonfiction	5024	2164	7188	12	6961	0.2	69.9
Nonfiction Express	0	346	346	0	225	0.0	0.0
Large Print Nonfiction	35	7	42	0	76	0.0	83.3
Young Adult Nonfiction	197	11	208	0	260	0.0	94.7
Reference	43	88	131	3	146	2.3	32.8
Books in other languages	37	5	42	4	64	9.5	88.1
Magazines	6	0	6	0	23	0.0	100.0
TOTAL PRINT	8612	7311	15923	24	13665	0.2	54.1
TOTAL AUDIO	951	505	1456	2	1088	0.1	65.3
Music Compact disc	586	342	928	2	688	0.2	63.1
Fiction on disc	176	139	315	0	356	0.0	55.9
Nonfiction On Disc	189	24	213	0	44	0.0	88.7
TOTAL VIDEO	1218	2816	4034	1	2161	0.0	30.2
DVD Movie	676	1588	2264	0	919	0.0	29.9
DVD TV	207	676	883	0	224	0.0	23.4
DVD Nonfiction	335	96	431	1	680	0.2	77.7
DVD Express	0	456	456	0	338	0.0	0.0
Art	9	0	9	1	3	11.1	100.0
Book Club kits	7	2	9	0	6	0.0	77.8
YA Videogames	91	62	153	0	83	0.0	59.5
Circulating Equipment	0	46	46	0	15	0.0	0.0
TOTAL NONPRINT	2276	3431	5707	4	3356	0.1	39.9

ADULT MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Circulation	%Revenue
eAudio	982	183	1165	0	0	0.0	84.3
eBooks	2346	463	2809	0	93	0.0	83.5
eMusic	4	0	4	0	0	0.0	100.0
eMagazines	6	0	6	0	8	0.0	100.0
Online Reference	11	0	11	0	2	0.0	100.0
Digital Video	16282	0	16282	0	0	0.0	100.0
TOTAL DIGITAL	19631	646	20277	0	103	0.0	96.8
TOTAL ADULT	30519	11388	41907	28	17124	0.0	72.8

CHILDREN'S MATERIALS

jEasy	1875	2771	4646	1	3561	0.0	40.4
jBoard Books	159	199	358	0	421	0.0	44.4
jE	1368	1950	3318	1	2826	0.0	41.2
jReader	255	499	754	0	210	0.0	33.8
jHoliday	85	123	208	0	103	0.0	40.9
jBig Book	8	0	8	0	1	0.0	100.0
jFiction	1009	1551	2560	0	1693	0.0	39.4
jComics	101	718	819	0	251	0.0	12.3
jNonfiction	836	440	1276	0	863	0.0	65.5
jProgram Collection	6	35	41	0	15	0.0	14.6
jMagazines	0	0	0	0	0	0.0	0.0
TOTAL jPRINT	3827	5515	9342	1	6383	0.0	41.0

jAudio	123	118	241	0	237	0.0	51.0
jCompact disc	24	44	68	0	130	0.0	35.3
jRead Along Set	27	45	72	0	42	0.0	37.5
jBooks on Disc	72	29	101	0	65	0.0	71.3
jDVD	233	911	1144	0	550	0.0	20.4
jToys	39	14	53	2	61	3.8	73.6
Storytime kits	48	0	48	0	55	0.0	100.0
jVideogames	13	13	26	0	10	0.0	50.0
TOTAL jNONPRINT	454	1056	1510	2	913	0.1	32.2

jeAudio	115	15	130	0	0	0.0	88.5
jeBooks	613	45	658	0	30	0.0	93.2
jeMagazines	0	0	0	0	13	0.0	0.0
TOTAL jDIGITAL	728	60	788	0	43	0.0	92.4
TOTAL JUVENILE	5009	6631	11640	3	7339	0.0	43.0
TOTAL ADDED	35,528	18,019	53,547	31	24,463	0.0	66.3



Personnel Resources FY2018

Hours Worked by	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	YTD
	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs
PERMANENT													
%	11,533.50 72.0%	7,873.50 62.5%	7,862.50 62.3%	7,909.50 63.0%	8,011.70 62.5%	7,869.00 63.1%	7,901.95 63.4%	11,755.25 71.7%	7,845.50 62.8%	7,860.00 62.6%	7,880.50 62.9%	7,857.50 62.7%	102,160.40 64.7%
HOURLY													
%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%
Total Paid by ICPL													
%	11,533.50 72.0%	7,873.50 62.5%	7,862.50 62.3%	7,909.50 63.0%	8,011.70 62.5%	7,869.00 63.1%	7,901.95 63.4%	11,755.25 71.7%	7,845.50 62.8%	7,860.00 62.6%	7,880.50 62.9%	7,857.50 62.7%	102,160.40 64.7%
Work/Study													
%	3,765.50 23.5%	3,945.50 31.3%	3,965.00 31.4%	3,940.00 31.4%	4,051.20 31.6%	3,949.00 31.7%	3,908.70 31.4%	3,902.00 23.8%	3,939.50 31.5%	3,914.50 31.2%	3,915.50 31.3%	3,924.00 31.3%	47,120.40 29.8%
Special programs													
%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%
Grants/Gifts													
%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%	0.00 0.0%
Volunteers													
%	661.85 4.1%	666.30 5.3%	678.50 5.4%	586.20 4.7%	660.00 5.2%	560.75 4.5%	576.40 4.6%	614.50 3.8%	612.00 4.9%	691.00 5.5%	629.75 5.0%	661.00 5.3%	7,598.25 4.8%
Teen Volunteers													
%	53.00 0.3%	111.50 0.9%	110.00 0.9%	125.50 1.0%	89.50 0.7%	85.55 0.7%	80.00 0.6%	112.00 0.7%	95.50 0.8%	83.00 0.7%	102.00 0.8%	89.50 0.7%	1,141.05 0.7%
Total Other Sources													
%	4,480.35 28.0%	4,727.30 37.5%	4,753.50 37.7%	4,651.70 37.0%	4,800.70 37.5%	4,595.30 36.9%	4,565.10 36.6%	4,628.30 28.3%	4,647.00 37.2%	4,688.50 37.4%	4,647.25 37.1%	4,674.50 37.3%	55,859.70 35.3%
Total Hours Worked													
	16,013.85 100.0%	12,600.80 100.0%	12,616.00 100.0%	12,561.20 100.0%	12,812.40 100.0%	12,464.30 100.0%	12,467.05 100.0%	16,383.75 100.0%	12,492.50 100.0%	12,548.50 100.0%	12,527.75 100.0%	12,532.00 100.0%	158,020.10 100.0%

Receipts

FY18 compared to FY17 YTD

	Q4 FY17	Q4 FY18	% Change	FY18 Budget	% Received
General Fund					
Fines, Fees, etc.	\$154,916	\$143,516	-7.4%	\$155,520	92.3%
Vending, etc.	\$1,173	\$1,054	-10.2%	\$2,440	43.2%
General Fund Total	\$156,089	\$144,570	-7.4%	\$157,960	91.5%
Enterprise Fund					
Photocopies	\$3,567	\$3,060	-14.2%	\$3,830	79.9%
Electronic Printing/Debit Card	\$11,383	\$10,610	-6.8%	\$11,300	93.9%
Counter/Cloth bag/Misc	\$1,425	\$1,472	3.3%	\$2,670	55.1%
Recycle	\$275	\$317	15.3%	\$260	121.9%
Enterprise Fund Total	\$16,650	\$15,459	-7.2%	\$18,060	85.6%
Lost & Damaged	\$17,606	\$16,167	-8.2%	\$19,370	83.5%
Lost & Damaged Total	\$17,606	\$16,167	-8.2%	\$19,370	83.5%
State Funds					
Open Access / Access Plus	\$65,909	\$54,071	-18.0%	\$0	0.0%
Enrich Iowa/Direct State Aid	\$16,783	\$19,754	17.7%	\$0	0.0%
State Fund Total	\$82,692	\$73,825	-10.7%	\$0	0.0%

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
Library Materials		\$ 667,570.00	\$ 667,595.17	(25.17)	100%
477020 Books (Cat/Cir)		\$ 667,570.00	\$ 287,734.98	\$ 379,835.02	
477030 Books (Uncataloged)		\$ -	\$ 1,423.83	\$ (1,423.83)	
477040 Books (Cat/Reference)		\$ -	\$ 5,476.24	\$ (5,476.24)	
477070 Downloadable-eBooks		\$ -	\$ 76,689.64	\$ (76,689.64)	
477100 Fiction Audio-CD		\$ -	\$ 13,980.01	\$ (13,980.01)	
477110 Music-CD		\$ -	\$ 10,165.17	\$ (10,165.17)	
477120 Other Audio-CD		\$ -	\$ 1,467.08	\$ (1,467.08)	
477150 Art Reproductions		\$ -	\$ 1,485.37	\$ (1,485.37)	
477160 Video Recordings		\$ -	\$ 54,988.43	\$ (54,988.43)	
477190 Puzzles		\$ -	\$ 5,936.55	\$ (5,936.55)	
477200 Toys		\$ -	\$ 1,787.67	\$ (1,787.67)	
477210 Non-Fiction Video-DVD		\$ -	\$ 7,698.38	\$ (7,698.38)	
477220 Multi-Media/Gaming		\$ -	\$ 7,183.92	\$ (7,183.92)	
477230 Non-Fiction Audio-CD		\$ -	\$ 8,124.70	\$ (8,124.70)	
477250 Downloadable Media		\$ -	\$ 63,657.82	\$ (63,657.82)	
477290 Microforms-STO		\$ -	\$ 3,769.50	\$ (3,769.50)	
477330 Print/Reference Serials		\$ -	\$ 9,230.49	\$ (9,230.49)	
477340 Print/Circulating Serials		\$ -	\$ 6,856.82	\$ (6,856.82)	
477350 Online Reference		\$ -	\$ 99,938.57	\$ (99,938.57)	
Other Financing		\$ 62,422.00	\$ 62,422.00	\$ -	
490160 Misc Transfers Out		\$ 62,422.00	\$ 62,422.00	\$ -	
Personnel		\$ 4,590,395.42	\$ 4,572,189.64	\$ 18,205.78	100%
411000 Perm Full Time		\$ 2,498,125.00	\$ 2,501,611.65	\$ (3,486.65)	
412000 Perm Part Time		\$ 419,067.00	\$ 422,932.10	\$ (3,865.10)	
413000 Temporary Employees		\$ 492,350.00	\$ 471,218.61	\$ 21,131.39	
414100 Overtime Wages		\$ 67,029.00	\$ 71,689.63	\$ (4,660.63)	
414300 Term-Vacation Pay		\$ -	\$ 9,936.68	\$ (9,936.68)	
414400 Term-Sick Leave		\$ -	\$ 220.58	\$ (220.58)	
414500 Longevity Pay		\$ 21,795.00	\$ 19,177.82	\$ 2,617.18	
421100 Health Insurance		\$ 486,888.00	\$ 467,362.59	\$ 19,525.41	

Library Expenditures: EOY: July 1, 2017 to June 30, 2018
Accounts: 10550110 to 10550220

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
421200	Dental Insurance	\$ 15,510.00	\$ 15,365.78	\$ 144.22	
421300	Life Insurance	\$ 6,647.00	\$ 6,486.61	\$ 160.39	
421400	Disability Insurance	\$ 10,925.00	\$ 10,957.45	(32.45)	
421500	Unemployment Compensation	\$ 1,000.00	\$ 15,370.87	(14,370.87)	
422100	FICA	\$ 259,897.00	\$ 258,882.57	\$ 1,014.43	
423100	IPERS	\$ 311,162.42	\$ 300,976.70	\$ 10,185.72	
Services		\$ 665,830.00	\$ 662,921.77	\$ 2,908.23	100%
432030	Financial Services & Charges	\$ 8,114.00	\$ 4,553.64	\$ 3,560.36	
432040	Architectural Services	\$ -	\$ 450.00	(450.00)	
432060	Consultant Services	\$ 12,000.00	\$ 14,807.00	(2,807.00)	
432080	Other Professional Services	\$ 14,200.00	\$ 14,428.13	(228.13)	
435010	Data Processing	\$ 34,700.00	\$ 42,168.88	(7,468.88)	
435055	Mail & Delivery	\$ 31,777.00	\$ 30,225.00	\$ 1,552.00	
435057	Couriers	\$ 310.00	\$ 234.09	\$ 75.91	
435058	Bulk Mailing	\$ 14,053.00	\$ 13,367.80	\$ 685.20	
435059	Advertising	\$ 9,742.00	\$ 4,496.25	\$ 5,245.75	
436030	Transportation	\$ 3,000.00	\$ 3,942.17	(942.17)	
436050	Registration	\$ 5,000.00	\$ 6,623.44	(1,623.44)	
436060	Lodging	\$ 3,000.00	\$ 4,050.60	(1,050.60)	
436080	Meals	\$ 750.00	\$ 1,153.67	(403.67)	
436090	Certifications	\$ -	\$ 32.00	(32.00)	
438030	Electricity	\$ 110,338.00	\$ 111,751.04	(1,413.04)	
438070	Heating Fuel/Gas	\$ 16,320.00	\$ 16,903.73	(583.73)	
438100	Refuse Collection Charges	\$ 1,350.00	\$ 1,800.00	(450.00)	
438120	Long Distance Service	\$ 456.00	\$ 152.32	\$ 303.68	
438130	Cell Phone Service	\$ 6,255.00	\$ 2,943.56	\$ 3,311.44	
438140	Internet Fees	\$ 16,110.00	\$ 16,019.14	\$ 90.86	
442010	Other Building R&M Services	\$ 53,000.00	\$ 63,688.39	(10,688.39)	
442020	Structure R&M Services	\$ 7,149.00	\$ 4,968.75	\$ 2,180.25	
442030	Heating & Cooling R&M Services	\$ 14,190.00	\$ 10,606.79	\$ 3,583.21	
442040	Cooling Equipment R&M Services	\$ -	\$ 12,176.57	(12,176.57)	
442050	Furnishing R&M Services	\$ 425.00	\$ 1,002.22	(577.22)	
442060	Electrical & Plumbing R&M Srvc	\$ 7,000.00	\$ 3,675.76	\$ 3,324.24	

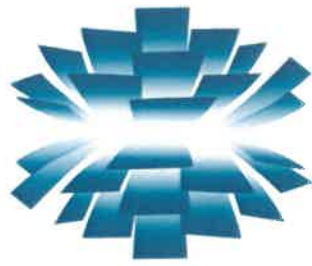
Library Expenditures: EOY: July 1, 2017 to June 30, 2018
Accounts: 10550110 to 10550220

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
443020	Office Equipment R&M Services	\$ 2,645.00	\$ 3,292.01	\$ (647.01)	
444080	Software R&M Services	\$ 151,961.00	\$ 114,567.93	\$ 37,393.07	
444100	Hardware R&M Services	\$ 19,602.00	\$ 23,271.86	\$ (3,669.86)	
445030	Nursery Svc-Lawn & Plant Care	\$ 864.00	\$ 829.00	\$ 35.00	
445140	Outside Printing	\$ 32,048.00	\$ 34,198.66	\$ (2,150.66)	
445250	Inter-Library Loans	\$ 173.00	\$ 195.10	\$ (22.10)	
445270	Library Material R&M Services	\$ 800.00	\$ 5,441.09	\$ (4,641.09)	
445290	Book Binding	\$ 2,679.00	\$ 2,301.20	\$ 377.80	
445330	Other Waste Disposal	\$ 700.00	\$ 570.83	\$ 129.17	
446300	Phone Equipment/Line Chgbk	\$ 26,772.00	\$ 25,087.50	\$ 1,684.50	
446320	Mail Chargeback	\$ 716.00	\$ 668.39	\$ 47.61	
446340	Radio Maintenance Chgbk	\$ -	\$ 303.46	\$ (303.46)	
446350	City Vehicle Replacement Chgbk	\$ 5,860.00	\$ 19,326.24	\$ (13,466.24)	
446360	City Vehicle Rental Chargeback	\$ 4,966.00	\$ 5,117.52	\$ (151.52)	
446370	Fuel Chargeback	\$ 7,000.00	\$ 1,888.90	\$ 5,111.10	
446380	Vehicle R&M Chargeback	\$ 7,000.00	\$ 4,223.31	\$ 2,776.69	
448030	Community Events Funding	\$ 200.00	\$ 200.00	\$ -	
449055	Permitting Fees	\$ 525.00	\$ 525.00	\$ -	
449060	Dues & Memberships	\$ 4,134.00	\$ 3,664.00	\$ 470.00	
449090	Land & Building Rental	\$ 361.00	\$ 325.00	\$ 36.00	
449120	Equipment Rental	\$ -	\$ 1,614.56	\$ (1,614.56)	
449160	Other Rentals	\$ 7,595.00	\$ 6,345.45	\$ 1,249.55	
449260	Parking	\$ 3,342.00	\$ 3,373.50	\$ (31.50)	
449280	Misc Services & Charges	\$ 16,648.00	\$ 19,340.20	\$ (2,692.20)	
449350	Meals (non-travel)	\$ -	\$ 30.12	\$ (30.12)	
Supplies		\$ 138,243.00	\$ 142,125.55	\$ (3,882.55)	103%
452010	Office Supplies	\$ 1,992.00	\$ 2,336.19	\$ (344.19)	
452030	Minor Office Equip/Furniture	\$ 9,000.00	\$ 15,532.92	\$ (6,532.92)	
452040	Sanitation & Indust Supplies	\$ 20,147.00	\$ 18,634.07	\$ 1,512.93	
452050	Photo Supplies & Equipment	\$ 707.00	\$ 450.70	\$ 256.30	
454020	Subscriptions	\$ 495.00	\$ 528.00	\$ (33.00)	
455010	Printing & Graphic Supplies	\$ 2,559.00	\$ 3,006.02	\$ (447.02)	
455090	Paper	\$ 2,867.00	\$ 2,532.31	\$ 334.69	

Library Expenditures: EOY: July 1, 2017 to June 30, 2018
Accounts: 10550110 to 10550220

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
455110 Software	\$ 4,749.00	\$ 1,477.96	\$ 3,271.04	
455120 Misc Computer Hardware	\$ 40,000.00	\$ 40,798.41	\$ (798.41)	
463040 Water/Sewer Chemicals	\$ 2,221.00	\$ 2,108.49	\$ 112.51	
463100 Ice Control Chemicals	\$ -	\$ 239.80	\$ (239.80)	
465020 Gasoline	\$ -	\$ 28.00	\$ (28.00)	
466030 Paint Supplies	\$ 183.00	\$ -	\$ 183.00	
466040 Plumbing Supplies	\$ 1,688.00	\$ -	\$ 1,688.00	
466050 Electrical Supplies	\$ 5,062.00	\$ 5,409.37	\$ (347.37)	
466070 Other Maintenance Supplies	\$ 583.00	\$ 1,086.64	\$ (503.64)	
467020 Equipment R&M Supplies	\$ 1,037.00	\$ -	\$ 1,037.00	
469110 Misc Processing Supplies	\$ 25,683.00	\$ 25,812.97	\$ (129.97)	
469190 Minor Equipment	\$ 896.00	\$ 3,461.66	\$ (2,565.66)	
469210 First Aid/Safety Supplies	\$ 84.00	\$ 56.28	\$ 27.72	
469320 Miscellaneous Supplies	\$ 12,892.00	\$ 14,051.44	\$ (1,159.44)	
469360 Food and Beverages	\$ 3,828.00	\$ 3,625.17	\$ 202.83	
469370 Paper Products	\$ 1,570.00	\$ 949.15	\$ 620.85	
Grand Total	\$ 6,124,460.42	\$ 6,107,254.13	\$ 17,206.29	100%

type	Revised Est Revenue	Actual YTD Revenue	Remaining Revenue	% Collected
Charges for Services	\$ -	\$ (28.00)	\$ 28.00	
347200 Library Reserve Fees	\$ -	\$ (28.00)	\$ 28.00	
Intergovernmental	\$ (491,983.00)	\$ (583,384.88)	\$ 91,401.88	119%
334160 C&I Prop Tax Rollback Reimb	\$ (25,833.00)	\$ (25,050.50)	\$ (782.50)	
336110 Johnson County	\$ (404,530.00)	\$ (489,400.34)	\$ 84,870.34	
336140 University Heights	\$ (39,760.00)	\$ (41,312.00)	\$ 1,552.00	
336190 Other Local Governments	\$ (21,860.00)	\$ (27,622.04)	\$ 5,762.04	
Miscellaneous Revenues	\$ (165,980.00)	\$ (159,166.99)	\$ (6,813.01)	96%
361310 Library Fines	\$ (155,520.00)	\$ (143,284.86)	\$ (12,235.14)	
363910 Misc Sale of Merchandise	\$ (1,130.00)	\$ (8.00)	\$ (1,122.00)	
369100 Reimb of Expenses	\$ (9,330.00)	\$ (15,884.23)	\$ 6,554.23	
369200 Reimbursement of Damages	\$ -	\$ 55.00	\$ (55.00)	
369300 Cashier Overages	\$ -	\$ (44.90)	\$ 44.90	
Other Financing	\$ -	\$ (170.39)	\$ 170.39	
392300 Sale of Equipment	\$ -	\$ (170.39)	\$ 170.39	
Taxes	\$ (935,442.00)	\$ (930,721.22)	\$ (4,720.78)	99%
311160 Library Levy	\$ (923,122.00)	\$ (918,437.08)	\$ (4,684.92)	
311270 Delq Library Levy	\$ -	\$ (16.01)	\$ 16.01	
313100 Gas/Electric Excise Tax	\$ (11,260.00)	\$ (11,312.09)	\$ 52.09	
313200 Mobile Home Tax	\$ (1,060.00)	\$ (956.04)	\$ (103.96)	
Use of Money/Property	\$ (26,440.00)	\$ (30,720.28)	\$ 4,280.28	116%
382200 Building/Room Rental	\$ (24,000.00)	\$ (28,500.00)	\$ 4,500.00	
384200 Vending Machine Commission	\$ (2,440.00)	\$ (2,191.78)	\$ (248.22)	
384900 Other Commissions	\$ -	\$ (28.50)	\$ 28.50	
Grand Total	\$ (1,619,845.00)	\$ (1,704,191.76)	\$ 84,346.76	105%



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

Agenda Item 4B-1

TO: Library Board

FROM: Susan Craig, Library Director

DATE: August 15, 2018

RE: Amending the Strategic Plan

In July, you approved the changes to the FY19 Strategic Plan and shortly afterward staff discovered that an item that we intended to include had inadvertently been left out.

Under Goal 5: Technology
Plan for the end of Channel 20.

The Mediacom local franchise has been replaced by a state-wide franchise, limiting funding for local access channels. Although we have not received franchise funding in some time, we feel, similar to the ICN phase out several years ago, video content has new and better options for delivery than through a local access channel that can only be viewed by Mediacom customers.

Staff request you approve this amendment.

Children's Services Report
Prepared for the Iowa City Public Library Board of Trustees, August 2018 meeting
By Angie Pilkington, Children's Services Coordinator

Summer Reading Update

Our Summer Reading Program has come to a close for another year. This year we increased sign-up and finishers across the board!

We had 375 Babies & Toddlers registered for the program this year and 196 completed the program. We had 2692 Kids ages 3-grade 6 sign up for the reading program with 1427 completing the program. This is an increase for both sign-up and completions over last year. We are however still down compared to 2015 which saw 2,878 Kids and 423 Babies in the program and 1369 Kid finishers and 206 Baby completions. I will take the increase and we will continue to grow our number next year again. Adults and Teens each saw growth in their programs too. 1019 Adults signed up and 349 finished the program. 390 Teens signed up and 151 finished the program.

We had 82 programs in June with a total of 9,218 participants. In July, we had 98 programs and 4,830 participants. That is just over 14,000 people we saw in the Children's Department! Whew! We had a fantastic line up of programs with many people taking advantage of the cool building during the hot days to watch a show. Thursdays continue to be a big draw for all ages to enjoy a quality entertainer or education program. Our highest attended show was the Blank Park Zoo with nearly 750 people catching one of their two shows they presented that day. Some of our most popular programs this year were our Tween programs, World Wednesday's and Try It Out Friday's, which gave kids the chance to participate in an activity every day at 1pm while at the library. Storytimes and Stories in the Park continue to be a big draw for us in the summer as well.

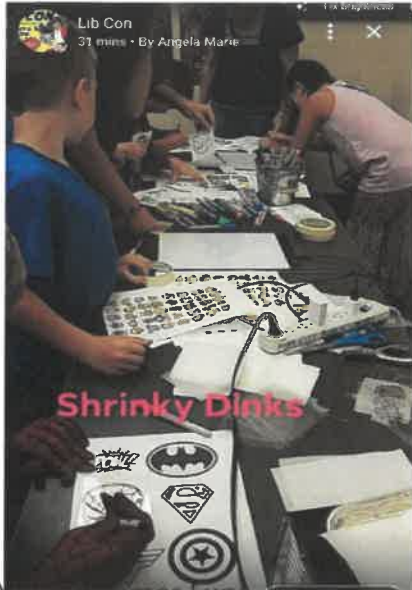
I would like to thank all of the staff who worked hard all summer long. If you ever stepped into the Children's Room during June-August you would know just how busy the room was. I want to praise the staff for offering consistent and friendly service all day, every day, even in the most hectic of situations.



As a final farewell to summer, Adult Services & Children's Services teamed up, thanks to a generous grant provided by the Iowa City/Coralville Convention and Visitors Bureau to put on our first Comic Con. It was a whirlwind of a day, with us estimating over 700 people in attendance. We had something for all ages. Comic fans could tour Artist Alley to check out and buy local comic books and art, enter the Fandom Room to make a creation from their favorite

fandom, listen to speakers talk about cosplay and creating comic books, join a super hero storytime, have their face painted to look like their favorite hero, take pictures with their comic

hero using our green screen, watch Anime in the Teen Room, or join Critical Hit in the Digital Media Lab to play board games and games online. Plus, we hosted a Cosplay Contest. We had three categories, kids, teens, and adults. We were blown away by the costumes people showed up in for Lib Con.



More Summer Fun.



Collection Services Department Report

Prepared for the August 23, 2018 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Historical Iowa City Newspapers Launched

On July 24th, the Iowa City Public Library launched the *Historical Iowa City Newspapers* website, a digital archive of Iowa City publications from 1840-1929. The site is open



to everyone--no library card is required. This archive provides access to our city's history as events unfolded and important issues debated in the main newspapers of the time, such as *Iowa City Daily Press*, *Iowa City Republican*, and *Iowa City Citizen*. It also covers the smaller specialty presses, including the *Slovan Ameriky*, *Johnson County Teacher*, and *Iowa Farm Republic*. Overall, it contains 141,840 newspaper pages. Access to these newspapers and other serial publications were previously only available on microfilm. This new site allows researchers use keywords to search these newspapers. This will save an enormous amount of time for the researcher as they no longer have to comb through page after page on microfilm. Our archive currently stops at 1923, with a few orphaned works extending to 1929, to follow copyright guidelines. Anything published before 1923 is currently in the public domain; we do not need to request permission from the publisher to provide digital access to these newspapers. At this point, we have not approached Gannett, the current publisher of the *Iowa City Press Citizen*, to expand the archive, but will consider doing this in the future as time and funds allow.

The years currently published on the site have already solved some mysteries for our patrons. One patron found the year his house was built—something he had been researching for a while. Another patron was able to determine the date the time capsule was originally placed at Longfellow Elementary. *Little Village's* Paul Brennan describes interesting, albeit morbid, tidbits he discovered in the newspapers, including a 1904 story on Fourth of July deaths and injuries and a 1924 ad from The Candy Kitchen addressing poisoned ice cream. To start your own search in the archive, visit icpl.org/newspapers.

Changes in Collection Services

After fifteen years with the Library, our serials Clerk, Judy Sivertsen, retired at the end of June. As with any open position, it was an opportunity to look at the job's responsibilities and determine if the work still reflects the hours needed. In the past ten years, the number of active print magazines declined from 500 titles in 2007 to 177 in 2017, resulting from weeding unused titles, magazines going out of print, and users preferring digital versions. In this time, we removed our magazine back file collection from lack of use, resulting in a significant reduction of time needed to receive and maintain the collection. Through a recent time study, we determined that other positions were able to take over these responsibilities. One area in Collection Services we can devote more time to is the Digital History Project (DHP). We have ambitious ideas, potential local partnerships, and plans to change the website to make it easier to use. To help accomplish these goals, we changed the serial Clerk position to a Library Assistant II who will work on the DHP, scanning items, assigning search terms, and researching local history for context. They will also help in developing classes for the Digital Media Lab related to scanning and local history and work on the Help Desk. We wish Judy all the best in her retirement and look forward to new possibilities for the Digital History Project.

INFORMATION TECHNOLOGY REPORT TO LIBRARY BOARD (Aug, 2018)

Brent Palmer, IT Coordinator

Community Calendar Event Hub

One of the strategic plan goals for next year is to "Consider an online community calendar." I thought it might be good to provide some background. There are many different events going on in the Iowa City area at any one time as well as different sources one could use to find out about what is happening. There are multiple online calendars associated with City departments, cultural calendars, music venue listings, art-related calendars, not to mention calendars associated with the University. But it's difficult to get a complete picture from any one source. Many of us at the library feel that there is a need for a central clearinghouse for local events. For planning purposes, this could help organizers of events avoid conflicts. For organizations that are promoting events, this gets their event into the main stream for more eyes to see. Members of the public would be able to get a complete picture of the happenings in the area without having to subscribe to multiple websites and calendars.

The Library feels that it is uniquely situated to play a role in such a project. The Library is a major community event venue. We are seen as a neutral non-profit source of community information and currently maintain a prominent community calendar. We already have relationships or partnerships with other organizations in the community as well as the City. Furthermore, as information professionals, we feel we are qualified to tackle some of the challenges associated with such an endeavor. We will use this year to flesh out the idea, gather feedback from the community, elucidate possible challenges, and ultimately decide whether to proceed with the project.

Digital History Project Upgrade

Another strategic plan goal this year is to upgrade the Digital History Project (DHP) platform from Omeka to Islandora/Fedora. Both are open-source projects used for presenting digital collections, but Fedora is a more robust digital repository platform built for both preservation and access. The front-end of the new platform uses Drupal which is the same as our current website.

Benefits of migrating to Islandora/Fedora:

- Potential for integration with www.icpl.org website and search
- Digital preservation features to help with long-term quality control
- Better handling of "compound" digital objects, such as a multi-page document
- Ability to create articles on local history right in the DHP website

We are currently setting up and testing the new platform. This fall, librarians in charge of the DHP will begin setting up a new collection that showcases the Children's Room's newly revamped Westgate collection. Assuming the new collection works well, we will begin migrating our other collections into the new platform later this year. The DHP librarians are also interested in incorporating other new multiple object collections into the site, such as our city directories and new local newspaper collections.

Development Office Report
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
August 23, 2018

Agenda Item 5C-1

Thank You

Generous financial contributions reflect the community's love for the Iowa City Public Library and resulted in continued growth for the Iowa City Public Library Friends Foundation last year.

Nearly \$383,000 was raised to benefit the Library. That total is more than \$46,000 higher than the previous year and breaks down to:

- \$174,484 Annual Fund (contributions and special events)
- \$32,108 Book End
- \$117,431 Designated Gifts (for specific programs and projects)
- \$58,731 Other (i.e. Interest & earnings)



The Annual Fund is the Friends Foundation's undesignated use fund. It is the basis of the Friends Foundation budget and the funds can be used for whatever the library most needs.

As illustrated below, Annual Fund donations increased slightly last year over the prior year thanks to the work of the volunteers on the Friends Foundation Board of Directors and other community volunteers with Development Office staff. The goal of adding new donors was one of the year's most successful efforts. The number grew by more than 200 people following the inclusion of a donation envelope in the Winter Window newsletter which featured the Friends Foundation

Thank you to everyone for giving generously and encouraging others to support the Library Friends Foundation.

ICPLFF ANNUAL FUND

Year	ANNUAL FUND Amount	Annual Change	Average Gift	# Donors
FY2018	\$174,484	Up 3% \$4,666	\$146	1,196
FY2017	\$169,818	Up .1% \$217	\$161	978
FY2016	\$169,601	Up 6% \$9,556	\$192	816
FY2015	\$160,045	Down 23% \$47,638	\$174	899
FY2014	\$207,683	Up 43% \$62,136	\$464	769

FY18 BUSINESS OFFICE ANNUAL REPORT**HIGHLIGHTS:**

- New office equipment
- Personnel
- Other duties as assigned

NEW OFFICE EQUIPMENT

There are two non-human workhorses in the library, the mail machine, and the primary staff copier. Both of these were replaced this year with new and improved models. While this sounds pretty pedestrian, these machines are anything but dull.

Mail Machine

The Hasler mail machine touched 18,318 pieces of mail in FY18, including postcards, letters, and packages, all of which cost \$31,280.26. The Hasler is programmed with ten different account numbers to identify the different kinds of mail we send out. We relied on this information in the past to allocate more money for At Home postage, for example.

Postcards communicate a circulation issue to patrons who do not use email. The Library Card Information postcard lets patrons know they need to come to the Help Desk with the postcard, a photo ID, and proof of address to receive their library card. When a patron tells us they returned an item, we let them know via the Claim of Return Response postcard the disposition of the item and if they are responsible for its replacement cost. We also send a Problem Notification postcard to patrons who have returned an incomplete DVD, CD, Book on Disc, or Videogame. Frequently missing parts include the disc, case, and accompanying booklet.

Letters are snail mailed to patrons to inform them about a circulation issue if they do not use email to communicate with us: a hold they have placed is ready to be picked up, an item is overdue, or an item is going to be billed to them.

Every day we mail packages to Open Access libraries (572 items in FY18), At Home patrons (3,669 items), and ILL libraries (4,680). This is labor intensive activity and the Hasler machine, (sorry) takes the hassle out of it and streamlines the process so that no matter how many packages there are, we can get them mailed each day, on time.

Konica Minolta

This office machine copies and prints in black and white and in color, scans, staples, and has many other features we don't use very often. Everyone uses the copy machine and it more than pays for itself in utility. There are only five places where the machine can jam up, which is a vast improvement from copy machines of the past.

PERSONNEL

One of the primary functions of the Business Office is the paperwork associated with employment. The City of Iowa City Human Resources department requires a Payroll Change form (PCF) each time someone is hired, has a salary or department change, or leaves our employ. In FY18, 25 people were hired and 27 people left the library. When combined with the paperwork for the annual across-the-board cost of living increase, and merit steps, 109 PCFs were completed, entered into the MUNIS

system, and sent to City HR. Major changes to the library's employment process will begin in FY19, and we have been training and preparing for this in the latter part of the year.

OTHER DUTIES AS ASSIGNED

User Survey.

Susan mentioned the user survey we conducted in March. Jen Royer and Amanda Rodriguez in the Business Office were responsible for entering the data online so it was usable. The printed surveys measured five inches high when stacked! Patrons provided a lot of useful feedback for us to think about in conjunction with our strategic planning process.

Planes, Trains, Automobiles.

The Business Office is responsible for registering staff for continuing education activities, and for making travel arrangements for regional and national conferences. Every other year, the Public Library Association holds a conference, and this year we registered six ICPL staff for the March 20, 2018 event in Philadelphia. There are few direct routes to anywhere from the Eastern Iowa Airport, and our six tractables flew into Charlotte, awaiting departure to Philadelphia. Except there was weather in Philadelphia. Phone calls back and forth, a rental van booked (but given to another party), and attempts on other air carriers all came to naught. Our six staff members had lunch in the Charlotte airport, and turned around, got back on a plane, and arrived back in Cedar Rapids later that day. There is a silver lining in this cloudy situation; we received vouchers for future travel for all six of the airplane tickets.

Elyse Miller,
Administrative Coordinator

Facilities Services Annual Report FY18

Construction Project: Digital Media Lab.

The big project for the year was the Digital Media Lab. Maintenance was put to the test by removing all the old furniture from the room and coordinating all construction activities. We kept tabs on the progress of the project and assisted with all aspects of construction. Hanging the large monitor, running many of the data cables, and adjusting the furniture was accomplished by our department. Cleaning the area inside and outside was ongoing during the project. This Digital Media Lab is now a great addition to the services we provide and the new flexibility has expanded how the room may be used.

Updating Furniture.

It is important to keep furniture looking good and in good repair. This year office chairs have been replaced on the vast majority of desks for our employees. Extra tables were ordered for meeting room D, and a stack of extra chairs has been added to the new Digital Media Lab. New plastic chairs in the Tween space are lightweight and very cleanable, and the stadium seating is functioning well.

Personnel.

Facilities Services received a boost when we were approved for an additional 4 hours to add to the half-time permanent Maintenance I position. Keeping hourly positions filled and trained has been an ongoing challenge.

Ped Mall Construction.

The Pedestrian Mall construction has added a few items to our work list. The addition of windows and door placement on the southwest entrance to our building was needed for proper water drainage away from the building and to create a new vestibule for that space. The new stage required a place to put the equipment control box, so that will be located in the lower level of the building. Next summer will be a big challenge as the Ped Mall project moves to just outside our main entrance doors.

Art on Loan.

The Iowa City School District needed a large spot to hang one of their murals called "The Railroad Arrives," by Mildred Pelzer, which Longfellow School undergoes renovation. A location was found for it on the second floor, at the east end of the building. We coordinated the move, hung the artwork, lowered the blinds for sunlight/UV damage, and returned the art. Many people were able to see and enjoy the mural while it was on display at Iowa City Public Library.

Closing Routines.

There were several instances of people in the Lobby after closing time and now the Librarian in charge assists Facilities Services staff if needed, and a policy change cuts down on how long a meeting can run after the building closes.

Brad Gehrke,
Building Manager

By Casey Maynard, Children's Librarian at the Iowa City Public Library

The final full week of July is something that we always look forward to in the Iowa City Public Library's Children's Room thanks to National Geographic's Shark Week. This annual celebration adds some bite to our storytime schedule. This year I read some brand new picture books featuring an array of sea life.

I opened ocean storytime with "Hooray for Fish" by Lucy Cousins. This title is not only really fun to read aloud because the rhyming scheme is great, but the illustrations are whimsical and fun. The colors and textures are very eye catching and keep even the youngest readers engaged.

Ame Dyckman's newest title, "Misunderstood Shark," stars a TV hosting jellyfish and a, you guessed it, shark. Kids will think that they have this show crasher figured out, but he surprises readers over and over with his desire to be friendly and helpful. This book is an absolute riot, and kids will learn a little bit about sharks as well. And just when you think you've finally started to understand our shark's motives he surprises readers again for an ending that little ones will love.

"Julián is a Mermaid" by Jessica Love has quickly become one of my favorite titles of 2018. The soft color palette on brown paper is beautifully soothing, and the narrative mirrors this wonderfully using sparse text and relying heavily on illustration for narrative development. The book opens on the end sheets with Julián and his Abuela swimming together in a pool. On a subway ride home Julián sees women dressed as mermaids in preparation to attend Coney Island's annual Mermaid Parade, and begins imagining himself as a mermaid. This quiet story about acceptance and love is not only beautiful but told with a gentleness and understanding that makes it truly accessible for parents and children alike.

Jessie Sima's 2017 debut, "Not Quite Narwhal," follows Kelp, a unicorn born into a blessing of Narwhals. Kelp has always felt a little different and finds out why after being swept away in a particularly strong current. Soon he finds himself feeling like he needs to choose between being a land narwhal or a sea unicorn. Not only is Sima's book adorably illustrated but her message of self-acceptance is unmistakable.

Evan Turk's newest title "Heartbeat" follows a whale orphaned by the early commercial whaling industry through almost two hundred years of human development. Turk highlights the ways in which we have used whales to advance ourselves, from whale oil candles to the Voyager Satellite. "Heartbeat" serves as a unique and timely look at human history through the lens of the animals we impact. Be sure to read the Author's Note at the end for more information regarding his artistic choices.

Celebrate Shark Week every week at the Iowa City Public Library!

By Heidi Lauritzen, Switchboard Manager at the Iowa City Public Library

When we read, we usually do not pay much attention to the vehicle that brings us the stories or facts we absorb. These books about books tell us more about how some of our favorite titles came to be published, why they have remained popular, and even how they are constructed.

“A History of Children’s Books in 100 Books” by Roderick Cave and Sara Ayad starts with stories shared orally and progresses to board books and comics. Full of reproductions of book covers and illustrations, you also will learn about the societal influences on what was written and published such as when fairy tales finally became commercially successful, and how the World Wars influenced children’s books. This would be a fun book to leaf through the next time several generations are gathered together: many titles will be recognized by all ages.

Another beautifully illustrated title is “Remarkable Books: the World’s Most Beautiful and Historic Works” from DK Publishing. It is arranged chronologically, from 3000 BCE to the 20th century, and gathers works known for their physical beauty and cultural or historical significance. Learn more about the Dead Sea Scrolls, the Domesday Book, Audubon’s “Birds of America,” and Penguin’s first 10 paperback books.

That we know so much about the history of books can be attributed to the libraries that have collected and protected them. “America’s Greatest Library” by John Y. Cole is an illustrated history of the Library of Congress. Originally established for the use of Congress, it has become a repository of our nation’s culture. This book is a photographic history of the institution, accompanied by bite-size pieces of text marking the dates of significant events at the Library. Many of those events reflect important times in our country’s history.

You do not have to be a graphic designer to enjoy “Type is Beautiful: the Story of Fifty Remarkable Fonts” by Simon Loxley. Anyone using word processing software has seen the many fonts available; this book will give you the background of some of the most important. Each type gets a few pages of description; the earliest example included is the type in Gutenberg’s Bible; Comic Sans is a more recent development, with Baskerville, Braille, Times New Roman, and Helvetica in between. You’ve seen the recent reproductions of the “Keep Calm Carry On” posters? That’s Gill Sans — read more about it!

Are you inspired now to create your own book? “Making Books: A Guide to Creating Handcrafted Books” from the London Centre for Book Arts has step-by-step instructions on how to do it. Each step is illustrated with photographs or drawings and simple text. Tools of the trade, how to fold and cut paper, and stitching a binding all are covered.

If you take a look at these titles, the next time you pick up a book to read, you can also consider and appreciate the object itself. Find more books about books at the Iowa City Public Library.



Ben Roberts photos/Freelance

Alexia Stevens, 17, of North Liberty, dressed as "Allura" from the animated series "Voltron," makes her way to Om gift shop with friends during the inaugural Lib Con Comic Convention on Saturday at the Iowa City Public Library. Lib Con featured an array of activities for comic book and animated media enthusiasts, including guest speakers, gaming, a teen anime center, a cosplay costume contest and a screening.

LIB CON LIFTS OFF



ABOVE: Jolee Becker, 16, of Cedar Rapids discusses a photo intended for social media with friends Sydney Frazier (right), 16, also of Cedar Rapids, and Trint Helle, 17, of Cascade.



RIGHT: Blair Beck, 3, of North Liberty makes "laser eyes" at her father, Eric, during the Lib Con Comic Convention.



LEFT: Ken Morris Jr. of Cedar Rapids searches through comics during the inaugural Lib Con Comic Convention at the Iowa City Public Library.



RIGHT: Cosplay contest participants cheer on their compatriots during the inaugural Lib Con Comic Convention.



The Daily Iowan



People walk past the Iowa City Public library on Thursday, Oct. 13, 2016. (The Daily Iowan/Joseph Creery)

Public Library preserves local historical newspapers on online database

With the modern age becoming more and more tech-savvy, the Iowa City Public Library débuts its preservation of newspaper microfilm as a free and convenient digital database.

By Emily Creery

emily-creery@uiowa.edu

As technology continues to change the way the world works, obtaining information has become easier than ever. No longer does one rely on pigeons to carry messages of significance, nor is the encyclopedia used for anything more than home décor.

But as the future becomes the present, the past is being forgotten, which is why the Iowa City Public Library has made its mission preserving local history through a modern scope.

Melody Dworak and Candice Smith, librarians and history buffs at the library, pushed the initiative after a neighbor was successful at a similar endeavor.

"At some point, we saw that Cedar Rapids had digitalized the *Gazette*, and it had the full archive," Dworak said. "Our Information Desk needs newspapers because they have the information that we're looking for when we receive a history question. So, when we saw the *Gazette* was digitalized, we thought, 'How could we do that here?'"

Although the Public Library has been aware of the importance of creating easily accessible ways for people to browse through what was only microfilm before, the possibility was uncertain until it was introduced to Advantage Preservation.

A company from Cedar Rapids that digitalizes microfilm, Advantage Preservation works with a website vendor to "collaborate on all of the individual pages of each paper to get them into a platform that people can search," Dworak said.

Covering 1840 to 1923, the newly digitalized archive will allow individuals to dive deeper into the roots of the local community, one's own genealogy, specific topics of interest, as well as anything else that could be best answered by blowing off the dust of years gone by.

"All of the articles, to our knowledge, are in the public domain," Dworak said. "So when you use the website we have about 50 newspaper titles for the Iowa City area."

The use of the database only requires that one has internet and a browser, meaning that "you could send this link to anyone in the world, and they'll be able to research with no problem," Smith said.

Yet for anyone who prefers to scan history through the reels of microfilm, that opportunity will continue to be available.

"People who want to look at the microfilm will still do it, people who prefer to use the database will certainly use it, and people who want to come to the library will still come," Smith said. "This can only be a good thing."

Maeve Clark, the library adult services coordinator, can personally account for the effect the digitalized collection has had on her research.

"I have to prevent myself from starting a new search because once I start it is difficult to stop," she said in an email to *The Daily Iowan*.

Now active for its constituents, the library's newspaper database is more than about keeping up with the times. This task was a project from the heart.

"It's just that we're history nerds," Dworak said. "We know that it's so valuable to be able to access this through an online interface because everyone can use Google, but not everyone can come to the library."

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

LV littlevillagemag.com/hard-cider-tetanus-deaths-and-poisoned-ice-cream-icpl-launches-an-online-archive-of-historic-iowa-city-newspapers/
 Paul Brennan

July 25, 2018

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Shares



The front page of the Iowa Capitol Reporter, Dec. 4, 1841

On Tuesday, decades of Iowa City history suddenly became much more accessible, when the Iowa City Public Library launched an online archive of newspapers covering the years 1841 to 1925. The searchable archive features editions from seven different Iowa City newspapers previously available only on microfilm at the library.

"Having a primary resource is an invaluable way to get details and day to day information from the time period," Information Librarian Candice Smith said in press release announcing the archive's launch.

It's also pretty entertaining.

Clicking on the first link of the first newspaper listed on the homepage takes you to the *Iowa City Daily Press* for Friday, July 1, 1904, from which you learn the reading public of 1904 enjoyed stories about death and bloodshed.

The front page was dominated by news of the now largely forgotten Russo-Japanese War, but also featured two Iowa stories about suicide (one person shot himself, the other drank carbolic acid). The second page has a story looking forward to the coming Fourth of July celebrations by giving

statistics about deaths and injuries caused by the previous year's celebrations (475 deaths nationwide, 415 of which were caused by tetanus resulting from fireworks-related injuries).

Even some of the ads of 1904 have a slightly macabre air. The *Daily Press* front page has a "news" item submitted by Henry Louis, special agent of the Herpicide Company of Detroit, "To Kill the Dandruff Germ." The paragraph-long piece explains Newbro's Herpicide is the only "preparation" that can cure dandruff and prevent dandruff-related baldness.

Better still is the front page ad from the Candy Kitchen, which strongly suggests other Iowa City stores might be selling poisoned ice cream.

**Beware of
Poisoned Cream**

**We use only the purest and
best for our
Ice Cream**

**No Danger. Endorsed by Iowa
City Physicians**

Fresh, Delicious, Wholesome

**Our prices are the lowest and our
Quality the highest in Iowa City**

Prices as follows:

1 Gallon	\$1.00
1 Quart.....	25c
1 Pint.....	15c

**Ice Cream Sodas (finest of crush-
ed fruits and pure flavors) ..** 5c

Give us a Call!

**The Candy Kitchen,
125 South Dubuque Street.**

Ad for The Candy Kitchen, front page of the Iowa City Daily Press, Jan. 5, 1924.

Searching for particular historical events also produces interesting results. On April 14, 1861, troops from South Carolina opened fire on Fort Sumter in Charleston Harbor, setting off the Civil War. It made news nationwide, of course, but it's not mentioned in that week's edition of *The Iowa City Republican* (motto: "Independent in Everything"). Perhaps the news came too late for the April 17 edition. But the *Republican* made up for it in the following week — its main story on the war featured 17 separate subheadlines. But anyone interested in the state and local reactions to the

"Never in the history of any people has there been a more generous and quick response to the call of the country, than Iowa has made to the call for volunteers," begins a story titled "Iowa Awake." Elsewhere on the page, another story explained,

Muscatine has the honor of tendering the first company under the call of the Governor. Iowa City is second on the roll. That will do. Had Gov. Kirkwood been here to receive them, the Iowa City boys would have been first on the list.

The earliest paper in the archive is the Dec. 4, 1841, *Iowa Capitol Reporter*. Most of the front page is dedicated to political news around the country, but the first story on the page explained how to subscribe to the newspaper ("three dollars per annum in advance").

There's an accidental bit of symmetry between the first and last newspapers in the archive. Beneath the piece on subscription is a story about a local glee club — part of whose glee may have come from drinking — learning new songs, "Hard-Cider Harmonies." The final entry in the archive is the Feb. 5, 1925, *Red and White*, the school paper of Iowa City High School. Its banner headline was "Glee Clubs to Give Play." According to that story, "It will include many of the tasty songs, both new and old, with which everyone is familiar."



Access to the archive is free, and no password or ID is required.

109

Shares

MasterCard Report

08-Aug-18

Vendor	Dept	Expense	Description	Amount
ALA	10550110	436050	Registration	\$1,250.00
Amazon.com	10550151	469320	Miscellaneous Supplies	\$45.66
Amazon.com	10550159	469320	Miscellaneous Supplies	\$76.89
Amazon.com	10550110	469320	Miscellaneous Supplies	\$129.95
Art Mission	10550160	445270	Library Mater Repair & Maint	\$2,674.00
Art Mission	10550160	452050	Photo Supplies & Equipment	\$230.00
CHOMP	10550110	435057	Couriers	\$23.94
Freeman Locksmith	10550121	442010	Bldg Rep & Maint	\$11.25
Hy-Vee	10550110	469360	Food and Beverages	\$38.42
Noah Riemer Productions	10550210	477110	Music-CD	\$25.00
Paypal	10550140	444080	Software Repair & Maintenance Services	\$20.90
Tallgrass Business Resources	10550140	452010	Office Supplies	\$348.14
Tallgrass Business Resources	10550140	455010	Printing or Graphic Supplies	(\$348.16)
Tallgrass Business Resources	10550159	455090	Paper	\$379.41
Tallgrass Business Resources	10550159	469320	Miscellaneous Supplies	\$130.52
Tallgrass Business Resources	10550110	452010	Office Supplies	\$230.43
Tallgrass Business Resources	10550110	455090	Paper	\$203.94
Tallgrass Business Resources	10550110	469210	First Aid/Safety Supplies	\$8.99
USPS	10550330	435055	Postage and Stamps	\$33.71
Wal-Mart	10550151	469320	Miscellaneous Supplies	\$76.95
West Music	10550420	469370	Paper Products/Certificate/Prizes	\$224.25
Grand Total				\$5,814.19

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110 1000-10-25-550-550100-550110-000-0000-435055 010468 U S POST OFFICE ACCT 7102018USPS	Library Administration Mail & Delivery 2019 1 INV P	0		200.00 072018	204763 Admin/ ICPL Postage	
	ACCOUNT TOTAL			200.00		
1000-10-25-550-550100-550110-000-0000-443020 011736 KONICA MINOLTA BUSIN 59877786	Office Equipment R&M Services 2019 1 INV P	0		114.30 072718	205230 Admin/Copy Machine	
	ACCOUNT TOTAL			114.30		
1000-10-25-550-550100-550110-000-0000-445140 010050 TRU ART	Outside Printing 2019 1 INV P	0		1,041.62 072718	205294 Reimb&Admin/ JCF Gi	
	ACCOUNT TOTAL			1,041.62		
1000-10-25-550-550100-550110-000-0000-449060 013258 ROTARY CLUB OF IOWA 73118SC	Dues & Memberships 2019 1 INV P	0		300.00 070618	204261 Admin/ SCraig Rotar	
	ACCOUNT TOTAL			300.00		
	ORG 10550110 TOTAL			1,655.92		
10550121 1000-10-25-550-550100-550120-131-0000-438100 013663 REPUBLIC SERVICES OF 0897000833550	Library Bldg Maint - Public Refuse Collection Charges 2019 1 INV P	0		120.00 080318	205603 Refuse & Recycling	
	ACCOUNT TOTAL			120.00		
1000-10-25-550-550100-550120-131-0000-445030 010181 GREENERY DESIGNS 2652	Nursery Srv-Lawn & Plant Care 2019 1 INV P	0		67.00 072718	205212 FAC/ Interior Plant	
	ACCOUNT TOTAL			67.00		
1000-10-25-550-550100-550120-131-0000-449160 010627 CINTAS CORPORATION 342788121	Other Rentals 2019 1 INV P	0		175.87 072718	205191 FAC/Sanitary Suppli	
	ACCOUNT TOTAL			175.87		
1000-10-25-550-550100-550120-131-0000-452040 010627 CINTAS CORPORATION 342788121	Sanitation & Indust Supplies 2019 1 INV P	0		224.93 072718	205191 FAC/Sanitary Supp	
	ACCOUNT TOTAL			224.93		
1000-10-25-550-550100-550120-131-0000-466070 011399 ELECTRIC EQUIPMENT S 7123	Other Maintenance Supplies 2019 1 INV P	0		287.04 072718	7058 FAC/ Lightbulbs	
	ACCOUNT TOTAL			287.04		
	ORG 10550121 TOTAL			874.84		



ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550140						
1000-10-25-550-550100-550140-000-0000-432060	Library Computer Systems					
010525 ENCOMPASS IOWA LLC 8421	0	2019 1 INV P		925.00 072718	7061	IT/ IT Essentials-
		ACCOUNT TOTAL		925.00		
1000-10-25-550-550100-550140-000-0000-438140	Internet Fees					
011937 AUREON COMMUNICATION 0789005209.2018.07	0	2019 1 INV P		774.40 072018	204649	Internet Services
		ACCOUNT TOTAL		774.40		
1000-10-25-550-550100-550140-000-0000-444080	Software R&M Services					
010537 INNOVATIVE INTERFACE INV-INC17787	0	2019 1 INV P		9,755.27 070618	204216	IT/Encore Subscript
010537 INNOVATIVE INTERFACE INV-INC18844	0	2019 1 INV P		66,582.91 072018	204697	IT/Sierra Maintenanc
		ACCOUNT TOTAL		76,338.18		
011068 OVERDRIVE INC H-0050207	0	2019 1 INV P		8,208.00 072018	204727	IT/Content Service
		ACCOUNT TOTAL		84,546.18		
1000-10-25-550-550100-550140-000-0000-455120	Misc Computer Hardware					
010081 CDW GOVERNMENT INC NFK0919	0	2019 1 INV P		156.86 072718	205189	IT/ 2 2TB Harddrives
		ACCOUNT TOTAL		156.86		
		ORG 10550140 TOTAL		86,402.44		
10550151						
1000-10-25-550-550100-550150-351-0000-445250-	Lib Public Services - Adults					
000119 EARLHAM PUBLIC LIBRA 100	0	2019 1 INV P		25.75 072718	205244	AD/ ILL Replacement
		ACCOUNT TOTAL		25.75		
		ORG 10550151 TOTAL		25.75		
10550152						
1000-10-25-550-550100-550150-352-0000-432080-	Lib Public Services - Children					
013120 BLANK PARK ZOO FOUND 71218SRP	0	2019 1 INV P		347.96 070618	204181	CHI/ SRP Special Pr
013121 CROW, DARRIN 7518SRPDC	0	2019 1 INV P		200.00 070618	204190	CHI/SRP Kids Specia
013776 SCHNEIDER, MICHAEL A 70518SRP	0	2019 1 INV P		325.00 070618	204263	CHI/Pint Size Polk
014260 MACH 3 ENTERPRISES 72618SRP	0	2019 1 INV P		600.00 071318	204453	CHI/ SRP Hanson Fa
014283 GROUT MUSEUM OF HIST 71918SRPAM	0	2019 1 INV P		275.00 071318	204428	CHI/SRP Mad Mixtur
014997 LOOKING UP PRODUCTIO 70918SRP	0	2019 1 INV P		350.00 070618	204232	CHI/ Drum Safari S
015080 SMITH, ASHLEY 8318	0	2019 1 INV P		30.00 072718	205282	CHI/Try It Out Fri



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015082 COLTRAIN, FRITHA	71818	0	2019	1	INV P	100.00 080318	205533	CHI/ ICPL World Wed
					ACCOUNT TOTAL	2,227.96		
					ORG 10550152 TOTAL	2,227.96		
10550159								
1000-10-25-550-550100-550150-359-0000-469320-					Lib Public Svcs-Comm Access			
010467 U OF IA	71618	0	2019	1	INV P	150.00 080318	205627	CAS/2018 UI Homecom
					ACCOUNT TOTAL	150.00		
					ORG 10550159 TOTAL	150.00		
10550160								
1000-10-25-550-550100-550160-000-0000-435010					Library Collection Services			
011068 OVERDRIVE INC	MR0137018121007	0	2019	1	INV P	186.00 071318	204467	LIBRARY MATERIALS
					ACCOUNT TOTAL	186.00		
1000-10-25-550-550100-550160-000-0000-445140					Outside Printing			
010373 PIP PRINTING	97258	0	2019	1	INV P	136.50 080318	7167	COL/1,000 RBDigital
					ACCOUNT TOTAL	136.50		
1000-10-25-550-550100-550160-000-0000-445270					Library Material R&M Services			
010518 BLACKSTONE AUDIOBOOK 1014663		0	2019	1	INV P	3.97 072718	7043	LIBRARY MATERIALS
					ACCOUNT TOTAL	3.97		
1000-10-25-550-550100-550160-000-0000-469110					Misc Processing Supplies			
010509 BAKER & TAYLOR INC C B608471DM		0	2019	1	INV P	750.46 080318	205520	LIBRARY MATERIALS
					ACCOUNT TOTAL	750.46		
					ORG 10550160 TOTAL	1,076.93		
10550210								
1000-10-25-550-550200-550210-000-0000-477020					Library Children's Materials			
010509 BAKER & TAYLOR INC C 2033822233		0	2019	1	INV P	108.73 072018	204651	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033822643		0	2019	1	INV P	23.90 072018	204651	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033822798		0	2019	1	INV P	244.45 072018	204651	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033822840		0	2019	1	INV P	20.76 072018	204651	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033828626		0	2019	1	INV P	69.49 072718	205177	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033830261		0	2019	1	INV P	34.21 072718	205177	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033838886		0	2019	1	INV P	41.70 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033842524		0	2019	1	INV P	246.00 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033843523		0	2019	1	INV P	58.38 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033844787		0	2019	1	INV P	518.39 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033845473		0	2019	1	INV P	988.24 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033846462		0	2019	1	INV P	1,198.12 080318	205519	LIBRARY MATERIALS



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010509 BAKER & TAYLOR INC C 2033847593		0	2019	1	INV P	84.68 080318	205519	LIBRARY MATERIALS
						3,637.05		
010536 INGRAM LIBRARY SERVI 35315475		0	2019	1	INV P	396.33 072718	205218	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35360183		0	2019	1	INV P	364.99 072718	205218	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35381309		0	2019	1	INV P	144.42 072718	205218	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35407515		0	2019	1	INV P	211.25 072718	205218	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35417003		0	2019	1	INV P	98.37 072718	205218	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35452910		0	2019	1	INV P	199.45 080318	205561	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35473214		0	2019	1	INV P	85.43 080318	205561	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35500482		0	2019	1	INV P	46.79 080318	205561	LIBRARY MATERIALS
						1,547.03		
					ACCOUNT TOTAL	5,184.08		
1000-10-25-550-550200-550210-000-0000-477100					Fiction Audio-CD			
010880 RANDOM HOUSE INC 1080327882		0	2019	1	INV P	18.00 080318	205598	LIBRARY MATERIALS
					ACCOUNT TOTAL	18.00		
1000-10-25-550-550200-550210-000-0000-477110					Music-CD			
010509 BAKER & TAYLOR INC C B94377190		0	2019	1	INV P	10.62 072718	205178	LIBRARY MATERIALS
					ACCOUNT TOTAL	10.62		
1000-10-25-550-550200-550210-000-0000-477120					Other Audio-CD			
010509 BAKER & TAYLOR INC C 2033844787		0	2019	1	INV P	15.99 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033846462		0	2019	1	INV P	59.14 080318	205519	LIBRARY MATERIALS
						75.13		
010536 INGRAM LIBRARY SERVI 35381309		0	2019	1	INV P	10.92 072718	205218	LIBRARY MATERIALS
					ACCOUNT TOTAL	86.05		
1000-10-25-550-550200-550210-000-0000-477160					Video Recordings			
010509 BAKER & TAYLOR INC C B93024770		0	2019	1	INV P	5.25 072018	204652	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93758110		0	2019	1	INV P	14.48 072718	205178	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94060310		0	2019	1	INV P	182.08 080318	205520	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94312310		0	2019	1	INV P	10.87 080318	205520	LIBRARY MATERIALS
						212.68		
010546 MIDWEST TAPE 96280286		0	2019	1	INV P	37.47 080318	205579	LIBRARY MATERIALS
					ACCOUNT TOTAL	250.15		
1000-10-25-550-550200-550210-000-0000-477220					Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI 35407515		0	2019	1	INV P	28.49 072718	205218	LIBRARY MATERIALS



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1000-10-25-550-550200-550210-000-0000-477340	1559201	0	2019	1	INV P	609.28	071318	LIBRARY MATERIALS
010524 EBSCO						28.49		
						609.28		
						6,186.67		
10550220								
1000-10-25-550-550200-550220-000-0000-477020								
010509 BAKER & TAYLOR INC	2033820358	0	2019	1	INV P	299.25	072018	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033822233	0	2019	1	INV P	123.79	072018	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033828626	0	2019	1	INV P	1,830.33	072718	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033829849	0	2019	1	INV P	90.68	072718	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033830072	0	2019	1	INV P	40.34	072718	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033832939	0	2019	1	INV P	222.86	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033833077	0	2019	1	INV P	617.96	072718	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033837159	0	2019	1	INV P	10.63	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033838886	0	2019	1	INV P	1,952.40	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033842513	0	2019	1	INV P	186.86	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033842943	0	2019	1	INV P	225.53	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033843320	0	2019	1	INV P	824.58	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033843494	0	2019	1	INV P	120.90	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033844787	0	2019	1	INV P	1,605.42	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033846462	0	2019	1	INV P	1,588.94	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	2033847583	0	2019	1	INV P	54.35	080318	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	5015072694	0	2019	1	INV P	216.91	072018	LIBRARY MATERIALS
						10,011.73		
010519 BRODART CO	B5376709	0	2019	1	INV P	161.14	080318	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1600430	0	2019	1	INV P	134.82	072018	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1604341	0	2019	1	INV P	32.42	072718	LIBRARY MATERIALS
						167.24		
010536 INGRAM LIBRARY SERVI	35315475	0	2019	1	INV P	137.41	072718	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35360183	0	2019	1	INV P	78.04	072718	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35381309	0	2019	1	INV P	102.69	072718	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35407515	0	2019	1	INV P	89.74	072718	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35417003	0	2019	1	INV P	93.55	072718	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35452910	0	2019	1	INV P	63.82	080318	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35473214	0	2019	1	INV P	136.30	080318	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	35500482	0	2019	1	INV P	117.30	080318	LIBRARY MATERIALS
						818.85		
012405 REGENT BOOK CO	56763	0	2019	1	INV P	17.00	072718	LIBRARY MATERIALS
						11,175.96		

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1000-10-25-550-550200-550220-000-0000-477040			Books (Cat/Reference)			
010509 BAKER & TAYLOR INC C 2033844787		0	2019 1 INV P	24.99 080318	205519	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5015072694		0	2019 1 INV P	134.99 072018	204650	LIBRARY MATERIALS
				159.98		
010536 INGRAM LIBRARY SERVI 35434329		0	2019 1 INV P	42.00 080318	205561	LIBRARY MATERIALS
			ACCOUNT TOTAL	201.98		
1000-10-25-550-550200-550220-000-0000-477070			Downloadable-eBooks			
011068 OVERDRIVE INC 01370CO18123657		0	2019 1 INV P	391.86 072018	204727	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18125078		0	2019 1 INV P	46.97 072718	205264	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18127203		0	2019 1 INV P	79.99 072718	205264	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18128419		0	2019 1 INV P	441.83 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18130191		0	2019 1 INV P	2,504.59 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18130828		0	2019 1 INV P	40.00 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO18131473		0	2019 1 INV P	458.88 080318	205590	LIBRARY MATERIALS
				3,964.12		
			ACCOUNT TOTAL	3,964.12		
1000-10-25-550-550200-550220-000-0000-477100			Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK 1013193		0	2019 1 INV P	40.00 072718	7043	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 1015088		0	2019 1 INV P	40.00 072718	7043	LIBRARY MATERIALS
				80.00		
010880 RANDOM HOUSE INC 1080115837		0	2019 1 INV P	63.75 072718	205271	LIBRARY MATERIALS
010880 RANDOM HOUSE INC 1080189528		0	2019 1 INV P	37.50 072718	205271	LIBRARY MATERIALS
010880 RANDOM HOUSE INC 1080237391		0	2019 1 INV P	30.00 080318	205598	LIBRARY MATERIALS
010880 RANDOM HOUSE INC 1080327882		0	2019 1 INV P	42.00 080318	205598	LIBRARY MATERIALS
				173.25		
			ACCOUNT TOTAL	253.25		
1000-10-25-550-550200-550220-000-0000-477110			Music-CD			
010509 BAKER & TAYLOR INC C B00014990		0	2019 1 INV P	26.44 080318	205520	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93860570		0	2019 1 INV P	452.82 072018	204652	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93860580		0	2019 1 INV P	8.81 072018	204652	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94312260		0	2019 1 INV P	13.20 072718	205178	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94377190		0	2019 1 INV P	118.84 072718	205178	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94377200		0	2019 1 INV P	10.28 072718	205178	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94499420		0	2019 1 INV P	19.82 072718	205178	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94690290		0	2019 1 INV P	8.81 080318	205520	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94860570		0	2019 1 INV P	8.81 080318	205520	LIBRARY MATERIALS
				667.83		



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010546 MIDWEST TAPE	96250771	0	2019	1	INV P	21.58	072718	205237 LIBRARY MATERIALS
010546 MIDWEST TAPE	96273764	0	2019	1	INV P	10.49	080318	205579 LIBRARY MATERIALS
						32.07		
					ACCOUNT TOTAL	699.90		
1000-10-25-550-550200-550220-000-0000-477160					Video Recordings			
010509 BAKER & TAYLOR INC C B93758110		0	2019	1	INV P	1,353.88	072718	205178 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93802040		0	2019	1	INV P	580.82	072718	205178 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93896310		0	2019	1	INV P	11.96	072718	205178 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94060310		0	2019	1	INV P	455.46	080318	205520 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94141840		0	2019	1	INV P	14.49	080318	205520 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94312310		0	2019	1	INV P	1,047.86	080318	205520 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94377190		0	2019	1	INV P	5.87	072718	205178 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B94499440		0	2019	1	INV P	23.32	080318	205520 LIBRARY MATERIALS
						3,493.66		
010546 MIDWEST TAPE	96224900	0	2019	1	INV P	4.49	072018	204720 LIBRARY MATERIALS
010546 MIDWEST TAPE	96262345	0	2019	1	INV P	79.47	072718	205237 LIBRARY MATERIALS
010546 MIDWEST TAPE	96280286	0	2019	1	INV P	23.24	080318	205579 LIBRARY MATERIALS
						107.20		
					ACCOUNT TOTAL	3,600.86		
1000-10-25-550-550200-550220-000-0000-477210					Non-Fiction Video-DVD			
010509 BAKER & TAYLOR INC C B93024770		0	2019	1	INV P	14.46	072018	204652 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B93758110		0	2019	1	INV P	10.87	072718	205178 LIBRARY MATERIALS
						25.33		
					ACCOUNT TOTAL	25.33		
1000-10-25-550-550200-550220-000-0000-477220					Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI 35360183		0	2019	1	INV P	227.96	072718	205218 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 35407515		0	2019	1	INV P	56.98	072718	205218 LIBRARY MATERIALS
						284.94		
					ACCOUNT TOTAL	284.94		
1000-10-25-550-550200-550220-000-0000-477230					Non-Fiction Audio-CD			
010509 BAKER & TAYLOR INC C 2033844787		0	2019	1	INV P	10.95	080318	205519 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 1013193		0	2019	1	INV P	111.48	072718	7043 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 1014377		0	2019	1	INV P	40.00	072718	7043 LIBRARY MATERIALS
						151.48		
010551 RECORDED BOOKS LLC 75924090		0	2019	1	INV P	40.49	080318	7172 LIBRARY MATERIALS

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010880 RANDOM HOUSE INC	1080115837	0	2019 1 INV P	180.00 072718	205271	LIBRARY MATERIALS
			ACCOUNT TOTAL	382.92		
1000-10-25-550-550220-000-0000-477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO18123653	0	2019 1 INV P	154.99 072018	204727	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18125081	0	2019 1 INV P	162.99 072718	205264	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18127204	0	2019 1 INV P	95.00 072718	205264	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18128418	0	2019 1 INV P	416.28 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18128427	0	2019 1 INV P	49.95 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18128429	0	2019 1 INV P	145.89 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18130190	0	2019 1 INV P	2,098.75 080318	205590	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18130827	0	2019 1 INV P	76.00 080318	205590	LIBRARY MATERIALS
			ACCOUNT TOTAL	3,199.85		
1000-10-25-550-550220-000-0000-477330			Print/Reference Serials			
010524 EBSCO	1559201	0	2019 1 INV P	5,384.18 071318	204420	LIBRARY MATERIALS
012323 WEST BRANCH COMMUNIC FY19NLL		0	2019 1 INV P	30.00 071318	204632	NORTH LIBERTY LEADE
012323 WEST BRANCH COMMUNIC FY19SE		0	2019 1 INV P	30.00 071318	204632	SOLOE ECONOMIST
			ACCOUNT TOTAL	60.00		
1000-10-25-550-550220-000-0000-477340			Print/Circulating Serials			
010524 EBSCO	1559201	0	2019 1 INV P	6,144.51 071318	204420	LIBRARY MATERIALS
			ACCOUNT TOTAL	6,144.51		
1000-10-25-550-550220-000-0000-477350			Online Reference			
010437 STATE OF IOWA	19-182195	0	2019 1 INV P	4,096.72 072718	205285	DATABASE PACKAGE SU
010524 EBSCO	1000083068-1	0	2019 1 INV P	6,140.00 071318	204420	LIBRARY MATERIALS
010531 GALE GROUP	64003975	0	2019 1 INV P	787.50 072018	204674	LIBRARY MATERIALS
010550 PROQUEST INFORMATION 70510968		0	2019 1 INV P	2,675.00 071318	204474	LIBRARY MATERIALS
010550 PROQUEST INFORMATION 70517367		0	2019 1 INV P	25,950.04 071318	204474	LIBRARY MATERIALS
			ACCOUNT TOTAL	28,625.04		
			ACCOUNT TOTAL	39,649.26		
			ORG 10550220 TOTAL	75,027.06		
			TOTAL:	173,627.57		

Robin Paetzold, President

Janet Freeman, Secretary