



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240
DIRECTOR: Susan Craig • PHONE: 319-356-5200 • FAX: 319-356-5494 • www.icpl.org

BOARD OF TRUSTEES

AGENDA

5:00 pm – 2nd floor Board Room

December 17, 2015

Robin Paetzold, President

Diane Baker

John Beasley

Janet Freeman, Secretary

Adam Ingersoll

Thomas Martin

Meredith Rich-Chappell

Jay Semel, Vice-President

Monique Washington

1. Call Meeting to Order.

2. Public Discussion.

3. Approval of Minutes.

A. Approve Regular Minutes of Library Board of Trustees November 19, 2015 meeting.

4. Unfinished Business.

A. FY17 Operating Budget.

Comment: The City's recommended budget for the Library has been received. Full budget information is expected the week of the 14th.

B. Policy Review: #505 Volunteer Policy.

Comment: This is a regularly scheduled policy review held over from the November meeting.

5. New Business.

A. Policy Review: #401: Finance Policy.

Comment: This is a regularly scheduled policy review.

6. Staff Reports.

A. Director's Report.

B. Departmental Reports: Children's Services, Collection Services, IT.

C. Development Office Report.

D. Spotlight on the Collection.

E. Miscellaneous.

7. President's Report.

8. Announcements from Members.

9. Committee Reports.

- A. Foundation Members.

10. Communications.

11. Disbursements.

- A. Review MasterCard Expenditures for November, 2015.
- B. Approve Disbursements for November, 2015.

12. Set Agenda Order for January Meeting.

13. Adjournment.



Iowa City Public Library
Meeting Agendas and Other Significant Events

DECEMBER 17, 2015	JANUARY 28, 2016	FEBRUARY 25, 2016
Departmental Reports: CH, CLS, IT Policy Review: #401 Finance Policy #505 Volunteer Policy OTHER: Arts & Crafts Bazaar, 12/5 Inservice Day, 12/11	Review 2 nd Quarter Goals/Statistics 6 month Strategic Planning Update Departmental Reports: AS, CAS	Appoint Nominating Committee Set Hours for Next Fiscal Year Policy Review: #809: Conduct in the Library #813: Unattended Children Departmental Reports: CH, CLS, IT
MARCH 24, 2016	APRIL 28, 2016	MAY 26, 2016
Appoint Committee to Evaluate Director Departmental Reports: AS, CAS Policy Review: #814: Copyright	Meet as Members of Friends Foundation Review 3 rd Quarter Goals/Statistics President Appoints to Foundation Board Departmental Reports: CH, CLS, IT	Election of Officers Departmental Reports: AS, CAS
JUNE 23, 2016	JULY 28, 2016	AUGUST 25, 2016
Develop Ideas for Board Annual Report Director Evaluation Departmental Reports: CH, CLS, IT	Review Board Annual Report Adopt NOBU Budget Planning Update Departmental Reports: AS, CAS	Review Annual Staff Report Departmental Reports: CH, CLS, IT OTHER: Annual Board Dinner
SEPTEMBER 22, 2016	OCTOBER 27, 2016	NOVEMBER 17, 2016
Budget Discussion Departmental Reports: AS, CAS	Budget Discussion Review 1 st Quarter Goals/Statistics Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS OTHER:



BOARD OF TRUSTEES

Minutes of the Regular Meeting November 19, 2015

DRAFT

Members Present: John Beasley, Janet Freeman (in at 5:11 pm), Adam Ingersoll, Thomas Martin, Robin Paetzold, Meredith Rich-Chappell, Jay Semel, Monique Washington.

Members Absent: Diane Baker.

Staff Present: Terri Byers, Susan Craig, Kara Logsdon, Patty McCarthy, Elyse Miller, Angela Pilkington.

Guests Present: Doyle Landry.

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

Public Discussion. Doyle Landry noted National Mental Health Awareness month is in May and would like to see a greater emphasis on mental health programming in the community. He feels it is an opportunity to begin conversation about how mental illness shows up in Iowa City. He also provided a handout about collaborative efforts between the school district, library and business community. Semel said it is difficult to ask library, staff and the Board to generate mental health programming on its own and feels that an agency already charged with such a mission can come to the library for partnership. Washington asked if Landry has talked to other agencies like NAMI. He said he has.

Approval of Minutes.

The Minutes of the October 22, 2015 Library Board of Trustees meeting were reviewed. Martin asked if there is an inventory of all the literacy efforts available as mentioned in the October minutes that Landry discussed. A motion to approve the Minutes was made by Rich Chappell and seconded by Washington. Motion carried 8/0.

Unfinished Business.

FY17 Operating Budget. The City is currently meeting with department heads to discuss departmental requests. Craig was the first to meet with the City about the Library budget. They asked questions about the bookmobile, particularly staffing, which Craig expected. The revenue projections were unknown at the time of her meeting but we now know the rollback is basically unchanged. The City is still waiting for assessed valuations. Craig does not expect a budget recommendation in time for the December Board meeting. She noted there will be three new members on the Council at their January budget meeting. No action is required.

Policy Review: #817: Alcohol in the Library. This is a continuation of a discussion from the October, 2015 meeting. A motion to approve the policy with changes was made by Ingersoll and seconded by Freeman. Motion carried 8/0.

New Business.

Policy Review: #505: Volunteer Policy. This is a regularly scheduled policy review. Craig said The Book End and checkin are the areas with the most volunteers. These activities have a set work time, although Logsdon said shelf straightening is a volunteer task with more time flexibility. This task is often given to 8th graders who are required to do volunteer work for school. The Library follows the City's background check policy. People who work with money or with children receive a background check before being placed. Craig said, for example, a person working at a checkin station does not require a background check as no money is exchanged, the activity is located separately from the Children's Room, and there is supervision in the area. Beasley asked if the Library could have a more restrictive policy than the City's. Craig said we prefer to keep opportunities open for people to be able to volunteer at the Library. Beasley would like to see the City policy. Ingersoll would also like to review the City policy. Craig said she would be more worried about patrons than volunteers with respect to children's safety. She said in all of her time working here the incidents have been with patrons. She also stated there has never been an incident with a volunteer in this building. The policy will be revisited at the next meeting after the Board has an opportunity to review the City's background check policy.

Staff Reports.

Director's Report. IUPLA Statistics.

Departmental Reports.

Adult Services.

Community & Access Services. No comments.

Development Office. McCarthy displayed a quilt depicting a bookshelf; one of the more than 1,400 items donated for the Arts & Crafts Bazaar on December 5.

Inservice Day Report.

Spotlight on the Collection. No comments.

Miscellaneous. Several Board members commented on the article about the For Kids and By Kids CD. This CD was created by the Englert Theatre and Kembrew McLeod for the Mission Creek Festival in March. Some law enforcement members objected to some of the lyrics on one of the songs on the CD. Craig said if the Board wanted further discussion or action, the item needed to be placed on a future agenda. There was not a majority who wished to do so.

President's Report. President Paetzold encouraged all to attend Inservice Day if possible.

Announcements from Members. None.

Committee Reports.

Foundation Members. Semel reported that the Foundation Board adopted a new five-year strategic plan. It sets goals to raise more donations.

Communications. None.

Disbursements.

The MasterCard expenditures for October, 2015 were reviewed. A motion to approve the disbursements for October, 2015 was made by Ingersoll and seconded by Martin. Motion carried 8/0.

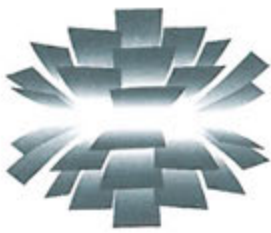
Set Agenda Order for December Meeting.

Volunteer Policy.

Finance Policy.

Adjournment. A motion to adjourn the meeting was made by Freeman and seconded by Martin. Motion carried 8/0. President Paetzold closed the meeting at 6:22 pm.

Respectfully submitted,
Elyse Miller



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

DATE: December 9, 2015
TO: Library Board
FROM: Susan Craig, Library Director
RE: FY17 Budget Request

The City staff's recommended budget for FY17 is being finalized and is expected to be released the week of the Board meeting. If available, I will bring the document to the Board meeting. I have just received their recommendations for the Library budget. No funding for the operational costs of the bookmobile is included (see attached for details of that request), and, in addition, \$28,580 has been cut from other requests. These cuts are shown below.

Adjustments to FY17 budget request (not including bookmobile):

Budget Area	Amount reduced	Notes
Overtime	\$5,000	Almost all of our OT budget is spent on being open on Sundays; by contract permanent staff are guaranteed OT for hours worked on Sunday. Funding was included for adjustments to the temporary pay plan anticipating the new minimum wage.
Services	\$16,067	Largest reduction, \$10,079, was made in the request for building repair and maintenance related areas. Smaller cuts were made to postage, travel, printing, library materials repair & maintenance, and parking. The one-time payments for new catalog software changes were included in the proposed budget.
Supplies	\$7,513	Cuts were made to requests for processing supplies, \$5174; graphics supplies, \$1,786; and miscellaneous supplies, \$553.
Capital	0	Our requested increase for library materials is in the recommended budget.
Total Cuts to requests (not including bookmobile)	\$28,580	

Outside of personnel, any budget line within the operating budget is a guideline, not an absolute. The money is allocated by line item, but at the end of the year the City is concerned that the bottom line has not been exceeded, not whether any line item is over or underspent.

The Library Board has several options at this point. You can choose to accept the City Manager's recommendations, and when I meet with Council on January 9, I will address our current service levels and accomplishments. You can choose to request additional funding for all or part of the funding that has been denied. If you want to pursue this option, the Board needs to communicate with the City Council, either by requesting a joint meeting, asking to be placed on the agenda of a current meeting (I am attaching their tentative meeting agenda), or submitting a written request with follow up by individual board members to individual council members.

FY17 Budget Proposal

Project Sheet: Bookmobile

Description:

The intended purpose of the Iowa City Public Library's Bookmobile is to offer collections and services beyond the Downtown and extend Library services throughout the community. The proposed Bookmobile will connect with our community in new places; engage with new partners and patrons; and enrich lives through better access to Library collections and services.

Relation to strategic plan goals:

Goal 1: Public Awareness	Enrich: Promote bookmobile service and stops.
Goal 3: Program	Engage: Consider programming opportunities for bookmobile service.
Goal 4: Content	Connect: Plan for bookmobile collection.
Goal 6: Space/Facilities	Enrich: Introduce bookmobile service.
Goal 7: Staffing	Enrich: Organize staffing for bookmobile.

Need:

The need for a Bookmobile was identified during the strategic planning process. It is a natural next step to added outreach programming and expanded efforts to get children library cards and involved in summer reading that were a focus of the last strategic plan. In addition, mobile service available at various locations will offer an alternative pickup and service point for people concerned about parking issues near the downtown library.

A bookmobile also supports the City of Iowa City's Strategic Plan:

Fostering a more INCLUSIVE and SUSTAINABLE Iowa City through a commitment to:

- Healthy neighborhoods
- A strong urban core
- Strategic economic development activities
- A solid financial foundation
- Enhanced communication and marketing

The services provided on the Bookmobile will be a hybrid of traditional bookmobile services (reach out to populations who have trouble accessing the downtown Library) and 21st Century Bookmobile service (convenient option for holds pickup and Express collections) in places in the community convenient for patrons and outside of the downtown location.

Items to be funded:

Annual Cost/City Funding

Fund number	Item	Amount
411000	Perm Full-time Staff (40 hours/week) salary & benefits	\$68,841
435059	Advertising	\$1,000
438130	Phone/Wireless	\$3,600
444100	IT Repair/Maintenance	\$1,200
446360	City Vehicle Maintenance Chargeback*needs confirmed with Transit	\$12,000
449280	Miscellaneous, insurance *needs confirmed	\$12,000
Total		\$98,641

Annual Cost/Foundation Funding

411000	Perm staff (16 hours/week)	\$32,218
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Estimated for 5 months (42%) in FY17:

Total FY17	Operating budget	\$41,429
Total FY17	Gifts	\$13,532

One-time Cost FY17:

Fund number	Item	Amount
442060	Bookmobile Site Prep: Electricity	\$8,000
442010	Bookmobile Site Prep: Miscellaneous	\$4,000
Total		\$12,000

One-time Capital Cost FY17:

Fund number	Item	Amount
474420	Bookmobile (City funds)	\$100,000
474420	Bookmobile (Foundation funds)	\$150,000
Total		\$250,000

Description of ongoing costs:

Beginning in FY18, we anticipate annual, ongoing costs of \$129,580, which includes staffing, vehicle maintenance, and IT costs.



City Council Tentative Meeting Schedule

Subject to change

December 3, 2015

<u>Date</u>	<u>Time</u>	<u>Meeting</u>	<u>Location</u>
Tuesday, December 15, 2015	5:30-6:30PM 7:00 PM	Outgoing Council Members Reception Formal Meeting	Helling Conference Rm Emma J. Harvat Hall
Monday, January 4, 2016	12 noon	Spec. Formal (Organizational Meeting) Special Work Session (Intro Budget)	Harvat Hall
Tuesday, January 5, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall
Saturday, January 9, 2016	8AM-4PM	Special Work Session (Dept. Budget)	Harvat Hall
Monday, January 11, 2016	1-7:00 PM	Special Work Session (CIP Budget)	Harvat Hall
Thursday, January 14, 2016	5:00 PM	Special Work Session (Budget)	Harvat Hall
Tuesday, January 19, 2016	5:00 PM	Work Session Formal Meeting	Harvat Hall
Monday, January 25, 2016	4:00 PM 4:30 PM	Reception Joint Public Entities Meeting	TBA North Liberty
Tuesday, February 2, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall
Tuesday, February 16, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall
Tuesday, March 1, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall
Tuesday, March 15, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall
Tuesday, April 5, 2016	5:00 PM 7:00 PM	Work Session Formal Meeting	Harvat Hall

505 Volunteer Policy

Proposal: A routine staff review generated one recommended change to the Volunteer Policy.

Issues: At the November Board of Trustees Meeting there was a request for additional information about the City's policy related to background checks and Library volunteers. The City of Iowa City adopted the ***Policy on Criminal Background Checks in Hiring*** Administrative Regulation on October 1, 2013. A copy is attached as well as an example of a Library Volunteer Job Description. The *Policy on Criminal Background Checks in Hiring* states:

"This policy is established in compliance with EEOC guidelines and is intended to protect the City of Iowa City and its assets by ensuring that individuals assigned to certain positions (cash handlers, police officers, persons who work with or around children, and data managers with access to personal information, to name only a few) have no history of criminal behavior relevant to their employment."

According to the *Policy on Criminal Background Checks in Hiring*, full-time, part-time, temporary, student work study and volunteer positions are all covered by this policy. When this was adopted by the City, the Library's Volunteer Supervisors Work Group identified Library volunteer positions that would require a background check before a volunteer was placed in that volunteer job. The volunteer jobs identified are BookEnd Store Clerk and Children's Services Volunteer. Other volunteer jobs do not meet the City's requirement for a background check.

The City's *Policy on Criminal Background Checks in Hiring* also "recognizes that its need to investigate applicants' and employees' criminal history must be balanced with the need to protect those persons' privacy." Library staff created procedures to initiate background checks that protect the privacy of the applicant. The applicant completes a *Criminal History Record Check Request Form* and the information is only shared with staff in the Library's Business Office.

It is also important to note each Background Check completed costs the Library \$15 and the Iowa Sex Offender Registry is routinely searched for all volunteers placed in jobs at the Library.

Staff Recommendations:

505.36	Add: City of Iowa City policies will be followed for volunteer jobs requiring background checks.
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Action Required: Review and adopt as amended.

Prepared by: Kara Logsden, Community and Access Services Coordinator, November 24, 2015

Review committee: Volunteer Supervisors Work Group: Terri Byers, Stacey McKim and Kara Logsden (Community & Access Services), Patty McCarthy (Development Office), Brad Gehrke (Maintenance), Diana Morris (Collection Services), Casey Maynard (Children's Services), Brian Visser (Adult Services).

 <p>IOWA CITY PUBLIC LIBRARY 123 S. Linn St. • Iowa City, IA 52240 319-356-5200 • www.icpl.org <small>HOURS: Mon-Thurs 10-9, Fri 10-8, Sat 10-6, Sun 12-5</small></p>	<p>Volunteer Job Description: Book End Store Clerk</p>
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Identification

Class Title:	Volunteer
Position Title:	Book End Store Clerk
Department:	Development Office
Division:	Iowa City Public Library
Reports To:	Book End Committee Members and Development Office Staff: Patty McCarthy – (319) 356-5249 or patty-mccarthy@icpl.org

Job Summary

Assists Book End Committee with operation of ICPL's used bookstore, The Book End. Shelf materials, help customers find materials, and ring up sales on cash register.

Essential Job Duties and Responsibilities

- Works under general supervision and direction of Book End Committee and Development Office Staff.
- Assists with organization of bookstore by alphabetizing, shelving, and helping with display of books as directed by Book Sorter or Book End Committee.
- Assists customers with book selection and provides excellent customer services.
- Rings up sales on cash register.
- Some shifts require opening or closing store and tallying daily receipts.
- Interacts with the public.

Physical and Environmental Conditions

Ability to lift up to 20 pounds. Stooping or bending in order to shelve books may also be required.

Minimum Education, Experience, and Certification

Must be at least sixteen (16) years of age or completed tenth grade. A State of Iowa Criminal History Record Check* is required for this position.

Knowledge, Skills and Abilities

- Ability to work independently. Ability to follow instructions.
- Knowledge of books, authors, and love of reading helpful.
- Experience in retail setting beneficial.

Time and Scheduling Requirements

Six (6) month commitment required.

*Volunteers who are considered for this job will be asked to complete a "Criminal History Record Check Request Form" to authorize the Library to perform this check.

505. VOLUNTEER POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted - 2/22/79

Revised - 3/27/80

Revised - 9/30/82

Revised - 11/17/83

Revised - 3/22/84

Revised - 1/22/87

Revised - 12/14/89

Revised - 6/27/93

Revised - 2/27/97

Revised - 2/24/00

Revised - 11/21/02

Revised - 11/17/05

Revised - 10/23/08

Revised - 9/27/12

Revised - 12/17/15

**Administrative Regulations
City of Iowa City**

Title: Policy on Criminal Background Checks in Hiring
A.R. Number: Effective Date: 10/1/13 Page: 1 of 5
Supersedes: N/A A.R.: N/A Dated: 10/1/13



I. Purpose

This policy is established in compliance with EEOC guidelines and is intended to protect the City of Iowa City and its assets by ensuring that individuals assigned to certain positions (cash handlers, police officers, persons who work with or around children, and data managers with access to personal information, to name only a few) have no history of criminal behavior relevant to their employment. Although this is no guarantee against criminal acts, it does reduce the likelihood of crime, and may reduce the City's liability in the event a crime occurs. It also helps protect hiring departments from the possibility of lawsuits, which exact a heavy cost in time and morale, as well as from the impact and cost of embezzlement.

The City recognizes that its need to investigate applicants' and employees' criminal history must be balanced with the need to protect those persons' privacy. City policy and state and federal laws recognize the individual's right to privacy and prohibit City employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties.

II. Policy

Criminal background checks are required for all employees newly hired, transferred, promoted, reclassified, or reassigned to certain sensitive positions. They are not required for employees holding sensitive positions at the time this policy went into effect. **The employing department is responsible for initiating the criminal background check.** If the background check reveals a conviction relevant to the sensitive position, the individual may be disqualified from holding the sensitive position.

Who Should Read this Policy

- a. Department and Division Heads
- b. Managers, supervisors, and anyone else hiring employees for positions that require a criminal background check
- c. Individuals holding or applying for positions that require a criminal background check.

III. Procedures//Responsibilities

a. Responsibilities

Departments

- In consultation with Human Resources, determine whether a position should be designated as sensitive and document that information on the Job

Description. This includes full-time, part-time, temporary, student work study, and volunteer positions. For all positions, a consultation should be conducted with the Human Resources Office, and a designation that the position is sensitive and subject to a criminal background check should be documented on the Job Description and Job Posting.

- Initiate criminal background checks prior to the hire, transfer, promotion, or reassignment of individuals into sensitive positions, including reclassification.
- Notify the individual under consideration for a sensitive position that an offer for any personnel action (employment, transfer, promotion, reclassification, or change in duties) is conditional on successful completion of the criminal background check, and that falsification of information submitted on City application materials may be cause for corrective action up to and including dismissal.
- Maintain confidentiality of any information obtained through the criminal background check and/or driving record review, if applicable (applies when the position will include driving City vehicles).
- Consult with Human Resources before conducting any internet, social media, or public record review/screening of job candidates. Screening of this nature is not to be conducted at the division level but rather should be coordinated through and conducted by Human Resources in the same manner outlined for criminal background checks by this policy.

Human Resources:

- Conducts criminal background checks.
- Makes sure all official recruitment information, announcements, and position descriptions state whether a position requires a criminal background check.
- Notifies departments whether an individual is suited for employment based on the results of the criminal background check.
- If criminal background check results indicate potential disqualification, provides the subjects of criminal background checks with a summary of their background check results and informs them when a conviction disqualifies them from employment in a sensitive position. Provides those subjects who are screened out the opportunity to demonstrate that an error has been made, the exclusion should not be applied and/or whether additional information provided warrants an exception to the exclusion
- Maintains confidentiality of criminal background check results.
- Serves as the Office of Record for files concerning criminal background checks.
- Upon legitimate request from a department, and periodically, obtains a driving record review for employees who routinely drive City vehicles on City business.
- Maintains confidentiality of driving record review results, with supervisors given access only on a need-to-know basis.
- Consults with departments to determine whether positions require a criminal background check.
- Consults with departments about policy interpretation.
- Monitors hiring practices for policy compliance and advises City Manager's Office of issues or concerns,
- Reviews policy and updates as necessary to maintain compliance with future federal and/or state guidelines.

b. Procedures

Criteria for Determining Sensitive Positions

The department and Human Resources determine whether a position requires a criminal background check. Positions subject to criminal background checks typically involve one or more of the following responsibilities:

- Senior management of departments and divisions (department head, division head, superintendents);
- Care, safety, and security of people or property (includes sworn public safety officers, persons working with or around children or other vulnerable population groups; data managers);
- Direct access to, or control over, cash, checks, credit card account information (includes cash handling or credit card acceptance positions);
- Authority to commit financial resources of the City through the approval of purchases.
- Control over citywide or departmental business processes, either through functional roles or systems security access (includes network administrators, system programmers, Human Resource Information System, Payroll functional leads and staff with access to financial account information);
- Access to detailed personally identifiable information about prior or current staff or citizens which might enable identity theft (includes Human Resources, Revenue and Payroll specialists);
- Possession of building master or sub-master key access to a wide range of facilities (includes custodial services and Police Department station masters);
- Regular operation of City vehicles as part of assigned job duties (includes transit drivers, inspectors, identified public works and parks positions).
- Access to controlled substances (animal control, police evidence)

Performing a criminal background check does not relieve the department of its obligation to perform reference checks, conduct credit checks when appropriate, verify prior employment, obtain copies of licenses or certificates required for the specific position (with more extensive checks for police officers), and perform other checks.

Once it has been determined that a position requires a criminal background check, Human Resources includes that requirement on the job description. Human Resources also ensures that all official recruitment information, announcements, and descriptions state if the position requires a criminal background check.

c. Initiating a Criminal Background Check

Once position finalists are identified, Human Resources will facilitate the background check process. Human Resources will receive and review the results of the criminal history check. If potentially disqualifying information is found, Human Resources will notify the subject of the results and engage in an individualized assessment by providing the subject the opportunity to demonstrate that an error has been made, the exclusion should not be applied and/or whether

additional information provided by the subject warrants an exception to the exclusion. This determination will be made based on the nature of the crime, the time elapsed, the nature of the job, and business necessity. The criminal background check must be initiated and completed (including, when appropriate, a review and determination by Human Resources of suitability for employment) before the individual can begin working in the sensitive position.

The Department must notify the individual under consideration that the offer for any personnel action (employment, transfer, promotion, reclassification, or reassignment) is conditional upon successful completion of the background check.

Depending upon the position, the background check may use fingerprints to look for criminal convictions through the Iowa Department of Criminal Investigation ("DCI"). The DCI may utilize fingerprints for State of Iowa conviction results, and may electronically transmit fingerprints to the FBI for a national criminal conviction check.

d. Conducting a Criminal Background Check

Human Resources facilitates the criminal background check process, and Human Resources notifies the department if the results show no convictions so that the personnel action can be completed.

e. If the Criminal Background Check Reveals Convictions

- If potentially disqualifying information is found, Human Resources provides the subject of the background check a summary of the results and engages in an individualized assessment by providing the subject an opportunity to demonstrate that an error has been made, the exclusion should not be applied and/or whether additional information provided warrants an exception to the exclusion. This determination will be made based on the nature of the crime, the time elapsed, the nature of the job and business necessity.
- Human Resources will make final determinations regarding the suitability of individuals for specific positions.
- Only criminal convictions will be considered in determining an individual's suitability for employment. Detention and/or arrest without conviction do not constitute valid grounds for employment decisions and cannot play a part in the decision-making process. However, if an individual has a criminal case pending, his or her suitability for continued employment may be reviewed upon disposition of the case.
- Certain types of convictions may automatically preclude hiring or promotion into a sensitive position. For example, individuals with convictions for theft, embezzlement, identity theft, or fraud cannot be hired into positions with fiduciary responsibilities. Convictions for child molestation and other sex offenses will automatically preclude an individual from employment that involves direct unsupervised contact with children, other vulnerable populations or unsupervised access to citizens in their homes. Workplace or domestic violence,

or other convictions for behaviors that would be inappropriate for specific jobs, may also be grounds for denial of employment. The above list is not inclusive, but is intended to illustrate the decision-making criteria.

- In determining an individual's suitability for employment or change in job duties where the individual under consideration has convictions, the hiring department will consider the specific duties of the position, the number of offenses and circumstances of each, and whether the offenses were disclosed on the application. Other considerations include:

- a) relevance of the crime to the position sought;
- b) the nature of the work to be performed;
- c) time since the conviction;
- d) age of the candidate at the time of the offense;
- e) seriousness and specific circumstances of the offense;
- f) the number of offenses;
- g) any relevant evidence of rehabilitation or lack thereof; and
- h) any other relevant information, including information submitted by the candidate or requested by the hiring authority.

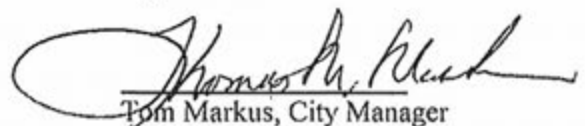
f. Special Provisions Regarding Criminal Backgrounds For Police Department Candidates

While the Iowa City Police Department may conduct criminal background checks on candidates for police department positions, candidates must still be provided notice that a background check will be required for the position. If the results of a criminal background check result in a potential disqualification, Human Resources must be advised of the basis for the disqualification including the business necessity of the disqualification before a final determination is made. In addition, candidates must be advised of the conviction causing the potential disqualification and be afforded the opportunity to demonstrate that an error has been made, the exclusion should not be applied and/or whether additional information provided warrants an exception to the exclusion before a final determination is made.

IV. Responsibility

Department Directors are ultimately responsible for ensuring compliance within their department. Any questions should be directed to the Human Resources Division.

Approved:


Tom Markus, City Manager

Finance Policy: Regular Review

Issues

This is a regular policy review. There are no major issues identified by staff. The recommended changes are small corrections and additions to reflect current practice, or updates to account numbers. The purchasing policy, referred to in the Finance Policy (401.10), is an administrative procedure that mirrors the City's practice, substituting Library Director for City Manager, Library Board for City Council, and tailoring some procedures to meet Library needs.

Recommendations

Throughout: Account number have been updated.

401.6C: Last year, at our request, the two replacement funds, formerly distinct and designated for computer equipment and other AV equipment, were combined. Most of our equipment is now computer equipment and having one fund provides more flexibility.

401.10: A new Section D is added to cover joint purchase agreements. An example of a joint purchase agreement is Digital Johnson County, where we combine efforts with Coralville and North Liberty to purchase electronic collections we share. We have recently worked with the City to jointly purchase equipment upgrades for our wireless network.

401.11.A.1: New language allows the Friends Foundation to sell small items at their book sale locations.

401.11.A.3. Remove requirement for newspaper advertising. Items of this nature are sold through the City's online auction site, Gov Deals.

401.11.B.2. We have identified several local nonprofits, such as 4Cs or ARC of Johnson County, who we regularly provide with discarded children's books to benefit at-risk children and families in our community.

Background

The powers of the Library Board to approve expenditures and to spend money allocated by the City Council as they see fit are significant, and, with the exception of the Airport Commission, unique among City boards and commissions. The City Code authorizes the Board, "To have exclusive control of the expenditure of all funds allocated for library purposes by the City Council and all monies available by gift or otherwise for the construction or remodeling of library buildings and of all other monies belonging to the library, including fines and rentals collected, under the rules of the Board."

The Library Director has the authority to sign contracts for expenditures authorized in the budget, just as the City Manager signs contracts for the City. We pay our bills and maintain our accounts through the City's Finance Department, including payroll. Generally, we follow procedures they establish.

Prepared by:

Susan Craig, Library Director

Iowa City Public Library

SECTION 401: FINANCE POLICY

401.1 AUTHORITY

- A. The Library Board has final authority over all equipment and materials owned by the library and over the expenditures of all funds available to the library. See Title 11, Chapter 1 of the Iowa City Municipal Code (2007).

401.2 ANNUAL OPERATING BUDGET (~~1000/442100-1000/442500~~1000/10550110 - 10550900)

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

401.3 REPORTING, BUDGETING AND EXPENDING MONIES IN LIBRARY SPECIAL FUNDS

- A. Each fiscal year's annual report will contain a balance sheet showing beginning and ending balances, receipts and expenditures by fund described in Section 401.4, 401.5, and 401.6.
- B. The Director shall prepare and the Board shall approve a general budget plan for spending undesignated monies in the special funds described in Sections 401.4, 401.5 and 401.6 during the annual budget preparation process in September and October. Collectively these undesignated funds are known as NOBU funds (Non-Operating Budget/Undesignated).
- C. Generally, the receipts from one fiscal year will be used to fund the expenditures in the following fiscal year. If state guidelines require expenditure of funds within a fiscal year their requirements will be met.
- D. Exceptions to 401.3.C may be made with Board approval. These exceptions generally will be approved only after next year's operating and special fund budget proposals have been approved. Exceptions may complement or prepare for a project to be funded in the next fiscal year operating budget or they may substitute for projects which were not approved by the City

Council for next year's operating budget. Generally, this final review and approval will occur in July when balances from the previous year have been determined.

- E. Unlike the Annual Operating Budget, the balance in all Library special funds can be carried over to the next fiscal year unless state guidelines require expenditure.

401.4 GIFTS AND BEQUESTS FUND (1002)

- A. Gifts which are designated for the Gifts and Bequests Fund are accepted by the Library Board and deposited in that fund. Gifts to the Iowa City Public Library Friends Foundation are accepted by the Development Office and are governed by policies of the Foundation.
- B. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Director shall seek the approval of the Board before accepting the gift.
- C. All gifts accepted for a special purpose shall be honored and used for these purposes. The Library will keep records to show the approximate expenditures of these restricted funds.
- D. Income from the Myron J. Walker Trust Fund is considered an undesignated gift and is deposited in sub-account ~~1002/442850~~1002/10550430 of this fund after being received by the Friends Foundation.
- E. The formal accounting, reporting and auditing for this fund will be done by the City Finance Department. The Director shall report on the activity of the Gifts and Bequests Fund at least quarterly.
- F. Because Gifts and Bequests Fund expenditures are not a part of the annual operating budget, all purchases from unrestricted funds shall receive prior approval by the Library Board, item by item or as part of the annual process described in 401.3. All expenditures from the Gifts and Bequests Fund shall be listed on the monthly disbursement list for signature by Board officers and review at monthly Board meetings.

- G. Development Office Salary Fund. (~~1005/442890~~1005/10550600)

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

401.5 ENTERPRISE FUND (~~1001/442620~~10550320)

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

401.6 SPECIAL PURPOSE FUNDS

- A. Jail Account. (~~1000/00000/221970~~1000/10000000/221907) The Johnson County Sheriff's Department provides these funds annually. They are used to buy materials for the Johnson County Jail.
- B. Lost and Damaged Fund. (~~1001/442630~~1001/10550330) This is a revolving account for collecting fees paid for lost or damaged materials. Proceeds are used first to pay costs of

collecting fines and materials from delinquent borrowers. The balance is used to replace materials, to repair or rebind damaged materials or for any other purpose approved by the Board. See. 401.3.

- C. Equipment Replacement Funds. Money is budgeted in and transferred from the Annual Operating Budget (401.2). Income from the sale of used items and miscellaneous recycling revenue is also deposited here. It is used to replace various kinds of equipment including computer hardware and software. ~~There is an inventory list of equipment eligible for replacement for each fund.~~ Current replacement funds:
 - 1. Library ~~Equipment~~ Replacement Reserve (account ~~1000/442680~~1000/10550800);
 - 2. ~~Library Computer Replacement Reserve (account 1000/442670).~~
- D. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditures. (See 401.3)

401.7 STATE FUNDS

- A. Reciprocal Borrowing and Interlibrary Loan Reimbursement. (~~1001/442640~~1001/10550340)
 - 1. These funds are paid by the State Library to reimburse participating libraries for two different State-funded programs via annual contracts.
 - a. Reciprocal borrowing. Open Access Libraries receive reimbursement for loaning materials to cardholders from other participating libraries. The transaction rate is based on the amount of state funding and the total number of eligible transactions state-wide.
 - b. Interlibrary loans. Access Plus Libraries are reimbursed for all loans at the current rate or as funding permits.
 - 2. The funds shall be used for library materials, salaries, equipment, or for any other purpose approved by the Board. See 401.3.
 - 3. These funds are held in a reserve fund outside the annual operating fund because State Library administrative rules require they be spent as additional monies for the library, not as a substitute for local tax monies.
- B. Enrich Iowa State Funding (~~1001/442650~~1001/10550350)
 - 1. These funds are received annually from the state as direct state aid to public libraries. The amount is set by state law and is dependent on the number of libraries participating and the accreditation status of the libraries. The program is administered by the State Library.
 - 2. According to administrative guidelines Enrich Iowa funds may not be substituted for local tax monies. State Guidelines-guidelines may require funds be spent on a general purpose (technology) or within a specific time frame.
- C. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditures. See 401.3.

401.8 CONTRACTS FOR SERVICE

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

401.9 GRANTS (1001/10550360)

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

401.10 PURCHASING POLICY

- A. The Library will follow fundamental principles of prudent procurement practices, applicable State law and budgetary and administrative control requirements when purchases are made.
- B. Administrative purchasing policies and procedures shall be reviewed periodically by the Library Director and shall always be available for examination by an auditor or by the public.
- C. Purchasing policies and procedures will attempt to be similar to City policies and procedures. The expertise and procurement resources of the Central Purchasing Division of the City Finance Department shall be used whenever appropriate.

D. If mutually beneficial, the Library may purchase or contract services in conjunction with other governmental entities, including, but not limited to the City, another library, or a library consortium.

401.11 DISPOSITION OF SURPLUS PROPERTY

- A. Equipment and Furniture.
 1. First choice is given to other City departments. If an item has substantial value, a transfer of funds will be negotiated. Items may be donated to non-profit organizations at the discretion of the Library Director.
 2. Disposition of Property Valued at Less than \$500.
Surplus property which is valued at less than \$500 shall be disposed of by any of the following methods: sale at a fixed price established by the Director, sale at a public auction, resale shop, ~~or by sealed bid~~, or given to the Friends Foundation for sale to benefit the Library.
 3. Disposition of Property Valued at \$500 or More.
Any property with an estimated value of \$500 or more shall be disposed of by sale at public auction or by sale by sealed bid. ~~In either case, the property shall be advertised in the local newspaper for one or more days prior to making it available for public inspection.~~

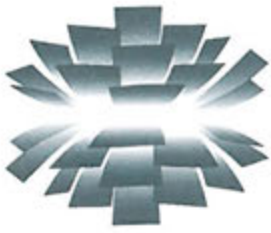
4. The Library Board may make exceptions to this policy in the event they wish to sell the property to another government agency.
5. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased (General Fund, Gifts and Bequests Fund, Enterprise Fund, etc.) or to the ~~computer or~~ equipment replacement funds.
6. If the surplus item has not been sold after all reasonable sale efforts have been made, the Library Director may dispose of the item in the most appropriate manner.

B. Books and Other Library Materials.

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

Library Board of Trustees

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



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

DATE: December 7, 2015
TO: Library Board
FROM: Susan Craig, Library Director *Susan Craig*
RE: Public Comment at Board Meetings

At the last several Board meetings, discussions have taken place with members of the public during the public comment agenda item that have not been on the agenda. With new members it seemed like a good time to review the procedures for receiving public comment. In the past, it has been the Board's practice to follow the same process as that of the City Council. The public has an opportunity to address the Council on any topic, council members listen to the comments, but do not to participate in a conversation.

I asked the staff of the City Attorney's office to refresh me on the Council's process. Eric Goers shared that best practice is to not engage with people speaking during public comment and that even if the commenter asks questions, the response should be, "Thank you for your comments." Goers says that the Board should avoid having substantive conversations about any topic not on the agenda—even if no action follows the discussion. The public should be given notice of any discussion topic in case they wish to offer their own comments which may be on the opposite side of an issue raised by the public commenter. Fundamental fairness (and open meetings law) require all sides to have notice of a topic and the opportunity to be heard.

I spoke with Robin about this and we agreed that an update from me sharing guidance from the City Attorney was appropriate. If an issue is raised during public discussion that the Board would like to place on the agenda, you can do so when we set the agenda for the next meeting. If you have any questions please let me know.

Children's Services Report
Prepared for the Iowa City Public Library Board of Trustees, December 2015 meeting
By Angie Pilkington, Children's Services Coordinator

It may be only December, but Summer Reading planning is in full swing. Several staff members from the Children's Department were in attendance at the State Library's Summer Reading Workshop held at the Coralville Public Library. It was a full day of learning about the upcoming program: Ready, Set, Read for kids & babies. We came up with some great craft ideas and other programs that we can offer throughout the upcoming summer.

Partnerships

In November, Susan Salterberg, with the Center for Energy & Environmental Education from UNI, and Jennifer Jordan, the Recycling Coordinator from the City, visited before two Storytimes to present the book, *The Gift of Nothing* by Patrick McDonnell. During the Storytimes, parents were invited to receive their own copy of the book for their households, as well as information from the group they were representing, Reclaim Your Holidays.

New York Life stopped in before two Saturday morning Storytimes to offer free child ID's. This was a community service initiative dedicated to providing parents with a tool they can use to help protect their children. Parents write their child's physical characteristics, together with their fingerprints, on identification cards that are kept at their home. If ever needed, this ID will give authorities information to assist their efforts to locate a missing child.

National Federation for the Blind also presented a Family Storytime that featured braille stories. After the storytime, a chapter member helped the kids write their names in braille and answered many questions. It was a great experience for the kids in attendance.

Authors

Each fall, the Iowa City Community School District brings in an author as part of their Visiting Author program. This year Grace Lin, a middle grade author for the 3rd & 4th graders came to visit. As part of the partnership, the author also comes to the library to do a filmed interview. It was fantastic getting to listen and talk with her-she even liked my pen so much, she asked if she could steal it! From here on out, all of Grace Lin's books will be signed with my pen!

We also partnered with Prairie Lights to bring in beloved children's book author, Rosemary Wells for a young writers workshop, booktalk, and book signing. Rosemary was an absolute delight, and very engaging. We had about 80 kids and parents here for the workshop, and another 130 people were at the booktalk.



A snapshot of our Annual Chess Tournament. More than 125 children turned out for the event!

Collection Services Department Report

Prepared for the December 17, 2015 meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Digital Magazines

You can read more than 180 digital magazines for free on a smartphone, tablet, or computer through a service called Zinio For Libraries. The service provides a cover to cover reading experience with no due dates or limits on the number of magazines checked out. Our collection contains a variety of titles, including *The New Yorker*, *National Geographic*, *Vanity Fair*, *Cooks' Illustrated*, *Wired*, and *Popular Science*. Over the last year, it is much easier to find, download, and read a magazine and if you've given up on the service in the past, I encourage you to give it another try. Here's how to get started:



Have a smartphone or tablet? For a better reading experience, download the [Zinio for Libraries app](#).

Before you begin, you need:

- An ICPL card and password
- To live in ICPL's service area (Iowa City, Hills, Lone Tree, University Heights, and rural Johnson County)
- A valid email address
- If using a device, it is optimal to have the Zinio for Libraries app (available for Android, Apple, and Kindle HD/HDX)

In your web browser, go to icpl.org/zinio to access the Iowa City Public Library's digital magazine service. Click on "Access Zinio For Libraries Now!" and enter your library card number and password.

You now can search and browse ICPL's digital magazine collection. To check out a magazine, click on "Create New Account" in the top right hand corner. The site will prompt you to create an account with Zinio for Libraries. Your email address is your username for this service, not your library card number. Found a magazine you would like to read? Click on the cover and choose "Checkout." Since you are

logged in, you will successfully check out the magazine and have the option of returning to the collection screen or opening the magazine to read in your web browser.



Better Homes and Gardens

December 01, 2015

Better Homes and Gardens is the one magazine that helps you turn your home into a comfy living haven. Every issue is packed with bedrooms that wrap you in warmth, kitchens that start your day with sunshine, gardens that greet you with gladness, porches that put you at peace, and recipes that become instant family classics.

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Prefer to read the magazine on your phone or device? Download the Zinio for Libraries app and sign in with the account you created. The magazines you checked out are in the app ready to read. You can download the issues to read offline in the app. One caveat of the service is that you have to return to the ICPL website to check out new magazines; you cannot do this within the app.

What are Iowa Citian's Reading?

As we approach the end of 2015, we wondered, what are the most popular books in the Iowa City Public Library? Here are the top three:

Adult Books

Fiction:

Go Set a Watchman (Harper Lee)

The Girl on the Train (Paula Hawkins)

All the Light We Cannot See (Anthony Doerr)



Young Adult:

Harry Potter and the Prisoner of Azkaban (J.K. Rowling)

Harry Potter and the Chamber of Secrets (J.K. Rowling),

The Fault in Our Stars (John Green)

Nonfiction:

Just Mercy (Brian Stevenson)

The Life-Changing Magic of Tidying Up (Marie Kondo)

Being Mortal (Atul Gawande)

Children's Books

jFiction:

Diary of a Wimpy Kid:

Greg Heffley's Journal

Hard Luck

The Long Haul (Jeff Kinney)

Picture Books:

The Pigeon Needs a Bath (Mo Willems)

The Pigeon Wants a Puppy (Mo Willems)

If You Give a Dog a Donut (Laura Numeroff)

jNonfiction:

LEGO Ideas Book

Disney princess: the essential guide

Star Wars character encyclopedia

Wireless Upgrades

Strategic Planning Item **Technology->Connect->#2** calls for looking at possible solutions for an upgraded wireless network for the Library. As it turns out, the Iowa City IT department is also planning a similar upgrade this year. We both had been in contact with the University of Iowa networking team to find out more about the system they have been installing all over campus. We learned that when the University of Iowa negotiated their purchase agreement with a major vendor, they were able to extend the same pricing to the City as well. Not only are we able to take advantage of the pricing, but we can take advantage of the locally shared knowledge of running this type of wireless system.

Cooperation

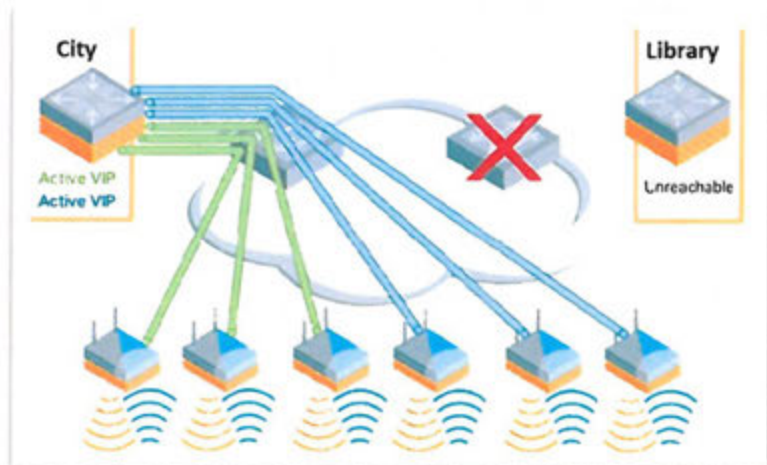
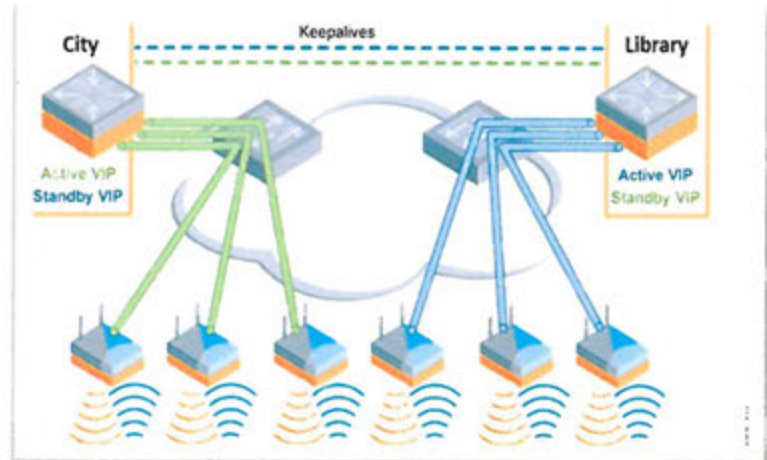
As a result, we have entered into a cooperative agreement with the City for management of both wireless networks. There are some benefits for the cooperation. We can have redundant controllers for both networks. Since our network is physically joined to the City's, we can have one controller on our side and one on their side. If either one of the controllers goes offline, then either side can switch and use the other one. Because our public access computers are wide open, the City will have to rely on us to make sure that we maintain a "secure border" between us.

Improvements

The new system will take advantage of the most recent wireless protocol, nicknamed "ac" (we currently use "n"). This new protocol uses a different radio frequency which means that we need more "access points" installed closer together. We are adding more access points in the public areas and expanding coverage to all the staff areas as well. We will increase the number of access points from 8 to around 30. For example, the teen area and the staff break room are pretty dead zones right now. The upshot, we hope, is definitely better coverage all over the library but also a more reliable and more robust system. Will it be faster? Well, we hope so. We expect to see much better throughput, but as always, it all depends on the device, how many people are nearby and what kind of content is being downloaded.

Timeline/Steps

As mentioned above, installing new access points in different locations around the library means pulling new data cables to various points around the library. The cable installers have already begun this work. The equipment has been delivered and our networking specialist is coordinating with those from the City to set up the controllers in the precise way that allows for the failover mentioned above. We expect the new system to be operational by early spring.



Each access point is connected to a primary controller. If the Library controller goes down, our access points can immediately switch to the City controller (and vice versa).

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 December 17, 2015

New Corporate Partner Opportunity

The new strategic plan of the ICPL Friends Foundation has two goals:

1. The Iowa City Public Library Friends Foundation will generate necessary private support for the library to accomplish its five-year goals.
2. The Iowa City Public Library Friends Foundation Board is fully engaged.

To accomplish Goal 1, the Friends Foundation's Fundraising Committee approved an exciting new level of Corporate Partner support at its meeting on December 7. It added a "Partner of the Month" program as the top level of the five-step recognition Corporate Partner plan. The goal is to identify twelve Partners of the month annually.

Specifically, the new Library Partner of the Month will be a business which gives a minimum cash contribution of \$5,000. To recognize this generosity, the Partner of the Month will receive recognition which includes a vertical banner on the left side of the entrance gates to the Library which will be in place for one month. That tall banner will include an announcement which will be similar to "This month at Iowa City Public Library is brought to you by" with the name and logo of the Partner of the Month.

I anticipate that this opportunity will be very attractive to Corporate Partners because it offers them visibility to the average 200+ hourly visitors who enter the Library. It is a giant step forward in ICPL donor recognition, and while no action is needed by the Board of Trustees, I will appreciate being able to answer any questions you have about it at the meeting.

The Library's Naming and Recognition Policy 705.2 states "Other than as described here recognition provided to donors or others in support of the Library is the responsibility of the Library Director. This includes naming of specific programs and services; and collection items, equipment, or furnishings purchased with gift money."

Bazaar and Book Sale Success

The fourth annual Arts & Craft Bazaar and Book Sale at the Library raised more than \$6,800 on December 5! More than 1,500 handcrafted creations were donated by incredibly generous community members to result in the most successful Bazaar to date.

Sales of items which were unsold at the end of the day began on Monday, and have boosted that total to nearly \$7,200 as of this writing. We will continue to sell to staff for several days.

Thank you to everyone who donated an item, or shopped at the fundraisers. And we appreciate Diane Baker for volunteering as a cashier at the Bazaar on Saturday afternoon.

Support ICPL with a Contribution

Please give as generously as you can to the ICPL Friends Foundation this giving season. Donations received on or before December 31, 2015 are deductible charitable contributions to the extent allowed by law.

Online gifts may be made at our secure site <https://icplff.ejoinme.org/iclibrary>. Or you can pick up a special donation envelope near the donation box on the wall next to the return slots inside the library on the first floor. Include your gift in the envelope and drop it in the donation box, or mail it to us in the Library Development Office.

Every gift makes a difference by providing the community with more to read, listen to, watch, learn about, and enjoy. Please join us in encouraging everyone you know who loves the library to show their love with a contribution to the ICPL Friends Foundation! Thank you for your support and assistance.

Heidi Lauritzen
Switchboard Manager
Iowa City Public Library

Picture Books for Grownups

Picture books are valuable for children because, even if not reading yet, they can follow the story and learn new things by looking at the pictures. Picture books can spark the imagination and, at times, tell a story better than 1,000 words. Best of all, picture books can be for adults, too! Dip into some of these new titles to learn, get inspired, or be transported to another place.

"The Natural World of Winnie-the-Pooh" by Kathryn Aalto is a gathering of photographs, old and new, of Ashdown Forest in southeast England, the real-life location of the Hundred Acre Wood in A.A. Milne's Winnie-the-Pooh stories. See the Poohsticks Bridge (game rules included!), Eeyore's Gloomy Place, and the flora and fauna of Christopher Robin's home.

"Where Valor Rests: Arlington National Cemetery, the 150th Anniversary Edition" is published by National Geographic and is mostly photographs, with a long essay by Rick Atkinson which gives historical and contemporary context. All of the photos are striking, but I found the sections on the personnel of the Cemetery most interesting — the groundskeepers, Honor Guard, and guards at the Tomb of the Unknown Soldier. This is a sobering and respectful book.

Another National Geographic book is "Pope Francis and the New Vatican," with photographs by Dave Yoder and essays by Robert Draper. Mostly photos, this book is a study in contrasts between the ornate and formal Vatican setting and the ordinary people who flock there to get a glimpse of the Pope.

"Highgrove: An English Country Garden" is written by H.R.H. the Prince of Wales and Bunny Guinness. Highgrove has been the home of Prince Charles for more than thirty years, and his work to heal the landscape and soil through organic gardening practices has yielded beautiful and bountiful gardens. This work is organized by the months of the year, with illustrations of the formal gardens, adjacent meadows, and the productive kitchen garden and orchard.

A visit to the south of Spain awakened my appreciation of Islamic designs in architecture, and the intricate patterns in stone, wood and tile are mesmerizing. In "Islamic Geometric Design" by Eric Broug, the color photos of buildings and furniture range from the 8th to the 19th century. The photos are complemented by drawings that identify the patterns and there's even a section at the back about how to create your own designs.

Before looking at "Burning Man: Art on Fire" by Jennifer Raiser, I had only the vaguest notion of the festival. Now I know that the annual community gathering of artists and other participants in the Nevada desert has been happening since the 1980s, and is marked by large and fantastic sculptures, many of which are interactive and have elements of fire. If you haven't been there, this book will give you a peek into the experience.

These and many more picture books for grown-ups can be found on the second floor on the Iowa City Public Library.

Morgan Reeves
Children's Librarian
Iowa City Public Library

'Tis the season to give and everyone knows the best present is a book. A story that you can read again and again is the gift that keeps on giving. Here are some of my newest favorites.

For those who want a bit of holiday cheer:

"Samurai Santa: A Very Ninja Christmas" by Rubin Pingk. The little ninja in your life will love this story about a ninja who would rather have a snowball fight even if the consequences include no gifts from Santa. A limited palette of black, red, white and gray add a retro feel to this boisterous story. (Ages 4-8)

"A Shiloh Christmas" by Phyllis Reynolds Naylor. In this addition to the well-loved Shiloh series, painful pasts and presents must be dealt with by the rural residents of the West Virginia town. Redemption and compassion take center stage in a story about community, family, and of course dogs. (Ages 8-12)

Some cozy winter bedtime stories:

"The Thing About Yetis" by Vin Vogel. Winter can be great fun, especially if you're a snow loving yeti. But even yetis can get tired of the cold dark days. And just like you they like to remember their summer fun to drive the winter blues away. A funny pick-me-up when winter starts to bring you down. (Ages 4-8)

"Mina's White Canvas" by Hyeon-Ju Lee. The muted colors of the illustrations lend a dreamlike quality to this story. Follow this bored little girl and her possibly magic crayon as she helps woodland creatures in need of assistance. (Ages 4-8)

For the youngest Star Wars fans:

"5-Minute Star Wars Stories" attributed to Lucasfilm Ltd. Includes short bedtime story versions of many favorite Star Wars moments. A kid friendly introduction to a favorite franchise. (Ages 4-8)

"The Force Awakens Visual Dictionary" by Pablo Higo. After seeing the movie, give this to the kid who can't get enough about the details and background of the Star Wars universe. (Ages 8-12)

Books to enjoy all year round:

"My Wild Family" by Laurent Moreau. Do you sometimes think of your family as if they were animals? Then this is the perfect book for you. A girl's short descriptions her family are enhanced by cheerful illustrations that imagine each member as a different animal. (Ages 4-8)

"How to Code in 10 Easy Lessons" by Sean McManus. A great introduction to coding for kids, this resource will surely please the tech-obsessed as it walks them through the basics of building a video game from scratch. (Ages 8-12)

"Crenshaw" by Katherine Applegate. The story of a family trying to cope with poverty, told from the point of view of Jackson, the 11 year old son. He desperately wants avoid another bout of homelessness but as things start to look hopeless, he finds comfort and distraction in dealing with his imaginary friend, an enormous talking cat. (Ages 8-12)

If you want to see these titles out before you buy them, all are available to checkout out at the Iowa City Public Library.

Iowa City ranked as one of the best towns for librarians

Zach Berg, zberg@press-citizen.com 12:08 p.m. CST November 25, 2015



(Photo: File photo from Iowa City Press-Citizen)

Iowa City has long been known as a town for book worms and writers, but a consumer research website recently ranked Iowa City as a great home for another type of word lover: librarians.

According to [ValuePenguin.com](http://www.valuepenguin.com) (<http://www.valuepenguin.com/2015/07/best-cities-librarians>), a consumer research website, Iowa City was ranked as the best sixth-best small town in America for librarians to live in, and the 14th-best town overall, regardless of size. The site used average salary, number of jobs and cost of living to come up with the list that ranked the top 100 in the country.

The average salary for librarians in Iowa City, according to ValuePenguin, is \$62,040, and the town has relatively low living expenses compared with other cities on the list.

There's more to life than just money, though. the Press-Citizen sat down with three librarians from across the city to see why, other than money, Iowa City is a great town for librarians.

Denise Rehmke, the current library coordinator with the Iowa City Community School District, helps coordinate all 26 teacher librarians in her district. She also has a long track record of being a librarian throughout the community, starting at Southeast Junior High in 1982, and serving as West High's librarian for 17 years.

"I've always known that Iowa City is a great place for librarians, so it's good to know we're getting recognized for what I believed to be so," Rehmke said.

Rehmke noted the school district's use of certified teacher librarians is unlike the approach for many other school districts in Iowa. In the wake of budget cuts in 2014, [hours for teacher librarians were cut](http://www.press-citizen.com/story/news/education/2014/04/24/ccsd-teacher-librarians-facing-fallout-cuts/8082003/) (<http://www.press-citizen.com/story/news/education/2014/04/24/ccsd-teacher-librarians-facing-fallout-cuts/8082003/>), but that [caused ire](http://archive.press-citizen.com/article/20140415/OPINION05/304150008/Cuts-library-staffing-will-devastating) (<http://archive.press-citizen.com/article/20140415/OPINION05/304150008/Cuts-library-staffing-will-devastating>) in the Iowa City community.

Besides the practical monetary appreciation for librarians, Rehmke noted that she is often stopped by "the thousands of students I've served" throughout her career for on-the-spot book recommendations.

Kara Logsdon, coordinator of community and access services at the Iowa City Public Library, said she's often stopped while grocery shopping at Lucky's Market for book recommendations as well, but knows the city's appreciation for her library goes far beyond just asking what book to read.

"We have amazing community support for our libraries and librarians," Logsdon said. Each year during early February, the ICPL hosts a series of events called "Love Your Library," in which people write Valentine's Day cards to the library.

"It blows us away what people write. They'll say 'the library helped me learn to read' or 'the library was the place I'd go to because I just moved to this country and didn't know anyone,'" Logsdon said. "It's amazing. When you work for a public service, and the community tells you how much it cares, it fuels you as a librarian."

Colleen Theisen, outreach and instruction librarian at the University of Iowa Special Collections and University Archives, polled several librarians in the UI Main Library on why Iowa City was great for librarians. They kept coming back to the same idea: "creativity, not just at UI, but in the city as a whole," Theisen said.

"The town's dedication to creativity means there's a dedication to education. Libraries and education are two sides of a coin," Theisen said. That means more support for library equipment, facilities, programs and opportunities for librarians, Theisen said.

The job Theisen currently has didn't exist before she took the job at UI, and was created for her. Now, her job includes running the Special Collections Tumblr website, www.uispeccoll.tumblr.com (<http://www.uispeccoll.tumblr.com>), posting videos of exceptionally tiny books on YouTube and dealing with rare and unique books every day. To her, it's the perfect job, and it may not exist in a city that wasn't so supportive of librarians.

"The spotlight from the YouTube videos does mean, increasingly, that I do have to give on-the-spot book recommendations too," Theisen said. "But that's apart of being a librarian, especially a librarian in the City of Literature."

Reach Zach Berg at 319-887-5412, zberg@press-citizen.com, or follow him on Twitter at @ZacharyBerg.

Read or Share this story: <http://icp-c.com/1Hnm7cU>

YOUNG ADULT TRENDS

Hungry for more

Franchise is over, but no dark future for 'Hunger Games' fans; area book aficionados offer suggestions for what to read next

By Alison Gowans, The Gazette

The Hunger Games: Mockingjay Part 2 hit theaters Friday, the culmination of a four-part franchise based on the wildly popular books by Suzanne Collins. Fans of the series need not despair, however — a slew of other stories in "The Hunger Games" mold are available.

"Dystopian fiction is definitely popular with teens. I think the strong, brave, and often female, leads appeal to teen readers," said Iowa City Public Library teen services librarian Brian Visser. "Also, rebelling against oppression is a common theme in

the genre, and teens like to get behind that. A lot of our anxieties about the current state of the world play out in dystopian fiction, and teens tap into that, too."

Sarah Phineas, bookseller in the kids section at Iowa City bookstore Prairie Lights and author of books including the "Magic Thief" series and "Ash & Bramble," said dystopian fiction isn't going anywhere. However, a lot of other Young Adult genres are gaining steam as well.

"There have been a lot of hot trends in Young Adult fiction; they appear, but then they don't really fade away because readers always want more-more-more, so it seems to me the current YA trend is basi-

cally books that take an existing trend and go one better: more intense, better writing, a new twist," she said. "Right now, we're seeing a lot of death, from suicide to cancer — thank you, John Green — and also a plague of manic dream pixie girls, and lots of romance elements. Fairy-tale retellings have been hot, too, and it seems like fantasy is heating up."

Whether holiday shopping for the book lovers in your life or looking to expand your own reading list, here are some recommendations from Visser, Phineas and Robert Reynolds, Cedar Rapids Barnes & Noble merchandise manager and teen section manager.



BRIAN VISSER:

"Taken" by Erin Bowman: Boys in Claysoot vanish in a flash of light on the eve of their 18th birthday. The people of the village call it the Heist. Gray is the only boy to ever escape the Heist, and now his younger brother, Blaine, has been taken. Driven to

learn the truth behind the Heist, Gray, accompanied by his friend, Emma, scale the wall that surrounds their village. They find a world at war where water and resources are hard to find. This dystopian is thrilling, and is the start of a trilogy.

"The Testing" by Joelle Charbonneau: CIA Vale is one of four teens chosen from her colony to attend the annual Testing, a series of dangerous physical and mental challenges. Those who pass will go on to the university to help rebuild their ruined world. Those who don't die. CIA decides to pair up with Tomas to improve her chances. The tension is thick in this dystopian opener.

"The 5th Wave" by Rick Yancey: At first, when the alien mother ship appears in the sky, people are hopeful. After four waves of attacks — an EMP blast, epic tsunamis, a plague and alien sleeper agents — it's clear



the aliens want our planet and aren't going to share it. Cassie Sullivan, a sarcastic and determined teenager, has survived the first four waves, but now isolates herself in anticipation of the unknown fifth wave. Sammy, her brother, was abducted during the fourth wave. Cassie made a promise to Sammy that she would get him back. It's that promise that drives most of the book. "The 5th Wave" is exciting, mysterious and hard to put down.

ROBERT REYNOLDS

Within teen fiction alone, the trends always come right back to John Green, author of "The Fault in Our Stars" and "Paper Towns," among others. A lot of teens seem to be heading toward novels about suicide. "Thirteen Reasons Why" by Jay Asher and "It's Kind of a Funny Story" by Ned Vizzini are constant sellers. Beyond

this, Rainbow Rowell has been a top pick for teenagers with "Fangirl" and "Carry On."

Following the "Hunger Games," teens have been gearing up for box office releases of top sellers such as the "Maze Runner" series by James Dashner and the "Divergent" series by Veronica Roth. A comeback series that has really picked up since the announcement of the TV series soon to come is the "Mortal Instruments" series by Cassandra Clare. Many teens have turned to fantasy such as the "Falling Kingdoms" series by Morgan Rhodes, the "Red Queen" series by Victoria Aveyard, and crossing over to our young readers section, "Magnus Chase" by Rick Riordan.

SARAH PHINEAS

Adult books great for older young

adult readers are "The Handmaid's Tale" by Margaret Atwood and "Station Eleven" by Emily St. John Mandel. A classic is "The Giver" and its three sequels by Lois Lowry. I also would recommend National Book Award finalist "Ship Breaker" by Paolo Bacigalupi and multi-award winning "House of the Scorpion" by Nancy Farmer.

Some recent books, dystopian and post-apocalyptic are the "Legend" trilogy by Marie Lu, the "Unwind" series by Neal Shusterman, the "Chaos Walking" trilogy by Patrick Ness, the "Ashfall" trilogy by Mike Mullin (bonus: this one is set in Iowa) and "Life As We Knew It" by Susan Beth Pfeffer (this one will have you stockpiling canned food in your basement).

Newer books are "Red Queen" by Victoria Aveyard and "Reboot" by Amy Tintera. Retellings with dystopian elements are "Rook" by Sharon Cameron (Scarlet Pimpernel retelling) and my own "Ash & Bramble" (a dark, edgy Cinderella retelling that begins in the sweatshops of the fairy godmother).

Comments: (319) 398-8434; alison.gowans@thegazette.com



Brian Visser
Iowa City
Public Library



Sarah Phineas
Prairie Lights

MasterCard Report

08-Dec-15

Vendor	Dept	Expense	Description	Amount
AccuCut	10550152	469320	Miscellaneous Supplies	\$110.00
ALA Store	10550151	469320	Miscellaneous Supplies	\$46.03
ALA Store	10550110	436050	Registration	\$49.50
Alabama Public Television	10550220	477210	Non-Fiction Video-DVD	\$24.99
Amazon.com	10550159	469320	Miscellaneous Supplies	\$74.95
Amazon.com	10550121	469320	Miscellaneous Supplies	\$114.59
Amazon.com	10550110	469320	Miscellaneous Supplies	\$35.51
Amazon.com	10550430	469320	Miscellaneous Supplies	\$113.31
Blick Art Materials	10550159	469320	Miscellaneous Supplies	\$15.29
BP Gas Station	10550110	465020	Gasoline	\$26.36
City of Iowa City	10550110	436050	Registration	\$40.00
GRP	10550121	452040	Sanitation & Industrial Supplies	\$79.95
Hobby Lobby	10550152	469320	Miscellaneous Supplies	\$11.97
Holiday Inn	10550110	436060	Lodging	\$554.40
Holiday Inn	10550110	436080	Meals	\$29.92
Holiday Inn Des moines Airport	10550110	436060	Lodging	\$110.88
Hy-Vee	10550151	469320	Miscellaneous Supplies	\$19.14
Hy-Vee	10550152	469360	Food and Beverages	\$85.96
Hy-Vee	10210300	449280	Miscellaneous Services & Charges	\$87.90
Indeed	10550110	435059	Advertising	\$33.98
IUG Innovative Users Group	10550110	436050	Registration	\$325.00
Mailboxes of Iowa City	10550110	435055	Postage and Stamps	\$49.00
Mama's Catering	10550430	469360	Food and Beverages	\$250.00
Michaels	10550152	469320	Miscellaneous Supplies	\$32.43
Office Max	10550110	452010	Office Supplies	\$26.90
Office Max	10550110	455010	Printing or Graphic Supplies	\$98.83
Office Max	10550110	455090	Paper	\$80.02
Office Max	10550110	469320	Miscellaneous Supplies	\$87.79
Payne Publishers	10550110	469320	Miscellaneous Supplies	\$23.90
Paypal	10550140	444080	Software Repair & Maintenance Services	\$19.70
Pheasant Run Resort	10550110	436060	Lodging	\$429.57
Taste of Himalayas	10550110	436080	Meals	\$54.81
USPS	10550330	369200	Reimbursement of Damages	\$27.18

Vendor	Dept	Expense	Description	Amount
USPS	10550330	435055	Postage and Stamps	\$26.96
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$53.17
Wal-Mart	10550152	469360	Food and Beverages	\$29.90

Grand Total

\$3,279.79

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CITY OF IOWA CITY
Library Disbursements

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110 1000-10-25-550-550100-550110-000-0000-435057- 010473 UNITED PARCEL SERVIC 000068774R445	Library Administration Couriers 2016 5 INV P			13.88 112015	149408	Admin/Outbound Ship
	ACCOUNT TOTAL			13.88		
1000-10-25-550-550100-550110-000-0000-436030- 010523 CRAIG, SUSAN 11915	Transportation 2016 5 INV P			132.25 112015	149245	Admin/SCraig Travel
	ACCOUNT TOTAL			132.25		
1000-10-25-550-550100-550110-000-0000-438130- 010889 U S CELLULAR 0109328013	Cell Phone Service 2016 5 INV P			149.73 112515	150053	Admin/Monthly Servi
	ACCOUNT TOTAL			149.73		
1000-10-25-550-550100-550110-000-0000-452010- 010759 CUSTOM IMPRESSIONS 87256	Office Supplies 2016 5 INV P			20.50 112515	149942	Admin/Self Inking S
	ACCOUNT TOTAL			20.50		
1000-10-25-550-550100-550110-000-0000-469320- 010522 COPY SYSTEMS INC IN214100 010522 COPY SYSTEMS INC IN214643	Miscellaneous Supplies 2016 5 INV P 2016 5 INV P			246.50 111315 31.70 112015	149031 149244	Admin/Mail Machine Admin/Meter Tape fo
	ACCOUNT TOTAL			278.20		
	ACCOUNT TOTAL			278.20		
	ORG 10550110 TOTAL			594.56		
10550121 1000-10-25-550-550100-550120-131-0000-438030- 010319 MIDAMERICAN ENERGY 20151104105756	Library Bldg Maint - Public Electricity 2016 5 DIR P			7,235.48 W110415	135	MidAmBilling 110420
	ACCOUNT TOTAL			7,235.48		
1000-10-25-550-550100-550120-131-0000-438070- 010319 MIDAMERICAN ENERGY 20151104105756	Heating Fuel/Gas 2016 5 DIR P			968.96 W110415	135	MidAmBilling 110420
	ACCOUNT TOTAL			968.96		
1000-10-25-550-550100-550120-131-0000-438100- 011001 ABC DISPOSAL SYSTEMS 811089	Refuse Collection Charges 2016 5 INV P			118.45 112515	149911	Pickup and Disposal
	ACCOUNT TOTAL			118.45		
1000-10-25-550-550100-550120-131-0000-442010- 010712 TRANE 35850999	Other Building R&M Services 2016 5 INV P			4,706.00 112515	150045	FAC/Annual Service
010817 AUTOMATIC DOOR GROUP 28163	2016 5 INV P			1,170.75 112515	149921	FAC/Manual Door Clo

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010981 JOE'S QUALITY WINDOW	14025		2016 5 INV P	140.00 111315	149088	FAC/Lower Outside W
			ACCOUNT TOTAL	6,016.75		
1000-10-25-550-550100-550120-131-0000-442020-						
012238 OTIS ELEVATOR COMPAN CER05335915			2016 5 INV P	150.00 111315	149121	Elevator Service an
012238 OTIS ELEVATOR COMPAN CER05336915			2016 5 INV P	175.00 111315	149121	Elevator Service an
012238 OTIS ELEVATOR COMPAN CER05336A15			2016 5 INV P	175.00 111315	149121	Elevator Service an
				500.00		
			ACCOUNT TOTAL	500.00		
1000-10-25-550-550100-550120-131-0000-442040-						
010392 RMB CO INC			2016 5 INV P	1,749.13 112515	150028	FAC/Compressor Inst
			ACCOUNT TOTAL	1,749.13		
1000-10-25-550-550100-550120-131-0000-445030-						
010181 GREENERY DESIGNS			2016 5 INV P	67.00 112515	149957	FAC/Interior Plants
			ACCOUNT TOTAL	67.00		
1000-10-25-550-550100-550120-131-0000-449160-						
010627 CINTAS CORPORATION			2016 5 INV P	123.00 112015	149237	FAC/3x10 Mat & Clea
			ACCOUNT TOTAL	123.00		
1000-10-25-550-550100-550120-131-0000-452040-						
010290 LENOCH AND CILEK ACE 355909			2016 5 INV P	575.84 112015	149319	FAC/Tissues & Towel
010290 LENOCH AND CILEK ACE 355936			2016 5 INV P	155.70 112015	149319	FAC/Multi Fold Whit
010290 LENOCH AND CILEK ACE 356061			2016 5 INV P	479.12 112015	149319	FAC/Soap, Towels, D
				1,210.66		
010627 CINTAS CORPORATION			2016 5 INV P	149.69 112015	149237	FAC/3x10 Mat & Clea
			ACCOUNT TOTAL	1,360.35		
1000-10-25-550-550100-550120-131-0000-466050-						
011399 ELECTRIC EQUIPMENT S 4975			2016 5 INV P	189.68 112515	149949	FAC/Batteries & Lig
			ACCOUNT TOTAL	189.68		
			ORG 10550121 TOTAL	18,328.80		
10550122						
1000-10-25-550-550100-550120-132-0000-442020-						
012238 OTIS ELEVATOR COMPAN CER05335915			2016 5 INV P	150.00 111315	149121	Elevator Service an
			ACCOUNT TOTAL	150.00		

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Structure R&M Services

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-132-0000-449160-010627 CINTAS CORPORATION 342526557			Other Rentals 2016 5 INV P	55.57 112015	149237	FAC/4x6 Gray Mat
			ACCOUNT TOTAL	55.57		
10550140			ORG 10550122 TOTAL	205.57		
1000-10-25-550-550100-550140-000-0000-432060-010525 ENCOMPASS IOWA LLC 5811			Library Computer Systems Consultant Services 2016 5 INV P	877.50 112015	149257	IT/IT Essentials- S
			ACCOUNT TOTAL	877.50		
1000-10-25-550-550100-550140-000-0000-438140-011937 ALLIANCE CONNECT 0789004025A.2015.09			Internet Fees 2016 5 INV P	851.00 112515	149916	Internet Services
011937 ALLIANCE CONNECT 0789004025A.2015.10			2016 5 INV P	851.00 112515	149916	Internet Services
011937 ALLIANCE CONNECT 0789005209.2015.11			2016 5 INV P	851.00 112515	149916	Internet Services
				2,553.00		
013770 SOUTH SLOPE COOPERAT 11012015			2016 5 INV P	163.64 112015	149390	IT/Internet Service
			ACCOUNT TOTAL	2,716.64		
1000-10-25-550-550100-550140-000-0000-444080-010525 ENCOMPASS IOWA LLC 5784			Software R&M Services 2016 5 INV P	3,178.00 111315	149047	IT/VM Software Lice
010525 ENCOMPASS IOWA LLC 5834			2016 5 INV P	2,000.00 112015	149257	IT/Anti-Virus Softw
				5,178.00		
012215 FOUR WINDS INTERACTI SIN078199			2016 5 INV P	320.13 112015	149266	IT/Content Player L
			ACCOUNT TOTAL	5,498.13		
1000-10-25-550-550100-550140-000-0000-444100-010525 ENCOMPASS IOWA LLC 5835			Hardware R&M Services 2016 5 INV P	517.00 112015	149257	IT/Cisco Router Mai
			ACCOUNT TOTAL	517.00		
1000-10-25-550-550100-550140-000-0000-455120-010081 CDW GOVERNMENT INC ZS98817			Misc Computer Hardware 2016 5 INV P	130.00 111315	149025	IT/2 Adapters, 1 HD
010081 CDW GOVERNMENT INC ZW48809			2016 5 INV P	290.80 112015	149233	IT/20 Headphones
				420.80		
			ACCOUNT TOTAL	420.80		
10550150			ORG 10550140 TOTAL	10,030.07		
1000-10-25-550-550100-550150-000-0000-413000-000119 BASILE, GABRIEL 600596			Library Public Services Temporary Employees 2016 5 INV P	163.62 110615	148905	BASILE - REISSUE PA

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550151			ACCOUNT TOTAL	163.62		
1000-10-25-550-550100-550150-351-0000-445140- 010373 PIP PRINTING 89084	Lib Public Services - Adults Outside Printing 2016 5 INV P		ORG 10550150 TOTAL	163.62		
010373 PIP PRINTING 89161	2016 5 INV P			65.70 112015		149365 Adult/200 InterLib
				15.39 112515		150016 AD/200 ILL Postcard
				81.09		
			ACCOUNT TOTAL	81.09		
1000-10-25-550-550100-550150-351-0000-445250- 014007 REGENTS OF THE UNIVE 6124	Inter-Library Loans 2016 5 INV P			20.00 112015		149376 Adult/ILL Billing
			ACCOUNT TOTAL	20.00		
			ORG 10550151 TOTAL	101.09		
10550152			ACCOUNT TOTAL	12.00		
1000-10-25-550-550100-550150-352-0000-445140- 010373 PIP PRINTING 89048	Lib Public Services - Children Outside Printing 2016 5 INV P			12.00 112015		149365 Chi/50 Reading Stat
			ACCOUNT TOTAL	12.00		
1000-10-25-550-550100-550150-352-0000-469320- 013259 REDINGTON, MARI 11615	Miscellaneous Supplies 2016 5 INV P			27.97 112015		149375 Chi/Sunday Funday C
			ACCOUNT TOTAL	27.97		
			ORG 10550152 TOTAL	39.97		
10550159			ACCOUNT TOTAL	315.00		
1000-10-25-550-550100-550150-359-0000-435059- 010238 IOWA CITY PRESS CITI MITW0002566796	Lib Public Svcs-Comm Access Advertising 2016 5 INV P			315.00 112515		149967 CAS&UndGift/MITW Ad
			ACCOUNT TOTAL	315.00		
1000-10-25-550-550100-550150-359-0000-445140- 010373 PIP PRINTING 89083	Outside Printing 2016 5 INV P			6.50 112015		149365 CAS/200 Volunteer T
			ACCOUNT TOTAL	6.50		
			ORG 10550159 TOTAL	321.50		
10550160			ACCOUNT TOTAL	34.50		
1000-10-25-550-550100-550160-000-0000-445270- 010509 BAKER & TAYLOR INC C 2031207985	Library Collection Services Library Material R&M Services 2016 5 INV P			34.50 110615		148808 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031208094	2016 5 INV P			72.00 110615		148808 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031208184	2016 5 INV P			43.50 110615		148808 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C 2031208196		2016	5	INV P	42.00	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031216390		2016	5	INV P	43.50	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031223717		2016	5	INV P	1.50	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240584		2016	5	INV P	30.00	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240640		2016	5	INV P	138.00	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240648		2016	5	INV P	57.00	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240663		2016	5	INV P	115.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240727		2016	5	INV P	10.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240790		2016	5	INV P	45.00	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031248575		2016	5	INV P	12.00	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260640		2016	5	INV P	70.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260660		2016	5	INV P	46.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260664		2016	5	INV P	25.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260860		2016	5	INV P	4.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031267060		2016	5	INV P	40.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031281374		2016	5	INV P	24.00	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031281413		2016	5	INV P	7.50	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031281443		2016	5	INV P	3.00	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287532		2016	5	INV P	51.00	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287540		2016	5	INV P	36.00	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287821		2016	5	INV P	43.50	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031298923		2016	5	INV P	7.50	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031298952		2016	5	INV P	22.50	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031299047		2016	5	INV P	19.50	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031299138		2016	5	INV P	58.50	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031304448		2016	5	INV P	45.00	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031304740		2016	5	INV P	28.50	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031331051		2016	5	INV P	3.00	112515	LIBRARY MATERIALS
						1,182.00		
011068 OVERDRIVE INC	MR-1370-0001-110515		2016	5	INV P	197.00	112515	LIBRARY MATERIALS
						1,379.00		
						ACCOUNT TOTAL		
						Misc Processing Supplies		
1000-10-25-550-550100-550160-000-0000-469110-			2016	5	INV P	905.02	111315	COL/48 Rolls of Boo
010510 DEMCO INC	5726268		2016	5	INV P	1,066.42	112515	COL/Book Tape, Subj
010510 DEMCO INC	5731269		2016	5	INV P	1,003.38	112515	COL/100 Jewel Cases
010510 DEMCO INC	5734637		2016	5	INV P			
						2,974.82		
010546 MIDWEST TAPE	93376867		2016	5	INV P	48.00	112515	LIBRARY MATERIALS
010655 KENT ADHESIVE PRODUC	1281785		2016	5	INV P	992.95	112515	COL/Book Covers, Re
						ACCOUNT TOTAL		
						4,015.77		
						ORG 10550160 TOTAL		
						5,394.77		

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Library Children's Materials						
10550210	1000-10-25-550-550210-000-0000-477020-		Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C 2030902965	2016 5 INV P		586.08	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 20309070554	2016 5 INV P		596.85	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031207984	2016 5 INV P		166.33	110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031208093	2016 5 INV P		594.93	110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031220779	2016 5 INV P		356.46	110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031223716	2016 5 INV P		15.97	110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031240639	2016 5 INV P		734.04	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031240647	2016 5 INV P		516.99	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031240726	2016 5 INV P		46.63	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031251825	2016 5 INV P		761.73	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031260659	2016 5 INV P		370.70	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031267059	2016 5 INV P		225.11	111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031278912	2016 5 INV P		328.69	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031281412	2016 5 INV P		32.55	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031281442	2016 5 INV P		25.98	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031281895	2016 5 INV P		279.53	110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031287235	2016 5 INV P		32.98	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031287539	2016 5 INV P		305.98	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031290245	2016 5 INV P		352.79	112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031298951	2016 5 INV P		143.30	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031301376	2016 5 INV P		273.14	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031304447	2016 5 INV P		53.40	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031304739	2016 5 INV P		220.18	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031317931	2016 5 INV P		414.82	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031327930	2016 5 INV P		595.62	112515	149924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2031331050	2016 5 INV P		14.30	112515	149924	LIBRARY MATERIALS
				8,045.08		
010536 INGRAM LIBRARY SERVI 89726414	2016 5 INV P		97.57	110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89733265	2016 5 INV P		19.33	110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89741199	2016 5 INV P		62.27	110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89746431	2016 5 INV P		167.72	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89775079	2016 5 INV P		61.59	110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89800053	2016 5 INV P		124.05	111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 8980052	2016 5 INV P		29.29	111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89836602	2016 5 INV P		82.70	110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89856876	2016 5 INV P		113.15	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89908373	2016 5 INV P		127.87	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89975552	2016 5 INV P		152.73	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 90013761	2016 5 INV P		100.47	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 90020404	2016 5 INV P		70.52	112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 90066437	2016 5 INV P		46.01	112015	149291	LIBRARY MATERIALS
				1,255.27		
ACCOUNT TOTAL				9,300.35		

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011068 OVERDRIVE INC	1370-120950273		2016 5 INV P	1,023.60 112515	150011	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,023.60		
1000-10-25-550-550200-550210-000-0000-477100-010546 MIDWEST TAPE	93321818		Fiction Audio-CD 2016 5 INV P	34.99 111315	149112	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085323482		2016 5 INV P	28.50 110615	148930	LIBRARY MATERIALS
			ACCOUNT TOTAL	63.49		
1000-10-25-550-550200-550210-000-0000-477110-010509 BAKER & TAYLOR INC C 2031278912			Music-CD 2016 5 INV P	4.19 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M85634590			2016 5 INV P	24.32 112515	149925	LIBRARY MATERIALS
				28.51		
010546 MIDWEST TAPE	93350988		2016 5 INV P	14.24 111315	149112	LIBRARY MATERIALS
			ACCOUNT TOTAL	42.75		
1000-10-25-550-550200-550210-000-0000-477120-010509 BAKER & TAYLOR INC C 2031251825			Other Audio-CD 2016 5 INV P	29.95 112515	149924	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 89800053			2016 5 INV P	10.32 111315	149073	LIBRARY MATERIALS
			ACCOUNT TOTAL	40.27		
1000-10-25-550-550200-550210-000-0000-477160-010509 BAKER & TAYLOR INC C M83323230			Video Recordings 2016 5 INV P	211.29 110615	148809	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M83661100			2016 5 INV P	5.23 110615	148809	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M83866130			2016 5 INV P	54.64 111315	149014	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84057360			2016 5 INV P	10.91 111315	149014	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84221840			2016 5 INV P	29.14 111315	149014	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84249190			2016 5 INV P	14.45 111315	149014	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84646230			2016 5 INV P	21.84 111315	149014	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84844550			2016 5 INV P	18.20 112515	149925	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M84973850			2016 5 INV P	235.66 112515	149925	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M85420970			2016 5 INV P	283.94 112515	149925	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C M85632270			2016 5 INV P	60.30 112515	149925	LIBRARY MATERIALS
				945.60		
010546 MIDWEST TAPE	93317711		2016 5 INV P	29.24 111315	149112	LIBRARY MATERIALS
010546 MIDWEST TAPE	93361486		2016 5 INV P	26.24 111315	149112	LIBRARY MATERIALS
010546 MIDWEST TAPE	93397129		2016 5 INV P	56.97 112515	150001	LIBRARY MATERIALS
				112.45		
			ACCOUNT TOTAL	1,058.05		
1000-10-25-550-550200-550210-000-0000-477220-			Multi-Media/Gaming			

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	89733265		2016 5 INV P	18.99 110615	148873	LIBRARY MATERIALS
			ACCOUNT TOTAL	18.99		
1000-10-25-550-550200-550210-000-0000-477250-			Downloadable Media			
011068 OVERDRIVE INC	1370-000215853		2016 5 INV P	22.00 111315	149123	LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-120923817		2016 5 INV P	869.21 112515	150011	LIBRARY MATERIALS
				891.21		
			ACCOUNT TOTAL	891.21		
			ORG 10550210 TOTAL	12,438.71		
10550220			Library Adult Materials			
1000-10-25-550-550200-550220-000-0000-477020-			Books (Cat/Cir)			
010378 PRAIRIE LIGHTS BOOKS 1641			2016 5 INV P	42.81 111315	149133	LIBRARY MATERIALS
010378 PRAIRIE LIGHTS BOOKS 1649			2016 5 INV P	42.81 112015	149366	LIBRARY MATERIALS
010378 PRAIRIE LIGHTS BOOKS 3748			2016 5 INV P	106.25 112515	150018	LIBRARY MATERIALS
				191.87		
010509 BAKER & TAYLOR INC	C 0002731173		2016 5 CRM P	-60.00 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 0002731174		2016 5 CRM P	-41.27 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2030902965		2016 5 INV P	1,052.35 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2030970554		2016 5 INV P	1,515.03 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031208183		2016 5 INV P	374.44 110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031216389		2016 5 INV P	427.93 110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031220779		2016 5 INV P	1,242.37 110615	148808	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240583		2016 5 INV P	189.73 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240662		2016 5 INV P	691.59 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031240789		2016 5 INV P	333.98 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031248574		2016 5 INV P	101.85 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031251825		2016 5 INV P	742.25 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260639		2016 5 INV P	386.15 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260663		2016 5 INV P	117.09 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031260859		2016 5 INV P	44.76 111315	149013	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031278912		2016 5 INV P	2,585.94 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031281373		2016 5 INV P	196.61 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287235		2016 5 INV P	713.02 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287531		2016 5 INV P	354.84 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031287820		2016 5 INV P	277.29 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031290245		2016 5 INV P	975.59 112015	149216	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031298922		2016 5 INV P	76.10 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031299046		2016 5 INV P	159.14 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031299137		2016 5 INV P	261.99 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031301376		2016 5 INV P	1,071.10 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031317931		2016 5 INV P	790.64 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031327930		2016 5 INV P	823.58 112515	14924	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 5013840074		2016 5 INV P	40.11 111315	149012	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 5013859378		2016 5 INV P	123.33 112515	14923	LIBRARY MATERIALS

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010519 BRODART CO	B4126576		2016 5 INV P	15,567.53		
010520 CENTER POINT PUBLISH	1332299		2016 5 INV P	164.03 111315	149023	LIBRARY MATERIALS
010531 GALE GROUP	56546317		2016 5 INV P	127.02 112015	149235	LIBRARY MATERIALS
010531 GALE GROUP	56643684		2016 5 INV P	46.48 112015	149269	LIBRARY MATERIALS
010531 GALE GROUP	56644193		2016 5 INV P	28.79 112015	149269	LIBRARY MATERIALS
				110.21 112015	149269	LIBRARY MATERIALS
				185.48		
010536 INGRAM LIBRARY SERVI	89432978		2016 5 INV P	28.78 111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89726414		2016 5 INV P	90.41 110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89733265		2016 5 INV P	60.49 110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89741199		2016 5 INV P	99.87 110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89746431		2016 5 INV P	49.23 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89800053		2016 5 INV P	155.18 111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	8980052		2016 5 INV P	55.41 111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89836602		2016 5 INV P	84.97 110615	148873	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89856876		2016 5 INV P	22.15 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89908373		2016 5 INV P	198.44 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89975552		2016 5 INV P	287.51 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89994515		2016 5 INV P	14.97 111315	149073	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	90013761		2016 5 INV P	119.88 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	90020404		2016 5 INV P	251.62 112015	149291	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	90066437		2016 5 INV P	100.40 112015	149291	LIBRARY MATERIALS
				1,619.31		
010880 RANDOM HOUSE INC	1085340219		2016 5 INV P	26.25 111315	149137	LIBRARY MATERIALS
012405 REGENT BOOK CO	52301		2016 5 INV P	16.06 111315	149143	LIBRARY MATERIALS
			ACCOUNT TOTAL	17,897.55		
1000-10-25-550-550220-000-0000-477040-			Books (Cat/Reference)			
010378 PRAIRIE LIGHTS BOOKS 3748			2016 5 INV P	21.25 112515	150018	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5013840074			2016 5 INV P	79.95 111315	149012	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5013859378			2016 5 INV P	124.99 112515	149923	LIBRARY MATERIALS
				204.94		
010549 PETERSON'S A NELNET	4824611		2016 5 INV P	44.85 111315	149129	LIBRARY MATERIALS
012859 INFORMATION TODAY	1583549-B1		2016 5 INV P	404.53 112015	149290	LIBRARY MATERIALS
			ACCOUNT TOTAL	675.57		
1000-10-25-550-550220-000-0000-477070-			Downloadable-eBooks			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010551 RECORDED BOOKS LLC	75033332		2016	5	INV P	954.11	111315	149141 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000215853		2016	5	INV P	597.39	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000216693		2016	5	INV P	261.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000326473		2016	5	INV P	366.81	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-110128963		2016	5	INV P	849.52	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-141426027		2016	5	INV P	164.85	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-141459657		2016	5	INV P	97.95	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-141734123		2016	5	INV P	314.94	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-142005713		2016	5	INV P	137.90	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-142028750		2016	5	INV P	32.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-142047343		2016	5	INV P	31.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-160334630		2016	5	INV P	561.86	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-164509743		2016	5	INV P	312.95	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-172756367		2016	5	INV P	263.01	111315	149123 LIBRARY MATERIALS
						3,994.12		
ACCOUNT TOTAL						4,948.23		
1000-10-25-550-550200-550220-000-0000-477100-								
010509 BAKER & TAYLOR INC	C 2031278912		2016	5	INV P	48.30	112015	149216 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031290245		2016	5	INV P	76.85	112015	149216 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031301376		2016	5	INV P	54.88	112515	149924 LIBRARY MATERIALS
						180.03		
010518 BLACKSTONE AUDIOBOOK	788788		2016	5	INV P	90.00	111315	149018 LIBRARY MATERIALS
010546 MIDWEST TAPE	93367960		2016	5	INV P	49.99	112515	150001 LIBRARY MATERIALS
010546 MIDWEST TAPE	93375178		2016	5	INV P	19.99	112515	150001 LIBRARY MATERIALS
						69.98		
010551 RECORDED BOOKS LLC	75225687		2016	5	INV P	31.50	110615	148937 LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75227287		2016	5	INV P	19.79	110615	148937 LIBRARY MATERIALS
						51.29		
010880 RANDOM HOUSE INC	1085418409		2016	5	INV P	24.00	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085479314		2016	5	INV P	37.50	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1185416521		2016	5	INV P	33.75	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1285340219		2016	5	INV P	30.00	111315	149137 LIBRARY MATERIALS
						125.25		
ACCOUNT TOTAL						516.55		
1000-10-25-550-550200-550220-000-0000-477110-								
010509 BAKER & TAYLOR INC	C M83661050		2016	5	INV P	43.58	110615	148809 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83760860		2016	5	INV P	12.57	110615	148809 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83845270		2016	5	INV P	14.05	110615	148809 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C M83872810		2016	5	INV P	135.27	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84221770		2016	5	INV P	58.28	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84248360		2016	5	INV P	106.97	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84323960		2016	5	INV P	46.29	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84431650		2016	5	INV P	10.02	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84983590		2016	5	INV P	16.93	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84983600		2016	5	INV P	24.27	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85247430		2016	5	INV P	7.39	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85634590		2016	5	INV P	97.58	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85634600		2016	5	INV P	14.78	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85841520		2016	5	INV P	50.28	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85961720		2016	5	INV P	8.82	112515	LIBRARY MATERIALS
						647.08		
010546 MIDWEST TAPE	93319027		2016	5	INV P	14.99	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93350988		2016	5	INV P	23.98	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93363994		2016	5	INV P	12.59	112515	LIBRARY MATERIALS
010546 MIDWEST TAPE	93389796		2016	5	INV P	10.49	112515	LIBRARY MATERIALS
						62.05		
						709.13		
ACCOUNT TOTAL								
Video Recordings								
010509 BAKER & TAYLOR INC	C M83323230		2016	5	INV P	208.03	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83661100		2016	5	INV P	708.42	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83866130		2016	5	INV P	178.94	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84057360		2016	5	INV P	18.21	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84221840		2016	5	INV P	522.35	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84249190		2016	5	INV P	86.84	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84646230		2016	5	INV P	25.50	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84844550		2016	5	INV P	480.90	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84973850		2016	5	INV P	201.70	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85144570		2016	5	INV P	5.09	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85247460		2016	5	INV P	43.70	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85420970		2016	5	INV P	599.79	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85632270		2016	5	INV P	16.03	112515	LIBRARY MATERIALS
						3,095.50		
010546 MIDWEST TAPE	93310845		2016	5	INV P	39.73	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93361486		2016	5	INV P	26.23	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93377491		2016	5	INV P	36.73	112515	LIBRARY MATERIALS
						102.69		
010551 RECORDED BOOKS LLC	75218942		2016	5	INV P	41.60	111315	LIBRARY MATERIALS
						3,239.79		
ACCOUNT TOTAL								
Non-Fiction Video-DVD								

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C M83273900		2016	5	INV P	18.21	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83323230		2016	5	INV P	18.19	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83661100		2016	5	INV P	54.59	110615	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M83866130		2016	5	INV P	69.16	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84057360		2016	5	INV P	63.90	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84221840		2016	5	INV P	25.51	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84249190		2016	5	INV P	32.73	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84646230		2016	5	INV P	21.86	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84844550		2016	5	INV P	96.96	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M84973850		2016	5	INV P	10.18	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85015470		2016	5	INV P	25.49	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85144570		2016	5	INV P	147.14	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85420970		2016	5	INV P	31.32	112515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C M85632270		2016	5	INV P	225.91	112515	LIBRARY MATERIALS
						841.15		
010546 MIDWEST TAPE	93359865		2016	5	INV P	11.24	112515	LIBRARY MATERIALS
010546 MIDWEST TAPE	93361486		2016	5	INV P	188.24	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93397129		2016	5	INV P	18.74	112515	LIBRARY MATERIALS
						218.22		
						1,059.37		
ACCOUNT TOTAL								
Multi-Media/Gaming								
010536 INGRAM LIBRARY SERVI	89733265		2016	5	INV P	731.29	110615	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89741199		2016	5	INV P	246.95	110615	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89836602		2016	5	INV P	227.96	110615	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	89908373		2016	5	INV P	104.47	112015	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	90020404		2016	5	INV P	37.99	112015	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	90066437		2016	5	INV P	398.93	112015	LIBRARY MATERIALS
						1,747.59		
						1,747.59		
ACCOUNT TOTAL								
Non-Fiction Audio-CD								
010509 BAKER & TAYLOR INC	C 2030902965		2016	5	INV P	112.18	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2030970554		2016	5	INV P	65.82	111315	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031278912		2016	5	INV P	27.42	112015	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2031290245		2016	5	INV P	32.92	112015	LIBRARY MATERIALS
						238.34		
010518 BLACKSTONE AUDIOBOOK	788786		2016	5	INV P	82.49	110615	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	791352		2016	5	INV P	45.00	111315	LIBRARY MATERIALS
						127.49		
010546 MIDWEST TAPE	83357785		2016	5	INV P	64.98	111315	LIBRARY MATERIALS
010546 MIDWEST TAPE	93343781		2016	5	INV P	69.98	111315	LIBRARY MATERIALS

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010546 MIDWEST TAPE	93367960		2016	5	INV P	84.97	112515	150001 LIBRARY MATERIALS
010546 MIDWEST TAPE	93375178		2016	5	INV P	39.99	112515	150001 LIBRARY MATERIALS
010546 MIDWEST TAPE	93403512		2016	5	INV P	77.98	112515	150001 LIBRARY MATERIALS
						337.90		
010551 RECORDED BOOKS LLC	75223332		2016	5	INV P	44.99	112515	150026 LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75229396		2016	5	INV P	40.50	110615	148937 LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75233527		2016	5	INV P	35.99	111315	149141 LIBRARY MATERIALS
						121.48		
010880 RANDOM HOUSE INC	1085273147		2016	5	INV P	30.00	110615	148930 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085340219		2016	5	INV P	30.00	111315	149137 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085416521		2016	5	INV P	26.25	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085432580		2016	5	INV P	67.50	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085496454		2016	5	INV P	75.00	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1085529065		2016	5	INV P	30.00	112515	150023 LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1185252323		2016	5	INV P	30.00	110615	148930 LIBRARY MATERIALS
						288.75		
						1,113.96		
ACCOUNT TOTAL								
Downloadable Media								
011068 OVERDRIVE INC	1370-000215853		2016	5	INV P	439.99	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000216693		2016	5	INV P	290.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000216830		2016	5	INV P	19.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-000326473		2016	5	INV P	351.50	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-110154010		2016	5	INV P	854.23	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-141350943		2016	5	INV P	975.94	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-141654940		2016	5	INV P	200.98	112515	150011 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-164542050		2016	5	INV P	402.95	111315	149123 LIBRARY MATERIALS
011068 OVERDRIVE INC	1370-172823040		2016	5	INV P	266.45	111315	149123 LIBRARY MATERIALS
						3,803.00		
014005 TELSROW, DANA	FY16MPDT		2016	5	INV P	450.00	112015	149398 LIBRARY MATERIALS
						4,253.00		
ACCOUNT TOTAL								
Microforms-STO								
010550 PROQUEST INFORMATION	61008120		2016	5	INV P	3,360.00	112515	150019 LIBRARY MATERIALS
						3,360.00		
ACCOUNT TOTAL								
Online Reference								
010509 BAKER & TAYLOR INC C	NS15110533		2016	5	INV P	2,460.00	112515	149924 LIBRARY MATERIALS
011013 OCLC INC	0000423399		2016	5	INV P	642.18	112515	150009 LIBRARY MATERIALS
011566 LEXISNEXIS	PP0000029141		2016	5	INV P	8,400.00	112515	149995 LIBRARY MATERIALS

Janet Freeman, Secretary