



# 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**

**December 15, 2016**

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Jay Semel, President

Diane Baker

John Beasley

Janet Freeman, Secretary

Adam Ingersoll

Thomas Martin

Robin Paetzold

Meredith Rich-Chappell

Monique Washington, Vice-President

#### 1. Call Meeting to Order.

#### 2. Public Discussion.

#### 3. Approval of Minutes.

- A. Approve Regular Minutes of Library Board of Trustees November 17, 2016 meeting.

#### 4. Items for Discussion/Action.

- A. Bookmobile Update.

Comment: An update on the bookmobile will be provided.

- B. FY18 Budget.

Comment: The City's recommended budget has been received. Craig will discuss with the City Council on January 7, 2017.

- C. Policy Review: #801: Circulation Policy.

Comment: This is a regularly scheduled policy review.

- D. Policy Review: #802: Confidentiality Policy.

Comment: This is a regularly scheduled policy review.

#### 5. Staff Reports.

- A. Director's Report. FY16 Iowa Public Library Annual Survey (State report).
- B. Departmental Reports: Children's Services, Collection Services, IT.
- C. Development Office Report.

- D. Spotlight on the Collection.
- E. Miscellaneous.

**6. President's Report.**

**7. Announcements from Members.**

**8. Committee Reports.**

**9. Communications.**

**10. Disbursements.**

- A. Review MasterCard Expenditures for November, 2016.
- B. Approve Disbursements for November, 2016.

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

**12. Adjournment.**

Iowa City Public Library Meeting Agendas and Other Significant Events		
DECEMBER 15, 2016	JANUARY 26, 2017	FEBRUARY 23, 2017
<b>Policy Review:</b> <b>801: Circulation of Materials</b> <b>802: Confidentiality</b>  Departmental Reports: CH, CLS, IT  OTHER: 12/3: Arts & Crafts Bazaar/Book Sale 12/9: Inservice Day	<b>Policy Review:</b> <b>705: Naming &amp; Recognition</b>  6 month Strategic Planning Update  Review 2 <sup>nd</sup> Quarter Goals/Statistics  Departmental Reports: AS, CAS12/6:  OTHER: 1/3: Legislative Reception, 5:30 pm Springmier Public Library, Tiffin	Appoint Nominating Committee  <b>Policy Review:</b> <b>812: Hours of Service</b>  Set Hours for Next Fiscal Year  Departmental Reports: CH, CLS, IT  OTHER: 2/25: Book Sale
MARCH 23, 2017	APRIL 27, 2017	MAY 25, 2017
Appoint Committee to Evaluate Director  City Posts Board Vacancies to begin 7/1  <b>Policy Review:</b> <b>702: Library Programs</b> <b>703: Cable TV Programming</b>  Departmental Reports: AS, CAS  OTHER: 3/1: ICPLFF Board meeting	Meet as Members of Friends Foundation  President Appoints to Foundation Board  <b>Policy Review:</b> <b>501: Statement of Authority</b> <b>502: Personnel</b> <b>503: Admin/Confidential Benefits</b>  Review 3 <sup>rd</sup> Quarter Statistics  Departmental Reports: CH, CLS, IT  OTHER: 4/12: National Bookmobile Day 4/23: Looking Forward	Election of Officers  Departmental Reports: AS, CAS        OTHER: 5/19-20: STEAM Festival 5/31: ICPLFF Board meeting
JUNE 22, 2017	JULY 27, 2017	AUGUST 24, 2017
Director Evaluation  Develop Ideas for Board Annual Report  Departmental Reports: CH, CLS, IT  OTHER: 6/3: Children's Day	Review Board Annual Report  Adopt NOBU Budget  Strategic Planning Update  Departmental Reports: AS, CAS  OTHER: First meeting for new Board members	Review Annual Staff Report  Review 4 <sup>th</sup> Quarter Statistics  Departmental Reports: CH, CLS, IT     OTHER: Annual Board Dinner
SEPTEMBER 28, 2017	OCTOBER 26, 2017	NOVEMBER 16, 2017
Budget Discussion  Departmental Reports: AS, CAS	Budget Discussion  Review 1 <sup>st</sup> Quarter Statistics  Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS



## BOARD OF TRUSTEES

### Minutes of the Regular Meeting November 17, 2016

**DRAFT**

**Members Present:** John Beasley (in at 5:16 pm), Janet Freeman, Adam Ingersoll (in at 5:03 pm), Robin Paetzold, Meredith Rich-Chappell, Jay Semel, Monique Washington.

**Members Absent:** Diane Baker, Tom Martin.

**Staff Present:** Todd Brown, Maeve Clark, Susan Craig, Kara Logsden, Anne Mangano, Patty McCarthy, Elyse Miller.

**Guests Present:** None.

**Call Meeting to Order.** President Semel called the meeting to order at 5:01 p.m.

**Public Discussion.** None.

#### Approval of Minutes.

The minutes of the October 27, 2016 Library Board of Trustees meeting were reviewed. A motion to approve the Minutes was made by Paetzold and seconded by Freeman. Motion carried 5/0.

#### Items to be discussed.

**Demonstrations.** Todd Brown created an app for the library that currently is in the testing stage and unavailable to the public. He demonstrated some of the features of the new application, including:

- ability to search our catalog for books and other formats using an ISBN
- show availability and status of items
- a social button to link to ICPL social media, like YouTube and Twitter
- view a week's worth of the calendar with details
- a button to add an event to your personal calendar

Ingersoll asked about a virtual library card. One of the arguments against the virtual card is the increase for potential abuse. This is more significant as the physical card is essentially multiplied. Craig said she knows libraries that have a virtual card and those that don't and each are satisfied with their choice. Ingersoll asked about integration with Goodreads, for example. Craig said this can be explored.

Clark demonstrated the new and improved *Consumer Reports* database which we added in July, 2016. It can be used in-house and at home with your login and password. Users at home may access everything in the print version, plus many extras and enhancements, such as product testing videos. Clark believes



Consumer Reports is the number one product used by patrons except for the genealogy database. Semel asked if there is an easier way to login to the library than with his long library card number. The answer is no.

Mangano demonstrated the new Overdrive, the vendor we use for Ebooks and eAudio. In partnership with North Liberty Community Library and Coralville Public Library and launched on 11/9, the new Overdrive is accessible from Facebook. One must live in one of these library service areas or an areas that contracts with one of the partners to access this resource. Changes to Overdrive are primarily superficial; easier for viewing and faster to use. However, a major change permits the user to link your library card number with an Overdrive or Facebook account. Paetzold asked if anything besides the interface has changed. Mangano said no but there are a number of real improvements. It is clearer if an item is available, the format is more easily identified, there is less click-through, and placing a hold is easier, and when you place a hold, Overdrive may suggest another title in which you might be interested. Overdrive now explains an item must be returned from the device from which it was checked out, which was not clear before and was frustrating to users. You may select your loan period and the item will automatically disappear from your device. One exciting change, said Mangano, is the ability for ICPL to make our own lists and promote our own collection on the Overdrive page. ICPL can choose the placement of materials on the page or put titles in a collection we create. Mangano said digital audiobooks are our fastest growing collection, primarily because Overdrive has made it much easier to use. Publishers are getting on board with digital audiobooks because they are inexpensive to produce. This collection has also increased because digital audiobooks are compatible with new car audio systems. Craig said when formats transition like this, CD versions are still needed for older cars. Publishers are not making as many CD audiobooks anymore, contributing to this changing environment.

Bookmobile Update. Logsden is going to Colorado on vacation and will check in with our bookmobile vendor while she is there. Freeman asked about Antelope Lending Library. We are planning events together for National Bookmobile Day on April 12, 2017. The vision is to have other wheeled vehicles such as food trucks, fire trucks, mobile healthcare units, etc. at this event at Mercer Park, too.

Policy #601: Collection Development. This is a regularly scheduled policy review. Semel asked if we get much flack about our policy allowing children access to the entire collection. Logsden said we get feedback from parents who wish to look at their child's account. Craig said our community shares a variety of viewpoints and we try to make sure they are all represented in the collection. Mangano said we receive few challenges to our collection. A motion to approve the policy as amended by staff was made by Rich-Chappell and seconded by Washington. Motion carried 7/0.

### **Staff Reports.**

Director's Report. Craig distributed the invitation to the Legislator's Reception which is at the Springmier Community Library in Tiffin at the Clear Creek Amana school. All Board members are welcome to attend. Typically, the Director and at least one or two Board members from each of the libraries attend, together with some legislators. The City hired a New Assistant City Manager, Ashley Monroe. She comes to Iowa City from Hoffman Estates, IL and will begin December 1. No City budget information is available yet. Inservice Day is Friday, 12/9. Let Miller know if you will be able to attend any or all of the day. Ingersoll asked if it could be streamed. Clark said we will try.

Departmental Reports:  
Adult Services. No comments.

Community & Access Services. Logsden said 3,400 people voted early at the Library.

Development Office. McCarthy showed some of the craft items available for purchase at the Arts & Crafts Bazaar on Saturday, 12/3. The Book Gala at Prairie Lights was lovely. A donation report from the event is not yet available. The Window newsletter will be coming to your mailbox in early December and will include the Friends Foundation annual fund appeal for the first time within its pages. McCarthy asked members to be on the lookout for the donation envelope and to spread the word about it being included with this edition of The Window newsletter. There will be a report next month from the Foundation board members.

Spotlight on the Collection. No comments.

**President's Report.** Semel wished everyone a happy Thanksgiving. He said his family was coming from far and wide and the library is on the top of their list of things to do when they visit.

#### **Announcements from Members.**

From Tom Martin via email: "Last Monday one of my readers at Hoover was so proud to tell me he had completed a "chapter book" he got from the Library.

Me: Which Library?

He: From the big one downtown. My grandparents take me after school some times.

He: I also get books from the bookmobile.

So I told him about the NEW bookmobile coming to a neighborhood near him. He was excited."

#### **Committee Reports.**

Foundation Members. No report.

**Communications.** None.

#### **Disbursements.**

The MasterCard expenditures for October, 2016 were reviewed. A motion to approve the disbursements for October, 2016 was made by Washington and seconded by Rich-Chappell. Motion carried 7/0.

#### **Set Agenda Order for December Meeting.**

Policy review.

**Adjournment.** A motion to adjourn the meeting was made by Freeman and seconded by Washington. Motion carried 7/0. President Semel closed the meeting at 6:01 p.m.

Respectfully submitted,  
Elyse Miller

## 801 Circulation and Library Card Policy

### **Proposal:**

A staff review in preparation for new Bookmobile services generated recommended changes to the Circulation and Library Card Policy.

### **Issues:**

The Circulation and Library Card Policy provides guidelines for who may have a Library Card, the privileges associated with different types of cards, and when privileges will be suspended. It also establishes guidelines for fines and fees, recovery of materials or the cost of lost and/or damaged materials, and other details related to circulation of materials.

Currently the biggest issue related to the Circulation and Library Card Policy is materials not returned that are checked out on children's cards. Sometimes this is due to a parent using their child's card for their personal use (sometimes because the parents' card privileges have been suspended) and other times it is the child not returning materials.

According to Iowa Code 613.16, parents are responsible for damages caused by unlawful acts of their child. This is civil liability and enables the option of suing parents in small claims court, securing a judgment and attempting to collect that judgment. Iowa Code 714.5 covers the theft of library materials by not returning items. This is a criminal charge. If we can prove who checked out materials we can pursue criminal charges through the court system. In a recent conversation with our County Attorney, Janet Lyness, she reiterated they would pursue any cases of materials not returned when we have incontrovertible evidence, via computer checkout records and video camera images, which show a parent or other adult using a child's Library Card to check out the materials.

To give these numbers some context, currently we have 19 patron accounts for children under the age of 12 who have more than \$200 of items not returned. The total value of these items is \$8,653. Of our nearly 65,000 cardholders, 11 are 1 year old and younger, 64 are 1-3 years old and 276 are 3-5 years old.

Our staff discussed these issues in great detail, wondering if changes could be made to the policy to alleviate these issues, or if this was a cost of doing business. Staff decided on a hybrid approach of changing procedures to help patrons understand their financial liability for items checked out to their children, but not changing the policy to set a minimum age for getting a Library Card or other limits on cards to children. The argument is that we value literacy and life-long-learning. We believe the benefits that come from younger children having library cards and discovering the joy of Library access is greater than the losses we encounter from a limited number of people.

We invite you to discuss this and ask questions. We've been doing a lot of discussing and asking, but it took a lot of time to come to this conclusion and we want to assure our Library Board is comfortable with this decision as well.

Other issues related to the policy review including evaluating changes from the last review and preparing for Bookmobile services. When the policy was last reviewed there were major changes recommended with the goals of making the Library easier to use and increasing circulation. Fine rates became more uniform, and in most cases were lowered. Movie DVD, TV DVD and Video Game overdue fees were reduced from \$1.00 to 25 cents per day. Since this change, we've seen fewer cards reaching the \$10.00 threshold, when privileges are suspended, because of overdue materials. We also implemented one free Library Card replacement per year and patrons appreciate not having to pay the \$1.00 replacement fee for a new Card. We believe these changes met the goal of making the Library easier to use and increasing circulation.

In preparation for Bookmobile services, staff reviewed the Circulation and Library Card Policy with an eye on changes to support the Bookmobile. The recommended change related to the Bookmobile is to not charge fines on overdue children's materials that are in the Bookmobile collection (Bookmobile jEasy, Bookmobile jFiction, Bookmobile jNonfiction, Bookmobile jDVD, Bookmobile jVideo Game). Because we are attempting to reach children whose Library services would become limited if fines could not be paid, we believe not charging fines on children's materials in the Bookmobile collection will help children who may have difficulty with on-time return of materials. If materials are not returned at all, they would be considered lost and replacement fees would be charged.

Another recommended change peripherally related to Bookmobile service is the number of holds an Institutional Card may have. Institutional Cards are primarily issued to educational institutions and teachers. Fifteen holds for a teacher will better serve children in their classroom and could also help us reserve materials we would take to a Bookmobile stop at a preschool or daycare.

Discontinuing game console circulation (we can no longer get the Wii Consoles we previously circulated) and the introduction of circulating laptops is a big change since the last review of this policy. There is also potential in the future to offer different types of equipment as circulating items. Instead of changing the policy each time something new is added, it seems more prudent to establish parameters for privileges to check out equipment and fines related to late return based on the value of the item.

#### Staff Recommendations:

<b>See also note</b>	Because this policy works closely with the Collection Development and Confidentiality policies, staff recommend references to these policies. Staff also recommend adding references to Iowa Code Chapters related to "Parental Responsibility of Actions of Children" and "Theft of Library Materials and Equipment."
<b>801.11 a</b>	As a courtesy to new cardholders who have not confirmed a local address, we permit checkout of two items while we mail a postcard to their home. Once a patron returns the postcard to the Library, their address is confirmed and restrictions are removed. Some cardholders who have not verified a local address have requested to check out equipment. Because of the cost of equipment, we are clarifying equipment may not be checked out to cardholders who have not confirmed a local address.



<b>801.11 g</b>	This statement was originally in the Collection Development Policy; however, it relates more to privileges associated with Library Cards so staff recommend adding it to the Circulation and Library Card policy. Iowa Code Chapter 613.16 holds parents responsible for the replacement or repair cost of items checked out on a minor's card. Because of the high repair or replacement cost of expensive circulating equipment, we believe parents should be notified about their liability and opt in. In the past some parents have stated they are not able to take on financial liability for expensive circulating equipment and choose not to grant permission for checkout.
<b>801.21 a and b</b>	Staff believe daily fines and maximum fines should be associated with the value of equipment and not to a specific type of equipment. Fines are not meant to be punitive but rather an incentive for on-time return of Library materials. Because high cost equipment items are often in high demand, we hope these higher daily fine rates serve as an incentive for on-time return of equipment.
<b>801.21 a 3</b>	Staff recommend not charging fines for late return of children's materials in the Bookmobile collection.
<b>801.23 e</b>	Staff recommend stating At Home card privileges are suspended when items are not returned and billed. At Home patrons do not pay fines so this is our recourse when materials are not returned.
<b>801.24 b</b>	Most institutional cards are issued to teachers and educational institutions. We believe extending 15 holds to Institutional Cards will help teachers and could potentially assist with Bookmobile services to educational organizations.

**Action Required:** Review and adopt as amended.

**Prepared by:** Kara Logsden, Community & Access Services Coordinator, December 6, 2016

**Review Committee:** Help Desk Staff, Librarians, and Bookmobile Work Group.

**SECTION 801: CIRCULATION and LIBRARY CARD POLICY**

See also related policies: Collection Development (601) and Confidentiality (802).

See also Iowa Code: Chapter 613.16 (Parental Responsibility of Actions of Children) and Chapter 714.5 (Theft of Library Materials and Equipment).

801.0 The purpose of the Circulation Policy is to establish who may obtain a library card at the Iowa City Public Library, the privileges associated with different types of cards, and the conditions under which those privileges may be suspended. A valid library card provides library users with circulation services which may include, depending upon type of library card, borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

### 801.1 Library Cards

801.11 General Information: These policies apply to all types of cardholders:

- a) Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.17 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b)- Cardholders are responsible for all materials checked out on the card and for payment of fines and fees assigned to the card.
- c)- The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d)- Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e)- Cardholders are limited to 75 checked-out items, except Institutional cards, which are limited to 100 checked-out items.
- f)- Library cards expire regularly to confirm address and other contact information.

gg) Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18.

801.12 Resident Cards: Resident cards are limited to residents and property owners of Iowa City and contract areas.

801.13 Reciprocal Cards: Service is provided to residents of areas with libraries participating in the Iowa State Library's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

801.14 Temporary Cards: Temporary cards are issued to persons who will be living in our service area from one to six weeks, and to those living in temporary housing. Some services are limited.

801.15 Institutional Cards: Institutional cards are issued to institutions and businesses located in Iowa City, contract areas, and Johnson County communities with libraries participating in the Open Access program.

801.16 Special Cards: (See Section 801.25 and 801.26 for fines and fee information.)

- a) Borrowers who qualify for Resident Cards may apply for At Home service.
- b) Special cards are available for institutions with ICPL outreach collections and for Johnson County Jail inmates.
- c) Special cards are assigned to libraries participating in interlibrary loan.

801.17 Self-Registered Cards: Patrons who register online must present, in person and within two weeks of registering, proper identification and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards allow for limited access to online resources but may not be used to borrow materials until a regular card is obtained.

801.18 Computer Use Only Cards: Issued to patrons who are unable to confirm a local address. Services are limited to internet computers and in-house use of equipment valued at less than \$100.

## 801.2 Fines and Fees

### 801.21 Late Return:

- a) Fines are assessed at 25 cents per day with the following exceptions:
  - 1. Express DVDs: \$1.00 per day.
  - 2. Equipment:
    - ~~\$5.00 per day: Game Consoles~~ Equipment valued at ~~ever~~ \$100 or over replacement cost: \$5.00 per day.
    - ~~\$1.00 per day: Games (Giant Chess and Checkers)~~ (FOI) and all other equipment valued under \$10099.99 replacement cost: \$1.00 per day.
    - 3. Children's materials in the Bookmobile collection: No fines.
- b) Maximum fines are calculated as the daily fine times a maximum of 30 days overdue or \$10.00, whichever is less, except for equipment. Maximum fines for equipment are:
  - ~~\$15.00: Game Consoles~~ Equipment valued at ~~ever~~ \$100 or over replacement cost.
  - ~~\$10.00: Games (Giant Chess and Checkers)~~ and all other equipment valued under \$10099.99 replacement cost.
- c) Fines are charged for each calendar day the library is open starting the first day overdue. Materials returned to the library building after closing are



considered returned the next day the library is open. Materials returned to the remote book drops after the posted pickup time are considered returned the next day the library is open.

- d) Fines may be waived in full or part by staff, on a case-by-case basis.

#### 801.22 Lost or Damaged Materials

- a) The full replacement or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.
- b) Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.
- c) The replacement cost of the item includes its retail price plus a processing fee.
- d) Replacement or repair costs may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.

#### 801.23 Suspension of Circulation and Remote Access Privileges

- a) Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fines or for materials not returned and billed.
- b) Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fines or for materials not returned and billed.
- c) Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for long overdue or lost materials.
- d) Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.
- e) Special At Home cards: Access privileges are suspended for materials not returned and billed.

#### 801.24 Holds (Reserves)

- a) Registered borrowers with no delinquency status may place up to ten free holds.
- b) Institutional cards may have up to fifteen free holds.
- ~~b)c)~~ Beyond the ten free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.



### 801.25 Charges for Interlibrary Loan:

- a) When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.
- b) Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material.

### 801.26 Special Cards for Fines and Fees

- a) No fines are charged for late returns of materials from outreach collections, At Home patrons, or jail patrons.
- c) At Home patrons and the outreach sites are responsible for the replacement cost of lost materials.
- c) Restricted Cardholders are responsible for payment of fines and fees assigned to their card.

801.27 Card Replacement: Patrons may receive one free replacement card per year. The replacement charge for additional lost cards is \$1.00.

### 801.3 Retrieval of Overdue Materials

801.31 Notification: Notices are sent at regular intervals to cardholders with overdue library materials. The last notice is a bill for the replacement cost of the item.

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a collection agency and/or to a local law enforcement agency for further action. An additional processing charge of \$10.00 will be added to each account sent to collections. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

Adopted: 12/20/84  
 Revised: 2/28/85  
 Revised: 5/23/85  
 Revised: 7/25/85  
 Revised: 8/22/85  
 Revised: 11/21/85  
 Revised: 3/27/86  
 Revised: 9/25/86  
 Revised: 2/27/87

Revised: 4/28/88  
 Revised: 7/27/89  
 Revised: 7/1/90  
 Revised: 2/21/91  
 Revised: 4/25/91  
 Revised: 7/11/91  
 Revised: 7/25/91  
 Revised: 4/28/92  
 Revised: 10/27/94

Revised: 3/30/95  
 Revised: 4/27/95  
 Revised: 2/22/96  
 Revised: 5/27/99  
 Revised: 5/23/02  
 Revised: 6/26/03  
 Revised: 4/22/04  
 Revised: 6/23/05  
 Revised 5/25/06

Revised: 12/20/07  
 Revised: 2/26/09  
 Revised: 2/25/10  
 Revised: 10/28/10  
 Revised: 8/23/12  
 Revised: 8/28/14  
Revised: 12/15/16

## 802 Confidentiality Policy

### Proposal:

A staff review in preparation for new Bookmobile services generated recommended changes to the Confidentiality Policy.

### Issues:

The Confidentiality Policy defines how the Library serves as custodian of records, protects this confidential information, and responds to requests for information about Library patrons. In preparation for Bookmobile services, staff reviewed the Confidentiality Policy with an eye on changes that may be needed to support the Bookmobile. No major changes were recommended related to Bookmobile services; however, formatting changes are recommended to align the layout of the policy with other Library policies.

Currently the major issue related to confidentiality is our responsibility as serving as "Custodian of Records." Before the introduction of eCollections, this was straightforward. We served as custodians of information in patron accounts and did not disclose information we collected as a part of routine Library business. With the introduction of eCollections, we no longer serve as Custodian of Records related to circulation of eCollections. These include OverDrive, Zinio, patron accounts for online learning tools such as Learning Express and Mango languages; and in the Beanstack software we use for online program registration for the Summer Reading Program and Begin with Books. This is not our preference; however, we purchase services from vendors for the convenience of our patrons and part of the convenience is the vendor's storage of files and records.

All staff are trained regarding confidentiality as a part of Library orientation and receive additional training specifically related to their job. The issue that comes up most regarding confidentiality is security cameras in the building. We use the security cameras to maintain a safe and secure environment for patrons and staff as well as protect the Library building and materials. Security camera images are only reviewed after an incident and have helped to successfully prosecute crimes committed against patrons and staff and to document theft of materials and damage to the building.

Another issue related to confidentiality is a parent asking for information about their child's account. If the parent does not have the Library Card, staff do not reveal information about a child's account until the item reaches a billed status, as outlined in this policy. If a parent does not have a child's card, Library staff try to be helpful to the parent while maintaining confidentiality for the child. For example, a parent may ask, "What is due on my child's account today?" Staff may respond with general information like, "Two books are due today," without specifically revealing the title of the books.

It does not happen often; however, periodically law enforcement agents will ask for information related to a Library account. Staff are trained to refer these questions to the Library Director.

**Staff Recommendations:**

<b>802.1</b>	Reformatting to align with other Library policies and to strengthen the purpose statement for this policy.
<b>802.2</b>	First sentence from 802.1 moved to new section 802.2
<b>802.3</b>	Because this is a Board policy, it seems redundant to state the Board of Trustees recognizes an element of the policy; consequently the sentence is edited to delete "The Iowa City Public Library Board of Trustees recognizes that."
<b>802.4 a</b>	Adding clarification that meeting room reservation information is a public record.
<b>802.4 c</b>	Grammatical edit.
<b>802.5</b>	The policy is edited to make the final paragraph a numbered section of the policy.

**Action Required:** Review and adopt as amended.

**Prepared by:** Kara Logsden, Community & Access Services Coordinator, December 6, 2016

**Review committee:** Help Desk Staff and Bookmobile Work Group.



## 802: CONFIDENTIALITY

See also related policies: Use of Library's Cardholder Database (704), Circulation of Materials (801), Display Policy (805), Internet Use Policy (815), Meeting Rooms (806), Library Bill of Rights (1001), Volunteer Policy (505) and Conduct in the Library (809). See also Code of Iowa, Chapter 22, Examination of Public Records (Open Records) and Section 22.7, Confidential Records.

802.1 ~~Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.~~ The purpose of this policy is to explain how the Library serves as custodian of confidential information, protects confidential information, and will responds to requests for information about library users.

802.2 Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

802.2 3 ~~The Iowa City Public Library Board of Trustees recognizes that~~ Library circulation records and other records identifying specific users are confidential in nature. No individual except authorized Library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent.

- a. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- b. Library accounts for which a bill has been sent may be revealed to parents of minor children, a collection agency, or law enforcement personnel.

802.3 4 Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and includes Internet and electronic resource search records; reference interviews and transactions; circulation records; interlibrary loan records; and other personally identifiable uses of library materials, equipment or services.

- a. Contact information for displays and meetings reservations is provided by the user and considered public information.
- b. Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on The Library Channel, Library website, the Internet, and other media.
- c. Security cameras are installed in the Library to protect the safety and security of people, the building and its contents. Only authorized Library staff may view recordings. However, Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request.



- d. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access.

~~At no time will the Library Director, who serves as custodian of the records, release protected records except pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.~~

802.5 At no time will the Library Director, who serves as custodian of the records, release protected records except pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power.

- a. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.

Adopted: 09/17/70  
 Reviewed: 10/25/79  
 Reviewed: 04/27/89  
 Reviewed: 01/28/93  
 Revised: 03/30/95  
 Revised: 02/22/96  
 Revised: 05/27/99  
 Revised: 03/23/00  
 Revised: 01/23/03  
 Revised: 02/23/06  
 Revised: 01/22/09  
 Revised: 01/26/12  
 Reviewed: 08/28/14  
Revised: 12/15/16

## Iowa City Public Library 2016 Iowa Public Library General Information Survey

### Section A - General Information

Due December 16, 2016

Review the contact information below. Users cannot change data marked in gray. To change any of this data, answer **Yes** to number A15 below. The State Library will verify and change the data. Report all information as of June 30, 2016.

A01 Library Name	IOWA CITY PUBLIC LIBRARY
A02 Library Director/Administrator Name	Susan Craig
A03 Library District	SE=Southeast
Street Address	
A04 Street Address	123 S LINN ST
A05 City	IOWA CITY
A06 Zip	52240
Mailing Address	
A07 Mailing Address	123 S LINN ST
A08 City	IOWA CITY
A09 Zip	52240
Other Contact Information	
A10 County	JOHNSON
A11 Phone	(319) 356-5200
A12 Library Web Address	WWW.ICPL.ORG
A13 Fax	(319) 356-5494
A14 Director Email Address	susan-craig@icpl.org
A15 Has the information in any of the grayed out questions above changed in the past year? (Yes or No) If you answer "Yes," enter the correction in a note. Staff No from The State Library may contact you to verify the information.	

### Section B - Paid Staff

Include unfilled positions if a search is currently underway. Include all employees paid by the library. Report all positions as of June 30, 2016.

B01 Total number of paid librarians	15
B02 Total number of all paid librarian hours worked per week	600.00
B03 Paid librarians FTE	15.00
B04 Total number of all other paid staff	111
B05 Total number of all other paid staff hours worked per week	2938.00
B06 All other paid staff FTE	73.45
B07 Total paid employees FTE	88.45

#### Levels of Education

B08 How many of the paid librarians from LINE B01 have an ALA accredited masters of library science degree	15
B09 Total number of hours worked per week by librarians from LINE B08 with an ALA accredited masters of library science degree	600.00
B10 Total FTE librarians with ALA accredited masters of library science degree	15.00

B11 Education level achieved by director

Masters of Library Science

B12 Starting date of current director in director's position.

07/01/1994

**Section C - Capital Income and Expenditures**

Capital income is intended to pay for large one-time library purchases. This section should not reflect any revenue or expense used for the regular operations of the library. If your library had any major one-time capital expenditures during FY16 you may report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

Show all sources of funds for FY16 (July 1, 2015 - June 30, 2016).

If your library does not receive income from a source, enter a 0 (zero).

If your library receives income from a source, but the amount is unknown, enter N/A.

Report all income and expenditures in whole dollars only. Round to the nearest dollar.

*For Capital Income*

In this section, report all revenue for major capital expenditures, by source of revenue. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- New vehicles
- Other major one-time projects

In this section, DO NOT include revenue for:

- Replacement and repair of existing furnishings and equipment - Report in section D
- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. - Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

*Capital Income*

Did your library have any major one time capital projects in FY16? If "NO", Section C will be hidden on the online form and you can skip to section D. If "YES", check the box and answer questions C01 - C06.

Yes

C01	Capital funds from local government (city, county)	\$13,903
C02	Capital funds from state sources	\$9,300
C03	Capital funds from federal sources	\$0
C04	Capital funds from private sources	\$0
C05	Total capital revenue	\$23,203
<b>Capital Expenditures</b>		
C06	Total capital expenditures	\$23,203



## Section D - Operating Income and Expenditures

### OPERATING INCOME

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report revenue used for operating expenditures by source. Include federal, state, local, or non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY16 (JULY 1, 2015 - JUNE 30, 2016).

- If your library does not receive income from a source enter a 0 (zero)
- If your library receives income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

### DO NOT REPORT

- Revenue for capital expenditures as reported in Section C
- Contributions to endowments
- Revenue passed through to another agency
- Funds unspent in the previous fiscal year &ndash; carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income or expenditures

#### *Total Governmental Operating Income*

D01	City income received (exclude income from special levies)	\$4,059,044
D02	City income received from special levies	\$837,047
D03	County income from <u>YOUR OWN</u> county	\$440,949
D04	Do you receive funding from more than one county? If "NO", you can skip to line D08. If "YES", check the box to report name and income for each county that contributes funding to your library. Report the income from your own county on line D03.	No
D05	County name ( <u>DO NOT report your own county here</u> )	
D06	County income ( <u>DO NOT report your own county income here</u> )	
D07	County income received from all counties (Click the SAVE button to calculate the total.)	\$440,949
D08	Income received from contracting cities other than your own	\$62,594
D09	Other governmental income received	\$3,600
D10	Total local government operating income received	\$5,403,234
D11	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement)	\$81,847
D12	Other income received from the state of Iowa	\$0
D13	Total state government operating income received	\$81,847
D14	Total federal government income received	\$0

#### *Total Non-Governmental Operating Income*

D15	Total non-governmental grants received	\$0
D16	Endowments and gifts received	\$367,583
D17	Fines and/or fees received	\$174,909
D18	Other income received	\$83,354
D19	Total non-governmental operating income received	\$625,846

#### *Total Operating Income*

D20	Total operating income received	\$6,110,927
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## OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

## REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.

- If your library does not expend funds for an item, enter a 0 (zero)
- If your library expends funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY16 (July 1, 2015 - June 30, 2016), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

## DO NOT REPORT

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D21	Total salaries and wages expenditures (before deductions)	\$3,361,868
D22	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.)	\$990,606
D23	Total staff expenditures	\$4,352,474
D24	Print physical materials expenditures	\$328,293
D25	Audio physical materials expenditures -- All physical formats, including Tape, CDs, etc.	\$50,649
D26	Video physical materials expenditures -- All physical formats, including Tape, Blu-Ray, DVD, etc.	\$63,841
D27	Other physical materials expenditures for any materials not listed above (puzzles, art prints, puppets, etc.)	\$21,823
D28	Total physical materials expenditures (NEW)	\$464,606
D29	Bridges e-book expenditures. Report Bridges e-book expenditures only. The line is prefilled and locked by the State Library. (NEW)	\$0
D30	All other e-book expenditures. Report Advantage e-book expenditures on this line. (NEW)	\$71,666
D31	Total e-book expenditures	\$71,666
D32	Bridges downloadable audio materials expenditures. Report Bridges expenditures only. This line is prefilled and locked by the State Library. (NEW)	\$0
D33	All other downloadable audio expenditures. Report Advantage downloadable audio expenditures on this line. (NEW)	\$56,272
D34	Total downloadable audio expenditures	\$56,272
D35	Downloadable video materials expenditures	\$0
D36	Ebscohost expenditures. This line is prefilled and locked by the State Library. (NEW)	\$3,418
D37	All other electronic materials expenditures. Do not report Bridges or EBSCOHOST expenditures on this line. (NEW)	\$112,591
D38	Total electronic materials expenditures (NEW)	\$243,947
D39	Total collection expenditures	\$708,553

D40 All other operating expenditures (phone, heat, lights, cooling, internet access, equipment, insurance, etc.) \$1,015,395

D41 Total of all operating expenditures \$6,076,422

The State Library is gathering information on grants awarded to public libraries. If you reported a grant in sections C and/or D above, indicate the name of the grant and the amount below. Lines D42 and D43 are repeatable for multiple grants. Only report one grant per line.

Did you receive any grants during FY16? If Yes, please check the box to answer D42 and D43. No

D42 Grant name (NEW)

D43 Grant amount received (NEW)

## Section E - Library Collection

NUMBER HELD AT START OF YEAR - The number of volumes owned by the library at the start of the fiscal year (July 1, 2015).

NUMBER ADDED DURING FISCAL YEAR - The number of volumes added to the collection during the fiscal year whether through purchase or donation.

WITHDRAWN DURING FISCAL YEAR - The number of volumes weeded, lost, or removed for any other reason during the fiscal year.

NUMBER HELD AT END OF YEAR - The number of volumes owned by the library at the end of the fiscal year (June 30, 2016).

E01	Printed books (# of volumes), held at start of year	184,748
E02	Printed books (# of volumes), added during year	23,365
E03	Printed books (# of volumes), withdrawn during year	29,342
E04	Printed books (# of volumes), held at end of year	178,771
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library. (NEW)	0
E06	All other e-books held at end of year (do not include Bridges here) (NEW)	13,884
E07	Total e-books held at end of year	13,884
E08	Total books (print and e-books), held at end of year.	192,655
E09	Audio materials (# of physical volumes), held at start of year	23,833
E10	Audio materials (# of physical volumes), added during year	2,345
E11	Audio materials (# of physical volumes), withdrawn during year	3,198
E12	Audio materials (# of physical volumes), held at end of year	22,980
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library. (NEW)	0
E14	All other downloadable audio materials, held at end of year. Do not report Bridges or Freegal downloads here, (NEW)	6,124
E15	Total downloadable audio materials, held at end of year	6,124
E16	Total audio materials (physical and downloadable), held at end of year.	29,104
E17	Video materials (# of physical volumes), held at start of year	21,668
E18	Video materials (# of physical volumes), added during year	4,391
E19	Video materials (# of physical volumes), withdrawn during year	4,505
E20	Video materials (# of physical volumes), held at end of year	21,554
E21	Downloadable video materials, held at end of year (report all downloadable video ITEMS here).	439
E22	Total video materials (physical and downloadable), held at end of year	21,993
E23	Other library materials (# of physical volumes), held at start of year	1,813
E24	Other library materials (# of physical volumes), added during year	289



E25	Other library materials (# of physical volumes), withdrawn during year	238
E26	Other library materials (# of physical volumes), held at end of year	1,864
E27	Total physical volumes, held at start of year	232,062
E28	Total physical volumes, added during year	30,390
E29	Total physical volumes, withdrawn during year	37,283
E30	Total physical volumes, held at end of year	225,169
E31	Total downloadable materials, held at end of year	20,447
E32	Total physical and downloadable volumes, held at end of year	245,616

LINES E33 and E34 will not be added to LINE E30.

E33	Total number of physical volumes from LINE E30 cataloged as children's, held at end of year.	64,227
E34	Total number of physical volumes from LINE E30 cataloged as young adult, held at end of year.	8,108

LINES E35 and E36 - report number of periodical SUBSCRIPTIONS. Do not report number of issues.

E35	Current print serial/periodical subscriptions (count number of titles including duplicates), held at end of year. <u>DO NOT</u> report the number of issues on this line.	198
E36	Current electronic serial/periodical subscriptions (count number of titles including duplicates. Include Zinio titles, but not EbscoHost.), held at end of year.	209

## Section F - Circulation

NOTE: There have been several changes to circulation for this year. Please refer to the instructions for full versions of the new definitions.

### *Circulation Transactions of Physical Items*

F01	Adult books	372,844
F02	Young adult books	23,392
F03	Children's books	331,486
F04	Video recordings (physical formats)	387,620
F05	Audio recordings (physical formats)	110,933
F06	Serials (physical formats)	8,806
F07	All other physical items (CD-ROM based products, puzzles, art prints, pamphlets, cake pans, puppets, etc.)	14,371
F08	Total PHYSICAL circulation by material type (NEW)	1,249,452

### *Use of Downloadable Material*

F09	Bridges e-books. Prefilled and locked by State Library. (NEW)	0
F10	All other e-books (NEW)	61,928
F11	Total use of e-books	61,928
F12	Downloadable video recordings	0
F13	Bridges downloadable audio recordings. Prefilled and locked by State Library. (NEW)	0
F14	All other downloadable audio recordings - do not include Freegal or similar. (NEW)	34,917
F15	Total use of downloadable audio recordings	34,917
F16	Electronic serials - Include Zinio or similar.	11,263
F17	Total use of downloadable materials (NEW)	108,108

*Successful Retrieval of Electronic Information (Database Use)*

F18	Successful retrieval of Electronic Information from EBSCOhost and Learning Express. This used to be called Licensed database use. Prefilled and locked by State Library. (NEW DEFINITION)	7,753
F19	Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use.	245,592
F20	Total successful retrieval of Electronic Information.	253,345

*Circulation and Use Totals*

F21	Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys)	1,357,560
F22	Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) (NEW)	361,453
F23	Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information) (NEW)	1,610,905

Lines F24 to F26 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on Line F08. Do not count electronic use for Lines F24 to F26.

F24	Circulation to your own city	1,052,581
F25	Circulation to contracting cities	28,853
F26	Circulation to the rural population of your own county	105,321

Circulation to children and young adults: Questions F27 and F28 reflect total physical circulation to children and young adults including books and all other physical material types. These counts are part of the total as reported on line F08. Do not count electronic use for Lines F27 to F28.

F27	Total physical circulation of all materials cataloged as "children's"	434,240
F28	Total physical circulation of all materials cataloged as "young adult"	23,392
F29	In-library materials use annually	N/A

*Interlibrary Loan*

F30	Received from other libraries	3,402
F31	Provided to other libraries	1,612

*Registration*

F32	Current total number of registered users	63,208
F33	Total number of registered users added for FY16	6,923

**Section G - Program Attendance and Other Services*****Program Attendance***

When reporting the number of programs, count the total number of events. A story time held once a week for a year is counted as 52, not as one.

When reporting attendees, count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.

G01	Total number of library programs for children	842
G02	Total number of people attending library programs for children	39,882
G03	Total number of library programs for young adults	373
G04	Total number of people attending library programs for young adults	10,225
G05	Total number of library programs for adults	367
G06	Total number of people attending library programs for adults	14,871
G07	Total number of library programs	1,582
G08	Total number of people attending library programs	64,978



- G09 Number of children REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G02) 3,137
- G10 Number of young adults REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G04) 309
- G11 Number of adults REGISTERED for the 2016 Summer Library Program (DO NOT COUNT NUMBER OF PROGRAM ATTENDEES - That number should be included on line G06) (NEW) 983
- G12 For what age groups did your library provide a Summer Library Program for Summer of 2016? Mark all that apply.
- a. Early Literacy (0-5 years old) Yes
  - b. Children (6-11 years old) Yes
  - c. Teens (12-18 years old) Yes
  - d. Adults (19+ years old) Yes
  - e. None No

**Other Services**

- G13 Meeting room use annually 1,556
- G14 Door count annually 789,919
- G15 Total number of reference transactions annually 45,613
- G16 Total number of hours open ANNUALLY at the main library only 3,409
- G17 Total number of weeks open ANNUALLY at the main library only (round to the nearest whole number of weeks) 52

**Branch Hours**

Does your library have any branches? If "NO", questions G18 to G20 will be hidden and you can skip to question H01. If "YES", check the box to answer questions G18 to G20 for each branch or bookmobile. Use the Add Group button to add each branch or bookmobile. No

- G18 Branch or bookmobile name
- G19 Total number of hours open ANNUALLY at the branch or bookmobile
- G20 Total number of weeks open ANNUALLY at the branch or bookmobile
- G21 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) 3,409
- G22 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) 52

**Section H - Additional Information**

- H01 Number of volunteers 315
- H02 Total number of hours worked annually by volunteers 9,609
- H03 Square footage of main library 81,276
- Does your library have branches? If "NO", questions H04 and H05 will be hidden, and you can skip to question H07. If "YES", check the box and fill out questions H04 and H05 for each branch. No
- H04 Name of branch library
- H05 Square footage of branch library
- H06 How many total square feet of space in your library? (Click the "SAVE" button to calculate the total.) 81,276
- H07 Did your library have a referendum passed within the past year? None

*Salary Information*

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description.

H08	Hourly salary of the director	\$68.19
H09	Hourly salary of assistant director	N/A
H10	Hourly average salary of department heads (NEW)	\$45.96
H11	Hourly salary of the children's librarian	\$30.39
H12	Hourly average salary of library clerks (NEW)	\$22.66
H13	Hourly average salary of shelvers or pages (NEW)	\$9.50

**Section I - Electronic Resources***Licensed Databases*

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <http://www.statelibraryofiowa.org/ld/a-b/statistics/eleresannsurv>

I01	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Count Freegal as one database on this line.	37
I02	Number of licensed databases funded by the state government or the State Library of Iowa (Count Ebscohost as 13, FirstSearch as 1, and Learning Express as 3)	17
I03	Total licensed databases	54
<i>Other Technology Questions</i>		
I04	Number of Internet computers for public use	42
I05	Number of uses of public Internet computers <u>ANNUALLY</u> (You may count a typical week and multiply by 52)	91,565
I06	Number of computer or Internet-related classes taught by library staff	48
I07	Number of people attending computer or Internet-related classes taught by library staff	365
I08	Number of wireless sessions annually (NEW)	628,382

**Section J - Administrative Questions***Number of Service Outlets*

J01	Central library facility (Not less than 1)	1
J02	Branches	0
J03	Bookmobiles	0
J04	Other service outlets	0
<i>Population (Prefilled and Locked by the State Library of Iowa)</i>		
J05	City population	67,862
J06	Library Size Code	H

This is the end of the survey. Make sure you click the red "Save" button below. Once you have saved your work, you are ready to review your edit checks. Please click on the "Status" tab at the top of the page to begin reviewing your edits.



Children's Services Report  
Prepared for the Iowa City Public Library Board of Trustees, December 2016 meeting  
By Angie Pilkington, Children's Services Coordinator

2016 is rapidly coming to a close and the Children's Room is as busy as ever, planning end of the year events, like a Noon Year's Eve party and a Tween Lock-In. But we are also looking ahead to 2017 with some big events on our horizons, such as our first ever STEAM Festival, Children's Day, and Summer Reading.

To kick off preparing for Summer Reading, the Children's Department all took part in the State Library of Iowa's Summer Reading Workshop at the Coralville Public Library in November. It was a full day of learning about the upcoming program, Build A Better World. We came up with some great craft ideas and other programs that we could offer throughout the upcoming summer in the Children's Room. Along with the beginning of Summer Reading is our annual kick off to summer event, Children's Day that we present along with Summer of The Arts. Mari Redington and I have started our meetings with the SOTA committee to make sure we will have another successful year.

New this spring will be our first ever STEAM Festival, mark your calendars for May 19 and 20! We are busy setting up presenters to offer two full days of fun for kids and their families focusing on science, technology, engineering, art and mathematics.

**Tweens:**

Morgan continues to lead and develop new programs for the Tweens. A new program that meets once a month and growing in popularity is the Tween Book to Movie Club. She is in her third month of choosing a book for the kids to read and then coming back to watch the movie.

The annual Tween Chess Tournament was another great success. Over 60 tweens participated in this staple of the Library's tween programming. The tournament is held in honor of Steve Young, who was active in the community's chess population until his death in 2012.

Each fall, the Iowa City Community School District brings in an author as part of their Visiting Author program. This year they brought in local favorite, Delia Ray a middle grade author for the 5th & 6th graders to meet. As part of the partnership, the visiting author also comes to the library to do a filmed interview that will show on our Library channel.



2016 Chess Tournament in action



Casey and Mari play their ukuleles at the Curious George Storytime, celebrating George's 75th Birthday



## Collection Services Department Report

Prepared for the December 15, 2016 meeting of the Iowa City Public Library Board of Trustees  
Anne Mangano, Collection Services Coordinator

Last month in my presentation about the new OverDrive website, I mentioned this was the first year we saw our digital audiobooks surpass the circulation of the compact disc versions in Fiction, YA Fiction, and Nonfiction. Only jFiction currently sees more circulations in the disc format. Below are the circulation statistics for FY16:

Collection	Book on Disc	Digital Audio
<b>Fiction</b>	19,154	20,465
<b>YA Fiction</b>	1,087	2,542
<b>Nonfiction</b>	10,497	11,285
<b><u>jFiction</u></b>	5,345	3,035

We are finally seeing in the numbers what selection staff have expected for a long while—patrons moving away from compact discs. For those who have access to the technology, it is much easier to check out and download an audiobook through the OverDrive app. You can carry the audiobook with you anywhere and listen while you complete chores, exercise, or commute. You can stream through a browser as well, if that appeals to you. And you never have to step foot in the library.

Digital audiobooks are doing so well publishers are trying to keep up with demand. According to this article in the May 27<sup>th</sup> issue of *Publishers' Weekly*, Penguin/Random House and Harper audio will both increase the number of audio titles by 10% this year, while Macmillan will make 28% more titles available on the market. Recorded Books has produced 400 more titles this year than last year. In children's, Scholastic has doubled the number of audio titles. The total number of audiobooks published is up 391.5% from 2011.<sup>1</sup>

Aside from demand, the digital format is also making audiobooks easier to produce. Publishers can now produce longer titles because they do not have to publish them on CD. Digital has made it significantly cheaper to distribute content. They are now working on backlists and adding titles they passed on audio versions before—like Stephen King and Isabel Allende. Publishers are also looking to different genres, adding more science fiction, fantasy, and romance.

One change in the industry is that publishers are interested in keeping audio rights when agreeing to publish a book. Previously, these audio rights were negotiated with audiobook publishers, such as Blackstone, Tantor, or Recorded Books. It'll be interesting to see what impact this has on these companies—and what impact it will have on availability for our patrons. We now see book titles available only through exclusive commercial subscription services like Audible, making these books unavailable to our patrons as we have no way to lend this content. Exclusive content deals from video to audiobooks make it more difficult to provide popular materials to our patrons.

<sup>1</sup> Maughan, Shannon. "Publishers Move to Cash in On Digital Audiobook Boom." *Publishers Weekly*: May 27, 2016. Accessed on December 7, 2016 : <http://www.publishersweekly.com/pw/by-topic/industry-news/audio-books/article/70502-publishers-move-to-cash-in-on-digital-audiobook-boom.html>

## INFORMATION TECHNOLOGY REPORT TO LIBRARY BOARD (December, 2016)

Brent Palmer, IT Coordinator

### Website Feedback

As we move forward with the Virtual Branch, we need to assess the current version of the website to figure out what works and what doesn't. We will use a variety of ways to gather feedback. In late October, we conducted the first public survey using a popup link from the website itself.

We were pleasantly surprised at the response, getting 100 respondents in a couple of weeks. We

also routinely use website analytics on an ongoing basis to track various aspects of web usage.

Included here are a couple of graphs showing usage over the last six months. We have also

been gathering volunteers to do live user testing and card-sorting.

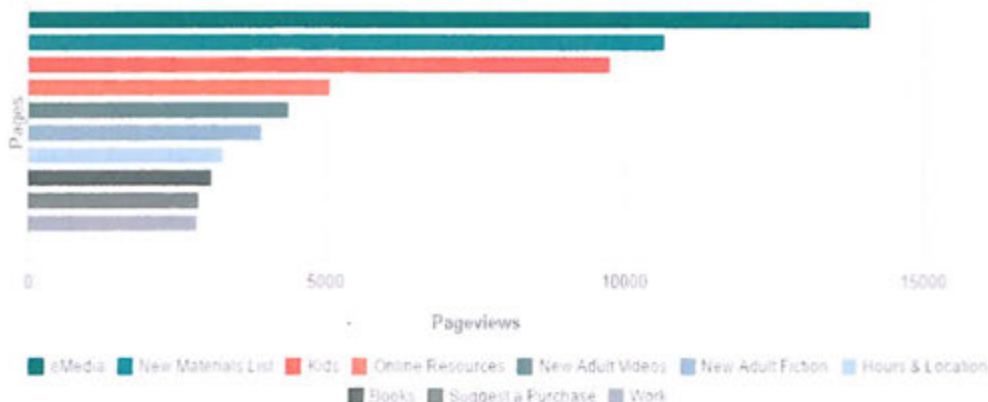
Card-sorting is a way to

get feedback on how to organize the navigation of a website.

Online Pageviews



Top 10 Web Pages



### We Need Your Help

We are asking you to help us with this user testing if you are willing. This would entail sitting down for about a half an hour with our webmaster. She will ask you a few questions about how you use our website and then ask you to do some simple tasks while she looks on. Remember, we are testing the website; not you! Afterward, you can tell her any thoughts you have about our site. If you know someone else who might be willing to do this testing, feel free to refer them to us. Oh, and usually there are treats involved.

### Website Analytics

The Library keeps track of website usage which gets reported to you quarterly. We use the popular Google Analytics software to keep track of them. However it's not always that straight forward. There are a number of gray areas where we have to make judgement calls.

#### External Sites

Parts of our web presence are served up from the cloud like Overdrive, digital newsstand (formerly Zinio) and our Reading Program software. In some ways, we consider them part of our website, but in other ways we don't. In some cases, these sites will provide us with these analytics but not always.

#### Staff vs. Patron Use

It is common for organizations to filter out internal use of the website when reporting website use. However in our case, there is no good way to distinguish use of the catalogs stations from other staff computers. Also staff use the website and catalog when helping patrons and we consider this a legitimate use of the website that should be counted.

#### Catalog Use

We break up our stats reporting by catalog use. It's not always clear what constitutes the catalog. Should our downloadable media sites count as the catalog?

#### Mobile App Use

The Board got a sneak peek at the mobile app last month. A mobile app is in some ways like a web application, but is obviously different. If it's successful, users will be using this in place of a website. Should we record the use of the app as web use or something else entirely?



### Development Office Report

Prepared for the Iowa City Public Library Board of Trustees  
by Patty McCarthy, Director of Development  
December 15, 2016

#### **Give Today!**

This time of year is especially fantastic in the Development Office as we reconnect with past supporters, and work to encourage new ones. During conversations, we hear new stories about how meaningful the Iowa City Public Library's collections, programs, and services are to so many people, and that the Library fills many needs in our community.

My favorite story to date is that of a graduate student and his wife who moved to Iowa City from Boston this summer because she was hired at a local law firm. Their baby was born here shortly after they arrived, and the first gift they received was from the Iowa City Public Library and Hills Bank through the Begin with Books program. It prompted them to bring their newborn along when they came in to get library cards, and then they heard about the Book Babies program in the Children's Room. Dad now participates in those programs with his son as often as he can, and after saving pocket change for three months, the couple made their first donation of more than \$100 to the Friends Foundation in appreciation for the "library magic."

If you mail or make your online contribution on or before December 31, 2016, it is a potential charitable contribution deduction on your income tax return. [Donate](#) online or mail to the library (123 S Linn St, Iowa City, IA, 52240) to my attention in the Development Office. Please contact me at 356-5249 or email [patty-mccarthy@icpl.org](mailto:patty-mccarthy@icpl.org) with any questions. Thank you for your help with raising \$280,000 this year!

#### **Events were Fantastic!**

Thank you for supporting the Iowa City Public Library by participating in Giving Tuesday or shopping at one (or all!) of the three recent fundraisers hosted by the Friends Foundation. All were successful thanks to you.

Generous supporters gave more than The Book Gala at Prairie Lights in November raised more than \$900. Giving Tuesday brought in more than \$700 online. The Arts & Crafts Bazaar on December 3<sup>rd</sup> at the Library raised more than \$6,300. And the Book Sale in the hallway outside of the Bazaar generated more than \$1,725! The Bazaar total continues to grow due to the staff sale.

While their parents shopped at the Bazaar, more than 50 children made special holiday doorknob hangers with guidance from one of our Book End volunteers and his wife. We are grateful to Jim and Kathy Davis for volunteering to lead the activity.



It is definitely the most wonderful time of the year in the Development Office!

#### **Friends Foundation Calendar**

Wine Tasting: Friday, February 17, 2017, 5-7:30 pm at Hy-Vee, First Avenue & Rochester, Iowa City.

Book Sale: Saturday, February 25, 2017, 10 am-3 pm, Library Meeting Rooms.

Board Meeting: Wednesday, March 1, 2017, 4 pm at ICPL.



By Melody Dworak, Librarian at the Iowa City Public Library

Want help meeting your New Year's Resolutions? There's a book for that.

A survey conducted by GoBankingRates found the top five New Year's resolutions for 2016 were health and happiness driven. Chances are good those same goals are near the top of the list for 2017. No one should have to face their challenges alone, and for those of you who enjoy finding guidance in books, the Iowa City Public Library is here to help.

**Enjoy life to the fullest.** Nearly 50 percent of survey respondents found this to be a top priority. Kerry Egan has learned something about this in her years as a hospice chaplain. Her book, "On Living," collects stories of her experiences with the terminally ill who have taught her what is really important in life.

Consider also, Paul Kalanithi's "When Breath Becomes Air," which spent 42 weeks on the *New York Times* Bestseller list. In this compact but powerful book, Kalanithi explores what "makes a virtuous and meaningful life." These two books show us how you don't have to wait for death to come knocking at your door before taking charge of your dreams. Both are truly inspiring.

**Live a healthier lifestyle.** The Iowa City Public Library has so many books that speak to this resolution. Our nonfiction collection on the second floor is packed with them. One promising title is "Eat Complete: The 21 Nutrients That Fuel Brainpower, Boost Weight Loss, and Transform Your Health," by Drew Ramsey. Ramsey also wrote "50 Shades of Kale" and focuses on a nutrition-based approach to clinical brain health. To find the health strategy that suits your needs, ask us for recommendations at the Information Desk.

**Lose weight.** This resolution is on so many minds after the traditional holiday gluttony. And again, the library has books on a number of diet and exercise regimens. There's something for everyone. One standout title for 2016 is "Lean in 15," by Joe Wicks, which collects 15-minute meals and high impact interval training workouts he says will keep you lean and healthy.

**Spend more time with family and friends.** If sitting down for dinner or coffee doesn't sound exciting, consider planning adventures together. For families, I recommend "The Big Book of Nature Activities: A Year-Round Guide to Outdoor Learning," by Drew Monkman and "Steam Kids: 50+ Science, Technology, Engineering, Art, Math Hands-On Projects for Kids," by Anne Carey.

Planning time with friends? Consider hosting regular crafting nights or get a new gaming group together. We regularly refresh the crafting section, and we purchased several new role-playing game books in 2016. Come in and see what's new.

**Save more, spend less.** This is a challenge for many of us who live life on a budget. Pick up "The Spender's Guide to Debt-Free Living," by Anna Newell Jones. This guide helps people focus on their needs over their wants and pledge to spend responsibly—easier said than done. Explore other personal finance books we have and find the perfect fit for you.

## Best Book Gifts for Children from 2016

By Morgan Reeves, Children's Librarian at the Iowa City Public Library

The first snow has fallen so it must be time to gather together, exchange gifts, and perhaps air a grievance or two.

As the end of the year approaches, here are some books to give and to discuss with the children in your life. Some make great read-alouds before bed, while others can be devoured in one sitting. All are titles released this past year and make fantastic gifts for the holiday season.

For a young child, give *"They All Saw a Cat,"* by Brenden Wenzel, a book that teaches how to see from different perspectives. The titular cat is seen differently by everyone, with fun stylized illustrations providing each point of view. Encourage a sense of wonder and creativity with *"The Night Gardener,"* by Terry and Eric Fan. A drably-colored world is brought to colorful life by whimsical topiaries that pop up overnight. Find some magic of the season in the snowy illustrations of Jerry Pinkney for *"The Christmas Boot,"* by Lisa Wheeler.

For newly independent readers, offer one of these new entries in established series full of humor and mild adventure. The bizarre hero of *"Dog Man,"* by Dav Pilkey, will tickle the funny bone of fans of Captain Underpants, as a new spin-off from comic duo of that series. Meanwhile, *"The Princess in Black Takes a Vacation,"* by Shannon Hale, will get laughs as Princess Magnolia fails to take a break from fighting monsters while on a well-deserved break at the beach. For more introspective young readers, *"The Wild Robot,"* by Peter Brown, is a wonderful story of finding family and friendship in unexpected places. A robot finds her place in the wilderness, while the mystery of her origins floats in the background.

Middle-grade readers have had so many good books to choose from this year, they are sure to have missed a few of the best and most recent releases. For those who can't get enough of the capable children and awful adults common to Roald Dahl's stories, give *"Look Out for the Fitzgerald-Trouts,"* by Esta Spalding. The tenuous family formed by cast-off children of multiple marriages solves problems both big and small by working together as only brothers and sisters can. To fantasy aficionados looking for something new, give *"When the Sea Turned to Silver,"* by Grace Lin, the final book of adventures inspired by Chinese myths and legends. For a fresh take on fantasy, give *"The Girl Who Drank the Moon,"* by Kelly Barnhill, to readers who can handle shifting viewpoints and strong themes of sorrow and love. For fans of more realistic stories, offer the unforgettable *"Ghost,"* by Jason Reynolds, a story of a boy who runs track while running from the problems in his life. For a moving look at an impactful teacher and her students, give the thought-provoking *"Ms. Bixby's Last Day,"* by John David Anderson.

If you'd like to read these before giving them, all titles are available at the Iowa City Public Library.

## Downtown Iowa City kicks off holiday celebration

Pictures with Santa, elf scavenger hunt among events



People walk by a board advertising Small Business Saturday at Hands Jewelers in Iowa City on Saturday, Nov. 26, 2016. Iowa City will host a variety of events on Saturdays leading up to the holidays, including trolley rides, an elf scavenger hunt and photos with Santa. (Rebecca F. Miller/The Gazette)

Nov 27, 2016 at 6:37 pm | [Print View](#)



**Michaela Ramm**

[More stories from Michaela](#)

IOWA CITY — To help draw shoppers downtown over the holidays — and support locally owned businesses — the Iowa City Downtown District over the weekend kicked off a series of events that feature a horse-drawn trolley, pictures with Santa and elves on the loose.

The celebration, called 'Tis the Season, drew dozens of families to the Ped Mall at the kickoff, which also was Small Business Saturday. The celebration continues until Dec. 24.

'Tis the Season is in its third year, said Betsy Potter, director of operations for the district.

"Over the period of time, we realized how hard it was to just have one day for all these activities," Potter said.

"Instead of doing one big event, we decided to spread it out and make it a holiday season."

Some examples:

| Free horse-drawn trolley rides take place from 11:30 a.m. to 2:30 p.m. every Saturday until Dec. 17. Potter cautions that only about 250 can get a ride each Saturday, so space fills up fast.

| Free photos with Santa Claus are from 11:30 a.m. to 2:30 p.m. every Saturday until Dec. 17 at FilmScience, 118 E. College St. Potter said she expects about 400 kids each Saturday.

| More than a dozen of Santa's helpers are part of a kid-friendly scavenger hunt taking place until Dec. 24. Elves have been hidden in various businesses downtown, just waiting to be found. Kids who find an elf receive a card at each business. Participants can claim a prize at the Children's Room in the Iowa City Public Library, the Englert



Theatre or Iowa Book and be entered to win a gift basket.

Nicholas Davis, 10, and Nathan Davis, 12, are Iowa City brothers who participated Saturday morning in the Hunt for The Elves with their mother, Gina Davis, 35.

Nicholas and Nathan said they wanted to participate because the event sounded like fun.

"I read about it on the Iowa City Downtown District website," Gina Davis said. "It's a good way to get to know the businesses downtown."

The Davis brothers spotted "Buddy," an elf hidden among caramel apples in the Aspen Leaf Frozen Yogurt featuring Rocky Mountain Chocolate Factory.

"I love the look on the kids' face when they find the elf," said owner Saf Ibrik. "I try to make it easy for the kids" to find the elf.

The weekend also marked Small Business Saturday, which Potter said the Iowa City Downtown District uses to kick off the celebration.

Small Business Saturday is a way of encouraging consumers to shop at small, locally-owned businesses the Saturday after Thanksgiving.

Glassando, a handcrafted jewelry seller that has been in the Old Capitol Town Center for 11 years, has participated in the event for the last five or so years, said owner Abby Restko.

She said Small Business Saturday is one of the busiest days for Glassando and is a great kickoff for the Christmas shopping season.

"I think it's a great idea to drive traffic to small businesses," Restko said. "I think small businesses provide a sense of place and community."

Several downtown businesses, like Glassando, also gave part of Saturday's proceeds to a cause of their choice. Restko said the store was donating 10 percent of its proceeds to the Englert.

The monthlong celebration continues with other events throughout December, including a Holiday Retail Open House on Dec. 3; a Downtown Holiday Market on Dec. 10 and a Holiday Gingerbread House Competition on Dec. 11.

For more details, visit [downtowniowacity.com](http://downtowniowacity.com).

I Comments: (319) 368-8536; [michaela.ramm@thegazette.com](mailto:michaela.ramm@thegazette.com)

Inside: **CorridorCareers** employment ads begin on 4E

# INNESS 380

**JOBS**

## For some, library careers started with good book

**MEET THE LIBRARIANS**

**MORGAN REEVES:** Children's services librarian at Iowa City Public Library. She cites a Harry Potter book as the inspiration for her career. Above, she works in August to help 7-year-old Phinn Gahn of Iowa City select a new book.

**MARI REDINGTON:** Library assistant at Iowa City library. While leading story time, she likes to focus on "Fractured Fairy Tales."

**MAEVE CLARK:** Adult services coordinator at Iowa City Public Library. She was inspired to pursue a career in library science after getting a job shelving books at the Iowa City library. Below, she looks over questions submitted via email.





Cliff Jette photos/The Gazette

## Iowa City librarians work to serve, inform the community

By Makayla Tendall, The Gazette

IOWA CITY — Morgan Reeves trekked through the labyrinth of hallways and stairwells of the Iowa City Public Library, clutching a cup of coffee in a mug decorated by kids.

Before the library opened at 10 a.m. on a Monday in the middle of August, Reeves, a children's services librarian, and the other librarians and staff members prepared for throngs of children restless

before the start of school. They fine-tuned the day's programs for adults who come in to look up local history or simply find a quiet spot to read or work.

A public library, similar to other public organizations, serves a diverse population. The librarians themselves are teachers, information specialists and local historians.

"A public library is really great," Reeves said. "For the vast majority of people, it's pretty much a free

service provided to the majority. It provides information access. It equalizes people."

### TODDLERS TO TEENS

Reeves says she knew she wanted to be a librarian in fifth grade, after her school librarian gave her a gift of her first Harry Potter book in exchange for helping clean the library. Harry Potter memorabilia

► **LIBRARY, PAGE 2E**

## e takes long time, and reason might surprise you

lodging traffic on a bicycle may be studying to be a doctor, a nurse or a dentist.

Houston is known for its energy jobs, but registered nurses are the most in-demand workers in town.

"Whatever jobs we have, we keep expanding. And our competitors are doing the same," said Thomas Vernon, a human resources director for Houston Methodist, which has a large hospital at the medical com-

plex here.

Last year the health system hired about 1,200 nurses across its seven hospitals.

Nursing jobs in Houston sit open for a long time. It takes Houston Methodist an average 55 workdays to hire an RN. Health care jobs nationwide take longer to fill than jobs in most other industries — 49 workdays as of the last count in September, according to DHI Hiring Indicators, a

research group.

It's tempting to argue that nurse hiring difficulties would go away if more people graduated from nursing programs. And many cities do need more graduates — but that's not the only problem.

Hospitals, nursing homes, home care agencies and doctor's offices — as with a lot of employers across the country — have a specific resume in mind. Employers often want

new hires to have experience in a specialty such as operating room nursing. They may not be able to raise wages to easily attract that experience.

Meanwhile many new nurses, armed with a degree that's supposedly a ticket to the middle class, struggle to land their first job.

Colleges aren't equipped to cope with this disconnect.

► **NURSES, PAGE 3E**



## BUSINESS 380



Library assistant Mari Redington leads a story time in the children's section of the Iowa City Public Library in August.

## Library/A way to do it all

### ► FROM PAGE 1E

is displayed on Reeves' desk today.

"Not only did it start the Harry Potter love, but it made me think librarians are awesome," she said. "In college, I liked to say I wanted to do everything. This is a really good way to do everything."

With a master's degree in library science, Reeves does "everything" from teaching social skills to literacy. As children — who come from all backgrounds — walked into the library, Reeves reminded each one to say "please" and "thank you," to share and to use the computers. She also helped children choose books based on their interests.

The annual mean pay for librarians in Iowa City is \$64,890, according to the U.S. Bureau of Labor Statistics.

About 45 minutes before the library opened for the day, Reeves rifled through a supply closet with rows of white plastic tubs filled with toys and learning devices, such as blocks for toddlers. Others are more advanced, such as the devices that teach preteens and high schoolers about electrical circuitry and coding. Reeves wants to offer a free coding class.

Various classes or programs expose visiting children to new skills, Reeves said.

"Some of these are for working on motor skills," she said. "Shapes lead to text awareness. It really helps them (children) get ahead in life."

"If you have a kid that doesn't play, you don't have a lot of that cognitive ability they need to learn to walk through life."

Mari Redington, a library assistant, has the added task of entertaining and sometimes babysitting.

The library is a safe space for children to explore after school or during the summers when parents are at work, she said. This means that there are regular groups of children who listen to Redington's story time in the mornings, and she watches the kids grow up.

One of the themes Redington has focused on during story time is what she calls "Fractured Fairy Tales," traditional fairy tales with a change in setting or twist of culture. While the title may hearken back to the "Rocky and Bullwinkle" animated cartoon TV series, some of the books Redington has featured included *Interstellar Cinderella* and *Ninja Red Riding Hood*.

Sometimes the questions Redington asks at the end of story time — questions meant to stimulate cognitive activity — are met with unexpected answers.

"You'll ask, 'Have you ever been on a vacation?' And they'll say, 'Yep, I went to my grandma's house today.'"

Reeves also tackles the challenge of getting preteens to engage in learning with each other and developing better social skills. Minecraft, a video game, is a hit for teens, so Reeves allows

gaming sessions on the library computers.

"For me, one of the big things is getting them in a room together as opposed to just being online," Reeves said. "They learn to deal with conflict."

### CHANGING PURPOSES

Upstairs in the adult section, Maevie Clark, an adult services coordinator, answers a multitude of questions at the information desk each morning.

Clark said she has seen firsthand how libraries have become resource centers through the decades, expanding beyond books.

The library provides programs on how to use computers, as well as classes on more specific topics, such as the one Clark taught on how to use Pinterest.

Clark grew up with close ties to the library, she said. Her mother was on the Tipton library board.

But it was a job shelving books at the Iowa City Public Library that inspired Clark to pursue a career in libraries.

"It was just an inspirational place to be, a cutting-edge place that is

doing things before other libraries," she said. "I got to watch people who loved their jobs do their jobs, and then see the appreciation from the community."

Librarians serve those of every socioeconomic background and literacy level, Clark added.

A growing topic of interest that Clark has noted is local history. Libraries house tomes on specific periods in local history, whether hard copies or digitized. Patrons also are interested in genealogy, she said.

If Clark can't help find the pieces to a past event or topic, she can point patrons in the right direction.

The library already does outreach to draw in Iowa City residents who don't use the library, she said, such as community events and reading programs.

And the Iowa City Public Library is seeking to launch a mobile library this spring that would allow patrons to check out books from a truck.

"We're really trying to reach as many people as possible," Clark said.

◆ Comments: (319) 368-8516; [makekayla.tendall@thegazette.com](mailto:makekayla.tendall@thegazette.com)

### TRANSPORTATION

## Are we seeing fall of gasoline?

Global demand has all but peaked

By Javier Blas and Laura Blewett, Bloomberg News

After fueling the 20th century automobile culture that reshaped cities and defined modern life, gasoline has had its day.

The International Energy Agency forecasts that global gasoline consumption has all but peaked as more efficient cars and the advent of electric vehicles from new players such as Tesla Motors halt demand growth in the next 25 years. That shift will have profound consequences for the oil-refining industry because gasoline accounts for one in four barrels consumed worldwide.

"Electric cars are happening," IEA Executive Director Fatih Birol said in an interview in London, adding that their number will rise from little more than 1 million last year to more than 150 million by 2040.

The cresting of gasoline demand shows how rapidly the oil landscape is changing, casting a shadow over an industry that commonly forecasts decades of growth ahead. Royal Dutch Shell, the world's second-biggest energy company by market value, shocked rivals this month when a senior executive said overall oil demand could peak in as few as five years.

The IEA doesn't share Shell's pessimism. While the agency anticipates a gasoline peak, it still forecasts overall oil demand growing for several decades because of higher consumption of diesel, fuel oil and jet fuel by the shipping, trucking and aviation industries.

For Philip Verleger, president of the consultant PK Verleger in Colorado and a veteran oil-market analyst, the

IEA's outlook is one of the more optimistic outcomes for the global industry.

"Refiners across the globe can only hope that this forecast turns out to be right — because all the indications are today that consumption is going to begin dropping not in 2030, but probably in 2020," Verleger said. "It's the best news a dying patient can hope to get."

The projections are part of the analysis the Paris-based IEA did for its "World Energy Outlook 2016" report. The agency forecast that gasoline demand will drop to 22.8 million barrels a day by 2020 from 23 million barrels a day last year. By 2030, consumption will rebound slightly, reaching a peak of 23.1 million barrels a day, before falling again toward 2040.

The forecast is more pessimistic than the one released a year ago, when the IEA saw robust demand growth from now until 2030.

Now, however, car companies — most obviously Tesla, but also incumbents such as General Motors, BMW and Nissan — are putting their money, and reputations, behind electric vehicles. With technology improving — especially for batteries — prices are falling.

Tax breaks, particularly in China, are helping sales. Global gasoline demand grew by nearly 20 percent from 1990 to 2015, despite competition from diesel in Europe, where the fuel benefited from tax breaks. In the next 25 years, gasoline consumption will drop 0.2 percent, according to IEA calculations.

While the number of passenger vehicles will double to two billion by 2040, "the amount of oil we use for cars will be lower than today," Birol said.

## Businesses are back, yet the impact of the 2016 flood remains.

Join The Gazette in supporting small business as they recover from lost revenue. Buy your Epic Stand book and CR Strong lapel pin today. 80% of every sale goes back to the flood affected businesses.



Available at The Gazette  
(500 3rd Ave SE, Cedar Rapids) or  
the GO Cedar Rapids Visitor Center in the  
NewBo City Market (1100 3rd Street SE)



SPONSORED BY



## Marketing/Discounts through text popular

### ► FROM PAGE 1E

gaining in popularity. National chains have been delivering discounts and specials via

lengthy registration or purchase is necessary.

As with the Google appointment setting technology, the service creates a smooth mobile



## MasterCard Report

08-Dec-16

Vendor	Dept	Expense	Description	Amount
7 Eleven	10550110	438070	Heating Fuel/Gas	\$33.58
ABOS	10550110	449060	Dues & Memberships	\$49.00
AccuCut	10550152	469320	Miscellaneous Supplies	\$200.00
Adobe	10550140	444080	Software Repair & Maintenance Services	\$23.97
ALA	10550110	436050	Registration	\$780.00
Amazon.com	10550140	455120	Misc Comp Hardware	\$699.77
Amazon.com	10550152	469320	Miscellaneous Supplies	\$51.77
Amazon.com	10550159	455090	Paper	\$49.22
Amazon.com	10550159	469320	Miscellaneous Supplies	\$89.93
Amazon.com	10550110	452010	Office Supplies	\$292.83
Amazon.com	10550110	469370	Paper Products/Certificate/Prizes	\$65.00
American Airlines	10550110	436030	Transportation	\$953.56
Bread Garden	10550151	469360	Food and Beverages	\$3.99
Bread Garden	10550152	469360	Food and Beverages	\$6.98
Bruegger's Bagels	10550110	469360	Food and Beverages	\$69.95
Compliance Connect	10550110	436050	Registration	\$199.00
Copper Kettle Restaurant	10550110	436080	Meals	\$49.60
CVS Pharmacy	10550110	469320	Miscellaneous Supplies	\$27.26
Displays to go	10550159	455010	Printing or Graphic Supplies	\$403.00
Epromos	10550110	469320	Miscellaneous Supplies	\$450.29
Gazette	10550220	477020	Books (Cat/Circ)	\$45.30
Grand Harbor Resort	10550110	436060	Lodging	\$683.10
Hotel Julien Dubuque	10550110	436080	Meals	\$12.00
Hy-Vee	10550151	469360	Food and Beverages	\$12.00
Iowa City Area Chamber of Commer	10550110	436050	Registration	\$30.00
Iowa City Downtown District	10550110	469320	Miscellaneous Supplies	\$26.50
iTunes Store	10550210	477350	Online Reference	\$3.99
Laminator.com	10550159	455010	Printing or Graphic Supplies	\$88.46
Movie Licensing USA	10550151	449280	Miscellaneous Services & Charges	\$945.00
Office Max	10550110	452010	Office Supplies	\$106.78
Office Max	10550110	455090	Paper	\$170.68
Office Max	10550110	469320	Miscellaneous Supplies	\$23.61
Omni Fort Worth Hotel	10550110	436060	Lodging	\$1,794.72
Oriental Trading Co	10550152	469320	Miscellaneous Supplies	\$109.00
Oriental Trading Co	10550152	469370	Paper Products/Certificate/Prizes	\$36.49
Paper Source	10550152	469320	Miscellaneous Supplies	\$12.90

Vendor	Dept	Expense	Description	Amount
Paypal	10550140	444080	Software Repair & Maintenance Services	\$19.40
Prairie Lights	10550110	469370	Paper Products/Certificate/Prizes	\$25.00
PSC	10550121	442060	Electrical & Plumbing Repair	\$796.77
Sbarro Pizza	10550110	436080	Meals	\$18.90
Scheel's	10550110	469320	Miscellaneous Supplies	\$0.00
Shot Tower Inn	10550110	436080	Meals	\$51.00
Sportsman Connection	10550220	477020	Books (Cat/Circ)	\$44.91
Tech Soup	10550220	477190	Puzzles	\$126.00
Upper Case	10550220	477020	Books (Cat/Circ)	\$185.52
USPS	10550330	435055	Postage and Stamps	\$38.82
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$48.51
<b>Grand Total</b>				<b>\$9,954.06</b>



**1** **p** **aplnvgla**

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
014312 SPECIALTY VEHICLE SE Inservice12916			2017	5	INV P			1,000.00 111816
014353 ONE SOURCE THE BACKG PLUS4649-20161031			2017	5	INV P			233.65 110416
								ACCOUNT TOTAL
								1,233.65
1000-10-25-550-550100-550110-000-0000-435057-								Couriers
010473 UNITED PARCEL SERVIC 000068774R456			2017	5	INV P			26.59 111816
								ACCOUNT TOTAL
								26.59
1000-10-25-550-550100-550110-000-0000-435059-								Advertising
01183 CORRIDOR BUSINESS JO 2016-19140			2017	5	INV P			114.50 111016
								ACCOUNT TOTAL
								114.50
1000-10-25-550-550100-550110-000-0000-436030-								Transportation
010475 UNIVERSITY OF IOWA C 120820161910			2017	5	INV P			33.58 120216
010475 UNIVERSITY OF IOWA C 120820163536			2017	5	INV P			953.56 120216
								ACCOUNT TOTAL
								987.14
1000-10-25-550-550100-550110-000-0000-436050-								Registration
010475 UNIVERSITY OF IOWA C 120820163536			2017	5	INV P			1,009.00 120216
								ACCOUNT TOTAL
								1,009.00
1000-10-25-550-550100-550110-000-0000-436060-								Lodging
010475 UNIVERSITY OF IOWA C 120820160235			2017	5	INV P			227.70 120216
010475 UNIVERSITY OF IOWA C 120820160250			2017	5	INV P			113.85 120216
010475 UNIVERSITY OF IOWA C 120820160318			2017	5	INV P			113.85 120216
010475 UNIVERSITY OF IOWA C 120820163536			2017	5	INV P			2,022.42 120216
								ACCOUNT TOTAL
								2,477.82
1000-10-25-550-550100-550110-000-0000-436080-								Meals
010475 UNIVERSITY OF IOWA C 120820160235			2017	5	INV P			63.00 120216
010475 UNIVERSITY OF IOWA C 120820160250			2017	5	INV P			49.60 120216
010475 UNIVERSITY OF IOWA C 120820161910			2017	5	INV P			18.90 120216
								ACCOUNT TOTAL
								131.50
1000-10-25-550-550100-550110-000-0000-438130-								Cell Phone Service
010482 VERIZON WIRELESS 9775133627			2017	5	INV P			7.76 120216
								ACCOUNT TOTAL
								131.50
169534 Admin/Monthly Cell								169534 Admin/Monthly Cell



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010889 U S CELLULAR	0163106430		2017 5 INV P	149.89	120216	169509 Admin/Monthly Servi
090030 VZWRLSS*BILL PAY VB 166057			2017 5 INV P	88.02	PCARD	P-Card invoice for
			ACCOUNT TOTAL	245.67		
1000-10-25-550-550100-000-0000-449060-010475 UNIVERSITY OF IOWA C 120820163536			Dues & Memberships 2017 5 INV P	49.00	120216	169519 EMiller/ MasterCard
			ACCOUNT TOTAL	49.00		
1000-10-25-550-550100-000-0000-452010-010475 UNIVERSITY OF IOWA C 120820163536			Office Supplies 2017 5 INV P	399.61	120216	169519 EMiller/ MasterCard
			ACCOUNT TOTAL	399.61		
1000-10-25-550-550100-000-0000-455090-010475 UNIVERSITY OF IOWA C 120820163536			Paper 2017 5 INV P	170.68	120216	169519 EMiller/ MasterCard
			ACCOUNT TOTAL	170.68		
1000-10-25-550-550100-000-0000-469320-010475 UNIVERSITY OF IOWA C 120820160318			Miscellaneous Supplies 2017 5 INV P	.00	120216	169513 SCraig/MasterCard 1
010475 UNIVERSITY OF IOWA C 120820161910			2017 5 INV P	26.50	120216	169515 Klogsdon/MasterCard
010475 UNIVERSITY OF IOWA C 120820163536			2017 5 INV P	501.16	120216	169519 EMiller/ MasterCard
				527.66		
012264 MAILBOXES OF IOWA CI 10272016			2017 5 INV P	120.00	111816	168651 Admin/2 Boxes of Bu
			ACCOUNT TOTAL	647.66		
1000-10-25-550-550100-000-0000-469360-010475 UNIVERSITY OF IOWA C 120820163536			Food and Beverages 2017 5 INV P	69.95	120216	169519 EMiller/ MasterCard
			ACCOUNT TOTAL	69.95		
1000-10-25-550-550100-000-0000-469370-010475 UNIVERSITY OF IOWA C 120820163536			Paper Products 2017 5 INV P	90.00	120216	169519 EMiller/ MasterCard
			ACCOUNT TOTAL	90.00		
			ORG 10550110 TOTAL	7,652.77		
10550121			Library Bldg Maint - Public			
1000-10-25-550-550100-000-0000-438030-010319 MIDAMERICAN ENERGY 20161130133615			Electricity 2017 5 INV P	6,708.44	120216	1723 MidAmbilling 113020
			ACCOUNT TOTAL	6,708.44		
1000-10-25-550-550100-000-0000-438070-			Heating Fuel/Gas			

12/06/2016 16:41  
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Library Disbursements: November 1 to November 30, 2016P  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010319 MIDAMERICAN ENERGY	20161130133615		2017 5 INV P	885.33 120216	1723	Midambilling 113020
010319 MIDAMERICAN ENERGY	630321116		2017 5 INV P	10.39 112316	168652	FAC/Basic Service C
				895.72		
			ACCOUNT TOTAL	895.72		
1000-10-25-550-550100-550120-131-0000-438100-			Refuse Collection Charges			
010507 JOHNSON COUNTY REFUS	90342		2017 5 INV P	100.00 110416	168221	Refuse & Recycling
			ACCOUNT TOTAL	100.00		
1000-10-25-550-550100-550120-131-0000-442010-			Other Building R&M Services			
010712 TRANE	37369846		2017 5 INV P	4,706.00 112316	168899	FAC/Annual Service
010981 JOE'S QUALITY WINDOW	15588		2017 5 INV P	140.00 111816	168637	FAC/Window Cleaning
014366 ORKIN LLC	153534864		2017 5 INV P	1,650.00 111816	168674	FAC/Bed Bug Inspect
			ACCOUNT TOTAL	6,496.00		
1000-10-25-550-550100-550120-131-0000-442020-			Structure R&M Services			
012238 OTIS ELEVATOR COMPAN CER05335A16			2017 5 INV P	150.00 111016	168483	Elevator Service an
012238 OTIS ELEVATOR COMPAN CER65336A16			2017 5 INV P	175.00 111016	168483	Elevator Service an
			ACCOUNT TOTAL	325.00		
1000-10-25-550-550100-550120-131-0000-445140-			Outside Printing			
010373 PIP PRINTING	91929		2017 5 INV P	30.00 111816	168687	FAC/slide sign for
			ACCOUNT TOTAL	30.00		
1000-10-25-550-550100-550120-131-0000-449160-			Other Rentals			
010627 CINTAS CORPORATION	342615607		2017 5 INV P	147.78 111816	168585	FAC/Cleaning Suppli
010627 CINTAS CORPORATION	342619157		2017 5 INV P	147.78 120216	169405	FAC/Cleaning Suppli
			ACCOUNT TOTAL	295.56		
1000-10-25-550-550100-550120-131-0000-452030-			Minor Office Equip/Furniture			
010165 TALIGRASS BUSINESS R 23519			2017 5 INV P	13,138.16 111016	168518	FAC/22 Office Chair
			ACCOUNT TOTAL	13,138.16		
1000-10-25-550-550100-550120-131-0000-452040-			Sanitation & Indust Supplies			
010290 LENOCH AND CIEK ACE 359404			2017 5 INV P	1,225.07 111816	168645	FAC/Cleaning Suppli
010627 CINTAS CORPORATION	342615607		2017 5 INV P	191.16 111816	168585	FAC/Cleaning Suppli
010627 CINTAS CORPORATION	342619157		2017 5 INV P	138.81 120216	169405	FAC/Cleaning Suppli



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016



P 4  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-131-0000-466040-010475 UNIVERSITY OF IOWA C 120820160771	Plumbing Supplies 2017 5 INV P					169517 BGehrke/MasterCard
	ACCOUNT TOTAL			329.97		
				1,555.04		
1000-10-25-550-550100-550120-131-0000-466050-011399 ELECTRIC EQUIPMENT S 5874	Electrical Supplies 2017 5 INV P					168600 FAC/Lightbulbs
	ACCOUNT TOTAL			670.88		
				670.88		
	ORG 10550121 TOTAL			31,011.57		
10550122 1000-10-25-550-550120-132-0000-442020-012238 OTIS ELEVATOR COMPAN CER05335A16	Library Bldg Maint - Commercia Structure R&M Services 2017 5 INV P					168483 Elevator Service an
	ACCOUNT TOTAL			150.00		
				150.00		
	ORG 10550122 TOTAL			150.00		
10550140 1000-10-25-550-550100-550140-000-0000-432060-010525 ENCOMPASS IOWA LLC 6861	Library Computer Systems Consultant Services 2017 5 INV P					168604 IT/IT Essentials- S
	ACCOUNT TOTAL			877.50		
				877.50		
1000-10-25-550-550100-550140-000-0000-438140-011937 AUREON COMMUNICATION 0789005209.2016.11	Internet Fees 2017 5 INV P					168373 Internet Services
	ACCOUNT TOTAL			851.00		
				851.00		
013770 SOUTH SLOPE COOPERAT 11012016	2017 5 INV P			193.08		168512 IT/Internet Service
	ACCOUNT TOTAL			1,044.08		
1000-10-25-550-550100-550140-000-0000-444080-010475 UNIVERSITY OF IOWA C 120820160250	Software R&M Services 2017 5 INV P					169518 BPalmer/MasterCard
	ACCOUNT TOTAL			43.37		
				43.37		
1000-10-25-550-550100-550140-000-0000-455120-010081 CDW GOVERNMENT INC FQJ0511	Misc Computer Hardware 2017 5 INV P					169400 IT/Replacement Bulb
	ACCOUNT TOTAL			658.00		
				658.00		
010475 UNIVERSITY OF IOWA C 120820160250	2017 5 INV P			699.77		169518 BPalmer/MasterCard
	ACCOUNT TOTAL			1,357.77		
				1,357.77		
	ORG 10550140 TOTAL			3,322.72		



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 5  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550151 1000-10-25-550-550100-550150-351-0000-432080- 010145 ENGLERT CIVIC THEATR 2059	Lib Public Services - Adults Other Professional Services 2017 5 INV P					168412 AD/Witching Hour 20
	ACCOUNT TOTAL					2,500.00 111016
1000-10-25-550-550100-550150-351-0000-445250- 000119 HAWKEYE COMMUNITY CO ILL11012016	Inter-Library Loans 2017 5 INV P					168660 AD/ILL Replacement
010514 AMAZON	2017 5 INV P					168567 LIBRARY MATERIALS
	ACCOUNT TOTAL					32.66
1000-10-25-550-550100-550150-351-0000-449280- 010475 UNIVERSITY OF IOWA C 120820163536	Misc Services & Charges 2017 5 INV P					169519 EMiller/ MasterCard
	ACCOUNT TOTAL					945.00 120216
1000-10-25-550-550100-550150-351-0000-469360- 010475 UNIVERSITY OF IOWA C 120820160227 010475 UNIVERSITY OF IOWA C 120820160771	Food and Beverages 2017 5 INV P 2017 5 INV P					169512 MClark/ MasterCard 169517 Bgehrke/MasterCard
	ACCOUNT TOTAL					15.99
	ACCOUNT TOTAL					15.99
10550152 1000-10-25-550-550100-550150-352-0000-469320- 010475 UNIVERSITY OF IOWA C 120820160235 010475 UNIVERSITY OF IOWA C 120820163536	Lib Public Services - Children Miscellaneous Supplies 2017 5 INV P 2017 5 INV P					169516 APilkington/MasterC 169519 EMiller/ MasterCard
	ACCOUNT TOTAL					357.51 120216
	ACCOUNT TOTAL					64.67 120216
	ACCOUNT TOTAL					422.18
014412 THE BOOK FARM INC	2017 5 INV P					169500 LIBRARY MATERIALS
	ACCOUNT TOTAL					39.90 120216
1000-10-25-550-550100-550150-352-0000-469360- 010475 UNIVERSITY OF IOWA C 120820160235	Food and Beverages 2017 5 INV P					169516 APilkington/MasterC
	ACCOUNT TOTAL					6.98 120216
1000-10-25-550-550100-550150-352-0000-469370- 010475 UNIVERSITY OF IOWA C 120820160235	Paper Products 2017 5 INV P					169516 APilkington/MasterC
	ACCOUNT TOTAL					36.49 120216
	ACCOUNT TOTAL					36.49
	ORG 10550152 TOTAL					505.55



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 6  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550159						Lib Public Sys-Comm Access
1000-10-25-550-550100-550150-359-0000-435059-			Advertising			
011903 IOWA CITY DOWNTOWN D 10466r			2017 5 INV P			700.00 111016 168440 CAS/DT Magazine Adv
			ACCOUNT TOTAL			700.00
1000-10-25-550-550100-550150-359-0000-445140-			Outside Printing			
010373 PIP PRINTING	92096		2017 5 INV P			12.50 112316 168869 CAS/600 Open Access
			ACCOUNT TOTAL			12.50
1000-10-25-550-550100-550150-359-0000-455010-			Printing & Graphic Supplies			
010475 UNIVERSITY OF IOWA C 120820161910			2017 5 INV P			491.46 120216 169515 Klogsden/MasterCard
			ACCOUNT TOTAL			491.46
1000-10-25-550-550100-550150-359-0000-455090-			Paper			
010475 UNIVERSITY OF IOWA C 120820163536			2017 5 INV P			49.22 120216 169519 EMiller/ MasterCard
			ACCOUNT TOTAL			49.22
1000-10-25-550-550100-550150-359-0000-469320-			Miscellaneous Supplies			
010475 UNIVERSITY OF IOWA C 120820163536			2017 5 INV P			89.93 120216 169519 EMiller/ MasterCard
			ACCOUNT TOTAL			89.93
10550160						Library Collection Services
1000-10-25-550-550100-550160-000-0000-445270-			Library Material R&M Services			
010509 BAKER & TAYLOR INC C 2032341318			2017 5 INV P			30.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032357701			2017 5 INV P			12.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032375023			2017 5 INV P			84.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032381717			2017 5 INV P			18.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032381738			2017 5 INV P			105.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032386005			2017 5 INV P			15.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032389025			2017 5 INV P			90.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032389164			2017 5 INV P			30.00 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032391933			2017 5 INV P			151.50 111016 168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032397736			2017 5 INV P			57.00 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032397768			2017 5 INV P			52.50 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401512			2017 5 INV P			43.50 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401628			2017 5 INV P			15.00 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401689			2017 5 INV P			31.50 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032405249			2017 5 INV P			30.00 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407786			2017 5 INV P			139.50 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407891			2017 5 INV P			57.00 111816 168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407948			2017 5 INV P			138.00 120216 169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032418093			2017 5 INV P			15.00 120216 169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032418250			2017 5 INV P			24.00 120216 169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032418272			2017 5 INV P			34.50 120216 169388 LIBRARY MATERIALS
			ORG 10550159 TOTAL			1,343.11



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
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010509 BAKER & TAYLOR INC C 2032421120	2017	5	INV P	30.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032421137	2017	5	INV P	39.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032421145	2017	5	INV P	30.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424702	2017	5	INV P	73.50	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424723	2017	5	INV P	6.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424785	2017	5	INV P	24.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424809	2017	5	INV P	40.50	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424969	2017	5	INV P	24.00	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424976	2017	5	INV P	57.00	120216	169388 LIBRARY MATERIALS

1,497.00

ACCOUNT TOTAL 1,497.00

1000-10-25-550-550100-550160-000-0000-469110-  
010546 MIDWEST TAPE 94474654

Misc Processing Supplies

14.40 111816

168655 LIBRARY MATERIALS

ACCOUNT TOTAL

14.40

ORG 10550160 TOTAL

1,511.40

10550210  
1000-10-25-550-550200-550210-000-0000-477020-  
Library Children's Materials  
Books (Cat/Cir)

010509 BAKER & TAYLOR INC C 2032337215	2017	5	INV P	290.47	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032337502	2017	5	INV P	506.75	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032337605	2017	5	INV P	146.15	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032381737	2017	5	INV P	756.07	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032382502	2017	5	INV P	109.79	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032386004	2017	5	INV P	109.46	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032387543	2017	5	INV P	528.36	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032389024	2017	5	INV P	439.71	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032391932	2017	5	INV P	1,108.57	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032392970	2017	5	INV P	98.09	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032397767	2017	5	INV P	396.26	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401688	2017	5	INV P	143.83	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032403433	2017	5	INV P	348.57	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032406637	2017	5	INV P	50.97	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407785	2017	5	INV P	1,146.91	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407947	2017	5	INV P	712.07	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032411667	2017	5	INV P	88.66	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032418249	2017	5	INV P	76.54	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032419773	2017	5	INV P	229.34	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032421119	2017	5	INV P	360.52	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032421144	2017	5	INV P	225.49	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032422779	2017	5	INV P	253.93	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424722	2017	5	INV P	25.54	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424975	2017	5	INV P	353.54	120216	169388 LIBRARY MATERIALS

8,465.49

010514 AMAZON 66528101016

2017 5 INV P

30.98 111816

168567 LIBRARY MATERIALS

12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 8  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	95368171		2017 5 INV P			16.34 111816 168631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	95439274		2017 5 INV P			10.35 111816 168631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	95530283		2017 5 INV P			30.12 120216 169437 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	95575300		2017 5 INV P			16.08 120216 169437 LIBRARY MATERIALS
ACCOUNT TOTAL				72.89		
1000-10-25-550-550200-550210-000-0000-477070-			Downloadable-eBooks	8,569.36		
011068 OVERDRIVE INC	1370-170200510		2017 5 INV P	17.97 111816		168676 LIBRARY MATERIALS
ACCOUNT TOTAL				17.97		
1000-10-25-550-550200-550210-000-0000-477100-			Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	868096		2017 5 INV P	44.99 120216		169394 LIBRARY MATERIALS
010546 MIDWEST TAPE	94486548		2017 5 INV P	94.97 120216		169459 LIBRARY MATERIALS
010546 MIDWEST TAPE	94506028		2017 5 INV P	78.96 120216		169459 LIBRARY MATERIALS
ACCOUNT TOTAL				173.93		
010551 RECORDED BOOKS LLC	75435018		2017 5 INV P	46.35 111816		168693 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1089215369		2017 5 INV P	33.75 120216		169489 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1089232759		2017 5 INV P	33.75 120216		169489 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1189140227		2017 5 INV P	245.25 111816		168691 LIBRARY MATERIALS
ACCOUNT TOTAL				312.75		
1000-10-25-550-550200-550210-000-0000-477110-			MUSIC-CD			
010509 BAKER & TAYLOR INC	C B29052050		2017 5 INV P	8.87 111816		168574 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B29224570		2017 5 INV P	58.42 111816		168574 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B29247290		2017 5 INV P	31.76 120216		169389 LIBRARY MATERIALS
ACCOUNT TOTAL				99.05		
010546 MIDWEST TAPE	94433418		2017 5 INV P	13.49 111016		168468 LIBRARY MATERIALS
ACCOUNT TOTAL				112.54		
1000-10-25-550-550200-550210-000-0000-477120-			Other Audio-CD			
010509 BAKER & TAYLOR INC	C 2032376605		2017 5 INV P	5.59 111016		168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2032387543		2017 5 INV P	14.24 111016		168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2032391932		2017 5 INV P	27.16 111016		168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2032403433		2017 5 INV P	63.96 120216		169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2032411667		2017 5 INV P	47.97 111816		168573 LIBRARY MATERIALS
ACCOUNT TOTAL				158.92		



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

9  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	95530283		2017 5 INV P	36.76	120216	169437 LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75422123		2017 5 INV P	37.80	111816	168693 LIBRARY MATERIALS
010558 WESTON WOODS	14034084		2017 5 INV P	992.94	111816	168766 LIBRARY MATERIALS
010558 WESTON WOODS	14035750		2017 5 INV P	50.92	111816	168766 LIBRARY MATERIALS
010558 WESTON WOODS	14057371		2017 5 INV P	25.46	111816	168766 LIBRARY MATERIALS
				1,069.32		
ACCOUNT TOTAL				1,302.80		
1000-10-25-550-550200-550210-000-0000-477160-	Video Recordings					
010509 BAKER & TAYLOR INC C B27931170			2017 5 INV P	43.72	111016	168378 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28385290			2017 5 INV P	16.04	111016	168378 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28598390			2017 5 INV P	112.16	111816	168574 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28700180			2017 5 INV P	424.89	120216	169389 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29052100			2017 5 INV P	10.92	120216	169389 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29224660			2017 5 INV P	31.31	120216	169389 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29326000			2017 5 INV P	54.64	120216	169389 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29352220			2017 5 INV P	37.12	120216	169389 LIBRARY MATERIALS
				730.80		
010546 MIDWEST TAPE	94442508		2017 5 INV P	58.48	111016	168468 LIBRARY MATERIALS
010546 MIDWEST TAPE	94471023		2017 5 INV P	29.24	111816	168555 LIBRARY MATERIALS
010546 MIDWEST TAPE	94473662		2017 5 INV P	11.24	111816	168555 LIBRARY MATERIALS
010546 MIDWEST TAPE	94488826		2017 5 INV P	14.99	120216	169459 LIBRARY MATERIALS
				113.95		
010558 WESTON WOODS	14034084		2017 5 INV P	660.46	111816	168766 LIBRARY MATERIALS
				1,505.21		
ACCOUNT TOTAL				147.92	120216	169500 LIBRARY MATERIALS
1000-10-25-550-550200-550210-000-0000-477200-	Toys					
014412 THE BOOK FARM INC	REB6982		2017 5 INV P	147.92	120216	169500 LIBRARY MATERIALS
				147.92		
ACCOUNT TOTAL				3.82	111816	168573 LIBRARY MATERIALS
1000-10-25-550-550200-550210-000-0000-477230-	Non-Fiction Audio-CD					
010509 BAKER & TAYLOR INC C 2032411667			2017 5 INV P	15.00	120216	169394 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 868331			2017 5 INV P	17.99	120216	169459 LIBRARY MATERIALS
010546 MIDWEST TAPE	94487956		2017 5 INV P	36.81		
				3.99	120216	169514 AMangano/MasterCard
ACCOUNT TOTAL				3.99	120216	169514 AMangano/MasterCard
1000-10-25-550-550200-550210-000-0000-477350-	Online Reference					
010475 UNIVERSITY OF IOWA C 120820160292			2017 5 INV P	3.99	120216	169514 AMangano/MasterCard



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 10  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
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ACCOUNT TOTAL				3.99		
ORG 10550210 TOTAL				12,274.62		
Library Adult Materials						
Books (Cat/Clt)						
10550220			2017 5 INV P	275.73	120216	169514 Amangano/MasterCard
1000-10-25-550-550200-550220-000-0000-477020-						
010475 UNIVERSITY OF IOWA C 120820160292						

010509 BAKER & TAYLOR INC C 2032337215	2017	5	INV P	1,494.11	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032341317	2017	5	INV P	195.73	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032357700	2017	5	INV P	122.03	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032376605	2017	5	INV P	1,432.75	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032381716	2017	5	INV P	125.88	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032382502	2017	5	INV P	292.84	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032387543	2017	5	INV P	987.84	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032389024	2017	5	INV P	11.18	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032389163	2017	5	INV P	227.67	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032392970	2017	5	INV P	1,991.35	111016	168377 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032397735	2017	5	INV P	381.21	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401511	2017	5	INV P	431.63	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032401627	2017	5	INV P	112.56	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032403433	2017	5	INV P	1,900.04	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032405248	2017	5	INV P	197.36	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032406537	2017	5	INV P	223.46	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032407890	2017	5	INV P	230.86	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032411667	2017	5	INV P	1,306.42	111816	168573 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032418271	2017	5	INV P	273.77	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032419773	2017	5	INV P	1,395.77	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032421136	2017	5	INV P	292.89	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032422779	2017	5	INV P	1,075.37	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424701	2017	5	INV P	367.14	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424784	2017	5	INV P	129.77	120216	168388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424808	2017	5	INV P	265.42	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032424968	2017	5	INV P	201.54	120216	169388 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5014308420	2017	5	INV P	175.84	111016	168376 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C CM0002878712	2017	5	CRM P	-50.88	111816	168573 LIBRARY MATERIALS

15,791.55

010514 AMAZON	2017	5	INV P	70.24	111816	168567 LIBRARY MATERIALS
010519 BROADART CO	2017	5	INV P	140.27	111016	168388 LIBRARY MATERIALS
010520 CENTER POINT PUBLISH 1424635	2017	5	INV P	131.22	120216	169402 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95368171	2017	5	INV P	135.28	111816	168631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95409001	2017	5	INV P	125.43	111816	168631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95439274	2017	5	INV P	202.17	111816	168631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95481290	2017	5	INV P	132.05	120216	169437 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95501405	2017	5	INV P	25.16	120216	169437 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95519872	2017	5	INV P	14.97	111816	168631 LIBRARY MATERIALS

12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016



ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	95530283		2017 5 INV P			169437 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	95575300		2017 5 INV P			169437 LIBRARY MATERIALS
						736.16
010551 RECORDED BOOKS LLC	75438727		2017 5 INV P			169491 LIBRARY MATERIALS
						34.19 120216
						17,179.36
						ACCOUNT TOTAL
1000-10-25-550-550220-000-0000-477040-						Books (Cat/Reference)
010509 BAKER & TAYLOR INC C	5014308420		2017 5 INV P			35.92 111016
010531 GALE GROUP	59294526		2017 5 INV P			168376 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	95439274		2017 5 INV P			168617 LIBRARY MATERIALS
010548 OMNIGRAPHICS	105465-6442		2017 5 INV P			19.94 111816
010549 PETERSON'S A NELNET	4865159		2017 5 INV P			202.23 120216
012859 INFORMATION TODAY	1617480-B1		2017 5 INV P			45.07 111816
						404.53 111816
						168630 LIBRARY MATERIALS
						ACCOUNT TOTAL
						734.24
1000-10-25-550-550220-000-0000-477070-						Downloadable-eBooks
011068 OVERDRIVE INC	1370-000416180		2017 5 INV P			18.99 111016
011068 OVERDRIVE INC	1370-113419303		2017 5 INV P			168485 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-163109883		2017 5 INV P			953.61 111016
011068 OVERDRIVE INC	1370-170200510		2017 5 INV P			952.39 111816
011068 OVERDRIVE INC	1370-170327440		2017 5 INV P			253.98 111816
						156.39 111816
						168676 LIBRARY MATERIALS
						ACCOUNT TOTAL
						2,335.36
						2,335.36
						ACCOUNT TOTAL
						2,335.36
1000-10-25-550-550220-000-0000-477100-						Fiction Audio-CD
010509 BAKER & TAYLOR INC C	2032403433		2017 5 INV P			27.43 120216
010509 BAKER & TAYLOR INC C	2032411667		2017 5 INV P			43.90 111816
						71.33
010518 BLACKSTONE AUDIOBOOK	868096		2017 5 INV P			169394 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	868097		2017 5 INV P			169394 LIBRARY MATERIALS
						180.00 120216
						45.00 120216
						225.00
010546 MIDWEST TAPE	94444245		2017 5 INV P			168468 LIBRARY MATERIALS
010546 MIDWEST TAPE	94457517		2017 5 INV P			168468 LIBRARY MATERIALS
						74.98 111016
						79.98 111016
						154.96
010551 RECORDED BOOKS LLC	75430657		2017 5 INV P			168693 LIBRARY MATERIALS
						22.50 111816



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 12  
aplnvgla



ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010551 RECORDED BOOKS LLC	75432865		2017 5 INV P	26.99 111816	168693	LIBRARY MATERIALS
				49.49		
010880 RANDOM HOUSE INC	1089026837		2017 5 INV P	67.50 111016	168501	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1089163114		2017 5 INV P	33.75 111816	168691	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1089183479		2017 5 INV P	33.75 120216	169489	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1189183479		2017 5 INV P	33.75 120216	169489	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1189215369		2017 5 INV P	56.25 120216	169489	LIBRARY MATERIALS
				225.00		
1000-10-25-550-550220-000-0000-477110-				725.78		
010509 BAKER & TAYLOR INC C B28657160			2017 5 INV P	35.50 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29052050			2017 5 INV P	8.87 111816	168574	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29224570			2017 5 INV P	11.83 111816	168574	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29247290			2017 5 INV P	209.60 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29324480			2017 5 INV P	26.35 120216	169389	LIBRARY MATERIALS
				292.15		
010546 MIDWEST TAPE	94433418		2017 5 INV P	12.74 111016	168468	LIBRARY MATERIALS
				304.89		
1000-10-25-550-550220-000-0000-477160-						
010509 BAKER & TAYLOR INC C B27931170			2017 5 INV P	78.53 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28156870			2017 5 INV P	456.12 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28385290			2017 5 INV P	7.28 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28598390			2017 5 INV P	348.34 111816	168574	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28700180			2017 5 INV P	505.59 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28921920			2017 5 INV P	34.96 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29224660			2017 5 INV P	355.18 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29352220			2017 5 INV P	29.88 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29508940			2017 5 INV P	29.12 120216	169389	LIBRARY MATERIALS
				1,845.00		
010546 MIDWEST TAPE	94463945		2017 5 INV P	12.99 111816	168655	LIBRARY MATERIALS
010546 MIDWEST TAPE	94473662		2017 5 INV P	28.47 111816	168655	LIBRARY MATERIALS
010546 MIDWEST TAPE	94482079		2017 5 INV P	22.49 120216	169459	LIBRARY MATERIALS
010546 MIDWEST TAPE	94488824		2017 5 INV P	34.47 120216	169459	LIBRARY MATERIALS
				98.42		
1000-10-25-550-550220-000-0000-477190-				1,943.42		
010475 UNIVERSITY OF IOWA C 120820160250			2017 5 INV P	126.00 120216	169518	BPalmer/MasterCard



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010514 AMAZON	66528101016		2017 5 INV P	1,259.70 111816	168567	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,385.70		
1000-10-25-550-550200-550220-000-0000-477210-			Non-Fiction Video-DVD			
010509 BAKER & TAYLOR INC C B28156870			2017 5 INV P	65.53 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28288820			2017 5 INV P	43.70 111016	168378	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B28598390			2017 5 INV P	109.98 111816	168574	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29224660			2017 5 INV P	10.90 120216	169389	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B29352220			2017 5 INV P	101.92 120216	169389	LIBRARY MATERIALS
				332.03		
010514 AMAZON	66528101016		2017 5 INV P	19.95 111816	168567	LIBRARY MATERIALS
010546 MIDWEST TAPE	94436388		2017 5 INV P	56.22 111016	168468	LIBRARY MATERIALS
010546 MIDWEST TAPE	94442508		2017 5 INV P	44.99 111016	168468	LIBRARY MATERIALS
010546 MIDWEST TAPE	94463370		2017 5 INV P	18.74 111816	168655	LIBRARY MATERIALS
010546 MIDWEST TAPE	94473662		2017 5 INV P	42.73 111816	168655	LIBRARY MATERIALS
010546 MIDWEST TAPE	94488824		2017 5 INV P	87.73 120216	169459	LIBRARY MATERIALS
				250.41		
			ACCOUNT TOTAL	602.39		
1000-10-25-550-550200-550220-000-0000-477220-			Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI 95368171			2017 5 INV P	56.99 111816	168631	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 95330283			2017 5 INV P	113.94 120216	169437	LIBRARY MATERIALS
				170.93		
			ACCOUNT TOTAL	170.93		
1000-10-25-550-550200-550220-000-0000-477230-			Non-Fiction Audio-CD			
010509 BAKER & TAYLOR INC C 2032403433			2017 5 INV P	21.95 120216	169388	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 866180			2017 5 INV P	135.00 111016	168384	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 868096			2017 5 INV P	45.00 120216	169394	LIBRARY MATERIALS
				180.00		
010536 INGRAM LIBRARY SERVI 95439274			2017 5 INV P	38.48 111816	168631	LIBRARY MATERIALS
010546 MIDWEST TAPE	94444245		2017 5 INV P	79.98 111016	168468	LIBRARY MATERIALS
010546 MIDWEST TAPE	94457517		2017 5 INV P	69.98 111016	168468	LIBRARY MATERIALS
010546 MIDWEST TAPE	94506028		2017 5 INV P	47.98 120216	169459	LIBRARY MATERIALS
				197.94		
010551 RECORDED BOOKS LLC 75422171			2017 5 INV P	35.99 111816	168693	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC 75438770			2017 5 INV P	144.40 120216	169491	LIBRARY MATERIALS



12/06/2016 16:41  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2016

P 14  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010880 RANDOM HOUSE INC	1089091151		2017 5 INV P			168501 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1089140227		2017 5 INV P			168691 LIBRARY MATERIALS
					93.75	
					712.51	
						ACCOUNT TOTAL
1000-10-25-550-550200-550220-000-0000-477250-						Downloadable Media
011068 OVERDRIVE INC	1370-000416180		2017 5 INV P			71.99 111016
011068 OVERDRIVE INC	1370-163222780		2017 5 INV P			466.91 111816
011068 OVERDRIVE INC	1370-170419133		2017 5 INV P			1,242.22 111816
						1,781.12
						ACCOUNT TOTAL
						1,781.12
1000-10-25-550-550200-550220-000-0000-477350-						Online Reference
010509 BAKER & TAYLOR INC C NS16110406			2017 5 INV P			1,910.00 120216
011013 OCLC INC	0000493418		2017 5 INV P			669.47 111816
						2,579.47
						ACCOUNT TOTAL
						30,455.17
						ORG 10550220 TOTAL
						FUND 1000 General
						TOTAL: 91,720.56

Jay Semel, President

Janet Freeman, Secretary