

# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

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

## BOARD OF TRUSTEES

### AGENDA

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

July 26, 2018

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Robin Paetzold, President

Diane Baker

John Beasley

Kellee Forkenbrock

Janet Freeman, Secretary

Adam Ingersoll

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 June 28, 2018 meeting.

B. Approve Minutes of the Special Meeting of the Library Board of Trustees, 7/12/2018

#### 4. Items to be discussed.

A. Library Board Annual Report.

Comment: The draft FY18 Board Annual report is included for review and approval. All City boards and commissions submit a similar report.

B. FY18 Strategic Plan Review.

Comment: This is the end of the year, FY18 strategic planning report.

C. FY19 Strategic Plan.

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

D. FY20 Strategic Plan.

Comment: Objectives are proposed for FY20. These items will be used during FY20 budget development. Requires Board approval.

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E. Approve library director job description.

Comment: These changes were recommended by the Director Search Committee in order to attract the widest pool of candidates.

F. Approve library director job posting.

Comment: Consultants will distribute a draft posting.

G. FY19 NOBU Budget.

Comment: The FY19 NOBU budget requires Board approval.

**5. Staff Reports.**

- A. Director's Report. Library card sign-up month proclamation.
- B. Departmental Reports: Adult Services, Community & Access Services.
- C. Development Office Report.
- D. Public Relations: FY18 Annual Report and FY19 Goals.
- E. Spotlight on the Collection.
- F. Miscellaneous.

**6. President's Report.**

- A. Unconscious Bias workshop, 9/13/18, 5:30 pm to 7:00 pm at ICPL.
- B. August Board dinner.

**7. Announcements from Members.**

**8. Committee Reports.**

- A. Foundation Members. The FY2019 Memorandum of Understanding between the Friends Foundation Board of Directors and the Iowa City Public Library Board of Trustees.
- B. Director Search Committee.

**9. Communications.**

**10. Disbursements.**

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

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

**12. Adjournment.**

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**Iowa City Public Library  
Meeting Agendas and Other Significant Events**

JULY 26, 2018	AUGUST 23, 2018	SEPTEMBER 27, 2018
Review Board Annual Report  Adopt NOBU Budget  Strategic Planning Update  Departmental Reports: AS, CAS  OTHER: <b>Consultant Visit, 7/12-13</b> <b>Special Board Meeting, 7/12, 4:15 pm</b>	Review Annual Staff Report  Review 4 <sup>th</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT  OTHER: <b>Annual Board Dinner</b>	Budget Discussion  Departmental Reports: AS, CAS
OCTOBER 25, 2018	NOVEMBER 15, 2018	DECEMBER 20, 2018
Budget Discussion  Review 1 <sup>st</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT  OTHER: <b>Gallery Walk, 10/5</b> <b>Final Library Director Interviews, 10/29-30</b>	Departmental Reports: AS, CAS	State Accreditation  Departmental Reports: CH, CLS, IT  OTHER: <b>Arts &amp; Crafts Bazaar, 12/8</b> <b>Inservice Day, 12/14</b>
JANUARY 24, 2018	FEBRUARY 28, 2019	MARCH 28, 2019
6 month Strategic Planning Update  Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials  Departmental Reports: AS, CAS	Appoint Nominating Committee  Set Calendar for Next Fiscal Year  Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director  Departmental Reports: AS, CAS
APRIL 25, 2019	MAY 23, 2019	JUNE 27, 2019
President Appoints to Foundation Board  Review 3 <sup>rd</sup> Quarter Statistics and Financials  Election of Officers  Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS	Director Evaluation  Develop Ideas for Board Annual Report  Departmental Reports: CH, CLS, IT  OTHER:



## BOARD OF TRUSTEES

### Minutes of the Regular Meeting

**DRAFT**

**June 28, 2018**

**Members Present:** Diane Baker, John Beasley (5:01 pm), Kellee Forkenbrock, Adam Ingersoll (by phone), Carol Kirsch, Robin Paetzold, Jay Semel.

**Members Absent:** Janet Freeman, Monique Washington.

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

**Guests Present:** None.

**Call Meeting to Order.** President Semel called the meeting to order at 5:00 pm.

**Public Discussion.** In response to a request from Jason Paulios that a staff member be added to the Director Search Committee, President Semel stated that the Bylaws give the authority for the makeup of any Committee to the Board President and he decided not to change the Committee.

### Approval of Minutes.

The minutes of the May 24, 2018 Regular Meeting of the Library Board of Trustees were reviewed. A motion to approve the Regular Minutes was made by Paetzold and seconded by Kirsch. Motion carried 7/0.

### Items for Discussion/Action.

Evaluation of Director. Craig requested the meeting be closed for the purposes of her personnel evaluation. Voice vote: Baker, Beasley, Forkenbrock, Ingersoll, Kirsch, Paetzold, Semel. Voice vote aye by all present. Meeting closed at 5:03 pm.

President Semel reconvened the meeting at 5:06 pm. Beasley, representing the Evaluating Committee, recommended the maximum increase permitted by the City for Craig. A motion to grant the maximum raise permitted by Iowa City, an increase of 2.6% to Craig's salary, was made by Beasley and seconded by Forkenbrock. Motion carried 7/0.

Accept work on project to remodel Computer Lab. Delayed again. Move to July.

Board Annual Report. Every City Board and Commission makes a report to the City each year. Craig reviewed the actions the Board took on their stated goals in last year's report. Craig will draft a report for final approval at the July meeting. Accomplishments this year include beginning the Director Search,

Digital Media Lab renovation, Staff picks, website redesign. Paetzold believes we made progress on last year's goals and shared some suggestions for the new report. Semel asked if there are any gaps the Board should be moving on in the current year. Craig said with a new director coming on there are typically smaller things to work on as the person begins a big job. Craig recommended a formal agreement be drafted with the Iowa City UNESCO City of Literature regarding their use of library space. There is no formal agreement now. Beasley doesn't wish to burden a new director with a laundry list of things for which they have had no input. Beasley suggested a brief summary of goals.

User Survey Data. Craig wanted to be sure the Board saw the results of the surveys conducted in March from downtown, online, and the bookmobile. Craig said people are using all of our services. Paetzold asked about reserving study rooms for job interview, for example. We currently do not reserve the rooms, however, we have changed the length to two hours that someone can occupy a room. Semel noted the disparity between some staff being called friendly and others not. He wonders what staff are told about friendliness. Logsden said we do regular customer service training and look at our procedures to make the library easier to use. Kirsch said comments are always fun to read.

### **Staff Reports.**

Director's Report. Craig reminded people there would be a Special Board meeting at 4:15 pm on Thursday, July 12, to meet with the Director Search Committee. Logsden passed out the magnetic picture frame giveaway for the Public Libraries of Johnson County (PLJC) booth at this year's Johnson County Fair. RAGBRAI is coming to Iowa City; another huge downtown event. ICPL will not have special hours for RAGBRAI as we close at 8:00 pm that night. There will be movies in Meeting Room A until 9:00 pm. Bicycle related movies will be screened all day at the library. Craig said nearly 3,000 people came into the building from 5:00-10:00 pm during last week's Downtown District Block Party. Staff noted it quiets down in the main part of the library after 8:00 pm. It's been a busy summer with 6,172 people at children's programs in June. Craig remarked on the quality family programming we are able to bring to Iowa City to everyone.

### **Departmental Reports:**

Children's Services. Very busy.

Collection Services. Mangano reported two historic maps have been restored and framed. Semel recommends a tour of these items.

IT. No comments.

Development Office Report. McCarthy thanked Robin Paetzold and Diane Baker for helping sell a ton of raffle tickets at the Rock and Read event at The Mill. \$1,100 was raised from nearly 75 people. McCarthy reported a great orientation with Kellee Forkenbrock and the other new Friends Foundation Board members. McCarthy reminded everyone June 30 is the last day to donate to the ILA campaign to restore a library in Puerto Rico; a big cash donation was received today.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

**President's Report.** Semel discussed membership of the Director Search Committee. He decided to keep the membership as it is. He believes it is the most efficient, fair, and appropriate way to select the next director. He has confidence in the Committee and thinks library staff and other board members can make their comments known and will have ample opportunity to meet candidates and make comments.

Semel suggested future discussion of Bylaws and two issues he thought the Board should consider long term. One is the authority of the President to appoint committees, and the other is the issue of whether members of the Nominating Committee can be on a proposed slate of officers. Another issue is providing more clarification about the director evaluation process. Semel suggested the Board look at the Bylaws to see if any changes need to be made. Craig said the policy is up for review in FY19. Semel said it is his last meeting as President and it has been a great adventure. "Life's a shipwreck, save what you can."

**Announcements from Members.** Beasley recommends the Bylaws be comprehensively reviewed but not immediately as the new director is just coming on. Beasley wishes to express his appreciation to Johnson County for their support. Craig explained that this represents the County's contract for services with ICPL. It is an important part of our budget. Paetzold, as the Board's County Representative will acknowledge this. Beasley thinks we take programs and shows available in Iowa City for granted sometimes and gave the example of the City of Literature's MusicIC "Dark Side of the Moon" program at the Englert.

**Committee Reports.**

**Foundation Members.** Baker said the Board met on May 30. The Rock and Read event was announced. They approved a donor privacy policy. McCarthy explained the practice has been to not share our email list; it was practice and now it has been formalized into policy. There was a report on self-assessment surveys; the first year they've self-evaluated. Finance committee reported a positive situation. Hills Bank has asked us to formally provide parameters for their investing for the FF. Governance committee presented a slate of new officers; President, David Bright; Laura Ebinger, President-Elect; Catherine Erickson, Secretary; Jeff Rudolph, Treasurer; Chris Vincent, Book End Chair. There have been quarterly meetings for the past couple of years and it was decided the FFB would meet 6 times a year with a slightly different schedule to better coincide with events. Semel asked about the self-assessment. The goal was to improve the experience of FFB members; it covered all aspects of Board participation; to identify expectations, preparedness, participation in fundraising. Paetzold asked about the process and if there was anything about it she would adjust. McCarthy liked the process. The survey was anonymous and handed in to committee chair at a Board meeting.

**Director Search Committee.** Paetzold said they met this month. Surveys should be coming soon. Paetzold acknowledged the issue of staff participation in the process and how to be most inclusive and how to respect staff expertise. When the consultants visit there will be staff-only focus groups, all staff will receive a survey and later there will be opportunities for staff to meet candidates and share feedback.

**Communications.** None.

**Disbursements.**

The MasterCard expenditures for May, 2018 were reviewed. A motion to approve the disbursements for May, 2018 was made by Ingersoll and seconded by Kirsch. Motion carried 7/0.

**Set Agenda Order for July Meeting.**

Consultant visit.

NOBU Budget.

Board Annual Report.

**Adjournment.** A motion to adjourn the meeting was made by Ingersoll. and seconded by Baker . Motion carried 7/0. President Semel closed the meeting at 6:08 pm.

Respectfully submitted,  
Elyse Miller



## BOARD OF TRUSTEES

### Minutes of Special Meeting

4:15 pm – 2<sup>nd</sup> floor Board Room

July 12, 2018

**DRAFT**

**Members Present:** Diane Baker, John Beasley, Kellee Forkenbrock (in at 4:21 pm), Carol Kirsch, Robin Paetzold, Jay Semel Monique Washington

**Members Absent:** Janet Freeman, Adam Ingersoll.

**Staff Present:** Maeve Clark, Susan Craig, Kara Logsdon, Elyse Miller, Brent Palmer, Jason Paulios.

**Guests Present:** Jobeth Bradbury, Karen Miller, Bradbury Miller Associates.

**Call Meeting to Order.** President Paetzold called the meeting to order at 4:19 pm.

**Accept work on project to remodel the Computer Lab.** The contractor has completed work on the project. A motion to approve the final payment was made by Baker, and seconded by Washington. Motion carried 6/0.

**Library Director Executive Search Consultants.** The Board hired consultants Bradbury Miller Associates (BMA) to assist with the hiring of a new director. Jobeth Bradbury introduced herself and described a bit about the firm. BMA performs library only searches, primarily public library director searches. They conduct 18-20 searches per year and just completed the director search for Des Moines Public Library. Karen Miller introduced herself and the Board members introduced themselves. BMA provided an agenda for this meeting.

Confirm structure for the search. There was discussion about the work of the search committee, when its job ends and when the full board takes over. Bradley said they have seen searches conducted a number of ways; most often there is a smaller search committee; they have also seen the full board serving as the search committee. Beasley would like access to all the applicant information, as does Washington. Paetzold thinks we need to discuss this with the Assistant City Attorney and Human Resources. Semel asked what this means for privacy if the whole board is the committee. Bradbury said applicants must request their materials be addressed in closed session otherwise their materials will be considered at an open meeting. Bradley believes interviews may be conducted in closed session. Craig affirmed this but will double-check. Beasley explained he joined the board to participate fully in important decisions and hiring a new director is probably one of the most important things the board does. He would object to not receiving all of the materials included in the search process. Paetzold said this would be discussed at the next Board meeting. Washington asked if the finalist in the Des Moines search was from Iowa and how long the process took. Bradbury said the person was from Iowa and the process took three months. Bradbury described the

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application requirements: a cover letter, resume, completing a questionnaire tailored to our library; phone conversations with each applicant, electronic searches on all applicants, and street recognizance through 9/23/18. All of this information is uploaded to Dropbox™, plus a spreadsheet, and complete candidate list for the Board to review.

Tentative schedule. BMA propose to return October 9, 5:30 pm to 7:30 pm to select seven to nine semi-finalists for the first round of interviews. Forkenbrock asked what criteria has appealed to committees in other searches. Bradbury said experience and current work. Kirsch asked if the consultants share feedback from other stakeholders with the board. Karen Miller said it takes a little time to assemble the report but there will be a report. Semel would like to see a before-and-after job advertisement. BMA said they will provide a survey report, staff session summary, and community stakeholder report from this week's meetings.

BMA recommends two, four-hour blocks for semi-final interviews, tentatively scheduled for October 16, 2018, 1 pm to 5 pm and October 17, 2018, 9 am to 1 pm. They will send eight draft questions that candidates will answer in 30 minutes. BMA are the timekeepers and make sure the electronic connection works.

The next step in the process is to prepare the advertisement. It should be available for Board approval at the July 26, 2018 meeting. A draft will be available before then. Recruitment will take place through September 23, 2018.

Final interviews. These are tentatively scheduled for October 29, 2018 and October 30, 2018. All of the final candidates are on-site for two days. Typically there is a tour of the library, a tour of the community, and meetings with different staff groups for casual conversation. There is a feedback mechanism for anyone interacting with finalists. The full Board interviews the finalists on October 30, 2018. BMA said other searches have included a public forum the first evening. Each candidate has a topic and twelve minutes to do a presentation; the candidates then form a panel to answer questions posed by audience members which BMA moderates. Semel asked Craig how important it has been to her career to do public speaking. Craig said it is important; the director is the face of the library.

Forkenbrock out at 5:15 pm.

Karen Miller said the survey is still open and will be for a little while. She discussed the results so far, which were distributed to the group in a document. Bradley thinks requiring eight years of experience seems a lot. She believes it will decrease the candidate pool by eliminating applicants who are younger or have had other work experience. Craig said she will check the job descriptions of other City jobs in the pay range. Semel wanted to know the qualifications one needs to be at the top of the paygrade. He also asked if there can be input on the questions the applicant panel will answer. Beasley asked Paulios if the union was okay with the process.

**Adjournment.** A motion to adjourn the meeting was made by Kirsch and seconded by Semel. Motion carried 6/0. President Paetzold closed the meeting at 5:34 pm.

Respectfully submitted,  
Elyse Miller

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## **LIBRARY BOARD OF TRUSTEES**

### **GENERAL RESPONSIBILITIES**

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

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

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

### **ACCOMPLISHMENTS FOR FISCAL YEAR 2018**

1. Hired a consultant to work with the Director Search Committee and began the process to hire the next Library Director.
2. Updated Confidentiality and Privacy policy and directed staff to improve transparency and communication with library users, especially teens.
3. Completed building projects to enlarge and upgrade the existing Computer Lab and create a space for tweens (children grades 4-6) in the Children's Room.
4. Continued offering programs and displays on topics of diversity and sustainability..... (look at the 4 quarterly reports sent to Stefanie, get some total #s on programs and displays).
5. Adjusted new bookmobile schedule to respond to requests for service.

6. Introduced major website improvements, including a new readers' advisory staff picks service.
7. Offered new digital collections including Kanopy and the New York Times online through Digital Johnson County partnership.
8. Registered 4,354 for the Summer Reading Program.
9. Provided opportunities for children to engage with technology through the STEAM Festival and regular programming.
10. Worked with the Iowa City Public Library Friends Foundation to celebrate twenty-five years and over \$4.7 million in private support for Library collections, programs and services.
11. Reviewed and updated the following policies:

102	Policy Making and Policy Review
501	Statement of Authority
502	General Personnel Policies
503	Rights & Benefits of Administrative & Confidential
700	Community Relations
701	Public Relations
704	Cardholder Database
706	Outreach Policy
803	Event Board
804	Public Pamphlet Distribution
805	Displays for Public Use
806	Meeting Rooms and Lobby Use
809	Library Use (formerly Conduct)
810	Discussion Rooms
811	Theft, Defacement, or Alteration of Library Materials
812	Hours of Service
816	Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

#### GOALS FOR FISCAL YEAR 2019

1. Hire and work with a new library director.
2. Work with the City to implement initiatives of the Equity Took Kit.
3. Collaborate with the ICCSD and other area libraries to simplify issuing library cards to school age children.
4. Keep the public informed about library access during construction on the Ped Mall.

5. Continue working with Digital Johnson County partners to expand services offered and explore the possibility of a joint library system in the future.
6. Improve library catalog and patron account interface.
7. Celebrate local history with improvements to the Digital History Project content management system, increased staffing, promoting digital access to the historical Press Citizen, sharing restored historical maps, and offering an opportunity for people to record their local history stories.
8. Assess needs in the new Digital Media Lab and add resources the public is requesting.
9. Approve a Memo of Understanding with Iowa City UNESCO City of Literature.
10. Assist the Friends Foundation as they introduce the Wade Society to recognize long term and legacy donors.
11. Submit a City budget request that supports library needs. Advocate for CIP funding for replacement carpeting and furnishings from the 2004 building.
12. Review and update policies as needed.

**Board Members:**

Jay Semel, President

Diane Baker

John Beasley

Kellee Forkenbrock

Janet Freeman, Secretary

Adam Ingersoll

Carol Kirsch

Robin Paetzold

Monique Washington, Vice-President



## Strategic Plan FY18: Goals and Objectives

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

End of Year Final Report	
Goal 1: Public Awareness	
1. Continue to promote and celebrate Bookmobile services.	Report: National Bookmobile Day was celebrated on the Bookmobile each day during National Library Week with special sweet treats and giveaways. A special campaign was developed to promote after-work and lunchtime stops. Bookmobile schedule information was printed in Summer Reading Program materials for children. A bookmark with schedule information through Labor Day 2019 was created for distribution on the Bookmobile and in the Downtown Library. The Bookmobile was at the IC Parks and Recreation SteamFest and Juneteenth, and visited Weber, Twain, and Hoover Elementary schools in preparation for summer. Schedule information was distributed through the City's NextDoor notification system and messages were customized by neighborhood and nearby Bookmobile stop.
2. Improve print and online calendars.	Report: Webmaster created and customized our online calendar (calendar.icpl.org). The Bookmobile schedule was added as were safeguards to prevent double-bookings or exceeding room occupancy. The program registration system was enhanced. Plans are underway to integrate calendar information into the webpage as part of the Virtual Branch initiative. The Children's Room calendar was redesigned to conform to ICPL's branding. ICPL sponsored and co-sponsored events are segregated from Community events on our homepage, making it easier to find events.
3. Create marketing plan for new website and modules, including Event Manager, Local Music Project, and Digital History project.	Report: Local Music Project business cards and flyers were updated with new information and fresh graphics. A blog post about the redesign was promoted in social media venues. Created icons and graphics for the new ICPL homepage and will use in print, eSign, and other media to ensure uniformity in the icons we use in different venues.
4. Recognize Friends Foundation anniversary.	Report: The winter Window newsletter featured the impact of gifts to the Friends Foundation and a donation envelope. The effort was successful and will be repeated in FY19. Nearly \$400 was raised during a special community coin drive organized by Friends Foundation board members. Use of Friends Foundation stationery with the special 25 <sup>th</sup> anniversary logo continues. Photos of ICPL Friends Foundation fundraising events through the 25 years are featured on the Digital History Project (history.icpl.org)

5. Participate in Pride Parade.	Report: Library staff, family and friends participated in the 2018 Pride Parade on June 16. The Library provided flyers for an information table for the Pride Fest.
6. Raise awareness of patron's privacy and confidentiality.	Report: We launched a new Privacy and Confidentiality website that includes the main takeaways from our board policy, a chart on our records retention, and third party vendor privacy policies. Bookmarks and posters for the Lobby and eSigns were created to share this information throughout the building. All automated notices sent through the Integrated Library System were reviewed and link to the privacy webpage. Each month, letters with information about privacy and confidentiality are printed and mailed to teens reaching their 16th and 18 <sup>th</sup> birthdays. As part of ALA's Choose Privacy Week, we offered two classes on internet privacy and safety (one focused on parents and tweens).
8. Conduct a user survey of both downtown and Bookmobile users.	Report: A user survey was conducted in early March. Print surveys were handed out at designated times to people who entered the downtown building and also distributed on the bookmobile. An online survey was also available during this time. Of the 1300 distributed in the downtown building, 691 were returned, a return rate of 53%. A report was distributed to the board.
<b>Goal 2: Collaboration</b>	
1. Work with the City of Iowa City during Pedestrian Mall construction.	Report: Library staff met with City staff to plan how to share information about construction with community members. Our PR Specialist attends weekly construction updates and shares information with staff. Information is shared with the community via social media posts and a bulletin board near the first floor book return. Blog posts were created to let people know the Library remains open during construction and to help community members know where more up-to-date information may be found on the City's webpage. ICPL is managing the calendar for the pop-up shop outside of Library and some programming is planned for this space.
2. Collaborate with Antelope Lending Library.	Report: Antelope Lending Library staff decided they did not want to collaborate on a National Bookmobile Day 2018 program because of their need to use this event as a fundraiser for their services. We will continue to coordinate schedules to assure the bookmobiles are not scheduled at the same time at the same place.
3. Work with MERGE tenants and other STEAM partners to offer joint programs.	Report: : A partnership with Merge and protostudios, a rapid-prototyping facility, provided Iowa shaped pinhole viewers for summer programs and for the public to use to safely view the solar eclipse.
4. Provide an opportunity to share ICPL's story with international visitors at the annual meeting of the UNESCO Cities of Literature.	Report: Signs were posted in the building and a display was created to highlight all the Cities of Literature. Library staff personally welcomed the City of Literature visitors to the Library and invited them to tour the building.
5. Investigate other City of Iowa City services that may be offered on the Bookmobile.	Report: Staff consulted with the City of Iowa City Finance department. They do not wish to pursue this option due to concerns for staff safety and financial transactions away from the Library and City Hall.
6. Collaborate with the Obermann Center for the Obermann History Symposium 2018 Activism and Archives.	Report: We were one of the destination locations for the February 24 Archives Crawl in partnership with the Obermann Center and three other libraries and museums. We hosted eight presentations, six by ICPL staff. We also provided space for Friends of Historic Preservation, Historic Foodies, and the Johnson County Historical Society to highlight their resources and programs.



7. Collaborate with the Downtown District for the 2018 Block Party event, if 2017 event is successful.	Report: The Block Party was held June 23, 2018. The Library stayed open until 10:00 PM. Staff organized a video game tournament and we hosted the Children's Museum light painting event for children. 2,650 people visited the Library during the Block Party.
8. Work with UI Biology Department to increase programming for DNA Day.	Report: We co-sponsored the DNA Festival of Genetics with the DNA Interest Group and the UI Biology Department on May 24. 30 attended the Festival and 27 attended the DNA Interest Group following the Festival.
9. Evaluate electronic collections partnerships.	Report: In response to the State Library's changes to subsidized databases, we collaborated with Coralville and North Liberty libraries to negotiate pricing on EBSCOHost magazine index, reducing cost by \$1000 for Iowa City alone. This gave us the opportunity to evaluate and compare the State's deal with Gale Infotrac to the EBSCO product. All three libraries will drop EBSCOHost in July, 2018. We compared other electronic collections offered individually by the three libraries and renegotiated as a consortium, saving money on Mango Languages and adding a children's language resource, Little Pim. The New York Times website was added to our partnership in March.
<b>Goal 3: Programs</b>	
1. Offer programming for all ages about environmental sustainability.	Report: The Children's Department has at least one program each month focusing on environmental sustainability, including a summer series called Earth Friendly Fridays, and will continue to offer programs this spring. 4 programs with an environmental emphasis were offered for everyone, including a film cosponsored by the City of Iowa City's Recycling Center. Co-sponsored 8 Rapid Response History programs focusing on the environment with UI Department of History. Co-sponsored a Wonk Wednesday program with the UI Policy Center on environmental policy. Co-sponsored an environmental film with the Iowa City Landfill and Recycling Center.
2. Consider offering a Children's Seed Library.	Report: With limited space and staff time in the Children's Department, we decided against offering a seed library at this time. We will continue to offer a seed sharing program this spring with Project Green.
3. Present program on the 10 <sup>th</sup> anniversary of the flood, focusing on interviews.	Report: The 10 <sup>th</sup> anniversary of the flood program was not presented due to other competing flood programming initiatives in the area.
4. Plan programming around themes of social justice and racial equity.	Report: In January, the Children's Department presented a Social Justice Film Festival and had a Family Service Project where children put together care packages to distribute to the homeless shelter. In June the Children's Room sponsored a craft at Pride Fest, a Pride Display in the Children's Room and presented a Drag Storytime in partnership with the IC Kings. Adult Services partnered with the Obermann Center on 3 Obermann Conversations about social justice. 5 programs were presented in partnership with the UI Public Policy Center, including two Wonk Wednesday programs, and three Equality, Opportunity, and Public Policy on topics of social justice and racial equity.
5. Plan to make STEAM Festival programming an annual event.	Report: The 2 <sup>nd</sup> annual STEAM Festival took place May 4-5, 2018. The HAVlife™ Foundation awarded a \$4,900 grant to purchase books for each child attending this year's STEAM Festival. Nearly 800 students and families attended the 2 day festival. Attendance was down this year, because of difficulties with school participation due to their schedules.

6. Investigate At Home delivery options for places where US Postal Service does not support this service.	Report: We surveyed At Home patrons about preferences for returning materials, including US mail, remote book returns, and the Bookmobile. 9 patrons decided to switch their option away from the US Mail, which helps the Library save money on postage. The Library began offering Hold Delivery via CHOMP, a local food delivery company.
7. Evaluate new programming aimed at older teens.	Report: Teen programming continues at Tate Alternative school with book discussion group.
8. Review programming offered on Bookmobile.	Report: Summer 2018 Stories in the Park programs are well attended and feedback is positive. In June 2018, 918 people attended 11 programs offered in conjunction with the Bookmobile.
9. Expand history tour programming.	Report: On Saturday, May 5 <sup>th</sup> , as part of our annual Weber Days programming, we offered 2 walks following the path of the 1881 Lizzie Hess murderer. The walk highlighted some of the changes in downtown Iowa City architecture. 27 attended the walks.
10. Develop procedures and make necessary building improvements to support three art shows per year in conjunction with Gallery Walks.	Report: Although the possible gallery space building project is not proceeding at this time, we did participate in the fall Gallery Walk, showcasing the Pelzer mural on loan from Longfellow School. We may highlight the newly hung Westgate collection in the summer or fall walk.
11. Plan a genealogy lock-in.	Report: The May 19 event featured presentations by 2 guest speakers before the lock-in. Staff were joined by members of the UI Personal Genome Learning Center to help the 34 attendees interpret their results from commercial DNA tests.
12. Honor Susan Craig's tenure at ICPL with the inaugural Chautauqua.	Report: We are not moving ahead with a Chautauqua event, but other events are in the planning stages.
<b>Goal 4: Content</b>	
1. Study costs and process for digitizing the Iowa City Press-Citizen.	Report: We contracted with Advantage Companies in Cedar Rapids to digitize early Iowa City newspapers from 1849-1924. Project will be completed and introduced to the public in July 2018. Advantage built a website so newspapers can be searched and browsed. This will be located on our Online Resources page.
2. Evaluate Bookmobile collections.	Report: Selectors looked at circulation from the summer and discussed overall impressions of the collection with Bookmobile staff at selectors meeting. A Bookmobile collection plan was developed, establishing parameters for ongoing selection. New workflows were established to identify new and in-demand titles to ensure they are available on the Bookmobile. Underperforming titles, including all of the EXPRESS collections, were weeded and evaluated for use in the downtown collection. Selectors observed Bookmobile stops during the months of January and February, asking questions of Bookmobile staff and sharing observations with the selection team.
3. Complete project to revamp Storytime Kit collection.	Report: New Read with Me Kits were introduced in September. The collection was reduced from 90 to 47 kits, with updated topics and contents. Each kit contains 5 books, an interactive toy/activity, and an activity sheet with rhymes, songs, and further reading so patrons can create their own storytime outside of the Library. All kits were repackaged using an easy to carry, see-through tote to make the kits more appealing and useful, and graphics were updated. Use of the kits increased 106% over last year.
4. Explore historical mapping project partnership.	Report: Digital History Project staff decided to focus on collecting and creating historical narratives for the website in FY19, rather than move ahead with a digital mapping project.



5. Strengthen local history collections in print and online.	Report: An inventory of current local history titles in circulating, reference, and storage was completed. Locally significant titles in the circulating collection were moved to the Iowa Reference or Storage collections. Staff cataloged and digitized the Westgate Collection of Original Children's Book Art collection. This includes more than 50 pieces of original art by children's book illustrators collected by Hazel Westgate, ICPL's celebrated children's librarian. We are working with Blick Art Supplies to change some elements of the framing, including the glass and backing to conform with new preservation standards. These changes will be completed by the October 2018 Gallery Walk. A digital exhibit of the collection will also be available in October.
6. Evaluate reference databases in response to State Library's resource offerings.	Report: After evaluating use statistics, two underutilized reference resources were dropped in FY18. In FY19, we will not renew our access to EBSCOHost, ReferenceUSA, and Biography Resource Center.
7. Commemorate centennial anniversary of World War I on Digital History Project.	Report: We are not moving ahead with adding World War I information to Digital History Project this year. Other organizations, such as the State Historical Society of Iowa and the Johnson County Historical Society offer in-house and online collections on WWI for the public.
8. Evaluate interlibrary loan (ILL) and purchase suggestion changes.	Report: The number of purchase requests has dropped 12% from last year, a result of removing the ability to make an anonymous request, which used to make up 14% of all requests. The fulfillment rate rose to 76% from 64%, so when patrons make suggestions, we are more likely to add them to our collection. We are better able to monitor requests, communicate about selection, and follow up with patrons. Patrons save time because ILL and purchase suggestion requests are made through the same online platform. Interlibrary loan Items borrowed for ICPL patrons have increased 7%.
<b>Goal 5: Technology</b>	
1. Transform the Computer Lab into a Digital Media Maker (DML) space.	Report: The Digital Media Lab opened in February with a limited number of resources available and formally on June 2. The Roy J. Carver Charitable Trust awarded a \$45,000 grant for its creation. Staff and partners from United Action for Youth and Public Space One highlighted the resources by creating books and music at the grand opening. Resources in the DML include large and hand-held scanners, color printing printers, Adobe Create Cloud Suite Software, a VHS converter, dual editing bays, and Reason Music software. 86 members have access to the DML with 20 members joining during the open house. 226 sessions were booked from March – June.
2. Complete work on Phase 2 Virtual Branch website:	
2.1 Complete improvements to and integrations between Event Manager, Local Music Project, Digital History Project, video and mobile app, and improve integration.	Report: The Local Music Project has been completely overhauled and integrated into our main site. Integration of video.icpl.org into the main site is almost completed. Staff are planning and reworking the blog. A new materials page was introduced.
2.2 Develop Community Associations app.	Report: We decided not to pursue this idea due to lack of interest from the community.
2.3 Develop and launch new personalized patron account interface.	Moved to FY19.

2.4. Release new reader's advisory webpage.	Report: A new staff picks page was introduced in early March, replacing the former blog model. The new site shares our collection with the public in a way that is visually appealing, allows staff to recommend individual titles, but also create lists of items that share a common theme, and personalizes the staff with an "about me" section, complete with reading interests. We reduced the amount of staff time needed to create and share recommendations, while ensuring it is easy for the public to view a staff pick and access the catalog for availability.
2.5 Add features to the ICPL mobile app. Possible features include live bookmobile information, local music streaming, account notifications, and video streaming.	Report: The platform that the mobile app runs on was upgraded during this fiscal year. Minor fixes and improvements were completed. No major patron features were included. Further enhancements may be possible in FY19.
3. Update catalog records to conform to Resource Description and Access cataloging standards.	Report: We contracted with Backstage to upgrade our records to RDA as well as oversee our cataloging authority work, which is the process of ensuring that author and subject headings in the catalog conform to the authorized terms used by the Library of Congress. We ran several test batches, determined needed changes and made exceptions for local practices. Work will be completed in July/August.
4. Explore upgrading Digital History Project content management system.	Report: Staff will upgrade the Digital History Project platform to Fedora/Islandora in FY19.
5. Upgrade the library catalog.	Report: Staff are working with an open-source catalog called VuFind. Basic catalog functions are in place and we are working to integrate OverDrive and other digital collection functions. New catalog will be introduced to the public in FY19.
6. Work with City of Iowa City to upgrade phone system.	Report: The phone system was upgraded successfully. ICPL staff worked with CIC staff and vendor to install and troubleshoot phones and set up features. Training was provided to staff.
7. Investigate ICPL-managed Ped Mall eSigns.	Report: The concept has been discussed with the Downtown District and City staff working on Ped Mall designs. The District is interested, but feasibility and cost are concerns.
8. Investigate ICPL-hosted community event hub.	Move to FY19
<b>Goal 6: Space/Facilities</b>	
1. Upgrade Computer Lab to offer more flexibility and greater capacity.	Report: The Digital Media Lab opened in February with limited resources available and formally opened on June 2. The increased space, laptop computers, 2 screens, and greater room flexibility allows for multiple users to work simultaneously. The movable tables and laptops allowed for the expanding the Volunteer Income Tax Assistance service and increased the number of children who can participate in Minecraft. The Archives Crawl, the DNA Festival of Genetics, and the Genealogy Lock-In used the DML.
2. Work with the City of Iowa City to identify long term storage location for the Bookmobile.	Report: The Bookmobile was stored inside on cold weekends during the winter. City Equipment Division staff are concerned about the number of hours the on-board heaters are used during the winter. We reminded them we need a permanent option for indoor Bookmobile storage.
3. Make changes necessary to support new gallery, if approved.	Report: The Library Board decided not to pursue a gallery at this time.
4. Consider changing Saturday hours to 9:00 am to 5:00 pm.	Report: The user survey conducted in March asked what Saturday hours people preferred and fewer than 15% of the respondents supported the 9-5 hours.
5. Plan for re-working old Checkout Desk area.	Report: We are considering options.

6. Respond to ICPLFF Board recommendations from Book End study.	Report: Possible installation of shelves to sell used materials at former first floor check-in area will be explored in FY19 with payments to be made to an attached locked box. The ICPLFF Board accepted the Book End Committee recommendations to continue store operations inside the ICPL with volunteer staff. Weekend store hours were reduced by 1.5 hours effective January 1, to better utilize volunteer availability. FY19 Friends Foundation budget includes funds allocated for Book End advertising.
7. Plan for necessary elevator upgrade in FY19. (note: our 1981 elevator, the staff one, is analog and will no longer be maintained sometime in 2019)	Report: This project is funded in the FY19 budget.
8. Review Bookmobile schedule.	Report: Alexander and Weber elementary schools were added to the summer schedule as well as Bickford Senior Living. Attendance at the Weber stop has averaged 50 people each day for the 45 minute stop. We've worked closely with the Neighborhood Centers of Johnson County staff who oversee programs at Mark Twain, Grant Wood and Alexander elementary schools to increase use at those stops. The Mark Twain stop is consistently busy (25+ students at each stop) and we believe use of this stop will increase in the fall. We have seen a small increase in use at Grant Wood in June. Before June we served fewer than 10 people each time we were at Grant Wood elementary.
9. Determine guidelines for when the Bookmobile will be at special and pop-up events.	Report: The Library Board adopted an Outreach Policy to give guidelines for when the Bookmobile will be at special and pop-up events.
10. Provide more appealing space for upper elementary children in the Children's Room.	Report: The Tween Center officially opened on December 7, 2017.
<b>Goal 7: Staffing</b>	
1. Update departmental-level procedures and make accessible in a shared online location.	Report: Staff have made significant progress in documenting procedures and workflow in the Collection Services department. A departmental wiki was developed to upload documentation and we are currently working to convert documents to this format. This project will be completed by December 2018.
2. Evaluate Bookmobile summer Fridays and plan for staffing if continued.	Report: The Bookmobile is serving three Friday stops this summer including Mercer Park, Breckenridge Estates, and Cole's Community on Riverside Drive. We are augmenting Bookmobile staff by rotating a few Help Desk staff members onto Bookmobile shifts. Help Desk staff have the ability to support circulation of materials but are not licensed and trained to drive the Bookmobile.
3. Review scheduling changes resulting from bookmobile service.	Report: We have a better idea of the time it takes to support Bookmobile services. Internally, we've trained staff not assigned to the Bookmobile to support behind-the-scenes circulation functions. The behind-the-scenes work takes more time than anticipated and are evaluating options for staff who may be assigned to do this work.
4. If budget allows, hire a digital media lab intern to increase lab hours and to increase class offerings.	Report: Hired an intern in May who staffs the Digital Media Lab 15 hours a week. She orients new members and assists members with projects and prepares curriculum for new classes as well as documenting procedures.
5. Provide staff training in the area of privacy and confidentiality.	Report: Issues have been discussed several times at Help Desk and Switchboard meetings and new materials have been prepared for the public. Staff received training at the May All Staff meeting to coincide with Choose Privacy Week.

6. Work with Library Board to begin hiring process for new library director.	Report: A consultant to assist in the process has been hired. A board search committee has been appointed. A site visit from the consultant is planned in July.
<b>Goal 8: Funding</b>	
1. Create a series of brief promotional videos to reach donors and potential donors.	Moved to FY19.
2. Respond to City of Iowa City budget issues.	Report: Our FY18 budget appears to be safe from last minute state budget cuts (that would affect the City's overall budget). The FY19 draft budget includes most items requested.
3. Friends Foundation 25 <sup>th</sup> anniversary.	Report: Positive community response to requests for contributions to launch the next 25 years means Friends Foundation income is on track to surpass budget. New and returning donors gave generously to all solicitation efforts including the special winter Window, monthly fundraising special events, and business partnerships.
4. Partner with City of Iowa City Parks and Recreation Department on joint fundraiser to benefit children.	Report: While a joint fundraising event is a future possibility, it is not an immediate goal due to other planning priorities for both departments. The joint golf event was cancelled before it occurred in September 2017 due to slow registrations.
5. Submit an ALA Freedom to Read grant application to support special Carol Spaziani Intellectual Freedom Festival programming.	Report: The ALA Freedom to Read grant cycle changed and the new deadline passed before we could submit an application. No FY19 grant application was submitted due to another ALA change in the process.
6. Study impact of children's fines policy on library use and revenue.	Report: The impact of fines on children will be studied in FY19 as a part of the Equity Toolkit project.



## Strategic Plan FY19: Goals and Objectives

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

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

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



## Strategic Plan FY20: Goals

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

Goal 1: Public Awareness	
1.	Keep public aware of library access issues related to Ped Mall construction.
2.	Seek new ways to communicate with residents who do not receive library news and information through current outlets.
3.	Undertake strategic planning process (new plan adopted June 2020, goes into effect July 1, 2021).
Goal 2: Collaboration	
1.	Continue to work with public school administration and librarians to develop a single library card and improve library access for school-aged children.
2.	Continue working with Iowa City and partners to implement Equity Toolkit measures.
3.	Partner with Parks & Recreation to jointly plan several programs for teens.
4.	Work with City Public Works to put the history of bridges in IC on the Digital History Project
Goal 3: Programs	
1.	Promote the new public gathering spaces (Ped Mall) through programming.
2.	If considered, implement collaboration/partnership to provide a series of programs focused on effective parenting and how children learn.
3.	Repeat Comic Con if it is a success (in 2018) and resources are available.
Goal 4: Content	
1.	Evaluate changes to collection buying practices.
2.	Plan for changes to availability of compact disc and DVD in marketplace.
3.	Consider digitizing city building permit collection.
4.	Continue work on preserving and digitizing institutional archives.
5.	Consider destination collections, such as "Poetry," and "Short Story."
6.	If budgeted implement MOBIUS or similar service.
Goal 5: Technology	
1.	Consider offering an interactive online readers advisory service.
2.	Evaluate the Children's Room Technology; iPads, computers, touch table and plan for replacements.
3.	Offer community calendar (VB).
4.	Explore options for broadening internet access to locations outside the downtown building.
5.	Upgrade VB content management system to latest version.
7.	Reevaluate current web design and conduct content audit.
8.	Consider developing custom application to manage reading programs such as Summer Reading Program, Winter Reading Program and 1,000 Books Before Kindergarten..
9.	If interest exists begin planning for joint ILS system.
10.	Evaluate Beanstack program software used for SRP and 1000 Books Before Kindergarten registration.

**Goal 6: Space/Facilities**

1. Discuss with City staff possibilities for improved parking locations for the Bookmobile.
2. Begin major re-carpeting project, replace public access computer workstations. Plan for additional re-carpeting as funding allows.
3. Develop a plan for HVAC replacement.
4. Study building space needs, especially for Children's Services.

**Goal 7: Staffing**

1. Evaluate staff training program; adjust if changes needed.
2. Conduct staff time study.

**Goal 8: Funding**

1. Respond to funding needed for various projects/programs.
2. Explore funding opportunities related to outcomes of equity toolkit work.
3. Work with Friends Foundation Board to increase number of financial donations.

DRAFT



JD No. 33-01

**Identification**

**Position Title:** Library Director  
**Department:** Administration  
**Division:** Iowa City Public Library  
**Immediate Supervisor:** Library Board of Trustees

**Job Summary**

Performs professional level work under the general supervision of a nine-member Library Board of Trustees. Responsible for the planning, development, implementation, and evaluation of all library operations and services. Supervises the administrative team and staff in establishing and directing library policies and procedures. Manages physical facilities, personnel, and financial operations in accordance with Board policies, City administration, and applicable legislation. Serves as liaison to the community, city government, and library leaders and works to establish collaborative relationships. Prepares and administers the annual budget, including capital improvements projects, and works with the Friends Foundation to secure additional funding.

**Job Scope**

Directly supervises eight administrators who manage a staff of 110. Prepares and administers an annual operating budget of \$7 million and capital budgets as needed. Responsible for implementation of the Board approved strategic plan.

**Essential Job Duties and Responsibilities**

WORKS with the Iowa City Public Library Board of Trustees to formulate and update policies and to develop and implement a strategic plan. ADMINISTERS the policies of the Board.

PREPARES, PROPOSES and ADMINISTERS the annual budget. ESTABLISHES budget priorities with Board approval. DIRECTS the expenditure of library funds and allocation of resources.

OVERSEES the planning and delivery of the library's collections and service programs to all users.

DIRECTLY SUPERVISES eight managers.

SUPERVISES employee performance and evaluation within a union collective bargaining agreement, library personnel policies, work rules, and established practices.

ENTERS INTO contractual arrangements for the Iowa City Public Library as allowed by law and board policy.

ASSISTS the Iowa City Public Library Friends Foundation with fundraising efforts. SERVES on the Friends Foundation board and Executive Committee as a non-voting member.

ADVOCATES for library initiatives to the City Council and others.

MANAGES the library building and equipment, which may include construction, renovation, and major repairs. ENSURES library facilities are well maintained and meet changing community needs.

WORKS with government and community leaders to increase awareness of the library and COORDINATES programs and services to best serve the community.

PARTICIPATES in community activities, collaborates with community organizations, and REPRESENTS the library in public speaking engagements.

ESTABLISHES and maintains effective working relationships with Iowa City officials, including the City Council and City Manager, and the general public.

SUPERVISES the collection and compilation of data and analytics used to evaluate library services, as needed for city, state and national reports.

PARTICIPATES in local, state, and national professional organizations.

CARRIES out established policies and procedures regarding the safety and security of customers and fellow staff members.

Consistently PRESENTS the Iowa City Public Library and its collections, programs, and services in a positive manner and ADHERES to customer services procedures and guidelines as established by the library.

CONDUCTS self in a manner which PROMOTES and SUPPORTS diversity and inclusivity in the community.

PERFORMS other duties as assigned.

#### **Physical and Environmental Conditions**

While performing the duties of this job the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk and to attend various functions and meetings at other sites either within or outside the city. The employee must occasionally lift and/or move up to 10 pounds.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education, Experience and Certification**

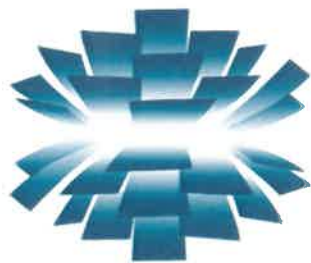
Requires a Master's degree in library science from an ALA accredited program. ~~Eight~~ Seven years of progressively responsible experience in a public library required. Five years of public library administration required. Valid driver's license with satisfactory driving record required. Must reside in the municipal limits of the City of Iowa City. Must pass criminal background check. State of Iowa librarian certification will be required within 60 days of hire.

**Preferred Education, Experience, Certification**

Experience with budgeting, managing in a union environment, and working with a governing board preferred.

**Knowledge, Skills and Abilities**

Extensive knowledge of the mission, functions, methods, trends and best practices of a modern public library. Knowledge of financial management and accounting procedures of a public governmental institution. Knowledge of the administration of HR functions in a governmental environment, union collective bargaining environment, and ability to carry out operational processes and procedures of personnel management. Knowledge of public library computer hardware and software systems. Skills in planning, organizing and managing library activities. Interpersonal and leadership skills necessary to work productively and deal tactfully with the public, library employees, local government officials, civic leaders, community group leaders and members of the Library Board of Trustees and the Iowa City Public Library Friends Foundation. Public relations, and fundraising skills. Ability to communicate effectively in both oral and written forms. Ability to assess patron needs and communicate with a diverse public. Ability to develop and present budget and statistical reports. Ability to lead a values-based strategic planning process. Ability to use considerable independent judgement and to manage emergency situations affecting staff, patrons, or property. Ability to work a flexible schedule including some nights and weekends.



# 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

TO: Library Board

FROM: Susan Craig, Library Director

DATE: July 19, 2018

RE: FY19 NOBU/Direct State Aid Budget

Each July the Board approves expenditures for the coming year from non-operating funds budget accounts (hence the name N-O-BUdget). These are Board controlled funds that carry over a balance from one year to the next, unlike the operating budget. The largest source of income is undesignated gift money, including the annual unrestricted payment from the Friends Foundation which will be \$114,500 in FY19 and undesignated pass through gifts. Another significant source of revenue is state funding, which was \$73,828 in FY18. Other revenues include interest income, earned income beyond expenses (sales accounts, lost & paid library materials, reimbursables). These accounts are shown specifically in the end of the year financial statements.

Income is generally accumulated one year and spent the next, although the requirements of some parts of state funding call for expenditure in the year received, and Foundation funds may be spent in the year they are received. Funds allocated for library collections are also spent in the year they are received. The City will not have closed its books on FY18 before your meeting, but I am estimating a balance of at least \$400,000. The budget can be amended at any time.

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

## **Ongoing/annual expenses, \$112,500**

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

FY19 Budget: \$33,000

Personnel, Children's Room: During discussion of staffing needed on the new bookr Board agreed that if the City approved an additional full-time person to be funded through tax sources, part of the Foundation's annual gift would be used to support 16 hours a week of additional staffing in the Children's Room to support bookmobile service. A part-time person in the Children's Room added 16 hours per week, moving to full-time last February. Gift funds will be needed to keep those hours. Forty-percent of the staff person's expenses (wages and benefits) in FY19 is estimated at \$27,500.

Iowa City Book Festival: The Library donates space, furnishings, and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. We share many common goals and the nonprofit receives funding from the City, in addition to other sources. The Library also, specifically, supports the Iowa City Book Festival because of the many literary events it hosts that align with our mission, but we could not support on our own.  
FY19 Budget: \$3,000

Collection Support: Non-operating funds are used to support collection needs that cannot be met through the City's allocated budget.  
FY19 Budget: \$40,000

Third Issue of the Window: For the first time in FY16, we used gift funding to support a third edition of the widely distributed printed library newsletter. In the past, the Library's newsletter was distributed to all Iowa City residents three times a year. In order to reduce expenses, one of the issues was eliminated several years ago. The recent user survey confirmed the newsletter is a valuable and effective tool to keep people informed about what is going on at the Library. The Board has continued to approve this expense from NOBU funds. The third Window will be sent in December and will also serve as the Foundation's annual report and appeal.  
FY19 Budget: \$9,000

#### **Project/One-Time Expenses: \$167,000**

Building Projects: We have started a project to replace incandescent lights with LED lights in the wall mounted fixtures in the magazine reading area and the lobby. However, we have discovered we need to replace the fixtures as well, and we are working to identify fixtures. This is not in the operating budget. The Foundation's Book End committee would like to have a small display of books for sale on the first floor near the HELP Desk to sell materials when the store is not open and promote the store. This will require removing the old circulation desk (which serves no purpose anymore), some carpet repair, and extending shelving for holds. There is a final retainage payment due on the Digital Media Lab Project (less than \$5,000).  
FY19 Budget Request: \$120,000

Additional Programming: We have planned our first ever Comi-con events in August of this year. Events like this, STEAMfest and Intellectual Freedom Festival can be costly and we need additional programming funding to make them possible.  
FY19 NOBU Budget Request: \$22,000

Preservation/Archives: We are completing two projects begun in FY18. One is the restoration and framing of several large old Iowa City maps. The other is reframing and restoring as needed (one significant piece we know needs professional restoration) that require funding. We are also trying to

get the Library archives in shape before the director leaves and may need some archival items for that project.

FY19 NOBU Budget Request: \$10,000

**Agenda Item 4G-3**

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Director Search Expenses: There is \$25,000 in the operating budget for the consultants' fees, additional expenses such as travel for candidates will need to be covered.

FY19 NOBU Budget Request: \$15,000.

**Total Requested: \$279,500**

The FY18 budget has not yet been closed by the City, but there will be more than \$400,000 in the NOBU accounts at the end of the year.

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



## City of Iowa City PROCLAMATION



**Whereas,** a library card is the most important card in everyone's wallet; and

**Whereas,** a library card is the most important school supply of all; and

**Whereas,** libraries play an important role in the education and development of a community; and

**Whereas,** libraries empower all people to pursue their interests, discover their passions and achieve their highest potential as learners and citizens; and

**Whereas,** the Iowa City Public Library connects people to information essential for daily living and offers them opportunities for enjoyment and personal growth; and

**Whereas,** the Iowa City Public Library actively encourages discovery, learning, and greater participation in community life; and

**Whereas,** the Iowa City Public Library contributes to the quality of life in Iowa City by offering opportunities to explore diverse ideas, to exercise imagination, and to express creativity; and

**Whereas,** librarians bring communities together, creating welcoming and inclusive spaces for people of all backgrounds to learn together; and

**Whereas,** libraries are constantly transforming and expanding their services to meet the needs of the communities they serve; and

**Whereas,** libraries promote equity, making digital technology and information equally accessible to all; and

**Now, Therefore,** I, James A. Throgmorton, Mayor of Iowa City, proclaim September to be

## Library Card Sign-up Month

and encourage everyone to sign up for their own library card today.



\_\_\_\_\_  
Mayor



Signed in Iowa City, Iowa  
this 7th day of August, 2018



## Adult Services Department Report

July 26, 2018 Meeting of the Iowa City Public Library Board of Trustees

Maeve Clark, Adult Services Coordinator

### Summer Reading Program

This year's summer reading program – Libraries Rock – is just past its eight-week mark and our enrollment numbers are up for teens and down a little for adults. 423 teens have enrolled this year compared to 393 last year, and 970 adults have signed up this year compared to 1016 last year. Beth Fisher, adult programming librarian, designed programming focused on the science of rocks and the programs have been very popular. During June and July, the library featured a thematic display on each floor; the first floor sharing fossils from the University of Iowa Paleontology Repository, and rocks and minerals from the Cedar Valley Rock and Mineral Society on the second floor. These two very simple displays have proven extremely popular and helped, we speculate, increase our program attendance. While the programs were designed for adults, many families



attended, and our presenters were able to adapt their presentations for all age groups. Two programs were outside the library; one a tour of the Devonian Fossil Gorge with 58 in the group and the other two tours of the UI Paleontology Repository. 18 people were able to view their amazing collection of fossils. Teen programs, while not expressly related to the year's theme, have also been popular.

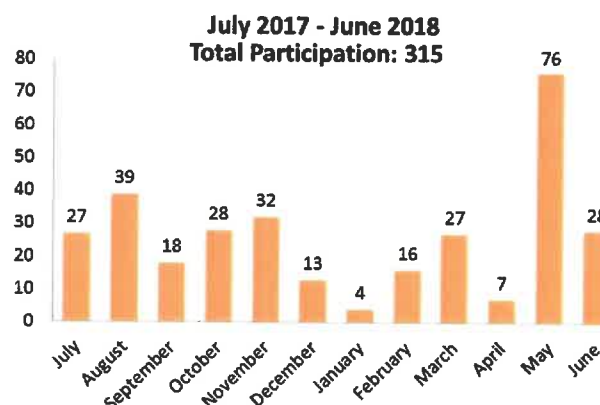
### Classes

This year, the library tried different ways of teaching patrons about technology and the library's electronic resources. This is an exciting time with the opening of the Digital Media Lab greatly enhancing our ability to teach new classes and allow the public to create on their own. One of the classes that was popular was the library's genealogy lock-in which provided one-on-one assistance to patrons doing genealogical research in the fall and another during the Weber Days celebration in May which included two outside instructors. Classes were taught in a longer workshop that allowed the participants to put to immediate use the skills they had just learned.

While class participation did not reach the record of 2015-2016, we increased participation from the previous year. A total of 54 classes were taught over the last year and class size averaged seven students. We continued to work with the Senior Center and offered a new series of online dating classes for seniors. In the coming year, Jen Eilers, who is responsible for classes for adults, will continue to work with Kalmia Strong at PS1 and Kylie Buddin at UAY to provide classes that are tailored to the new technology offered in the Digital Media Lab. We hope to increase partnerships with other groups, agencies, and individuals and expand the number of community experts who can facilitate meaningful, personal digital projects with our users.

We have 89 registered DML users.

### Class Participation by Month





### **YES Students**

We have two Youth Empowered to Serve (YES) students working at the Library on Wednesdays this summer. YES is a program designed to increase the involvement of youth in meaningful experiences and employment. Our students, Edward and Evert, will help with programs and projects and learn about working in a library. We are excited to spend the summer with these guys and appreciate their work at the Library!



### **Pride Parade**

Fifteen Library staff members and their family and friends marched in the 2018 Pride Parade in June. The “world-famous” ICPL Book Cart Drill Team entertained while Library staff shared library-themed cheers. I wish everyone had a chance to march in either the Pride or Homecoming parades to experience how much love there is for the Library from our community. At the Pride Parade, one staff member overheard someone say, “Look! There’s OUR Library! ICPL is so great!”



### **Bookmobile Summer**

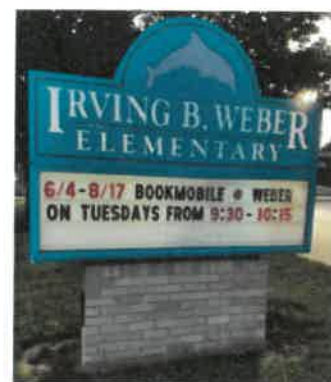
Bookmobile summer highlights include meeting Lemme staff each week at Breckenridge Estates, more than 50 people weekly at the new Weber Elementary stop and Science Thursdays with food trucks and live music on the UI Health Sciences Campus. Two Bookmobile programs are collaborations with Iowa City’s Parks and Recreation Department. Stories in the Park programs Mondays (Willow Creek), Wednesdays (Wetherby) and Fridays (Mercer) have been well attended as have the Party in the Park programs on Thursday nights at rotating parks.

### **Bookmobile @ Iowa Arts Festival and Juneteenth**

The Bookmobile and staff were at the Iowa Arts Festival as a part of ABC Saturday. It was a busy day with 611 visitors. Many people signed up for Summer Reading Program. The Bookmobile was at the Juneteenth commemoration at Mercer Park and hosted 128 visitors. Many people said they’d never been on a Bookmobile and promised to visit again.

### **Books to Neighborhood Centers of Johnson County Outreach Collections**

Library funds allocated to Outreach services purchased 80 Arabic, French, and Spanish language books for our Outreach libraries at the Neighborhood Centers of Johnson County (NCJC), located at the Broadway and Pheasant Ridge Neighborhood Centers. Communication with NCJC staff informed staff about the need for adult books on various topics. While there was also a request for books written in Swahili, they were difficult to find so we will try to purchase those materials in FY19. Community members at both NCJC locations were very happy to receive the new books. A man who spoke French immediately checked out a book written in French and was very appreciative of the Library’s additions to the NJCJ collections.



### **Summer Reading Program for At Home Patrons**

For the first time this summer, we invited our At Home patrons, who receive Library materials through US Mail, to participate in the Adult Summer Reading Program. The response was positive. The At Home members who followed up appreciated being invited and had fun participating in the Summer Reading Program from home.

**Development Office Report**  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
July 26, 2018

Agenda Item 5C-1

**Libcon Fun on August 11**

Iowa City LibCon is the newest library project to demonstrate ICPL's commitment to creative self-expression.

Join the fun on **Saturday, August 11, 11am-3pm**, for the first ever event for everyone who loves or is curious about comics, pop culture, TV & movies, and fan literature. Iowa City LibCon will feature live action games, costume contests, conversations with comic creators, and opportunities to purchase comics and artwork, as well as other activities.

Thanks to ThinkIowaCity of the Iowa City/Coralville Area Convention & Visitors Bureau for a generous grant to support Iowa City LibCon.



**Our Society6 Store**

The online Society6 store features original art from thousands of artists including Mara Cole, the Iowa City Public Library's graphic designer. And the Library Friends Foundation wins every time someone purchases a Mara Cole design.

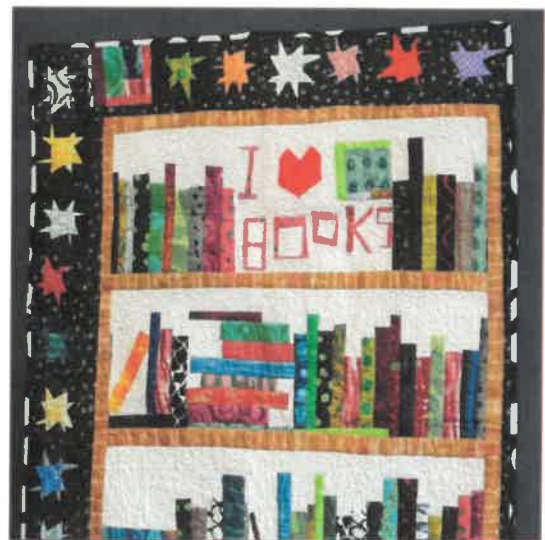
The Library's account features original designs which can be transferred to consumer goods such as t-shirts, prints, clocks, coffee mugs, pillows and prints. Some of the designs includes the Library's logo, while most do not, allowing the items to be enjoyed by book lovers around the globe; not just Iowa City. Access the ICPL's Society6 [store here](#). In just four months, the Friends Foundation received \$61 through Society6 sales.

**Crafting Time!**

It's not too early to work on handcrafted treasures for the Friends Foundation's Arts & Crafts Bazaar fundraiser for the library.

Whether you're a seasoned crafter seeking new project ideas, want to try a new craft, or learn shortcuts, you will find helpful books and DVDs on the library's second floor. Look for these collection numbers on the shelf labels to find:

- Fabric crafts: 746
- Painting: 759
- Paper crafts: 736
- Pottery: 738
- Sewing: 646
- Wire crafts: 739



The seventh annual Arts & Crafts Bazaar is scheduled on Saturday, **December 8**, 10am -3pm in Meeting Room A. Last year, 119 local crafters and artists created and donated hundreds of unique hand-crafted items which were sold to benefit the library for nearly \$6,600.

**FY18 Public Relations Report &****FY19 Public Relations Plan***Update for ICPL Trustees and Friends Foundation**Board**Prepared by Meredith Hines-Dochterman, July 2018***FY18 Public Relations and Marketing Report****FY18 Highlights:**

- User Survey
- Nextdoor
- Video Promotions
- Website Enhancements
- STEAMfest
- Puerto Rico Library Fundraiser
- Ped Mall Renovation Communications
- #CorridorReads
- Society6

The Library's Public Relations Team is comprised of 10 people and meets 4 to 6 times per year to guide the work of public relations initiatives. The Marketing Work Group meets monthly and is comprised of 6 staff members whose job assignments relate to the Library's marketing efforts.

Collectively, these units guide the overall goal of sharing information about Library collections, programs and services, and telling the Library's story of how we connect and engage with and enrich our patrons and community.



The Library's Second Annual STEAMfest was held May 4 and May 5. Attendees learned about climate change, genetics, wind energy and coding.

**User Survey:**

During the first week of March, the Iowa City Public Library distributed user surveys to gauge how patrons use ICPL and its services. A paper survey was available at the Library for two sporadic hours each day March 1 through March 7, as well as online and on the Bookmobile. According to respondents, most get information about Library services through the website, followed by printed posters, local media, friends and family, and The Window. The Library's Facebook page was the most used social media site for Library information.

**Nextdoor:**

Speaking of social media, the Library launched its Nextdoor account in FY18 through the City of Iowa City's subscription. Nextdoor is a private social network designed to bring neighbors together, with the goal of building stronger, safer, and happier communities. The Library's Nextdoor account is used to share Bookmobile information with the neighborhoods it visits throughout Iowa City.

**Video Promotions:**

We released several videos this fiscal year to promote Library services, including how to pick up Holds on the Bookmobile and our Art-to-Go collection. We've shared information about these services using traditional forms of communication, including news releases, but found that patrons appreciate having the visual information, too. The 2018 Summer Reading Program promotional video, *Won't You Come and Read With Us?*, was viewed more than 8,000 times on the Library's Facebook page. Several people commented on how much they enjoyed it. "My kids just watched the video twice," one parent said. Another patron said, "ICPL librarians aren't just smart, but fun, too."



### Website Enhancements:

The Library's website continues to be updated and improved to enhance users' experience. This is especially important given that most patrons visit the website for information about the Library, and its programs and services. The two biggest projects completed were the Local Music Project redesign and the Staff Picks addition. The Local Music Project added streaming as an option for accessing albums while the revised Staff Picks took a service we were offering in the blog and pulled it into its own specialized avenue that we can use to highlight the collection. Revised to personalize staff recommendations, this feature gives patrons access to staff profile pages in which they share their latest recommendations for books, movies and music. Users can browse staff profiles to see whose preferences best match theirs, or scroll through expertly curated lists on their favorite topics. It's like having a personal librarian at your fingertips!

### STEAMfest:

It was all hands on deck for the Library's Second Annual STEAMfestival May 4 and May 5. This fun-filled, educational program encompasses all things STEAM: Science, Technology, Engineering, Art and Mathematics. Once again, our main floor meeting rooms were transformed into a train transporting all curious passengers on an expedition of knowledge. The journey continued outside to the Ped Mall and MERGE, where the National Center for Science Education Science Booster Club, Iowa City Parks and Recreation, the Grout Museum of History and Science, the Iowa Children's Museum, Iowa Green AmeriCorps, and others had a variety of hands-on activities. The STEAMfestival was made possible with the generous support of the Iowa City Public Library Friends Foundation, HAVlife Johnson County and the Rev. Dr. Barbara Schlachter Memorial Fund.

### Puerto Rico Library Fundraiser:

The Library has benefitted greatly from our patrons' support, so when the opportunity to help a fellow library presented itself, we knew our patrons would heed the call.

**PUBLIC LIBRARIES OF JOHNSON COUNTY**  
CORAVILLE IOWA CITY  
NORTH LIBERTY OXFORD  
SOLON SWANSEA TIFFIN

**Help transform the lives of others!**

Johnson County libraries and other local libraries are partnering to help the Francisco Oller Library for the Escuela de Artes Plásticas y Diseño (School of Visual Arts and Design) in San Juan, Puerto Rico, which was damaged by hurricanes Irma and Maria last year.

During the month of June make a donation to the Francisco Oller Library, which was adopted by the Iowa Library Association (ILA). Iowa donations will be used to cover the cost of replacing books there.

[libraryassociation.ilaguides.com/adoptalibrary](http://libraryassociation.ilaguides.com/adoptalibrary)

Cash or checks only.  
Checks can be made payable to Iowa Library Association and note Francisco Oller Library in the memo line.  
Money donated to ILA is not tax deductible.

During the month of June, the Public Libraries of Johnson County joined together in a unique fundraising mission to help libraries affected by hurricanes Irma and Maria. This effort was initiated by the American Library Association (ALA) and REFORMA, the National Association to Promote Library and Information Services to Latinos and Spanish Speakers. Together, the groups created the Adopt a Library program, matching damaged or destroyed libraries in Puerto Rico, the U.S. Virgin Islands and other locations in the Caribbean.

The Iowa Library Association (ILA) was matched with the Francisco Oller Library, an academic library located on the Escuela de Artes y Diseño de Puerto Rico campus in San Juan. The ILA hopes to raise \$15,000 for the Francisco Oller Library by the end of the 2018 calendar year. Iowa City patrons donated \$956.70 to the effort.

### Ped Mall Renovation Communications:

Because our community sees the Library as a beacon of information and because of worries about access to the Library, it made sense to designate a staff member to attend the weekly Ped Mall Business/Proprietor meeting, during which City Engineer Scott Sovers updates the Pedestrian Mall Renovation Phase I project. The

information from this meeting is shared with staff via the Intranet, with the information curated and posted on a

bulletin board in the Library to keep the public informed. Not only have patrons thanked the Li these updates, the City recently reached out to ask if they can use our weekly summary for their email updates.

### #CorridorReads:

Not only did we team up with our fellow Johnson County public libraries, we kicked off the 2018 Summer Reading Program season by partnering with our neighbors to the north – our Linn County public libraries – for our first-ever hashtag campaign. As such, we're making reading a social activity this summer with #CorridorReads. Beginning May 24, participating libraries in the two counties started using the #CorridorReads hashtag when posting on their social media platforms. The community was invited to use the #CorridorReads hashtag, too, adding it to photos of favorite summer reads, photos of books checked out, or a program or event attended. The goal of this campaign is to generate more engagement amongst libraries and their patrons and increase awareness of libraries throughout the Corridor. We're tracking the posts, rewarding a piece of library swag to one lucky participant each week.

### Society6:

What is this library swag? Iowa City patrons can order merchandise featuring ICPL designs from our Society6 store! Society6 is an online store featuring the work of thousands of artists around the world. Artists upload their original work, which is then transferred to consumer goods, including prints, clocks, stationary and coffee mugs. The Library's account features the Get a Library Card designs created by Mara Cole, the Library's graphic designer. Some of the designs include the Library's logo, while most do not, allowing the items to be enjoyed by book lovers around the globe; not just Iowa City. We've also uploaded designs that celebrate the Bookmobile and RAGBRAI's stop in Iowa City. All proceeds from Society6 purchases go to the Library Friends Foundation.

### In Conclusion:

As communications evolve, it's important the way the Library shares information evolves, too. We continue to use all tools available to reach our patrons at their desired platform, from traditional print media and videos to social media posts and flyers. Not every patron uses every method, but communication isn't a one size fits all task. Luckily, we are up to the challenge of telling the Library's story as many ways as possible in order to reach our audience.

Society6 is an online store featuring the work of thousands of artists. To purchase ICPL items, visit [society6.com](http://society6.com) and enter Iowa City Public Library in the search box.



### Strategic Plan FY19: Goals and Objectives

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

#### Goal 1: Public Awareness

1. Promote new Ped Mall public gathering spaces through programming.
2. Work with public school administration and librarians to develop a single school library card so all students in Iowa City have a library card.
3. Evaluate the effectiveness of social media.
4. Evaluate the delivery schedule and content of The Window.
5. Introduce the new Library Director to the community.
6. Continue to promote Bookmobile schedules as they change.

#### Goal 2: Collaboration

1. Evaluate service area restrictions on digital collections for residents in consortium.
2. Explore collaboration with schools, City of Iowa City, Public Libraries of Johnson County and other cities to create a student ID that serves multiple functions such as a library card, bus pass, and recreation facilities pass.
3. Consider a collaboration/partnership to provide a series of programs focused on effective parenting and how children learn.
4. Collaborate with Obermann Center for the Obermann History Symposium 2018 focusing on disabilities.

#### Goal 3: Program

1. Plan a special series of programs on new Ped Mall to celebrate completion (see Goal 1).
2. If considered, implement a Children's Seed Library.
3. Evaluate Special Access Browsing Hour.
4. Increase classes offered in digital media lab.
5. If ALA Freedom to Read grant is awarded plan special programming for 2018 Carol Spaziani Intellectual Freedom Festival.
6. Continue history tour programming, including taping of tours if possible.
7. If feasible, offer At Home delivery for areas not available by US Postal Service.
8. Consider use of a host volunteer for video biographical interview shows or similar series.
9. Continue Susan Craig Chautauqua programs.

#### Goal 4: Content

1. Study need for circulating equipment to assist adult technology programming and classes.
2. Evaluate the need for a service for community organizations to book circulating equipment for specific times.
3. Digitize Press-Citizen, if feasible.
4. Begin implementing historical mapping project if recommended.
5. Adjust buying practices to reflect changes in circulation.

#### Goal 5: Technology

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



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

Last fall I found myself making back-to-back road trips in two consecutive weekends. Normally when I travel long distances, I'm in the passenger seat, sound asleep, while my husband drives, listening to the latest sports podcast.

He likes to drive and I like to nap. It works for us.

Unfortunately, my husband could not accompany me on these trips and my daughter doesn't drive. It was up to me.

To pass the time, I downloaded B.A. Paris' "Behind Closed Doors" from the Iowa City Public Library's audiobooks collection at [icpl.overdrive.com](http://icpl.overdrive.com). The story centers on the seemingly-perfect couple: Jack and Grace. He's a successful attorney who has never lost a case and she's the perfect homemaker. They both love Grace's disabled younger sister and are counting the days until she moves in with them. But all is not as it seems, as my teenage daughter remarked at our first rest stop.

Actually, she demanded to know what was wrong with one of the characters; I won't specify who because of spoilers. Suffice to say, we didn't get the answer until we reached South Dakota. Neither of us saw that twist coming.

Thanks to "Behind Closed Doors," I've been on a psychological thriller kick for months. I devoured Paris' second book, "The Breakdown," and am currently on the Library's holds list for her newest title: "Bring Me Back."

I'm not a patient person. Lucky for me, psychological thrillers are a popular genre, so if you're waiting for the latest book by your favorite author, I have suggestions to keep you entertained in the interim:

"Final Girls" by Riley Sager tells the story of Quincy Carpenter. Ten years ago, Quincy went on vacation with five friends and came back alone. As the only survivor of a horror movie-scale massacre, she became the third member of a club no one wants to belong to — a group of similar survivors known as the Final Girls. The first, Lisa, lost nine sorority sisters to a college dropout's knife. The second, Sam, went up against the Sack Man during her shift at the Nightlight Inn. The three girls know of each other, but have never met in person. Quincy is fine with that until Lisa is found dead and Sam shows up on her doorstep.

John Marrs' "The One" was hailed as a word-of-mouth hit in the UK and after finishing it in two days, I have to agree. On paper, it sounds like a science fiction love story. Science has found a way to match people with their soul mate using DNA. Millions have taken the test, desperate to find their true love, some destroying their current relationship status in the process. Follow along as five people meet their Match — but remember, even soul mates have secrets.

Warning: do not pick up Aimee Molloy's "The Perfect Mother" until you can guarantee uninterrupted reading time. This book about a group of new moms who get together regularly for much-needed adult time sounds like fun until the night it goes terribly wrong. This book will grab hold of you and refuse to let go until the final page.

Find these titles, and more, in the fiction stacks at the Iowa City Public Library!



## Don't Forget to Pack a Book!

By Morgan Reeves, children's librarian at the Iowa City Public Library

Summer is the perfect time to get lost in a good book. Whether you're in need of a travel read or a story to read on those long summer nights at home, the Iowa City Public Library has you covered. From print to audio, we've got all of your favorite series and authors. Need some ideas to take with you on your travels? Check out my suggestions below and then check them out at the Library.

Audiobooks are just the thing to break up the monotonous drive of a road trip. For a family friendly story that will keep the miles rolling by, give "The Emerald Atlas" by John Stephens a try. Read by Jim Dale, best known for his rendition of the Harry Potter series, this start to a series follows orphaned siblings on a journey throughout time the world over. This story will surely awaken your appetite for adventure.

If you'll be taking a plane to your destination, a good print book has the advantage of blocking out the strangers you may end up stuck between without wasting the valuable battery power of your phone. Snag a copy of "The Darkest Minds" by Alexandra Bracken and immerse yourself into this world of teens with powers on the run from a brutal government. Or conversely, crack open a copy of the classic "Fahrenheit 451" by Ray Bradbury and start a conversation with your seating neighbors about a perennial high school read.

For those of you ready to relax on the beach or poolside and but don't want to worry about getting a library book wet, download an eBook or three to your favorite device. Indulge in Nora Roberts' newest romance series, "The Guardians Trilogy," without any prying eyes seeing the covers. A bit of magic, island destinations and plenty of romance are just right for a light summer read. If you prefer a bit more action and grit, download a few of Jim Butcher's "Dresden Files." These urban fantasy mysteries are quick page turners easy to pick up and put down between sunny day activities.

Happy to just have time for a staycation? Dive into a new book to take you far away without having to go further than the Library. "Beyond the Map" by Alistair Bonnett will get you your fill of armchair (or lawn chair) travel as you discover a changing world full of secret places. If you have time to binge your way through a worthy series, start with "Hunter" by Mercedes Lackey and find yourself in a technologically advanced world overrun by monsters of myth and legend.

Whatever your vacation style and reading interests, the Iowa City Public Library is the place to find something to entertain or educate while on your journey.

PASSIONATE ABOUT IOWA CITY  
AND THE MOMS WHO LIVE HERE.



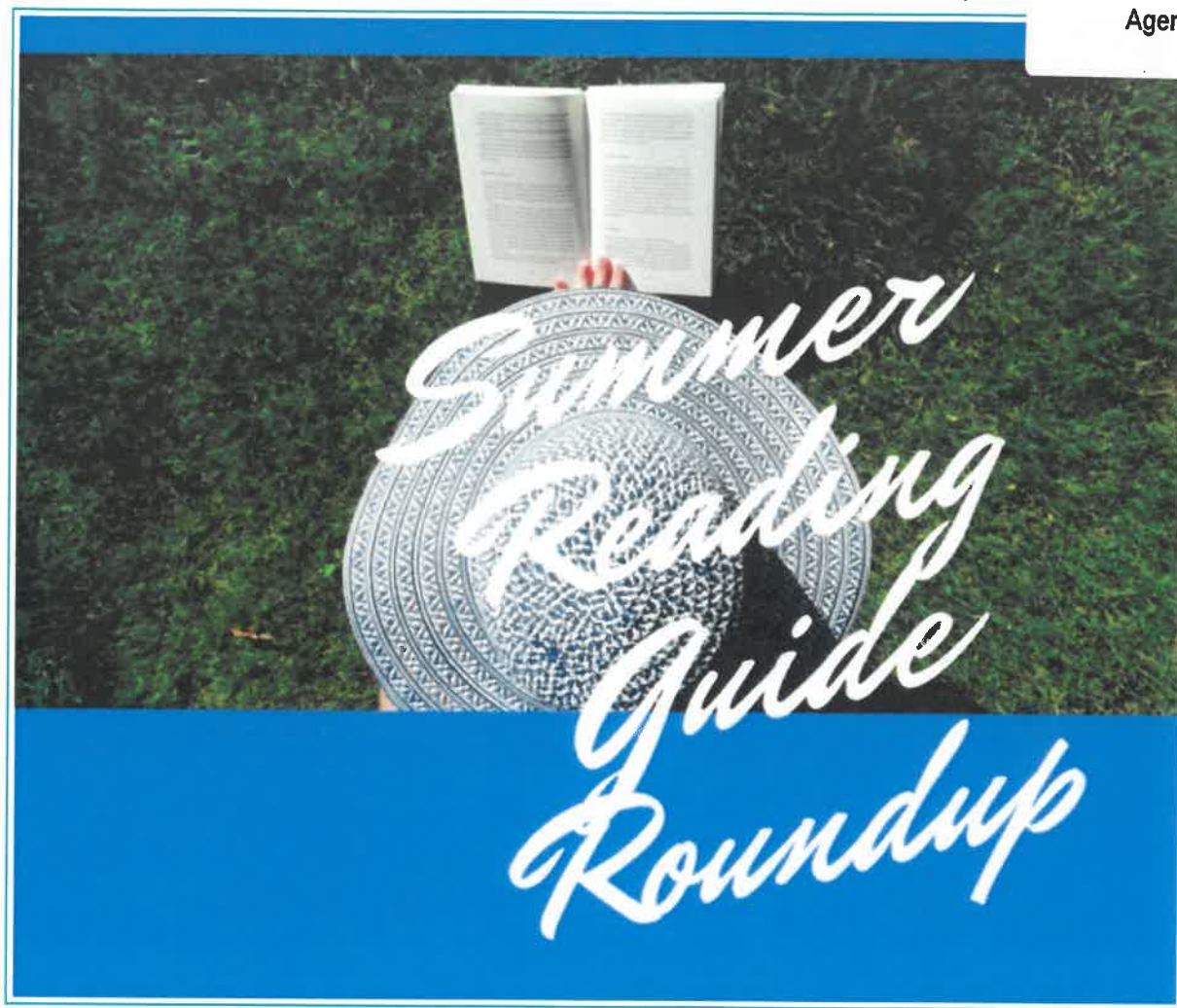
## What Should I Read Next? Summer Reading Guide Round-Up

by Sherri on [June 18, 2018](#) in [Motherhood](#), [Summer](#), [Technology](#), [Tips and Tricks](#)

Summer is my favorite reading season. I love poring over summer reading guides, walking through the cool, air-conditioned stacks in the library, reading to pass the time at swim lessons, or just holing up in my favorite chair when it's too hot to do anything else in the Iowa heat.

We've all heard about the benefits of summer reading for kids, but [researchers](#) have cited many benefits for grown-up brains, too! Reading can help us to de-stress and keep our brains sharp. (Hello, 'mommy brain'!) As much as we've become a swipe, click, and scroll culture, there's no substitute for diving into a book and reading the whole thing.

Whether you have a week at the lake or 15 minutes before bed, you have time to read! Here are some of my favorite ways to find good summer reads.



## My favorite Summer Reading Guides (with categories!)

Anne Bogel's [Modern Miss Darcy Summer Reading Guide](#) is great because Anne curates the list by reading tons and tons of books cover to cover and narrowing her picks to a Top 25. Categories include themes like, "Easy Reading Novels with Serious Substance" and "Heroines you Can Root For."

If 25 books is unrealistic for your summer plans, she has a "minimalist guide" with her [Top Five](#). Totally doable!

[The New York Times](#) summer reading list includes a hefty 73 titles in categories including cooking, travel, true crime, and romance. There will literally be something for everyone here, and it's a great list for pushing your reading envelope.

If the thought of wading through 73 books (even in categories) has you thinking, "Nope!" check out Janet Maslin's [17 Refreshing Books to Read this Summer](#) instead. (I can't wait to read *There There*, *Social Creature*, and *Dopesick* based on her recommendations in this guide!)

## Women-Run Media Sites

The Daily Skimm is one of the first emails I open in the morning—a quick rundown of the news that happened while we slept—but they also have really fun guides, including their latest [Summer Weekend Reads](#). I

discovered some of my favorite reads last summer thanks to this guide!

Agenda Item 5F-3

Bustle Media has so many fun summer guides with all sorts of themes! They have one for [beach novels](#), what to read if you're also a [reality tv junkie](#), and [short reads](#), among others.

[The Girly Book Club](#) is a brilliant idea: Readers all over the world read the same book at the same time and meet up to discuss. Iowa City doesn't have a local chapter (yet...If you want to start one, they can tell you more!), but they have a virtual option that allows you to participate in a webcast with the author! Check out their book selections and sign up to join the Virtual GBC.

## Celebrity Crushes

Reese Witherspoon's production company Hello Sunshine is all about empowering women, and her [Book Club](#) has the same goal. She also has great taste in books! She picks a new book each month and focuses on finding a diverse range of voices and experiences. Follow her on Instagram to see her pick for June!

Sarah Jessica Parker (who else is obsessed with her?! ) is the Honorary Chair of the American Library Association's Book Club Central. Book Club Central has reading lists, reviews, and book club resources. My favorite part? Sarah Jessica Parker picks a new book each month! Check out their [Summer Reading Challenge](#) and see all of SJP's picks and a chance to win some swag.

## Legit Literary Resources

Prairie Lights is my favorite bookstore in Iowa City, and their [staff picks](#) often push me out of my reading comfort zone. They also have free readings year-round with world-class authors, a fabulous coffee shop, and featured new releases at a discounted price.

Kirkus Reviews has been in the book review business since 1933. [Their 10 Best Novels for Summer Reading](#) includes a great variety, from beach romance to murder mystery. I also love their regular editors' picks, with their "buy it or borrow it" recommendations.

## Iowa City Public Library (of course!)

The Iowa City Public Library has so many great resources for summer reading (obvi), including an adult option for the Summer Reading Program, Staff Picks, and Lists. I love [Kara's Summer Reads](#) list, but all the lists are really fun to browse. I love fellow ICMB writer and librarian Anne's [Books About Hippies](#). You can find staff who match your reading taste and then ask them for more recommendations in person the next time you're at the library.

ICPL is also your go-to for [digital reading](#). My favorites are free access to The New York Times, hundreds of popular magazines to download via RBDigital and read on your next trip, and of course their extensive digital library with Overdrive. Never pay for a hard copy magazine again!



99¢ Per Month

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 exchange&utm\_campaign=18SUMMERZU)

Agenda Item 5F-4

# Iowa City Public Library welcomes Drag Storytime

Christine Hawes, Inside the Bubble: Progressive Views from Iowa City Published 7:00 a.m. CT July 6, 2018 | Updated 3:08 p.m. CT July 6, 2018



(Photo: Christine Hawes / Special to the Press-Citizen)

What's so touching about a 2-year-old girl jumping around in a construction hat, while a little boy runs his fingers through a silky boa?

Who gets emotional watching a grown man in a dress and eye shadow show toddlers how to play with egg shaker sound-makers?

How silly do I feel tearing up about a glittery-bearded figure in a shiny pink suit, French beanie, golden shoes and over-sized heart-shaped sunglasses?

**MORE:** [The people who helped change gender identity in Iowa's Democratic Party \(/story/life/2018/06/22/iowa-democratic-party-meet-those-who-helped-change-gender-identity/723874002/\)](https://www.desmoinesregister.com/story/life/2018/06/22/iowa-democratic-party-meet-those-who-helped-change-gender-identity/723874002/)

Drag Storytime, a nationwide trend that hit Iowa City for the first time last weekend, brings it all out: the celebratory spirit fostered by rainbows and color everywhere, the urge to jump and dance and sing and play, tears of relief and liberation, tears of gratitude for how far we've all come.

If your childhood includes any harsh moments of being mistaken for the other gender and then shamed for it, if you ever witnessed a relative or friend get teased or bullied for being too "girly" or "acting like a boy," if you ever got picked on (or lectured) for what you were wearing, you, too, might get a little emotional at Drag Storytime.

In fact, when you consider that three-fourths of our public schools' [nonbinary students feel unsafe \(/story/news/education/k-12/2017/05/24/survey-finds-many-non-binary-students-feel-unsafe-iowa-city-schools/339628001/\)](https://www.desmoinesregister.com/story/news/education/k-12/2017/05/24/survey-finds-many-non-binary-students-feel-unsafe-iowa-city-schools/339628001/), as do many gay, lesbian or bisexual teens, it's hard not to feel it deep.

Last weekend's 90-minute explosion of color, sound and movement at the Iowa City Public Library overflowed with poignant — or pointed — moments. Imagine hearing the storytime favorite "Bananas Unite" ("Peel, bananas, peel, peel, bananas!") reworked into Drag Queens Unite!

"Glue. The lashes. Glue, Glue. The lashes," chanted drag king Lil Ronnie, the pink-suited leader, and drag queens Anya Marx, Spjork, Hazy Buchanan and Molly Pop. Later, the crew sang "Drag Kings Unite!": "Comb. The moustache. Comb, Comb. The moustache!"

Though dressed to impress in his shimmering drag best, Lil Ronnie also followed the best classroom rules of reading time order. He mastered the "5,4,3 ..." countdown to "quiet" that every regular storytime attendee responded to immediately.

**MORE:** [For I.C. Kings, drag king performances are about more than theatrics \(/story/life/2018/06/08/iowa-city-lgbtq-ic-kings-drag-troupe-studio-13/683013002/\)](https://www.desmoinesregister.com/story/life/2018/06/08/iowa-city-lgbtq-ic-kings-drag-troupe-studio-13/683013002/)

Sydney Speltz, the real person performing as Lil Ronnie, also learned enough sign language in the hour before the show to lead the group in "The More We Get Together, the Happier We'll Be."

"Drag is super-important," says Speltz. "It helps people take gender a little less seriously and helps us all be a little more open and less rigid."

The library isn't the only unexpected place where drag is popping up. A few months ago, progressive gubernatorial candidate Cathy Glasson hosted a drag event as part of her campaign. Later this month, Iowa State Rep. Liz Bennett, D-Cedar Rapids, and a Des Moines school board member will perform in a drag show to raise money for One Iowa, an LGBTQ rights group. Iowa City Pride expanded the city's drag offerings this year by adding the Mister Iowa City Pageant to the half-dozen drag events that happen annually.

And a new program through United Action for Youth is matching "draglings" with experienced drag kings and queens for fashion and performance tips and shows, including a debut presentation at Pride on June 16.

<https://www.desmoinesregister.com/story/life/2018/07/06/iowa-city-public-library-pride-trend-drag-storytime/151348002/>

Speltz knows first-hand the transformative power of drag. She turned to it after converting in early 2017 from a conservative Republican and traditional straight long-haired female, to an independent voter who also identifies as a bisexual, short-haired woman.

## Agenda Item 5F-5

She was driven by despair over the judgment and division she saw sprouting in her former party.

**MORE:** [Iowa City LGBTQ softball league gears up for first season, and you can join \(/story/life/2018/04/27/iowa-city-eastern-lgbtq-softball-league-first-season-you-support-join/556447002/\)](#)

"I expected everyone else to be as outraged as I was," she said. "But that never happened." In the drag and LGBT world, Speltz felt accepted, welcomed and loved. She threw herself into drag, accepting the guidance of Iowa City's Sasha Belle, a former contestant on Speltz's favorite show, "RuPaul's Drag Race."

Drag Storytime was immediately among her goals.

"I want these kids to see somebody they can relate to," Speltz said. "I want for them to have somebody to admire, even if it's just for an hour. I hope this encourages them to think they can be whoever they want to be. And I want them not to be afraid of other people thinking they're 'weird.'"

She teamed up with Mari Redington, children's library assistant, who had already been seeking ways to be more LGBTQ-inclusive after seeing reports of Drag Storytime in bigger cities.

"We realized we have a really strong family of drag queens and kings in the area," Redington said. "We really want the public library to be a safe place for everyone to go. We want it to be a free and welcoming environment where everyone can feel they are recognized, and expressed, and celebrated. It's always important to reflect everyone."

Turns out a lot of others in the area also appreciate the gesture. Drag Storytime drew a crowd of 150, much larger than the average storytime, Redington said. The crowd included Alyssa Kuehl, who came from the Quad-Cities with her sister and their kids.

"We thought it was great, and we wanted to show support, that it's OK to be yourself," Kuehl said. "The paper had printed an article about what happened in Beloit, and so we wanted to be here."

Kuehl was referring to [a small outcry that happened in Beloit, Wisconsin \(https://www.channel3000.com/news/drag-queen-storytime-prompts-community-feedback-beloit-public-library-says/749954485\)](#), one of the smaller cities [among the dozens that have started hosting Drag Storytime \(https://www.nytimes.com/2017/05/19/style/drag-queen-story-hour-puts-the-rainbow-in-reading.html\)](#) since 2015. These cities now include Houston, Indianapolis, Orlando, Seattle, Anchorage and St. Paul.

Only a handful of social media posts here in Iowa City have taken a route similar to the reaction in Beloit, Redington says. Instead, the reaction has been mostly celebratory, welcoming and often, like mine, emotional.

**MORE:** [In Iowa City, a drag queen seeks to inspire \(/story/opinion/contributors/writers-group/2017/08/03/iowa-city-drag-queen-seeks-inspire/529291001/\)](#)

Rob Salamo, a North Liberty resident, brought his sons, ages 5 and 7, to Drag Storytime and took time to pose with the queens and Lil Ronnie afterward.

"I think it's beautiful. It was great," he said, grinning ear to ear beneath his bushy beard. "We did have a conversation before we came, about Pride and drag. It was a five-minute conversation, an easy one."

Most of us have had some kind of brush with gender angst. For Layne Oliver, the drag queen Spjork, his gender qualities rather than his sexual identity were what first drew bullying for being gay. "You start getting picked on as gay, and I didn't even realize what that was," he said. "And then I began to realize, 'this is true.'"

My personal experiences overlap similarly. Realizing I was a lesbian while growing up in Rockford, Iowa, seemingly coincided with the revelation that me tackling the boy who kicked me in the shins was considered worse than him kicking me. By the time I stood up as a teenager against my Baptist church board's insistence that I wear dresses and skirts rather than pants as the church pianist, I was also standing up for my known yet largely unspoken lesbian identity.

**MORE:** [More LGBTQ groups than ever at University of Iowa \(/story/opinion/columnists/2018/03/30/more-lgbtq-groups-than-ever-university-iowa/454370002/\)](#)

7/18/2018

Iowa City children families attend Drag Storytime at the library

I had my dad's support for that stand. But a lot of other kids don't have parental, or friend, support. And even today, with a greater acceptance of gender differences, the pressure to conform is still stronger, says Jill Davis, a Coe College anthropology professor who studies drag.

"Children start learning about gender, and we start teaching about gender, from the get-go," says Davis, who also performs as drag king Joey D. "And children in our society continue to receive strong messages about gender and sexuality that work to stigmatize people who are not cisgender or straight.

"If we want children to grow up understanding that gender isn't exclusively a binary arrangement, one or the other, then it's important that we work to provide safe places for children to experience diverse gender expressions."

Imagine what a comfort last week's Drag Storytime must be for a kid facing confusion, pressure or ridicule because of their style, clothes or gender expression. Imagine the years of painful dysphoria those drag kings and queens may already have erased or at least eased.

Let's hope Drag Storytime becomes a tradition.

**Agenda Item 5F-6**

*Christine Hawes lives in Iowa City and is a professional writer and consultant who focuses on progressive issues.*

Read or Share this story: <https://icp-c.com/2ze8qP7>

## Summer is perfect time for a thriller

Last fall I found myself making back-to-back road trips in two consecutive weekends. To pass the time, I downloaded B.A. Paris' "Behind Closed Doors" from the Iowa City Public Library's audiobooks collection at [icpl.overdrive.com](http://icpl.overdrive.com).

The story centers on the seemingly-perfect couple: Jack and Grace. He's a successful attorney and she's the perfect homemaker. But all is not as it seems, as my teenage daughter remarked during our first rest stop. Actually, she demanded to know what was wrong with one of the characters.

We didn't get the answer until we reached South Dakota.

Thanks to "Behind Closed Doors," I've been on a psychological thriller kick for months. I devoured Paris' second book, "The Breakdown," and am currently on the library's holds list for her newest title, "Bring Me Back."

I'm not a patient person. Lucky for me, psychological thrillers are a popular genre, so if you're waiting for the latest book by your favorite author, I have suggestions to keep you entertained in the interim.

- "Final Girls" by Riley Sager tells the story of Quincy Carpenter, the only survivor of a horror movie — scale massacre. She became the third member of a group of similar survivors known as the Final Girls. She's never met the other girls — Lisa and Sam — and she's fine with that. But then Lisa dies and Sam shows up unexpectedly.

- John Marrs' "The One" sounds like a science fiction love story. Science has found a way to match people with their soul mate using DNA. Millions have taken the test, desperate to find their true love, even if it means destroying their current relationship status. Follow along as five more people meet their match — but remember, even soul mates have secrets.



• Warning: Do not pick up Aimee Molloy's "The Perfect Mother" until you can guarantee uninterrupted reading time. This book about a group of new moms who get together for much-needed adult time will grab hold of you and refuse to let go until the final page.

Find these titles, and more, in the fiction stacks at the Iowa City Public Library.

by Meredith Hines-Dodderman

ARTICLE CONTINUES BELOW ADVERTISEMENT

BROWSE RANKINGS



**From:** Susan Craig  
**Sent:** Friday, July 13, 2018 11:29 AM  
**To:** LIBRARYBOARD  
**Subject:** FW: Please share with board and commission members: Complimentary Workshop for City board and commission members

The City Equity Director asked me to share this with you. If you need help registering Elyse can assist you. It would be great to have a couple of board members there.

**From:** Stefanie Bowers [mailto:Stefanie-Bowers@iowa-city.org]  
**Sent:** Friday, July 13, 2018 11:25 AM  
**To:** Michelle Buhman <Michelle-Buhman@iowa-city.org>; Tim Hennes <Tim-Hennes@iowa-city.org>; Karen Jennings <Karen-Jennings@iowa-city.org>; Susan Craig <susan-craig@icpl.org>; Tracy Hightshoe <Tracy-Hightshoe@iowa-city.org>; Kirk Lehmann <Kirk-Lehmann@iowa-city.org>; Stefanie Bowers <Stefanie-Bowers@iowa-city.org>; Michael Tharp <Michael-Tharp@iowa-city.org>; Sarah Walz <Sarah-Walz@iowa-city.org>; Ty Coleman <Ty-Coleman@iowa-city.org>; Marcia Bollinger <Marcia-Bollinger@iowa-city.org>; Chris Olney <Chris-Olney@iowa-city.org>; Juli Seydell Johnson <Juli-SJohnson@iowa-city.org>; Anne Russett <Anne-Russett@iowa-city.org>; Jessica Bristow <Jessica-Bristow@iowa-city.org>  
**Subject:** Please share with board and commission members: Complimentary Workshop for City board and commission members

## *How to Challenge and Overcome Unconscious Bias*

As a member of one of the many City boards and commissions, you continuously focus upon community needs that require your understanding, dedication, vision, enthusiasm and experience.

Diversity and inclusion are essential for building strong communities. Diversity and inclusion, however, are not the same thing. Diversity is developing a deep respect for and appreciation of the many differences people bring to the places where they work, play and live. Simply respecting differences is not enough. Each of these voices must be heard, considered and understood in order to strengthen unity, build commitment and ensure alignment.

Unconscious bias occurs when we make spontaneous judgments about people or situations based on our past experiences, culture, background or exposure to social media. These biases can negatively impact the decisions we make and our process for making them. Having biases is not illegal. Acting on biases in the work we do, can be.

In this interactive training session, City board and commission members will explore what unconscious bias is and how it affects how we process information, the input we use to make decisions and the recommendations we make as a member of a City board, commission or committee. Most important, we will examine how to effectively challenge our biases so that we may lead and role model what is necessary to create a truly diverse, inclusive and welcoming community.

The training is scheduled for Thursday, September 13 from 5:30 p.m. to 7 p.m. at the Iowa City Public Library, 123 S. Linn Street. A complimentary box meal will be provided.

**The training is voluntary and not required of any board/commission member or staff to a board/commission.**

Click this link to register <https://unconsciousbiastrainingboardsandcommissions.eventbrite.com> Registration ends September 7.

Presented by: Gale Mote, Gale Mote Associates.

"Highly interactive and inspiring, Gale transforms audiences of all sizes into engaged learners through simulations, assessments, lively discussions, and multi-media presentations—all techniques proven to increase adult learning retention."

**Memorandum of Understanding Fiscal Year 2019  
between the Iowa City Public Library Friends Foundation Board of Directors  
and the Iowa City Public Library Board of Trustees**

The Iowa City Public Library Friends Foundation Board of Directors approved the attached Fiscal Year 2019 (FY19) budget on May 30, 2018. The Iowa City Public Library Friends Foundation agrees to pay the Iowa City Public Library a total of \$114,500.00 in undesignated use grants for FY19 for needs approved by the Library Director. Payments will be made on the first day of each quarter of fiscal year 2019: July 1, 2018; October 1, 2018; January 1, 2019; and April 1, 2019.

In addition, the Iowa City Public Library Friends Foundation agrees to fund a portion of salaries and benefits of the staff of the Iowa City Public Library Development Office. The Iowa City Public Library Friends Foundation agrees to pay \$113,000.00 in FY19 as determined by the budget for salaries and benefits. Payments to the Iowa City Public Library will be made on the monthly schedule determined by the Iowa City Public Library/City of Iowa City.

Thus, as outlined above, the total grants, salaries and benefits payable to the Iowa City Public Library and City of Iowa City from the Iowa City Public Library Friends Foundation for FY19 is \$227,500.00. Funds will be payable from current and past year annual gifts, current and past year unrestricted spendable earnings, and, if necessary, unrestricted equity.

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Robin Paetzold, President  
Board of Trustees  
Iowa City Public Library

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Date

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David J. Bright, President  
Board of Directors  
Iowa City Public Library Friends Foundation

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July 18, 2018

Date

	<b>IOWA CITY PUBLIC LIBRARY FRIENDS FOUNDATION</b>	
	<b>Budget Fiscal Year 2019 (July 1, 2018 - June 30, 2019)</b>	
	ICPLFF Board approved 5/30/2018	
	<b>INCOME</b>	<b>Budget FY19</b>
1	Book End	
2	Better World Books	\$1,000
3	Contributions	\$500
4	Credit Card Sales	\$6,000
5	Cash/check Sales	\$22,500
7	<b>Total Book End</b>	<b>\$30,000</b>
8	Contributions	
9	Cash/check Annual Fund	\$85,000
10	Credit Cards Online Annual Fund	\$30,000
11	Iowa Shares Annual Fund	\$7,500
12	Business Partners Annual Fund	\$22,000
13	<b>Total Contributions</b>	<b>\$144,500</b>
14	Special Events	
15	Arts & Crafts Bazaar	\$6,000
16	Book Gala	\$800
17	Looking Forward Premier Event	\$25,000
18	Wine Tasting	\$400
19	Eat Out to Read Events	\$1,200
20	Block Parties	\$5,000
22	<b>Total Special Events</b>	<b>\$38,400</b>
23	Interest/Dividends	\$3,000
24	Transfer from Spendable Earnings 4%	\$35,000
25	<b>Gifts &amp; Bequests (Passthrough)</b>	<b>\$45,000</b>
26	<b>TOTAL INCOME</b>	<b>\$295,900</b>
27	<b>EXPENSES</b>	
28	Administrative Expenses	
29	Accounting/Tax Preparation	\$3,000
30	Computer Support	\$1,500
31	Credit Card Fees	\$2,000
32	Dues/Licenses/Permits	\$200
33	Insurance (D&O & Property)	\$2,000
34	Office Supplies	\$250
35	Postage	\$100
36	<b>Subtotal</b>	<b>\$9,050</b>
37	Salary/Benefits Devel. Dir	\$28,500
40	Staff Training	\$50
41	Travel/Meetings/Meals	\$50
42	<b>Total Admin. Expenses</b>	<b>\$37,650</b>
43	Book End Expenses	
44	Credit Card Fees	\$700
45	Other Operating	\$1,000
47	<b>Total Book End</b>	<b>\$1,700</b>
48	Fundraising Expenses	
49	Annual Appeal/Report (The WINDOW)	\$4,400
50	Iowa Shares	\$850
51	Wade Society	\$1,000
52	Special Events Expenses	
53	Arts & Crafts Bazaar	\$450
54	Book Gala	\$350
56	Block Parties	\$250
57	Looking Forward Event	\$5,000
58	Fundraising Supplies	\$250
60	<b>Subtotal</b>	<b>\$12,550</b>
61	Staff Salary & Benefits	
62	Devel. Dir.	\$84,500
65	<b>Total Fundraising Expenses</b>	<b>\$97,050</b>
66	Grants to ICPL	
67	Annual Allocation to Library	\$100,000
68	Gifts & Bequests (Passthrough)	\$45,000
69	Book End Program and Services Support	\$1,000
70	Art To Go (Book End=BE)	\$500
71	Children's Summer Reading Program (BE)	\$10,000
72	Teen Summer Reading Program (BE)	\$3,000
73	<b>Total Grants to ICPL</b>	<b>\$159,500</b>
74	<b>TOTAL EXPENSES</b>	<b>\$295,900</b>
75	<b>TOTAL NET INCOME</b>	<b>\$0</b>

## MasterCard Report

08-Jul-18

Vendor	Dept	Expense	Description	Amount
Amazon.com	10550140	455120	Misc Comp Hardware	\$1,961.11
Amazon.com	10550420	469370	Paper Products/Certificate/Prizes	\$516.85
Amazon.com	10550152	469320	Miscellaneous Supplies	\$354.08
Apple Store	10550210	477350	Online Reference	\$64.84
Apple Store	10550140	444080	Software Repair & Maintenance Services	\$99.00
CHOMP	10550110	435057	Couriers	\$31.92
CVS Pharmacy	10550152	469320	Miscellaneous Supplies	\$21.00
Home Depot	10550152	469320	Miscellaneous Supplies	\$0.00
Hy-Vee	10550151	469360	Food and Beverages	\$63.44
Hy-Vee	10550152	469320	Miscellaneous Supplies	\$11.00
ILA	10550110	436050	Registration	\$250.00
Jet Brains	10550140	444080	Software Repair & Maintenance Services	\$298.50
Jon-Don	10550121	442010	Bldg Rep & Maint	\$443.19
Microsoft Store	10550210	477350	Online Reference	\$4.99
Mojang	10550210	477350	Online Reference	\$107.80
Mosyle	10550140	444080	Software Repair & Maintenance Services	\$165.00
Office Supply.com	10550110	469320	Miscellaneous Supplies	\$28.11
Oriental Trading Co	10550152	469320	Miscellaneous Supplies	\$86.89
Pancheros	10550151	469320	Miscellaneous Supplies	\$15.00
Paypal	10550140	444080	Software Repair & Maintenance Services	\$20.80
School Specialty	10550152	469320	Miscellaneous Supplies	\$39.86
Secure by Design Inc.	10550140	444080	Software Repair & Maintenance Services	\$600.00
StickersBanners.com	10550159	445140	Outside Printing	\$98.00
Tallgrass Business Resources	10550320	455010	Printing or Graphic Supplies	(\$251.97)
Tallgrass Business Resources	10550152	469320	Miscellaneous Supplies	\$32.28
Tallgrass Business Resources	10550110	452010	Office Supplies	\$89.49
Tallgrass Business Resources	10550110	455090	Paper	\$135.96
Tallgrass Business Resources	10550110	469320	Miscellaneous Supplies	\$29.65
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$223.12
Wal-Mart	10550152	469360	Food and Beverages	\$49.34

Grand Total

\$5,589.25





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CITY OF IOWA CITY  
Library Disbursements: June 1 to June 30, 2018

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110	Library Administration					
1000-10-25-550-550100-550110-000-0000-432080	Other Professional Services					
014353 ONE SOURCE THE BACKG PLUS4649-20180531	2018 12 INV P	0		160.00	061518	203137 BACKGROUND CHECKS F
014353 ONE SOURCE THE BACKG PLUS4649VOL-20181531	2018 12 INV P	0		120.00	062218	203407 BACKGROUND CHECKS F
				280.00		
	ACCOUNT TOTAL			280.00		
1000-10-25-550-550100-550110-000-0000-435055	Mail & Delivery					
010468 U S POST OFFICE ACCT 060718	2018 12 INV P	0		10,000.00	062218	203456 Admin&DG/Replenish
	ACCOUNT TOTAL			10,000.00		
1000-10-25-550-550100-550110-000-0000-435057	Couriers					
010473 UNITED PARCEL SERVIC 000068774R238	2018 12 INV P	0		20.90	062918	204068 Admin/UPS Internet
010475 UNIVERSITY OF IOWA C 78184864SRPABC	2018 12 INV P	0		31.92	062918	204074 EMiller/ Mastercard
	ACCOUNT TOTAL			52.82		
1000-10-25-550-550100-550110-000-0000-436050	Registration					
010475 UNIVERSITY OF IOWA C 78184864SRPABC	2018 12 INV P	0		250.00	062918	204074 EMiller/ Mastercard
	ACCOUNT TOTAL			250.00		
1000-10-25-550-550100-550110-000-0000-438130	Cell Phone Service					
010482 VERIZON WIRELESS 9808839257	2018 12 INV P	0		94.01	062918	204133 Admin/ Monthly Cell
010889 U S CELLULAR 0252714537	2018 12 INV P	0		151.45	062918	204065 Admin/Monthly Servi
	ACCOUNT TOTAL			245.46		
1000-10-25-550-550100-550110-000-0000-443020	Office Equipment R&M Services					
011736 KONICA MINOLTA BUSIN 59470668	2018 12 INV P	0		114.30	062918	203985 Admin/Lease Payment
	ACCOUNT TOTAL			114.30		
1000-10-25-550-550100-550110-000-0000-449060	Dues & Memberships					
010229 IOWA CITY AREA CHAMB 2775426	2018 12 INV P	0		455.00	061518	203105 Admin/Membership Du
	ACCOUNT TOTAL			455.00		
1000-10-25-550-550100-550110-000-0000-452010	Office Supplies					
010475 UNIVERSITY OF IOWA C 78184864SRPABC	2018 12 INV P	0		89.49	062918	204074 EMiller/ Mastercard
	ACCOUNT TOTAL			89.49		
1000-10-25-550-550100-550110-000-0000-455090	Paper					
010475 UNIVERSITY OF IOWA C 78184864SRPABC	2018 12 INV P	0		135.96	062918	204074 EMiller/ Mastercard
	ACCOUNT TOTAL			135.96		



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CITY OF IOWA CITY  
Library Disbursements: June 1 to June 30, 2018

P  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550110-000-0000-469320						
010475 UNIVERSITY OF IOWA C 78184864SRPABC		0	Miscellaneous Supplies			
			2018 12 INV P	57.76 062918		204074 EMiller/ Mastercard
010522 COPY SYSTEMS INC	IN308527	0	2018 12 INV P	53.90 062918		6614 Admin/Mail Meter La
			ACCOUNT TOTAL	111.66		
			ORG 10550110 TOTAL	11,734.69		
10550121						
1000-10-25-550-550100-550120-131-0000-432080-			Library Bldg Maint - Public			
010527 ENGBERG ANDERSON INC 16266802-02		0	Other Professional Services			
			2018 12 INV P	110.00 062218		203326 FAC/162668.02 ICPL
			ACCOUNT TOTAL	110.00		
1000-10-25-550-550100-550120-131-0000-438070						
010319 MIDAMERICAN ENERGY	20180620094029	0	Heating Fuel/Gas			
			2018 12 INV P	11.08 062218		6404 MidAmBilling 062020
			ACCOUNT TOTAL	11.08		
1000-10-25-550-550100-550120-131-0000-442010						
010248 IOWA FIRE EQUIPMENT	916947	0	Other Building R&M Services			
			2018 12 INV P	85.75 062218		6393 FAC/Fire Extinguish
010392 RMB CO INC	630	0	2018 12 INV P	1,880.46 062218		6428 FAC/Vav Zone Valve
010475 UNIVERSITY OF IOWA C 78180771SRPABC		0	2018 12 INV P	443.19 062918		204073 Bgehrke/Mastercard
010634 MARV'S GLASS SPECIAL	101061	0	2018 12 INV P	258.00 061518		6316 FAC/Business Office
010721 ALL WINDOW CLEANING	39092	0	2018 12 INV P	3,200.00 062918		6594 Window Cleaning Ser
010981 JOE'S QUALITY WINDOW	16487	0	2018 12 INV P	140.00 062218		203368 FAC/ Lower Outside
014366 ORKIN LLC	170159163	0	2018 12 INV P	1,200.00 061518		203138 FAC/Quarterly Bed B
			ACCOUNT TOTAL	7,207.40		
1000-10-25-550-550100-550120-131-0000-442030						
010689 AQUA TECHNOLOGIES OF 8814		0	Heating & Cooling R&M Services			
			2018 12 INV P	429.55 062218		203286 FAC/ Cooling Tower
			ACCOUNT TOTAL	429.55		
1000-10-25-550-550100-550120-131-0000-445330						
010004 A-TEC RECYCLING INC	180604-47705	0	Other Waste Disposal			
			2018 12 INV P	392.75 062918		203879 FAC/ Material Recyc
			ACCOUNT TOTAL	392.75		
1000-10-25-550-550100-550120-131-0000-449160						
010627 CINTAS CORPORATION	342775611	0	Other Rentals			
010627 CINTAS CORPORATION	342779808	0	2018 12 INV P	175.87 061518		203056 FAC/Cleaning Suppl
			2018 12 INV P	175.87 062918		203907 FAC/ Sanitary Suppl



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-131-0000-449280 014239 VARSITY CLEANERS 663505		0	Misc Services & Charges 2018 12 INV P	105.00 061518		203260 FAC/5 Banquet Table
	ACCOUNT TOTAL			351.74		
	351.74					
1000-10-25-550-550100-550120-131-0000-452040 010290 IENOC AND CILEK ACE 363967/3		0	Sanitation & Indust Supplies 2018 12 INV P	717.42 062218		203382 FAC/Sanitary Suppli
010627 CINTAS CORPORATION 342775611 010627 CINTAS CORPORATION 342779808		0	2018 12 INV P 2018 12 INV P	163.76 061518 224.93 062918		203056 FAC/Cleaning Suppli 203907 FAC/ Sanitary Suppl
	ACCOUNT TOTAL			105.00		
	388.69					
1000-10-25-550-550100-550120-131-0000-466050 011399 ELECTRIC EQUIPMENT S 7064		0	Electrical Supplies 2018 12 INV P	543.78 062218		6381 FAC/Westinghouse Bu
	ACCOUNT TOTAL			543.78		
	10,257.41					
10550140 1000-10-25-550-550100-550140-000-0000-444080 010475 UNIVERSITY OF IOWA C 78180250		0	Library Computer Systems Software R&M Services 2018 12 INV P	1,183.30 062918		204075 BPalmer/Mastercard
	ACCOUNT TOTAL			1,183.30		
	1,183.30					
1000-10-25-550-550100-550140-000-0000-455120 010081 CDW GOVERNMENT INC MZL1288		0	Misc Computer Hardware 2018 12 INV P	3,326.13 062218		203305 IT/2nd Large Format
010475 UNIVERSITY OF IOWA C 78180250		0	2018 12 INV P	1,961.11 062918		204075 BPalmer/Mastercard
012823 MNJ TECHNOLOGIES DIR 0001105324 012823 MNJ TECHNOLOGIES DIR 0003607938 012823 MNJ TECHNOLOGIES DIR 0003607939		0	2018 12 INV P 2018 12 INV P 2018 12 INV P	850.00 062218 235.00 062918 3,725.00 062918		203402 IT/Samsung Internal 204015 IT/SDRAM Memory Mod 204015 IT/5 HP Business De
	ACCOUNT TOTAL			4,810.00		
	4,810.00					
10550151 1000-10-25-550-550100-550150-351-0000-445140- 010050 TRU ART 66154SRP 010050 TRU ART 66257		0	Lib Public Services - Adults Outside Printing 2018 12 INV P 2018 12 INV P	48.75 061518 215.45 062218		203182 CHI/2000 SRP Bookpl 203452 AD/ 1,550 Adult/Tee
	ACCOUNT TOTAL			10,097.24		
	10,097.24					
	ORG 10550140 TOTAL			11,280.54		

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010373 PIP PRINTING	96863	0	2018 12 INV P	21.50 061518	6330 AD/600 Reference Qu	
010373 PIP PRINTING	97036	0	2018 12 INV P	27.71 062918	6651 AD/ 1,000 ILL Book	
				49.21		
			ACCOUNT TOTAL	313.41		
1000-10-25-550100-550150-351-0000-445250-000119 GREAT RIVER REGIONAL 184190486		0	Inter-Library Loans		203127 AD/Lost ILL Replace	
000119 ELK GROVE VILLAGE PU 31250007678638		0	2018 12 INV P	19.98 061518	203126 AD/Lost Item Replac	
			2018 12 INV P	12.99 061518		
				32.97		
			ACCOUNT TOTAL	32.97		
1000-10-25-550100-550150-351-0000-455010-010373 PIP PRINTING	96941	0	Printing & Graphic Supplies		6416 AD/ 200 RBDigital O	
			2018 12 INV P	30.50 062218		
			ACCOUNT TOTAL	30.50		
1000-10-25-550100-550150-351-0000-469320-010050 TRU ART	66257SRP	0	Miscellaneous Supplies		203453 AD/1,550 Adult/Teen	
			2018 12 INV P	215.45 062218	204069 MClark/ Mastercard	
010475 UNIVERSITY OF IOWA C 78180227		0	2018 12 INV P	15.00 062918		
			ACCOUNT TOTAL	230.45		
1000-10-25-550100-550150-351-0000-469360-010475 UNIVERSITY OF IOWA C 78180227		0	Food and Beverages		204069 MClark/ Mastercard	
			2018 12 INV P	63.44 062918		
			ACCOUNT TOTAL	63.44		
			ORG 10550151 TOTAL	670.77		
10550152 Lib Public Services - Children			Other Professional Services		203309 CHI/Irish Dance it	
1000-10-25-550100-550150-352-0000-432080-013703 CHAMPAGNE ACADEMY OF 062218		0	2018 12 INV P	75.00 062218	203041 CHI/SRP 18 "Dance M	
014444 BALLET QUAD CITIES	62218SRP	0	2018 12 INV P	300.00 061518	203426 CHI/ SRP 18 Duke Ot	
014934 RIEMER, NOAH	62818SRP	0	2018 12 INV P	650.00 062218	203163 CHI/Global Soundsc	
014935 SCIENCE CENTER OF IO 122592SRP		0	2018 12 INV P	350.00 061518		
			ACCOUNT TOTAL	1,375.00		
1000-10-25-550100-550150-352-0000-445140-010050 TRU ART	66154SRP	0	Outside Printing		203182 CHI/2000 SRP Bookp1	
010050 TRU ART	66178SRP	0	2018 12 INV P	146.25 061518	203183 CHI/ 3,500 2018 SUm	
			2018 12 INV P	721.00 061518		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010373 PIP PRINTING	95663WRP	0	2018 12 INV P	58.25 061518	6330	CHI/50 2017 WRP Gam
			ACCOUNT TOTAL	925.50		
1000-10-25-550-550100-550150-352-0000-449280-014550 FARRAR DESIGN	5518STEAM	0	Misc Services & Charges 2018 12 INV P	126.00 061518	203076	CHI/ STEAM Fest 18
			ACCOUNT TOTAL	126.00		
1000-10-25-550-550100-550150-352-0000-469320-010050 TRU ART	66264SRP	0	Miscellaneous Supplies 2018 12 INV P	1,462.00 062218	203452	CHI/ 2,000 Summer R
010125 BLICK ART MATERIALS	217712SRPABC	0	2018 12 INV P	184.93 061518	203045	CHI/SRP 18 & ABC Da
010125 BLICK ART MATERIALS	217979	0	2018 12 INV P	19.20 062218	203295	CHI/Watercolors
			ACCOUNT TOTAL	204.13		
010475 UNIVERSITY OF IOWA C 78180235SRPABC		0	2018 12 INV P	147.75 062918	204071	APilkinson/ Master
010475 UNIVERSITY OF IOWA C 78180771SRPABC		0	2018 12 INV P	11.00 062918	204073	Bgehrike/Mastercard
010475 UNIVERSITY OF IOWA C 78184864SRPABC		0	2018 12 INV P	609.48 062918	204074	EMiller/ Mastercard
			ACCOUNT TOTAL	768.23		
1000-10-25-550-550100-550150-352-0000-469360-010475 UNIVERSITY OF IOWA C 78184864SRPABC		0	Food and Beverages 2018 12 INV P	49.34 062918	204074	EMiller/ Mastercard
			ACCOUNT TOTAL	49.34		
			ORG 10550152 TOTAL	4,910.20		
10550159	Lib Public Svcs-Comm Access					
1000-10-25-550-550100-550150-359-0000-435059-010238 IOWA CITY PRESS CITI 0001684964		0	Advertising 2018 12 INV P	451.25 062218	203359	CAS/Arts Festival A
011328 LITTLE VILLAGE MAGAZ 5925		0	2018 12 INV P	45.00 061518	6312	CAS/ Downtown Co-op
			ACCOUNT TOTAL	496.25		
1000-10-25-550-550100-550150-359-0000-445140-010050 TRU ART	66164	0	Outside Printing 2018 12 INV P	5,332.41 062218	203452	CAS/ 55,030 Summer
010373 PIP PRINTING	96005BKM	0	2018 12 INV P	17.52 061518	6331	CAS/100 BKM Weather
010475 UNIVERSITY OF IOWA C 78181910UCF		0	2018 12 INV P	98.00 062918	204070	Klogsdan/ Mastercard
			ACCOUNT TOTAL	5,447.93		



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550160	ORG 10550159 TOTAL					5,944.18		
1000-10-25-550-550100-550160-000-0000-435010	Library Collection Services							
010509 BAKER & TAYLOR INC C 200055052018V	Data Processing							
	2018 12 INV P					1,665.24	203289	LIBRARY MATERIALS
011068 OVERDRIVE INC	2018 12 INV P					422.00	203140	LIBRARY MATERIALS
	MR0137018101187							
	ACCOUNT TOTAL					2,087.24		
1000-10-25-550-550100-550160-000-0000-445270	Library Material Rm Services							
010125 BLICK ART MATERIALS 142262	2018 12 INV P					614.06	203296	COL/Westgate Collec
010125 BLICK ART MATERIALS 142262	2018 12 INV P					360.22	203296	COL/Westgate Collec
						974.28		
	ACCOUNT TOTAL					974.28		
1000-10-25-550-550100-550160-000-0000-445290	Book Binding							
010535 HOUCHEN BINDERY LTD 237494	2018 12 INV P					297.90	202753	LIBRARY MATERIALS
	ACCOUNT TOTAL					297.90		
1000-10-25-550-550100-550160-000-0000-469110	Misc Processing Supplies							
010509 BAKER & TAYLOR INC C B605877DM	2018 12 INV P					748.07	202697	LIBRARY MATERIALS
010510 DEMCO INC 6392108	2018 12 INV P					978.73	203925	COL/Material Proces
010510 DEMCO INC 6395595	2018 12 INV P					1,069.23	203925	COL/Material Proces
						2,047.96		
010514 AMAZON	2018 12 INV P					100.04	203887	LIBRARY MATERIALS 6
010546 MIDWEST TAPE 96148440	2018 12 INV P					36.00	203390	LIBRARY MATERIALS
	ACCOUNT TOTAL					2,932.07		
	ORG 10550160 TOTAL					6,291.49		
10550210	Library Children's Materials							
1000-10-25-550-550200-550210-000-0000-477020	Books (Cat/Ctr)							
010509 BAKER & TAYLOR INC C 2033527148	2018 12 INV P					140.09	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033706568	2018 12 INV P					116.37	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710478	2018 12 INV P					579.57	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710487	2018 12 INV P					350.93	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710738	2018 12 INV P					106.14	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033714364	2018 12 INV P					442.97	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033715889	2018 12 INV P					104.77	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033715908	2018 12 INV P					49.36	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033715936	2018 12 INV P					74.89	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033716271	2018 12 INV P					776.97	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033721618	2018 12 INV P					1,076.14	202695	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2033725418		0	2018 12	INV P		75.54 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033728842		0	2018 12	INV P		467.49 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033730928		0	2018 12	INV P		172.83 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033732144		0	2018 12	INV P		103.46 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033732321		0	2018 12	INV P		294.46 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033736242		0	2018 12	INV P		12.76 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033736244		0	2018 12	INV P		20.14 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033737689		0	2018 12	INV P		871.17 061518	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033742017		0	2018 12	INV P		673.73 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033744196		0	2018 12	INV P		305.75 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90522380		0	2018 12	INV P		11.01 060818	202697	LIBRARY MATERIALS
						6,826.54		
010536 INGRAM LIBRARY SERVI 34602014		0	2018 12	INV P		65.68 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34638843		0	2018 12	INV P		129.83 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34653096		0	2018 12	INV P		14.24 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 346696959		0	2018 12	INV P		76.99 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34733346		0	2018 12	INV P		59.74 061518	203104	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34768771		0	2018 12	INV P		57.20 061518	203104	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34827499		0	2018 12	INV P		228.63 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34872958		0	2018 12	INV P		169.79 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34885499		0	2018 12	INV P		5.17 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34945861		0	2018 12	INV P		121.25 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34968526		0	2018 12	INV P		127.55 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34995641		0	2018 12	INV P		42.51 062218	203355	LIBRARY MATERIALS
						1,098.58		
015023 CHINASPROUT INC	2018-482	0	2018 12	INV P		115.75 061518	203055	LIBRARY MATERIALS
						8,040.87		
1000-10-25-550-550200-550210-000-0000-477040-010509 BAKER & TAYLOR INC C 2033730928		0	Books (Cat/Reference)					
		0	2018 12	INV P		29.86 061518	203039	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 34733346		0	2018 12	INV P		66.03 061518	203104	LIBRARY MATERIALS
						95.89		
1000-10-25-550-550200-550210-000-0000-477100010518 BLACKSTONE AUDIOBOOK 1001572		0	Fiction Audio-CD					
		0	2018 12	INV P		80.00 062218	203294	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1088289924	0	2018 12	INV P		90.00 061518	203152	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1088337111	0	2018 12	INV P		45.00 062218	203432	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1088406609	0	2018 12	INV P		124.50 062218	203422	LIBRARY MATERIALS
						259.50		
						339.50		
ACCOUNT TOTAL								
Music-CD								
ACCOUNT TOTAL								
339.50								
0000-10-25-550-550200-550210-000-0000-477110								
Music-CD								

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010509 BAKER & TAYLOR INC C B90522380		0	2018 12	INV	P	10.27	060818	202697 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91347070		0	2018 12	INV	P	11.01	062218	203290 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91441310		0	2018 12	INV	P	33.76	062218	203290 LIBRARY MATERIALS
						55.04		
	ACCOUNT TOTAL					55.04		
1000-10-25-550-550200-550210-000-0000-477120								
010509 BAKER & TAYLOR INC C 2033737689		0	2018 12	INV	P	31.98	061518	203039 LIBRARY MATERIALS
	Other Audio-CD							
	ACCOUNT TOTAL					31.98		
010536 INGRAM LIBRARY SERV 34597455		0	2018 12	INV	P	47.40	060818	202758 LIBRARY MATERIALS
	ACCOUNT TOTAL					47.40		
1000-10-25-550-550200-550210-000-0000-477160								
010509 BAKER & TAYLOR INC C B89944310		0	2018 12	INV	P	55.36	060818	202697 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90093470		0	2018 12	INV	P	28.98	060818	202697 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90250970		0	2018 12	INV	P	36.22	060818	202697 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90520680		0	2018 12	INV	P	47.08	061518	203040 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91240660		0	2018 12	INV	P	144.88	062218	203290 LIBRARY MATERIALS
	Video Recordings							
	ACCOUNT TOTAL					312.52		
1000-10-25-550-550200-550210-000-0000-477200								
010536 INGRAM LIBRARY SERV 34872958		0	2018 12	INV	P	13.74	062218	203355 LIBRARY MATERIALS
	Toys							
	ACCOUNT TOTAL					13.74		
013055 LAKESHORE LEARNING M 1019140518		0	2018 12	INV	P	158.65	061518	203115 LIBRARY MATERIALS
	ACCOUNT TOTAL					158.65		
1000-10-25-550-550200-550210-000-0000-477350								
010475 UNIVERSITY OF IOWA C 78180292		0	2018 12	INV	P	177.63	062918	204072 Awangano/ Mastercar
	Online Reference							
	ACCOUNT TOTAL					177.63		
10550220								
1000-10-25-550-550200-550220-000-0000-477020								
010509 BAKER & TAYLOR INC C 0003096054		0	2018 12	CRM	P	-14.24	061518	203039 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033527148		0	2018 12	INV	P	910.50	061518	203039 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033706568		0	2018 12	INV	P	1,301.51	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710593		0	2018 12	INV	P	500.76	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710596		0	2018 12	INV	P	121.46	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033710601		0	2018 12	INV	P	73.38	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033714364		0	2018 12	INV	P	1,322.46	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033719830		0	2018 12	INV	P	275.24	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033721618		0	2018 12	INV	P	1,214.41	060818	202695 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033725418		0	2018 12	INV	P	1,897.56	061518	203039 LIBRARY MATERIALS
	Books (Cat/Cir)							
	ACCOUNT TOTAL					9,273.22		

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010509 BAKER & TAYLOR INC C 2033726805	0	2018 12	INV P			651.57 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033726861	0	2018 12	INV P			71.30 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033726863	0	2018 12	INV P			110.38 060818	202695	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033730928	0	2018 12	INV P			783.29 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033737689	0	2018 12	INV P			900.27 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033739163	0	2018 12	INV P			528.87 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033744196	0	2018 12	INV P			2,341.37 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033750728	0	2018 12	INV P			714.13 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033750881	0	2018 12	INV P			149.76 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033751325	0	2018 12	INV P			139.44 062218	203289	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033766097	0	2018 12	INV P			1,222.99 062218	203897	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 3022204952	0	2018 12	INV P			17.05 061518	203039	LIBRARY MATERIALS
						15,233.46		
010519 BRODART CO	B5329156	0	2018 12	INV P		98.53 060818	6199	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1591748	0	2018 12	INV P		134.82 062218	203307	LIBRARY MATERIALS
010531 GALE GROUP	63728497	0	2018 12	INV P		28.79 060818	202741	LIBRARY MATERIALS
010531 GALE GROUP	63728686	0	2018 12	INV P		235.11 060818	202741	LIBRARY MATERIALS
010531 GALE GROUP	63801207	0	2018 12	INV P		28.79 062218	203331	LIBRARY MATERIALS
010531 GALE GROUP	63827025	0	2018 12	INV P		53.58 062218	203331	LIBRARY MATERIALS
						346.27		
010536 INGRAM LIBRARY SERVI	34597455	0	2018 12	INV P		82.13 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34602014	0	2018 12	INV P		30.11 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34638843	0	2018 12	INV P		9.59 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34653096	0	2018 12	INV P		22.42 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34684534	0	2018 12	INV P		102.48 060818	202758	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34733346	0	2018 12	INV P		126.84 061518	203104	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34768771	0	2018 12	INV P		40.10 061518	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34827499	0	2018 12	INV P		298.55 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34872958	0	2018 12	INV P		360.02 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34885500	0	2018 12	INV P		77.60 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34945861	0	2018 12	INV P		191.31 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34968526	0	2018 12	INV P		149.91 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	34995641	0	2018 12	INV P		171.78 062218	203355	LIBRARY MATERIALS
						1,662.84		
013118 CW ASSOCIATES	352028	0	2018 12	INV P		34.00 061518	203063	LIBRARY MATERIALS
013692 MULTICULTURAL BOOKS	18-0983A	0	2018 12	INV P		332.70 060818	202804	LIBRARY MATERIALS
						17,842.62		
						ACCOUNT TOTAL		

1000-10-25-550200-550220-000-0000-477040  
010509 BAKER & TAYLOR INC C 2033527148  
010509 BAKER & TAYLOR INC C 2033744196

Books (Cat/Reference)  
2018 12 INV P  
2018 12 INV P

56.99 061518  
60.00 062218

203039 LIBRARY MATERIALS  
203289 LIBRARY MATERIALS



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550200-550220-000-0000-477070						
011068 OVERDRIVE INC	01370CO18100956	0	2018 12 INV P	061518	203140	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104719	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104720	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104721	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18105295	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18105297	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18092401	0	2018 12 INV P	060818	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18096495	0	2018 12 INV P	061518	203140	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18105594	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
ACCOUNT TOTAL				116.99		
Downloadable-eBooks				116.99		
011068 OVERDRIVE INC	01370CO18100956	0	2018 12 INV P	061518	203140	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104719	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104720	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18104721	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18105295	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO18105297	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18092401	0	2018 12 INV P	060818	203408	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18096495	0	2018 12 INV P	061518	203140	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18105594	0	2018 12 INV P	062218	203408	LIBRARY MATERIALS
ACCOUNT TOTAL				116.99		
1000-10-25-550-550200-550220-000-0000-477100						
010509 BAKER & TAYLOR INC C 2033527148		0	2018 12 INV P	061518	203039	LIBRARY MATERIALS
Fiction Audio-CD				49.39		
010518 BLACKSTONE AUDIOBOOK 1001578		0	2018 12 INV P	062218	203294	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 996020		0	2018 12 INV P	060818	202701	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 996282		0	2018 12 INV P	060818	202701	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 999417		0	2018 12 INV P	061518	203044	LIBRARY MATERIALS
ACCOUNT TOTAL				236.97		
010546 MIDWEST TAPE	96115592	0	2018 12 INV P	060818	202787	LIBRARY MATERIALS
010546 MIDWEST TAPE	96158766	0	2018 12 INV P	062218	203390	LIBRARY MATERIALS
ACCOUNT TOTAL				49.98		
010551 RECORDED BOOKS LLC	75790493	0	2018 12 INV P	060818	6247	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75791172	0	2018 12 INV P	060818	6247	LIBRARY MATERIALS
ACCOUNT TOTAL				107.97		
010880 RANDOM HOUSE INC	1088289924	0	2018 12 INV P	061518	203152	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1188241880	0	2018 12 INV P	061518	203152	LIBRARY MATERIALS
ACCOUNT TOTAL				33.75		
1000-10-25-550-550200-550220-000-0000-477110						
010509 BAKER & TAYLOR INC C B90522380		0	2018 12 INV P	060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90702380		0	2018 12 INV P	060818	202697	LIBRARY MATERIALS
Music-CD				56.45		
ACCOUNT TOTAL				9.18		



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C B90774100	0	2018 12	INV P			8.81 060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90977240	0	2018 12	INV P			57.27 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91107100	0	2018 12	INV P			71.96 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91183860	0	2018 12	INV P			8.81 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B9132340	0	2018 12	INV P			17.61 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91347070	0	2018 12	INV P			248.52 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91347080	0	2018 12	INV P			49.06 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91441310	0	2018 12	INV P			26.43 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B9155630	0	2018 12	INV P			173.24 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91735390	0	2018 12	INV P			21.40 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91839550	0	2018 12	INV P			9.54 062218	203290	LIBRARY MATERIALS
						758.28		
010546 MIDWEST TAPE	96141272	0	2018 12	INV P		11.69 061518	203123	LIBRARY MATERIALS
015041 BREITBACH, RIVER GLE RGBLMPFY18		0	2018 12	INV P		20.00 062218	203299	LOCAL MUSIC PROJECT
						789.97		
ACCOUNT TOTAL								
1000-10-25-550-550200-550220-000-0000-477160			Video Recordings					
010509 BAKER & TAYLOR INC C B89944310	0	2018 12	INV P			383.01 060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90250970	0	2018 12	INV P			586.13 060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B9035140	0	2018 12	INV P			16.65 060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90520680	0	2018 12	INV P			488.45 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90612850	0	2018 12	INV P			26.97 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90774160	0	2018 12	INV P			273.19 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90858100	0	2018 12	INV P			70.25 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90933940	0	2018 12	INV P			7.24 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91240660	0	2018 12	INV P			612.19 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91396390	0	2018 12	INV P			37.08 062218	203898	LIBRARY MATERIALS
						2,501.16		
010536 INGRAM LIBRARY SERVY 34638843	0	2018 12	INV P			10.19 060818	202758	LIBRARY MATERIALS
010546 MIDWEST TAPE	96122116	0	2018 12	INV P		78.69 060818	202787	LIBRARY MATERIALS
010546 MIDWEST TAPE	96141051	0	2018 12	INV P		30.73 061518	203123	LIBRARY MATERIALS
						109.42		
ACCOUNT TOTAL								
1000-10-25-550-550200-550220-000-0000-477190			Puzzles					
012823 MNJ TECHNOLOGIES DIR 0003603893	0	2018 12	INV P			3,213.00 060818	202800	LIBRARY MATERIALS
						3,213.00		
ACCOUNT TOTAL								
1000-10-25-550-550200-550220-000-0000-477210			Non-Fiction Video-DVD					
010509 BAKER & TAYLOR INC C B89944310	0	2018 12	INV P			18.12 060818	202697	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90520680	0	2018 12	INV P			36.23 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B90774160	0	2018 12	INV P			25.37 061518	203040	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C B90858100		0	2018 12	INV	P	8.74 061518	203040	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91107140		0	2018 12	INV	P	94.17 062218	203290	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B91345610		0	2018 12	INV	P	51.62 062918	203898	LIBRARY MATERIALS
						234.25		
010546 MIDWEST TAPE	96122116	0	2018 12	INV	P	22.49 060818	202787	LIBRARY MATERIALS
010546 MIDWEST TAPE	96141051	0	2018 12	INV	P	52.49 061518	203123	LIBRARY MATERIALS
						74.98		
010551 RECORDED BOOKS LLC	75771221	0	2018 12	INV	P	160.75 062218	6424	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75794713	0	2018 12	INV	P	200.75 061518	6337	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75794775	0	2018 12	INV	P	200.75 061518	6337	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75794799	0	2018 12	INV	P	160.75 061518	6337	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75795257	0	2018 12	INV	P	160.75 061518	6337	LIBRARY MATERIALS
						883.75		
						1,192.98		
1000-10-25-550-550200-550220-000-0000-477220								
010536 INGRAM LIBRARY SERV 34768771		0	2018 12	INV	P	28.49 061518	203104	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERV 34872958		0	2018 12	INV	P	227.95 062218	203355	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERV 34995641		0	2018 12	INV	P	493.87 062218	203355	LIBRARY MATERIALS
						750.31		
						750.31		
1000-10-25-550-550200-550220-000-0000-477230								
010509 BAKER & TAYLOR INC C 2033737689		0	2018 12	INV	P	27.43 061518	203039	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033744196		0	2018 12	INV	P	16.77 062218	203289	LIBRARY MATERIALS
						44.20		
						40.00 062218	203294	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 1001578		0	2018 12	INV	P	40.00 060818	202701	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 996737		0	2018 12	INV	P	40.00 061518	203044	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 998967		0	2018 12	INV	P	40.00 062218	203294	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 999801		0	2018 12	INV	P	160.00		
						160.00		
010546 MIDWEST TAPE	96115592	0	2018 12	INV	P	160.95 060818	202787	LIBRARY MATERIALS
010546 MIDWEST TAPE	96158766	0	2018 12	INV	P	39.99 062218	203390	LIBRARY MATERIALS
						200.94		
010551 RECORDED BOOKS LLC	75771221	0	2018 12	INV	P	82.20 062218	6424	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75794835	0	2018 12	INV	P	108.67 061518	6337	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75795308	0	2018 12	INV	P	253.34 061518	6337	LIBRARY MATERIALS



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010880 RANDOM HOUSE INC	1088149459	0	2018 12 INV P			203152 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1088241880	0	2018 12 INV P			203152 LIBRARY MATERIALS
					56.25	
					905.60	
1000-10-25-550-550200-550220-000-0000-477250						Downloadable Media
011068 OVERDRIVE INC	01370C018100790	0	2018 12 INV P			203140 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018093526	0	2018 12 INV P			202810 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018094209	0	2018 12 INV P			202810 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018105298	0	2018 12 INV P			203408 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C018105464	0	2018 12 INV P			203408 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA18096495	0	2018 12 INV P			203140 LIBRARY MATERIALS
					95.98	
					3,250.79	
014005 TELSROW, DANA	DTEFY18	0	2018 12 INV P			203177 LOCAL MUSIC PROJECT
015028 EATON, ELIZABETH	KMFY18	0	2018 12 INV P			203073 LOCAL MUSIC PROJECT
015034 KANOPY INC	129193-PPU	0	2018 12 INV P			203112 LIBRARY MATERIALS
015041 BREITBACH, RIVER GLE RGBIMPFY18		0	2018 12 INV P			203299 LOCAL MUSIC PROJECT
					150.00	
					5,050.79	
1000-10-25-550-550200-550220-000-0000-477330						Print/Reference Serials
012383 PROGRESSIVE POPULIST PP61118FY18		0	2018 12 INV P			203419 LIBRARY MATERIALS
					41.95	
					41.95	
1000-10-25-550-550200-550220-000-0000-477350						Online Reference
010550 PROQUEST INFORMATION 70510969		0	2018 12 INV P			203420 LIBRARY MATERIALS
					223.00	
					223.00	
					36,300.08	
					96,662.58	

President, Robin Paetzold

Secretary, Janet Freeman