



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

July 23, 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 June 26, 2014 meeting.

4. Unfinished Business.

A. Library Board Annual Report.

Comment: The FY15 Board Annual report is included for review and approval. All City boards and commissions submit a similar report.

5. New Business.

A. Library Policy #103: Membership in Professional & Civic Organizations.

Comment: This is a regularly scheduled policy review. Revisions are proposed. Board approval required.

B. FY15 Strategic Plan Review.

Comment: This is the end of the year, FY15, strategic planning report.

C. FY16 Strategic Plan.

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

D. FY17 Strategic Plan.

Comment: Objectives are proposed for FY17. These items will be used during FY17 budget development. Requires Board approval.

E. FY16 NOBU Budget.

Comment: The FY16 NOBU budget requires Board approval.

6. Staff Reports.

A. Director's Report.

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

C. Development Office Report.

D. FY15 Public Relations Annual Report and FY16 Public Relations Plan.

E. Spotlight on the Collection.

F. Miscellaneous.

7. President's Report.

A. August Board dinner is set for Brix, 209 N Linn St. Please RSVP to Elyse.

8. Announcements from Members.

9. Committee Reports.

A. Foundation Members.

10. Communications.

A. Email from Peter Muir with staff response.

11. Disbursements.

A. Review MasterCard Expenditures for June, 2015.

B. Approve Disbursements for June, 2015.

12. Set Agenda Order for August Meeting.

13. Adjournment.

Iowa City Public Library
Meeting Agendas and Other Significant Events

JULY 23, 2015	AUGUST 27, 2015	SEPTEMBER 24, 2015
Review Board Annual Report Adopt NOBU Budget Planning Update Policy Review: #103: Membership in Professional & Civic Organizations Departmental Reports: AS, CAS	Review Annual Staff Report Departmental Reports: CH, CLS, IT Policy Review: #401: Finance Policy OTHER: Annual Board Dinner, Brix	Budget Discussion Departmental Reports: AS, CAS OTHER: Music Is the Word Musical Revue , 9/20, 2:00 PM, Englert Theatre
OCTOBER 22, 2015	NOVEMBER 19, 2015	DECEMBER 17, 2015
Budget Discussion Review 1 st Quarter Goals/Statistics Policy Review: #817: Alcohol in the Library Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS Policy Review: #505: Volunteers	Departmental Reports: CH, CLS, IT OTHER: Arts & Crafts Bazaar , 12/5 Inservice Day , 12/11
JANUARY 28, 2016	FEBRUARY 25, 2016	MARCH 24, 2016
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	Appoint Committee to Evaluate Director Departmental Reports: AS, CAS Policy Review: #814: Copyright
APRIL 28, 2016	MAY 26, 2016	JANUARY 28, 2017
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	Develop Ideas for Board Annual Report Director Evaluation Departmental Reports: CH, CLS, IT



BOARD OF TRUSTEES

Minutes of the Regular Meeting June 25, 2015

DRAFT

Members Present: Diane, Baker, Janet Freeman (in at 5:02), David Hamilton, Thomas Martin, Linzee McCray, Robin Paetzold, Meredith Rich-Chappell, Jay Semel.

Members Absent: Thomas Dean.

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

Guests Present: None.

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

Public Discussion. None.

Approval of Minutes.

The minutes of the May 28, 2015 Library Board of Trustees meeting were reviewed. A motion to approve the Minutes was made by McCray and seconded by Rich-Chappell. Motion carried 7/0.

Freeman in at 5:02 pm.

Unfinished Business. None.

New Business.

Evaluation of Director. Craig requested the meeting be closed to conduct the Director's evaluation. A motion to enter into a closed session for the purposes of conducting the Library Director's evaluation was made by Martin and seconded by Semel. Motion approved by voice vote 8/0. President Paetzold closed the meeting at 5:04 p.m.

Hamilton out at 5:26 pm.

The meeting reconvened at 5:27: pm. The Evaluation Committee, chaired by Thomas Dean, Diane Baker, and Jay Semel commended Craig on an excellent year and recommended a salary increase of the

maximum permitted by the City. A motion to adjust Craig's salary as recommended by the Evaluation Committee was made by Semel and seconded by Baker. Motion carried 7/0.

Library Board Annual Report. Every Board and Commission in the City prepares a report for the City of Iowa City identifying accomplishments and goals for next year. FY15 goals were mostly accomplished and in addition, the Board studied bookmobile service and made efforts to improve Board member diversity. Board members discussed potential goals for FY16: bookmobile, State Historical Society; meeting financial challenges ahead, new strategic plan initiatives, collaborating with the University of Iowa School of Music. Craig will draft a report for approval in July.

Digital Johnson County. An agreement to share digital services was signed by Coralville Public Library and North Liberty Community Library earlier this month. Typically the contract does not expire unless one of the parties requests it. Craig congratulated Mangano on doing a great job to make this happen. Martin asked what this means in layman's terms. Mangano said it will save money since other libraries will share the cost of using Overdrive, North Liberty residents will have access so we will not have to turn these folks away anymore, there will be more money for collections, and everyone will have access to more titles. This also gives us more leverage with the vendor, Overdrive. In response to a question Mangano said we look at subscription-based resources for additional sharing opportunities. McCray really appreciated the Digital Johnson County promotional card. A motion for authorize Craig to sign the Digital Johnson County contract was made by Martin and seconded by McCray. Motion carried 7/0.

Staff Reports.

Director's Report. Craig introduced Angela Pilkington, our new Children's Services Coordinator. Her first day of work was the Monday before Children's Day. Angie comes to ICPL from Burlington Public Library. We are very fortunate to have attracted her to our library. It is very busy; it is summer. The new State Librarian and a new communications person are coming to visit eastern Iowa and have scheduled a stop in Iowa City. A new City of Iowa City website was introduced this week. We are working on end of the fiscal year budget and other fiscal year closures.

Departmental Reports:

Children's Services. Paetzold was impressed that Pilkington was able to get a departmental report out so quickly.

Collection Services. McCray thinks Bibframe is quite interesting.

IT. Paetzold thought it was an interesting way to display the information. What people are doing with scanned images was interesting to Craig.

Development Office Report. McCarthy said there are 52 golfers and hopes the rain will hold off. We had one fewer foursome than last year due to an unexpected commitment; One sponsor dropped off and a couple of new sponsors joined, generating approximately the same income as last year. The Iowa City Noon Rotary raffle vehicle will be at Library Links for folks who want a chance to win. (ICPL has 640 raffle tickets to sell.) This raffle is to celebrate the 100 year anniversary of the Noon Rotary. This is a big community event for Rotarians, and some of the proceeds will go to local libraries. New Foundation Board members have been oriented all of the new Foundation Board members and begin their terms

on July 1. Freeman asked where the Better World Books go; McCarthy said to Indiana, out of the country, to Amazon, and many other places.

Spotlight on the Collection. No comments.

Miscellaneous. There was an article about the DOT kiosk in the library. A Letter to the Editor in the Cedar Rapids Gazette last week complained because the Cedar Rapids Public Library does not have one.

President's Report. Paetzold asked about where to have the Board dinner in August. Brix is the top choice; Hearth is a second choice and Chop House, third.

Announcements from Members. Martin asked about Barracuda spam email. Palmer said it catches junk mail and he can delete it. McCray said it has been a pleasure to be on the Library Board for two terms. She feels it is easy to represent the library because it is so great. She has been so impressed by the staff and how much they care about the patrons and their access to the collections. McCray is also impressed because Craig actually guides the work of the library with the strategic plan, unlike most organizations.

Committee Reports.

Foundation Members. The Foundation members discussed and approved the FY16 budget. A new strategic plan will be developed in the fall. Now that the May fundraiser is done, attention turns to the June golf fundraiser. Board members will help secure prizes for it.

Communications. None.

Disbursements.

The MasterCard expenditures for May, 2015 were reviewed. A motion to approve the disbursements for May, 2015 was made by McCray and seconded by Rich-Chappell. Motion carried 7/0.

Set Agenda Order for July Meeting.

Board annual report.

NOBU budget.

Strategic Planning Update.

Adjournment. A motion to adjourn the meeting was made by Rich-Chappell and seconded by Baker. Motion carried 7/0. President Paetzold closed the meeting at 6: 07 p.m.

Respectfully submitted,
Elyse Miller



LIBRARY BOARD OF TRUSTEES

GENERAL RESPONSIBILITIES

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

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

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

ACCOMPLISHMENTS FOR FISCAL YEAR 2015

1. Adopted a new strategic plan.
2. Approved a budget request that included an FY17 capital request for bookmobile funding. Budget approved by Council somewhat smaller than was submitted.
3. Reviewed the relationship between the Board of Trustees and the Friends Foundation Board.
4. Worked toward goals in the last year of the current strategic plan.
5. Supported collaboration with area libraries through sharing of electronic resources, and, additionally with the ICCSD for Summer Reading Programs.

6. Considered the annual review process for the director. Formalized small changes.
7. Discussed Board diversity with City Human Rights Coordinator and took measures to widely advertise openings.
8. Began planning for bookmobile service.
9. Supported the Iowa City UNESCO City of Literature; The Iowa City Book Festival and One Book Two Book.
10. Reviewed and updated the following policies:

102	Policy Making and Policy Review
700	Community Relations
701	Public Relations
704	Cardholder Database
803	Event Board
804	Public Pamphlet Distribution
805	Displays for Public Use
808	Art Advisory Committee
810	Discussion Rooms
811	Theft, Defacement, or Alteration of Library Materials
816	Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

GOALS FOR FISCAL YEAR 2016

1. Support new strategic plan initiatives.
2. Advocate for budget needs in FY17, including support for bookmobile service.
3. Plan for bookmobile service.
4. Expand Digital Johnson County agreement as opportunities arise.
5. Offer Music is the Word, a community celebration through nine months to welcome the UI School of Music downtown.
6. Welcome three new board members.

7. If needed, advocate for the State Historical Library to remain in Iowa City and for expanded hours and staff for the facility.
8. Work with the Friends Foundation to continue to strengthen private support.
9. Remain informed of anticipated fiscal challenges facing Iowa City and work with the City to mitigate impacts on library services.
10. Review and update policies as needed.

Board Members:

Robin Paetzold, President
Diane Baker
Thomas Dean, Vice-President
Janet Freeman
David Hamilton
Linzee Kull McCray
Thomas Martin
Meredith Rich-Chappell
Jay Semel, Secretary

Policy Review: 103: Membership in Civic and Professional Organizations

Issues: This is a regularly scheduled policy review. Two issues that came up that resulted in proposed changes are the addition of the potential membership for the Association of Bookmobile and Outreach Services and an acknowledgement that not all community organizations compatible with the Library's mission would be called civic organizations. Examples of this might be an affiliation of local religious groups that came together to support a literacy effort, or if a non-profit like the Iowa City UNESCO City of Literature were membership based. Community felt more inclusive than civic.

A recommendation is made to delete the annual board reporting requirement. The Board already sees and approves all disbursements.

Staff Recommendations: Staff recommend adopting the policy as revised.

Action Required by the Board: Adopt the policy as amended, or make changes and adopt.

Background: This policy saw substantial changes at its last revision after a study was done of other similarly sized libraries in Iowa and Iowa City reimbursed employees for memberships in professional organizations. At that time we lessened, but maintained, our past practice of requiring some level of personal support from staff. We also maintained our policy of providing support for all staff, not just managers or librarians.

In FY14, we paid institutional dues to the following organizations:

Innovative Users Group	\$100
Iowa City Area Chamber	\$398
Iowa Cultural Corridor Alliance	\$300
Iowa OCLC Users Group	\$10

A total of \$2328.50 was reimbursed to fourteen staff members. The director's Iowa City Noon Rotary Club dues are paid.

Prepared by,
Susan Craig
Library Director

103 Membership in ~~Civic-Community~~ and Professional Organizations

- 103.1 The purpose of maintaining memberships in ~~civic-community~~ and professional organizations is to strengthen the Library's role in and knowledge of the community and to provide important continuing education and networking opportunities for trustees and staff.
- 103.2 The Library will maintain institutional membership in groups such as the Iowa City Area Chamber of Commerce and ~~the Iowa Cultural Corridor Alliance. A complete listing of groups and membership fees will be provided to the Board annually in professional groups such as the Association of Bookmobile and Outreach Services.~~
- 103.3 The Library will pay annual dues of the Iowa Library Association (ILA) and Trustee subdivision for all trustees, and of the Iowa Library Association and one subdivision for any permanent employee who requests reimbursement.
- 103.4 The Library will pay an annual basic membership in the American Library Association (ALA) for any trustee who requests it and one half of the basic membership, plus one subdivision to any permanent employee who requests reimbursement. Employees may be asked to provide journals they receive through subdivision membership to the Library.
- 103.5 The director may approve in full or part membership in other professional ~~or~~ community organizations that provide continuing education and networking opportunities to library staff.
- 103.6 The Library will pay membership in one local service club for the director and up to three other library employees designated by the director.

Adopted: 6/27/85

Revised: 12/18/97

Revised: 12/21/00

Revised: 12/15/05

Revised: 12/18/08

Revised: 12/15/11

Revised: 7/23/15

Strategic Plan FY15: Final Report

Goal 1: Make the Library easier to use and more accessible.
Objective A: Improve customer service.
1. Promote parking options for library users. Report Spring Window featured "What Can You Do in an Hour at the Library" and bookmarks with the same theme were distributed in June. Lobby door signs have been in place all year.
2. Provide instruction guides or tutorials available in print and online for at least six popular database resources. Report: Handouts have been created for digital collections (eMagazines, eBooks, eAudio, eMusic.) Online database tutorial created for website. Classes on how to use genealogy, career and resume and investment databases were designed, promoted and taught throughout the year. Handouts were printed and made available in the computer lab and at the database computers. End panel signage promoting databases was created for the relevant sections of the nonfiction collection.
3. Adopt more user-friendly loan procedures. Report: The Board approved an updated Circulation Policy in August that adopts more user friendly loan procedures including more uniform fines and a new type of card for patrons who are unable to confirm a local address and wish to use only in-house resources.
4. Experiment with offering appointments with librarians. Report: Appointment with librarians experiment not pursued.
5. Provide parents using the computers on the 2 nd floor with options for quiet activities for their children. Report: The Children's Room staff created eight Kid's Kits complete with games and children's activities. They have proved very popular.
Objective B. Utilize technology to improve service.
1. Upgrade checkout equipment to provide more efficient service. Report: Changes were made with new self-checkouts to make them easier to use. For the last quarter we have been consistently seeing over 70% of checkouts at the self-checkout stations.
2. Assist Development Office staff with updates to their software. Report: Development Office successfully negotiated discount with Donor Perfect and contracted to move to the cloud in FY16. Migration will not need assistance of the IT Department. Migration scheduled for August 2015 after all FY15 quarterly and year-end reports have been completed.
3. Explore new functionality available in Sierra software upgrades, implement to improve service. Report: Staff are reviewing notices sent to patrons and new customization options in Sierra. To improve customer service, patrons now receive an email notification when their library card is approaching expiration. Patrons can reply to the email or call stating any changes to their address and contact information and staff will update the card. Switchboard staff have benefited from a tool for searching for an email address in the system if a message bounces so patron records can be updated. In Collection Services, a new high holds report was developed to expedite the ordering of additional copies of in-demand materials. Duplication tables have been automated so selectors can determine how many copies are needed to meet demand. Sierra functionality has also led to creating a "recently returned" list for display on the Library's eSigns for patrons to browse. Book covers on eSigns were added for recently returned items to promote library collections.

4. Work with Innovative to make CatalogPro more user-friendly.

Report: Two major changes were made to the catalog this year. Patrons are now able to check out, place holds, and download OverDrive eBooks and eAudio through CatalogPro. With eBooks, patrons can also read the book without ever leaving the catalog through a program called OverDrive Read. The catalog was also upgraded to use "exact title match" in ranking search results improving patrons' ability to find what they are looking for in the first few results rather than on the second or third page.

5. Improve public printing (especially for drop-in users) and scanning services.

Report: "Add value" cards are no longer used. The old procedure for printing required a multi-step process of sending the document to the printer, buying and/or adding money to the card, logging into the print station, inserting your value card and then releasing the job to the printer. Now, instead of using the cards, patrons just insert coins or bills at the print release station. This has streamlined the process considerably. In addition, an "express scanning station" is now available and has already received good reviews and a considerable amount of use. Patrons can walk up and quickly scan a document and either save it to a flash drive or email it.

6. Add new/improve existing offerings for Interactive Digital Table.

Report: CoderDojo, the developer group for tweens and teenagers built a game called Little Dutch Boy which was installed on the table in the fall. In the spring Children's Services staff added more commercial games to the table. A high school group from Clear Creek Amana has also built two games for the table. They are working out the final bugs on their games.

7. Replace Meeting Room technology with more reliable, easier to use options.

Report: An RFP was issued covering most of the meeting rooms and the control room. Four companies responded to the request but only two submitted proposals. After reviewing the proposals from these two vendors, the one from ECS was selected because it was not only cheaper, but had a good balance between improvements to the user experience and maintaining a lot of functionality. For example in Meeting Room A, there will be a more user-friendly tablet for controlling the A/V system and room environment. We have added web conferencing capability and it will be possible to show a presentation from a mobile device. All the equipment will be converted from analog to digital. The installation is scheduled for mid-August.

8. Upgrade public internet stations.

Report: The software for all the public computers was updated this year. The biggest change was upgrading Microsoft Office to 2013, but all other software programs were also updated. Computers and monitors will be upgraded in the fall.

9. Make tablets available as a staff resource to assist patrons away from desks.

Report: Surveyed other libraries and decided not to proceed.

10. Replace or improve SRP registration software.

Report: A custom application for the SRP was developed by our staff. The main goals for this custom application are to preserve the simplicity and functionality of the current application while giving us more control over the presentation (wording, layout, and markup) and also to enable feature changes moving forward. The new SRP application is now in use and working well.

Goal 2: Improve visibility and awareness of library services, programs, and collections.

Objective A. Vary delivery of library messages utilizing digital signage, social media, web site, email, traditional media, and out of building locations to improve awareness.

1. Plan for a local campaign for summer 2015.

Report: A Day at the Library" was the focus of the spring/summer Window newsletter centerfold. "What Can You Do in the Library in an Hour?" was featured in the Window and on bookmarks distributed in June.

2. Identify and reach out to library users who are Spanish-speakers.

Report: Staff traveled to Lucas, Twain, and Wood schools in the spring to issue library cards. Information is available in Spanish. In addition, a translator was available at Twain to help with French translation to meet the needs of immigrants from Congo.

3. Adjust eSigns as needed to assure effective utilization of this resource.

Report: Children's Room eSign was updated to enable larger graphics. Signs are continuously updated as needed.

4. Introduce ICPL podcast.

Report: 6 additional podcasts recorded.

5. Offer training to staff regarding effective blogging, merchandising collections, and Library promotion.

Report: Two blogging training sessions were offered for ICPL staff. In FY15, 443 posts were created for 123 South Linn, the library's blog.

6. Plan improvements to the Window.

Report: Staff met with TruArt staff to plan for printing and mailing details. Mailing routes were changed to be more targeted; TruArt worked with USPS to resolve longstanding delivery issues. The result was a smaller print run (53,000) and fewer recycles after distribution.

Objective B. Improve promotional efforts with and to community partners.

1. Work with organizations that cater to seniors to promote the At-Home program.

Report: At Home information was distributed to Meals on Wheels participants in February through a partnership with Elder Services. Two new patrons signed up for At Home service as a result.

2. Promote services and collections at the Farmers' Markets.

Report: Bookmarks created and distributed at the Market Master table beginning in May. Weekly blog posts promote the IC Farmer's Market and related library resources, such as cookbooks.

3. Work with area support groups and resource agencies to promote Sensory Storytimes.

Report: The library offered monthly Sensory Storytimes for a little over a year. We assessed the program and decided to discontinue the monthly storytimes due to lack of attendance. Instead, we will provide Storytime Kits for Sensory Storytime support. Four kits are available for families, day cares, and schools to borrow. The kits are made possible by a grant from the Pilot Club. We will promote the use of these kits through social media and local support agencies.

Objective C. Begin planning for transition of website to virtual branch.

1. Complete changes to library website started in FY14; improve mobile access.

Report: Work for improving mobile access to the website has been completed. The website supports screen sizes for any device.

2. Establish a planning group for the creation of a Virtual Branch.

Report: Carson Block, the IT consultant who helped during the strategic planning process was hired to get us started thinking about the project. Several discussions produced a set of key elements of vision to guide us in development. We have developed a project plan based on an innovative approach that focuses our design efforts around "user goals" as opposed to a wholesale site-content revision. There are several sub-projects that are already being worked on including an overhaul of the Event Manager and improvements to the way patrons communicated with the staff through our online presence.

Objective D. Strategically merchandise the Library's collections.

1. Promote databases and other online resources.

Report: See Goal 1.A.2.

<p>2. Experiment with end-panel displays using posters to promote popular authors and subjects. Report: In conjunction with the Summer Reading Program's theme of "Every Hero Has a Story," a series of end-panel posters were created to promote heroic individuals and characters. The posters, influenced by comic illustrations, were placed in the adult, children's, and young adult fiction collections, as well as the nonfiction sections highlighting biography, memoir-writing, caregiving, and rescue workers. The posters are on display throughout the library from June to August.</p>
<p>3. Offer rotating and pop-up displays to promote collections. Report: New display walls and display cases were ordered to facilitate displays.</p>
<p>4. In the Children's Room, create art for the play-area wall that would highlight the board book collection and promote early literacy skills. Report: The Children's Services department has worked with the Graphics Department and the UI Delta Center to create new art for the wall. The art will tie together our new <i>Playing is Learning</i> exhibit with a focus on early literacy skills.</p>
<p>Goal 3: Develop partnerships that build community and support the Library's mission.</p>
<p>Objective A. Partner with organizations that support and promote reading, literacy, lifelong learning, and community dialogue.</p>
<p>1. Raise awareness of the importance of Friends Foundation support. Report: With input of the PR Committee, a successful "Thanks a Million" campaign was created and featured during the "Love Your Library" awareness and fundraising project in February. "Thanks a Million" referenced the total of \$1,000,000 in unrestricted use grants given to the Library by the Friends Foundation over the past five years. A huge colorful banner expressing gratitude for contributions was hung over the return slots inside the Library. Smaller eye-catching "Thanks A Million" signs were also placed on throughout the Library on items made possible through the Friends Foundation. Several patrons commented positively on Susan Craig's blog post about the campaign as well as the campaign itself. \$63.65 was received in the Library donation box during February. That total was higher than the monthly average. "Thanks a Million" displays were located throughout the library in February. The Thanks a Million logo was prominently located in the spring/summer edition of The Window.</p>
<p>2. Work with ICCSD teacher-librarians, school administrators, and other libraries to promote summer reading and other library services. Report: Teen staff worked with Coralville Public Library and North Liberty Community Library to promote SRP and library card signup at Northwest and North Central Junior Highs. Staff also visited Southeast Junior High and Regina. Library staff attending Family Night events in June at Lucas and Twain Elementary schools to promote SRP and Summer Library Bus services and signed up students and family members for library cards. Starr also traveled to Grant Wood elementary to sign students up for library cards. 171 cards were issued to students through these initiatives. A "before" SRP meeting was held with staff from the three libraries and ICCSD; an "after" meeting is scheduled for September. Staff attended 5 programs; 18 library cards were issued to participants and 80 books were checked out.</p>
<p>3. Work with 4-H on Wheels to offer Library services to children in Lone Tree over the summer. Report: Staff met with ISU Extension staff in October to plan for Summer 2015 collaboration.</p>
<p>4. Partner with organizations which work with Hispanic community members to promote library use. Report: See 2.A.2.</p>
<p>5. Participate in City Plaza Revitalization Project. Report: Staff have attended public meetings. Preliminary concepts and designs have been shared with all staff.</p>
<p>6. Work with the Delta Center to incorporate the <i>Playing Is Learning</i> initiative into the Children's Room and create dynamic early learning spaces. Report: See 2.D.4.</p>

Goal 4: Provide resources and programs that inform, entertain, engage, and inspire.**Objective A. Offer library collections that people want in a variety of formats.**

1. Add materials in the Arabic language.

Report: Twenty-five books were added to the collection in June. The collection includes popular titles in both fiction and nonfiction, ranging from spy thrillers to philosophy, cookbooks to historical fiction.

2. Provide new materials as close to publication date as possible.

Report: Last fall, selectors attended eight training sessions conducted by Roy Kenagy, a library collections consultant. Outcomes from the training include selectors focusing on ordering more duplicate copies of new popular materials and using online vendor tools to access reviews instead of routed print journals, prompting faster turnaround on ordering. Collection Services now pulls received items with new holds on a daily basis so they are processed first. Selectors have added more popular authors to the Automatically Yours program through Baker and Taylor and increased the number of copies needed. As soon as these books are available, they are automatically sent to the library.

3. Revamp Express collections.

Report: In July 2014, ICPL ended the leasing program for Express collections in adult fiction, nonfiction, and DVD movies. By terminating the program and purchasing the materials outright, we reduced the amount of time and labor it takes to manage the collection, streamlined our ordering and withdrawal processes for materials, and established a faster turnaround for adding items to the collection.

4. Plan for the reclassification and reshelving of graphic novels for children and adults.

Report: The children's portion of this project will begin in September of 2015. The location, new call numbers, subject headings, and a timeline for implementation are established. The children's section will be completed by January of 2016. Planning for the adult collection will begin in FY16.

Objective B. Help the community explore new digital preservation technologies.

1. Offer archive quality scanning capability for public use.

Report: A large-format scanner donated by the Noon Lions Club has been installed in the public area. This scanner can produce archive-quality scans using equipment that patrons typically would not have access to at home. A slide duplication feature has been popular.

2. Increase crowdsourcing opportunities related to the Digital History Project.

Report: Rather than a crowdsourcing initiative, Library staff had the opportunity to work with the Friends of Historic Preservation to celebrate their 40th anniversary. The Friends of Historic Preservation used photographs and documents from the Digital History Project for an Iowa City "before and after" display at ICPL in April. They also used DHP photographs to create a downtown walking tour for Weber Days.

3. Begin a project to document local homes and businesses.

Report: Documents from the First Presbyterian Church have been scanned and are currently being cataloged. They will be available to the public on the Digital History Project in September to celebrate the 175th anniversary of the church. We are currently working with the First United Methodist Church to identify materials to add to the DHP. A 1906 book called *Our Live Ones*, was scanned and added. This book is a compilation of caricatures of Iowa City government and business leaders. Staff researched the individuals to provide context to the drawings on the website. Library staff also presented at the meetings of three community organizations, the Noon Lions, the Old Capitol Kiwanis, and the Iowa City Business Club. From these meetings, we connected with individuals who own Iowa City business ephemera and are currently working to scan and upload the content to the site.

Objective C. Create attractive services and facilities for teens.

1. Assess use of Teen Space and modify programming and service to increase use and to reach a more diverse group of teens.

Report: Teen Center is staffed until 8 pm school nights due to increased use and need for more supervision. Second teen intern added to provide more staffing during summer months. Increased board and handheld game options are available. Donations from Costco and Bread Garden are providing nutritious refreshments three afternoons a week during SRP.

2. Create a comic book club for teens.

Report: Four sessions offered in fall. Two sessions offered during Teen Summer Reading Program.

Objective D. Provide library programming to meet community needs.

1. Offer library classes at remote locations.

Report: Due to a lack of interest we are no longer offering classes at remote locations. However, class offerings at the library were increased. Plans have been made to offer classes at The Senior Center.

2. Introduce "Travelling Tales" programming to serve persons with dementia.

Report: With a generous grant from the Pilot Club, three kits were added to the collection focusing on Iowa, Germany, and tropical locations. Since April, library staff have presented one program each month. Volunteers with the Iowa City Hospice Reading Program were also introduced to the kits and invited to use the kits during their routine monthly programs.

3. Plan for community-wide music series of programs for summer 2015.

Report: Funds were budgeted and a group of interested staff brainstormed ideas. Program evolved into a 2015/2016 "school year" season to kick off in September with a musical revue at the Englert Theatre. Planning continues.



Strategic Plan FY16: Goals and Objectives

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

Goal 1: Public Awareness	
Connect	1. Offer an electronic newsletter through City's new website.
	2. Prepare campaign to introduce bookmobile.
	3. Raise awareness of outreach efforts that are not widely visible (including At Home).
	4. Identify materials donated to community outreach sites and given away as prizes.
Engage	1. Promote Digital History Project content.
	2. Promote Local Music Project content.
	3. Consider mailing the Window three times/year.
Enrich	1. Develop "My ICPL" or similar campaign.
Goal 2: Collaboration	
Connect	1. Feature Iowa City Downtown District in Digital History Project.
	2. Launch Overdrive consortium with Coralville and N. Liberty; evaluate and explore possibilities for expansion.
Engage	1. Collaborate with Kirkwood Community College and other partners to offer programs celebrating Latino American history.
	2. Offer SRP software to Coralville and North Liberty public libraries.
Enrich	1. Collect and display images and stories of the tornado on the Digital History Project on its 10 th anniversary.
	2. Advocate for improving access to collections of the State Historical Society Library in Iowa City.
Goal 3: Programs	
Connect	1. Experiment with programming for younger school-age kids (grades K-2).
Engage	1. Lead community-wide music-themed series to welcome the UI School of Music downtown.
	2. Partner with new tenant to deliver technology programming.
	3. Experiment with Winter Reading Program.
Enrich	1. Introduce 1,000 Books Before Kindergarten program.
	2. Consider developing parent education program.
	3. Offer appy hour classes.
Goal 4: Content	
Connect	1. Create a more browsable collection of comics and graphic novels.
	2. Add laptops for checkout.
	3. Add in-house iPads for young children to use while parents are using public access internet computers.
	4. Evaluate collection size.

Engage	1. Improve purchase request process.
Enrich	1. Continue local history programming recording stories of local people.
	2. Recruit local historians to write history pieces for the local paper prior to WOW programming.
Goal 5: Technology	
Connect	1. Upgrade public internet workstations.
	2. Upgrade wireless network upgrade options.
	3. Study Digital History Project platform options to improve user experience.
Engage	1. Expand offerings on the interactive table.
	2. Upgrade meeting room equipment.
Enrich	1. Virtual Branch: Design virtual branch.
	2. Virtual Branch: Complete upgrade of ICPL Event Calendar.
	3. Virtual Branch: Improve the Local Music Project website to make it more user friendly.
	4. Virtual Branch: Evaluate products to improve user experience with library catalog.
Goal 6: Space/Facilities	
Connect	1. Examine current outreach efforts, focus on those most needed.
	2. Install HVAC software upgrades.
Engage	1. Plan for changes to 2 nd floor layout to support independent graphic novel collections.
Enrich	1. Plan for bookmobile service.
Goal 7: Staffing	
Connect	1. Conduct a job study (look at job descriptions/duties) and staffing levels.
	2. Consider adding circulation functions to the Children's Desk.
	3. Evaluate staff support for technology assistance.
Engage	1. Educate staff about the work of other departments.
Enrich	1. Determine most needed areas for training.
Goal 8: Funding	
Connect	1. Demonstrate the value of the library.
Engage	1. Explore opportunities to fund additional staff for the Ellen Buchanan Children's Room.
Enrich	1. Advocate for using rental income funds to support book mobile service.



Strategic Plan FY17: Goals and Objectives

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

Goal 1: Public Awareness	
Connect	1. Introduce "my library" or similar campaign.
Engage	1. Customize electronic newsletter to appeal to different audiences.
	2. Promote 1,000 Books Before Kindergarten program.
Enrich	1. Promote bookmobile service and stops.
Goal 2: Collaboration	
Connect	1. Increase involvement with the Iowa City Book Festival.
Engage	1. Partner to present programs outside the building.
	2. Strengthen relationship with Obermann Center.
	3. Identify partners to provide STEM opportunities to teens.
	4. Partner with ICPL Friends Foundation to celebrate its 25 th anniversary.
Enrich	1. Explore possibilities to expand electronic collections partnerships.
Goal 3: Program	
Connect	1. Offer family programming at the Englert Theatre.
Engage	1. Do a Mission Impossible book discussion type reading group.
	2. Consider programming opportunities for bookmobile service.
Enrich	1. Evaluate and consider expanding 1,000 Books Before Kindergarten program.
	2. Offer parent education programs.
	3. Offer creative workshops for adults focused on specific topics.
	4. Invite an author for a week in residency program.
Goal 4: Content	
Connect	1. Complete project to improve browsability of graphic novels and comics.
	2. Plan for bookmobile collections.
Engage	1. Implement recommendations from collection size study.
	2. Prepare for the flood retrospective.
Enrich	1. Partner with Iowa record labels to offer digital access to their music catalogs as part of the Local Music Project.

Goal 5: Technology	
Connect	1. Improve technology for children.
Engage	1. Upgrade catalog to provide better searching and browsing experience for patrons.
	2. Assess virtual branch library.
Enrich	1. Upgrade software to access Digital History collection.
Goal 6: Space/Facilities	
Connect	1. Utilize the Pedestrian Mall for more adult programming.
	2. Offer teleconferencing capabilities with or without ICN in Meeting Room D.
Engage	1. Evaluate electronic signs.
	2. Study need for tween space in Children's Room.
Enrich	1. Introduce bookmobile service
Goal 7: Staffing	
Connect	1. Implement changes identified after FY16 job study.
Engage	1. Evaluate selection staffing and processes.
Enrich	1. Organize staffing for bookmobile.
Goal 8: Funding	
Connect	1. Present the \$100,000 grant for bookmobile from the Friends Foundation.
	2. Determine private funding sources for other library initiatives suggested through the FY17 objectives.
Engage	1. Respond to city budget challenges.
Enrich	1. If identified as a priority, seek private funding for additional Children's Services staff.



DATE: July 15, 2015

TO: Library Board

FROM: Susan Craig, Library Director

RE: FY16 NOBU/Direct State Aid Budget

Each July, the Board approves expenditures for the coming year from non-operating funds budget accounts (hence the name N-O-BUDget). These are Board controlled funds that carry over a balance from one year to the next, unlike the operating budget. The largest source of income is gift money, including the annual unrestricted payment from the Friends Foundation which will be \$100,000 in FY16 and undesignated pass through gifts. Another significant source of revenue is state funding which was \$84,126 in FY15. Other revenues include interest income, earned income beyond expenses (sales accounts, lost and paid library materials). These accounts are shown specifically in the end of the year financial statements.

Income is generally accumulated one year and spent the next, although the requirements of some parts of state funding call for expenditure in the year received; Foundation funds may be spent in the year they are received. I do not yet have final end of the year balances from the City, but am conservatively estimating a FY16 budget of \$600,000, higher than is typical due to several large projects that were not completed last year. This includes year-end balances, the Enrich Iowa state funds that must be spent in the year they are received, and the \$100,000 FY16 support from the Foundation.

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

Ongoing/annual expenses, \$80,000:

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

FY16 Budget: \$32,500

Art Purchase Prize: Each fall the Art Advisory Committee, working with a staff librarian, reviews entries into the Library's Art Purchase Prize contest. Five to eight pieces of original art by local artists are purchased to add to the Library's circulating collection. This purchase is funded through gifts approved by the Library Board, as well as through private donations.

FY16 Budget: \$2,500

City of Literature/Iowa City Book Festival

The Library donates space, furnishings and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. We share many common goals and the nonprofit receives funding from the City in addition to other sources. The Library has also provided general monetary support during the start-up years. This support is now made to strengthen funding for the annual Iowa City Book Festival. The Book Festival supports programming that aligns with the Library's mission on a scale we could not support on our own.

FY16 Budget: \$5,000

Collection Support

For many years the entire annual gift from the Foundation was designated for the collection budget. In recent years, the funds have been distributed to a variety of projects, but some funding from that gift continues to support the collection as needed.

FY16 Budget: \$40,000

Project/One-Time Expenses, \$285,000:

Music-is-the-Word

The Library is planning a nine month series of special music related programming to welcome the University of Iowa School of Music to downtown Iowa City. This is a carryover project from FY15 NOBU. The programming was originally envisioned for summer 2015, but it was decided to use the school year calendar (September 2015-May 2016) to involve more UI faculty and students and more closely coincide with the opening of the building scheduled for August 2016. Funds will cover performer fees, licensing, marketing, and other expenses associated with the special programming. Some expenses will be offset by our operating budget, designated gifts or sponsorships, and ticket sales at the opening event, a Musical Revue at the Englert Theatre.

FY16 NOBU Budget request: \$30,000

Meeting Room Technology Upgrade

Another carryover from FY15 NOBU, as reported in the strategic plan update, all the work to prepare for replacement of video and presentation equipment in several meeting rooms has been done. Installation is scheduled for the end of August. Cost will be shared between replacement funds and Board authorized funds.

FY16 NOBU Budget request: \$80,000

Wireless Network Upgrade

We have worked with the City to coordinate purchase of equipment to improve our wireless technology. The number of nodes will be greatly increased, adding to the expense because we need to provide wiring to each new location. Once in place, this infrastructure will serve for future upgrades.

FY16 NOBU Budget request: \$55,000

Digital History Project

We have many strategic plan initiatives that focus on expansion and improvement of our digital history collection. The collection is fairly new and there are many opportunities to add to it and make it easier to use. We have been using open source software, but as the collection has grown we find it is limiting what we can do. We also have several major projects that could be accomplished more quickly with some temporary help. Funding would allow for the purchase of new software and fund a part-time hourly position for a year.

FY16 NOBU Budget request: \$45,000

Replace Public Internet Computers

We have some funding in the operating budget for this project, but additional funds ensure that we can replace all the machines at the same time. It is much easier as upgrades are needed to have identical machines to work with.

FY16 Budget: \$30,000

Third Issue of *The Window*

In the past, the Library's newsletter was distributed to all Iowa City residents three times a year. In order to reduce expenses, one of the issues was eliminated several years ago. We feel the mailed newsletter is still a valuable and effective tool to keep people informed about what is going on at the Library. The strategic plan calls for returning to three mailings of *The Window* and NOBU funds could allow us to start this year. Currently newsletters go out in early September and early May; a third mailing would be planned for January.

FY16 NOBU Budget request: \$9,000

Winter Reading Program

We hope to introduce a Winter Reading Program this year, another strategic plan initiative. It would not be as long or as expensive as our summer programs—just a fun way to encourage reading throughout the year. Expenses include printing, programming and modest prizes.

FY16 NOBU Budget request: \$5,000

Website Design & Special Programming

We budgeted \$30,000 in FY15 for this item, as we were planning intensive work on the website and several custom program updates. We completed the SRP software upgrades in-house, as well as the website improvements. We may need additional professional support as we develop the Virtual Branch and its components. In addition, we are soliciting work to support a music related program for the interactive table in the Children's Room.

FY16 NOBU Budget request: \$30,000

Public Library Association Conference

The Public Library Association Conference is only held every other year. It is a very valuable conference because it focuses on public libraries, and includes best-practices and speakers from public libraries around the country. The last PLA was in Indianapolis and we were able to drive, which allowed for ten people to attend. That will not be possible with the need to purchase airline tickets, however we hope to send at least six people. This would strain the education budget and make it difficult to support other opportunities.

FY16 NOBU Budget request: \$6,000

Total Requested: \$365,000

If other needs come up throughout the year they would be approved when needed. This leaves a substantial balance that may be needed in FY17 as we put the bookmobile on the road, for expenses related to the unit, the collection, site preparation or staffing.

Adult Services Department Report

July 23, 2015 Meeting of the ICPL Library Board of Trustees

Maeve Clark, Adult Services Coordinator

Summer Reading Program (SRP)

Adults

We are two-thirds of the way through the Adult SRP. Our theme for this year is "Every Day Heroes." To take part in the Adult SRP, adults must read five books of their choosing, or read three books and attend two of the seven scheduled Adult SRP events. As of July 14, 1,020 adults registered for the program, and 152 finished the program and turned in their game cards. Twelve of those have also completed the bonus round, having read an additional 25 hours.

Adult programs this summer have been Storm Water Management/Rain Gardens with Lucy Hershberger from Forever Green Nursery; a screening of the documentary "Monuments Men"; a program about Iowa's Monuments Man, George Stout, with Nancy Trask from Winterset Public Library; a screening of the documentary "Unsung Heroes: the story of America's Female Patriots; and a program called "What It Takes to Become a World Champion," with Dan Gable and Tom Brands. 124 people have attended these programs.

The two remaining Adult SRP events for 2015 are a screening of the documentary "Open Sesame: The Story of Seeds," on July 22 and on July 29, a visit from the staff at the Seed Savers Exchange in Decorah.

Teens

As of July 14, there are 372 teens enrolled in the Teen SRP. This year, teens have the option of reading five books or reading three books and attending two programs to finish the first level. 68 have already reached the first level and 11 have read for 25 more hours, enabling them to have a second chance at the prize drawing. Programs have been fun this year and are tied to this year's theme of "Unmasked." Programs have included a Comics Workshop and a Self Defense Workshop. Our Animation Workshop had 17 students in attendance! Brian Visser, teen services librarian, visited Southeast Junior High and Northwest Junior High before school ended for the year to tell students about the Teen SRP. The students were excited about the program and we have seen a lot of them in the library and at programs. Something new we are doing this summer is offering healthy snacks to teens on Mondays, Wednesdays, and Fridays in the late afternoon. It has been popular; it grew out of our wish to provide a healthy alternative to the food they were getting out of the vending machines. Costco, Bread Garden Market, and the Iowa City Public Library Friends Foundation have generously donated food to make this happen.

Programs in Meeting Room A

After successful testing, Library Channel staff debuted a live streaming option for the Dan Gable/Tom Brands program during the "Everyday Heroes" series. Users connected with the library on Facebook and Twitter and were offered a link which took them to the live program.

Classes

Attendance in classes at the library nearly doubled this year from 127 learners in 2014 to 247 learners. Classes averaged five students per class. To better reach the community, the library partnered with local community groups including investment clubs and a tech group to provide training about library resources and video editing. Over the last 12 months, the library offered 43 classes on a variety of topics. Five new classes also debuted to meet the needs and interests of the community, including an HTML5 basics class and a class that gave patrons hands-on experience with the inner workings of a computer.

On July 7th we hosted Hillary Clinton and her staff at the Library. As you know, libraries are an important part of our democracy and we are honored to be a part of the process by hosting presidential candidates. We've hosted many candidates over the years and all have our favorite stories we can tell about each one. What made this event different was the Secret Service and security detail that comes with a former First Lady and Secretary of State and the last-minute added first interview Clinton granted to the national press (CNN). Library staff rose to the challenge by being intuitive about what was needed, pitching in so the impact on patrons was minimized, and helping after the event to return Library operations back to "summer normal."

Leading up to summer, Library staff spent a lot of time helping students get new or replacement Library Cards so they are ready for summer reading and the Summer Library Bus. Staff traveled to events at Wood, Lucas and Twain Elementary Schools plus Safe Summer Kickoff Events, hosted by the Neighborhood Centers of Johnson County, at Broadway Neighborhood Center and Pheasant Ridge Neighborhood Center. We also worked with Teacher-Librarians throughout the Iowa City Community School District to help students get Library cards. Over 200 students received new Library Cards through these initiatives.

During the summer, giveaways in the Lobby transition to information about community events, regional cultural event, bike maps and information for people moving to the community. The Iowa State Fair and travel in Iowa are also popular subjects. Summer is also a time when the Event Board is not as full, opening up space to share community information such as information from the City about items that may be recycled and area trail maps. We also post information on the south side of the board that may be up longer than 30 days. This includes Farmer's Market and Summer of the Arts schedules as well as other information members of the community are looking for.

In response to our summer usage, we switched up our hourly staffing to respond to the extra volume of materials that flow through the check-in and reshelfing area. We hire two Pages who are high school students. Their primary responsibility is shelving in the Children's Room. We also work with Johnson County Social Services Department and their YES! Program. YES! Stands for Youth Empowered to Serve! Students enrolled in the program are paid by the YES! Program and receive skill training and support from YES! Program staff. The teens reinforce these new skills at various jobs in the community. For the second year in a row, YES! Program youth will work at the Library four hours a week. Their primary responsibility is to help with programs for children and to also reshelve Library materials, primarily in the Children's Room. The YES! Program gives us an opportunity to make meaningful connections with teens in our community and, as an added bonus, the teens help us with summer projects. The YES! Program receives funding from Johnson County and serves about 40 teens each summer.

**Library Card Outreach
New or Replacement Cards**

Hills Elementary – 2
Horn Elementary – 4
Lemme Elementary – 14
Lucas Elementary – 6
Northwest Junior High – 11
Southeast Junior High – 29
Twain Elementary – 22
Wood Elementary – 85

*Safe Summer Kickoff Outreach
at the Neighborhood Centers:*
Broadway-19
Pheasant Ridge-17

4-H On Wheels (Lone Tree)-18

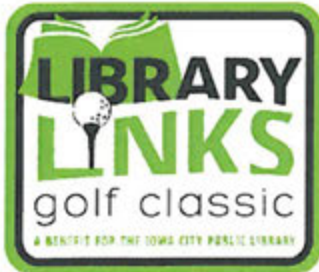


**Outreach at Twain Elementary with Iowa
City Police, Transit and Library Staff**

**A nice note from our friends at Chatham Oaks about
recent work at their Outreach Collection:**

We can't thank you and your colleagues enough for the work you have done. The residents really appreciate it! The library is a place where residents can go to cool off or cope with stresses that they are dealing with. It is much appreciated.

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 July 23, 2015



Thank You Library Links Partners

The Library Links Golf Classic was a hit with the golfers and volunteers who enjoyed the lunch and afternoon on Friday, June 26 at Finkbine Golf Course in Iowa City. Every golfer went home with at least one prize, and nearly \$10,000 was raised during the third annual event.

Thank you to these community volunteers and Friends Foundation Board members for organizing the event with the Development Office staff, and for helping at the golf course. We also appreciate our volunteer's employers for allowing them time to work on the successful fundraiser for the Library.

Library Links Golf Classic Committee

- Bruce Guither, *Chairperson*, Carlson Hartsock Guither PLC
- Tracy Adams, Coldwell Banker Real Estate Professionals
- Ryan Fitzpatrick, Community volunteer
- Brandon Keese, Hills Bank and Trust Company
- Dan Wegman, AW Welt Ambrisco Insurance, Inc.

Event Volunteers: Wesley Beary, Julie Burton, Tonya Strahmer, Yu Yu

We also appreciate the very generous support of these partners:

Elite Sponsors: Hills Bank and Trust Company, and University of Iowa Community Credit Union

Hole Sponsors: AW Welt Ambrisco Insurance, Inc.; Brix Cheese Shop & Wine Bar; Tom & Becky Gelman; Latta, Harris, Hanon & Penningroth LLP; Pancheros Mexican Grill; Whitedog Imported Auto Repair & Sales; and Z'Mariks Noodle Café.

Course Sign Sponsors: Hawkeye Title & Settlement; and Alan & Liz Swanson.

Donor Perfect Conversion

Donor Perfect is the specialized software product used by the Development Office to record all contribution information. Donor Perfect will discontinue support of the installed version next year and has been encouraging us to switch to the cloud-based version for more than a year. Initially, the cost of the conversion and subsequent monthly fees for the new product would have resulted in additional annual costs to the Friends Foundation.

After negotiating an agreement resulting in a 70% lifetime discount and no conversion-related fees, in exchange for upfront payment of three years of service at a lower cost than currently paid, we will convert in late August. The timing should allow us time to complete all year-end reports before learning a new system.

FY2016 ICPLFF Board of Directors Meetings

Wednesday, July 8, 2015

Wednesday, September 2, 2015

Wednesday, November 4, 2015

Wednesday, February 3, 2016

Wednesday, April 6, 2016

Wednesday, June 1, 2016 Annual Meeting



FY15 Public Relations Report & FY16 Public Relations Plan

Update for ICPL Trustees and Friends Foundation Board
Prepared by Meredith Hines-Dochterman, July 2015

FY15 Public Relations and Marketing Report

FY15 Highlights:

- *On Air: The ICPL Podcast*
- KCJJ Added to Promotions Lineup
- New Window Printer
- *Thanks A Million* Campaign
- Letters to J.K. Rowling
- Library Blog Going Strong
- Building Signs
- Refresh Thursday/Book Displays
- Social Media Highlights

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

We completed our first full season of *On Air: The ICPL Podcast* in FY15. This monthly podcast is designed to reach our plugged-in audience and regular podcast listeners. Episodes share information about collections and provide Reader's Advisory in an entertaining way. We had a special podcast this year featuring John Kenyon and Rachael Carlson from the Iowa City UNESCO City of Literature, providing further information about Iowa City's unique distinction.

The podcast isn't our only on air outlet. Two members of the Library staff appear on KXIC's Your Town radio program the first Tuesday of the month and we recently added KCJJ to our monthly promotions lineup. Library staff will appear on KCJJ's morning program the first Wednesday of every month. In addition to our regular radio appearances, Library staff also have appeared on KXIC's Downtown Dish and KCJJ's Lunch Show.

We entered into a printing contract with local printing company TruArt for The Window in the fall of 2014. President David Bywater provided a tour of the facilities for Community & Access Services Coordinator Kara Logsdon, Graphic Designer Mara Cole, and Public Relations Specialist Meredith Hines-Dochterman, and all were impressed with what they saw. TruArt also walked through the mailing process with Kara to determine why some Iowa City addresses had not received the newsletter while other residents that shouldn't did. TruArt worked with the Iowa City Post Office on



The Library's outdoor signs were replaced as part of a long-term project to update all Library signage.

Social media continues to play a big role in our public relations and marketing plan. Our number of followers on Facebook jumped from 5,725 in July 2014 to 6,250 in June of 2015. The Library's Twitter account also saw an increase in followers, from 2,171 in June 2014 to 2,930 at the end of FY15. The Library's Instagram account has seen the most growth at the fastest rate. We started this account in November of 2013 and, as of June 30, 2015, it has 1,845 followers. Our Instagram audience is a mix of libraries, book publishers, local businesses, local schools and patrons. Many teens and tweens rely on Instagram rather than Facebook and Twitter for social media, so we promote programs for that audience on our account, as well as offer a behind-the-scenes look at the Library.

FY16 Public Relations Plan

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

Goal 1: Public Awareness	
Connect	1. Offer an electronic newsletter through City's new website.
	2. Prepare campaign to introduce bookmobile.
	3. Raise awareness of outreach efforts that are not widely visible (including At Home).
	4. Better identify materials donated and given away as prizes.
Engage	1. Promote Digital History Project content.
	2. Promote Local Music Project content.
	3. Consider mailing the Window three times/year.
Enrich	1. Develop "My ICPL" campaign.
Goal 5: Technology	
Enrich	1. Virtual Branch: Promote the Virtual Branch and new options available through the Virtual Branch.
	2. Virtual Branch: Promote the new calendar functionality built into the Virtual Branch.

By Stacey McKim, Outreach and Volunteer Assistant, Iowa City Public Library

When Rosemary Stenzel started using a cane two years ago, she had recently gotten back into reading in her retirement. There was a collection of donated novels in her apartment building, but she had come to rely on the Iowa City Public Library to round out her reading needs. "I went to the desk in the Library and said that it's getting harder and harder to get out," says Rosemary. "That's when they said you should get into the program."

That's the At Home program, a service the Library has provided for more than 30 years to individuals in our service area who are unable to get around but still want to use the Library. Participants receive the Library materials of their choice through the mail at no charge.

"It saved my life – and I mean it did – getting those books, especially after I broke my leg this year," Rosemary says. "I tell everybody what a wonderful program it is. I don't know what I'd do without you."

About 40 individuals actively use our At Home service, either due to a temporary injury or a long-term need. Many live in retirement communities while others are in their homes.

Rosemary, who likes "a little romance and a lot of mystery" in her books, has received 167 books through the mail since last fall. She usually asks for specific titles, sometimes drawn from a list of an author's works that we've sent her. For people who aren't as sure what they want to read or watch, Library staff are happy to choose something. For instance, someone might ask for a new mystery novel, a historical romance, an audiobook about Hillary Clinton, or DVDs from our "Staff Picks" display.

ICPL staff member Lynn Mennenga has handled the At Home program more than seven years. She enjoys it getting to know the individuals and their particular tastes. "It only takes a couple of times before you get a feel for the person," she says. "I really appreciate feedback after each item, and my feelings won't be hurt if you don't like what I choose!"

"Lynn is just wonderful," according to Rosemary and others who occasionally include a thankful note with their returned books. Lynn says, "I have my regulars who contact me almost every day and I've enjoyed building those relationships. They become like old friends."

Here's how it works: Lynn receives At Home requests by phone, email, or paper forms in returned packages. Patrons also place holds through the online catalog. Lynn looks up each item and heads out with a book cart to collect the requested materials. Each afternoon, Library staff pack the items into reusable mailbags and attach both outgoing and return postage to the bag.

Do you know anyone who could benefit from this free service? To find out if you or someone you know is eligible, please call the Iowa City Public Library at (319) 887-6038.

By Jason Paulios, adult services librarian, Iowa City Public Library

A favorite Iowa City walking route or hiking path can be transformed when you slow down and start paying attention to the individual plants growing underfoot or the birds nesting overhead. The Iowa City Public Library has many books to help you identify these and other natural wonders.

Peter Del Tredici's "Wild Urban Plants of the Northeast: A Field Guide," while not geographically specific to Iowa, is still useful for identifying most species found along a typical Iowa City sidewalk. It uses a traditional field guide layout with one page of written description and habitat preferences opposite another page of color photographs of the plant in various stages of growth. There's something amazing about flipping through a published field guide and being presented with all the plants you recognize from hours spent digging out sidewalk cracks and pulling weeds from the garden.

For those who get peckish while on a walk, ICPL recently acquired Lisa Rose's "Midwest Foraging: 115 Wild and Flavorful Edibles From Burdock to Wild Peach," a colorful field guide to edible wild plants. Rose is careful to include mostly commonly found species (e.g., spruce and red clover) among the abundant species accounts so that the book can be useful for beginners and those searching close to home. More adventurous foragers with access to less disturbed forests can use her tips for using wild leek or trout lily, which she is clear to specify should only be sustainably harvested. Each species gets at least two pages of written information alongside a clear, identifiable color photograph. Rose provides tips on identification, where and when to gather, ideas for food use, and sustainability/propagation. I was particularly happy to see many readily identifiable weeds like ground ivy ("creeping charlie") and pineapple weed included. If found in a familiar habitat without soil contamination, introducing these species to kids would be a fun backyard teaching moment for parents.

Laura Erickson and Marie Read's book, "Into The Nest: Intimate Views of the Courting, Parenting, and Family Lives of Familiar Birds," is dedicated to documenting the lives of nesting common American birds. It is full of unique nest and fledgling photos, and information that will appeal to those looking for an introduction to their neighborhood's avian residents. Each species or like-group includes six pages of behind-the-scenes photos of growing chicks, incubating parents, and courtship behaviors. Some of the included hard facts, although essential for this kind of book, can make for dry reading, but the authors make sure to also incorporate interesting anecdotes. Northern Mockingbird males may have "more than 200 distinct, identifiable phrases" in their songs, often singing night and day when unattached, which is true dedication to procreation. Older children will like flipping through the pictures in the book to see weird, awkward baby birds grow up to be, well, weird, awkward juveniles. This will be a great guide for families to refer to before or after a walk through Hickory Hill or just a walk around town.

For these and other great outdoor resources check with a librarian at the second floor Info Desk at the Iowa City Public Library.

Library to keep normal hours during Hillary Clinton's Iowa City visit

10:44 p.m. CDT July 6, 2015



(Photo: AFP/Getty Images)

The Iowa City Public Library will open at 10 a.m. Tuesday and maintain normal operating hours during Hillary Clinton's visit.

The east entrance to the library will be closed, but the library can be accessed through the west entrance off the City Plaza. Parking around the library may be limited.

Tuesday morning in the library's first floor meeting rooms, the presidential candidate will attend a Hillary for Iowa campaign organizing meeting, followed by a press conference. A large number of people are expected to attend the event, but staff will do their best to continue everyday service.

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Atmosphere improving at Iowa City Ped Mall

Police credit changes in laws, crackdown on synthetic drugs

Adam Wesley/The Gazette People walk on the pedestrian mall in Iowa City in late June. The Police Department's downtown liaison officer says conditions have improved at the mall with tighter controls on behavior and a crackdown on synthetic drugs.

**By Lily Abromeit, The Gazette**

JULY 5, 2015 | 8:41 PM

IOWA CITY — Things are looking up at the Ped Mall, one of Iowa City's premier gathering places.

"It's a much friendlier feeling in the downtown right now," with fewer fights, less trash and other issues, says David Schwindt, the Iowa City Police Department's downtown liaison officer.

Schwindt believes the changes started after the city [clarified and added to the Ped Mall ordinances](#) in the fall of 2013. Among the changes: restricting where people could lay down during the day and discouraging people from bringing and storing personal property in the area.

Following that, he says, the free lunch program moved to Gilbert Court and cut down on the large numbers of people who spent most of their day on the Ped Mall.

Additionally, search warrants served at places [thought to be selling synthetic drugs](#) in May 2014 eliminated unusual psychotic behavior police were seeing from some of those on the pedestrian mall, he says.

"We have less behavior that is bad," Schwindt says, referring to the people who were buying and using the synthetic drugs. Those people have moved on, "and the problems have decreased such that there isn't frustration with the business owners."

It's meant fewer calls about people trespassing, blocking business doors, and arguing, and the Ped Mall's atmosphere is changing, he says.

With the decrease in problems, Schwindt says he's now able to work more closely with the people still there.

"I can spend a lot more of my time working with the people downtown ... and helping them with different (things)," he says. "That has been invaluable because they can see the police aren't just there to arrest."

He hopes the general public will come downtown and see that the pedestrian mall has changed for the better.

"I would like to see an environment where anyone who wants to come down ... is comfortable to do so," he says.

"Everyone regardless of housing status should be able to come down and enjoy the Ped Mall and enjoy it for what it is, which is a social hub of the city."

Mary Hintermeister of Lone Tree says she brings her children downtown at least three times a week to visit the public library and enjoy the Ped Mall.

While the homeless population is a touchy subject, Hintermeister says, she thinks the Ped Mall is a good place for families.

"It's nice you can come and go to the library, play at the park, play in the fountain and then go get something to eat," she says. "It's a nice atmosphere."

City Council member Terry Dickens, the owner of Herteen and Stocker Jewelers, 101 S. Dubuque St., says the area still has problems but conditions have improved in the past couple of years.

"I've seen a big uptick in the number of people using (the Ped Mall)," he says. "As a business person, we've seen a reduction in the number of complaints."

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Committed, undecided line up to see Clinton in Iowa City

Many surprised by Democratic candidate's downtown event

Hillary Clinton addresses supporters at an organizing event at the Iowa City Public Library on Tuesday, July 7, 2015. (Liz Martin/The Gazette)

**James Q. Lynch, The Gazette**

JULY 7, 2015 | 2:44 PM

IOWA CITY — She's a former first lady, U.S. senator, secretary of state and now a formidable candidate for president.

But Hillary Clinton's visit to the Iowa City Public Library was news to many people hurrying to work or simply taking a walk through the downtown Ped Mall Tuesday morning.

"What are all these people doing?" Joe Daringer of Iowa City asked, pointing to a line of people waiting to get into the library nearly two hours before what the Clinton campaign described as a "organizing event,"

"Here?" Daringer said when told the people — a couple of hundred strong at that point — were waiting to see the leading candidate for the 2016 Democratic nomination for president. "At the library? Of all places. How are they going to get them in there?"

The Clinton campaign squeezed about 250 of her supporters into the library's meeting rooms and with more in an overflow area.

Daringer, who said he leans toward Vermont Sen. Bernie Sanders, wasn't impressed.

"When Obama was here he was over on the Pentacrest, and there were thousands of people," he said.

The Koepnick family of Iowa City wasn't concerned about the size of the venue. Tina Koepnick said she backed Clinton eight years ago and she's committed to backing her this time.

"I'm looking for someone who is smart, articulate and a good leader — and that's Hillary," Tina Koepnick said as she waited in line with her husband Keven, and their daughter, Emily, around the corner from the library.

"I've been ready to vote for Hillary for a while," Kevin added.

Emily, a University of Iowa student, is eager to cast her first vote in a presidential election for Clinton, who she has admired for a long time.

"She's a strong female who's done great things for the country," Emily Koepnick said.

Clinton has a "great track record" and "talks about the right things in the right way," added Sue Zaleski of Solon who could see the library from her spot in the line that wound down the Ped Mall.

However, first-time voter Bruce James, who was just in front of Zaleski, wasn't so sure.

"I'm keeping my ears open," James said. That includes listening to Sanders. He likes what Sanders has to say about the economy and taxing the rich.

"I need to hear her speak," he said about Clinton, "and then I'll make up my mind."

Loretta Ross drove in from Topeka because she has "great respect" for Clinton, but like James, she's listening to Sanders, too.

"I'm weighing the established foundation Hillary brings — her experience and the breadth of her experience — with Sanders' very clear goals in areas that are important to me," Ross said.

At the moment, Ross added, she thinks Clinton has more general election appeal.

Elyse Miller

From: Susan Craig
Sent: Thursday, July 09, 2015 8:24 AM
To: Peter Muir; LIBRARYBOARD
Subject: RE:

Dear Mr. Muir,

I thought the same thing when I read the article this morning! Unfortunately, I don't know of any wall where it would fit and be in a public area. I will look around with the piece specifically in mind. Our Art Advisory Committee makes the final decision about permanent art we add to the library collection. I will investigate and report to the Board at their July meeting. Thank you for thinking of us.

Susan Craig
Library Director
319-356-5241
www.icpl.org



Iowa City is a UNESCO City of Literature

From: Peter Muir [mailto:pmuir1959@gmail.com]
Sent: Thursday, July 09, 2015 8:16 AM
To: LIBRARYBOARD
Subject:

Dear Board members,

I read with interest the article in today's Press Citizen about the large mural done by Mike Grant that was removed from the old post office and which is looking for a new home. My thought immediately was, "Perhaps there is a place in the ICPL for it." I would like it to remain on public display and certainly the ICPL is one of our city's more public places. I hope the Board would look into the possibility. Just think, you could have an original Grant painting proudly displayed for all visitors to admire.

Sincerely,
Pete Muir
216 S. Lowell St
Iowa City

I.C. post office mural removed, in search of a new home

Zach Berg, Iowa City Press-Citizen 4:27 p.m. CDT July 8, 2015



(Photo: Zach Berg / Press-Citizen)

If you ever waited in line at the Iowa City Post Office in its former location in the Federal Building, you know the art of Mike "Louie" Grant.

Since 1988, Grant's grayscale mural of Iowa City hung above the counter at the old post office. Because the post office vacated the Federal Building in April, Grant and a group of friends removed the mural Wednesday as they search for a new home for the large ode to Iowa City.

The mural itself is made up of four rectangular canvases that measure 4-feet-by-8-feet each. When hung, they attached end-to-end to make a muted panoramic view of Iowa City's downtown and neighboring country.

"I feel lucky. Most murals when they no longer have a place are covered, sandblasted or painted over. I'm happy the (U.S. General Services Administration) has been so cooperative and allowed me to come get it," Grant said.

The U.S. General Services Administration operates the Federal Building, but the mural itself was not commissioned by the GSA, Charlie Cook, a communications specialist for the GSA, said Wednesday.

Grant said the mural was requested by the post office in March 1988 when he was studying to get his Masters of Fine Art degree at the University of Iowa.

"I had my quirky corner of art being the guy who did city-scape paintings," Grant said. "The post office asked the school if they had a student who wanted to fill the space. I said 'yeah,' obviously."

Grant spent about six months painting the mural. He took to the highest part of the parking ramp adjacent to the Old Capitol Mall and took countless photos of the skyline.

For the two parts of the mural that depict downtown Iowa City, Grant said he stuck close to the pictures he took. The other two were more of his interpretation of the city and its surrounding countryside, he said.

"I love the mural," Carrie Norton, a friend of Grant's who has known him since 1977, said Wednesday. "I was always a little happy to be caught in line at the post office because I had time to really study it."

When the post office moved to its new location at Pepperwood Plaza, Grant said they didn't have room for his mural.

Grant said his stepmother, Mary Lynn Grant, contacted the GSA about the mural and was able to arrange a time when Mike could fly back into Iowa City and round up a crew of his friends who could help dismantle, remove and store the mural.

Unlike the months-long process of creating the mural, it only took an hour for Mike, local artist Tomas Lasansky, Wally Plahutnik and other friends to get the four parts of the mural off the wall, into a van and off to the Norton's house where it will be stored for the time being.

"Our onsite people were good about protecting the art until it could be taken down," Cook said. "Now that it's down, the artist can do whatever he wants with it."

"I'd like to see it in Iowa City or somewhere in the corridor," Norton said. "But for now, it will be stored in very dry basement, wrapped and protected for as long as it needs to be."

Grant doesn't yet know where his mural eventually will end up. Leaving for home in Boston on Sunday, he might not even be in Iowa City when a decision is made.

But he will be able to leave Iowa City with a souvenir: the gold-colored plaque that hung next to his painting. It reads: "Post Office Mural Michael Grant 1988."

"It turned out to be a pretty nice piece that hung for a very long time in a place where lots of people saw it. I like that," Grant said. "I'd be happy if it could do the same thing again."

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

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MasterCard Report

08-Jul-15

Vendor	Dept	Expense	Description	Amount
ALA	10550110	436050	Registration	\$179.00
Blick Art Materials	10550159	469320	Miscellaneous Supplies	\$7.19
Bruegger's Bagels	10550110	469360	Food and Beverages	\$47.98
Day Dreams Comics	10550151	469370	Paper Products/Certificate/Prizes	\$10.00
Gamers, Inc	10550520	477190	Puzzles	\$489.70
Hy-Vee	10550151	469360	Food and Beverages	\$89.37
Hy-Vee	10550110	469360	Food and Beverages	\$12.72
Laminator.com	10550159	469320	Miscellaneous Supplies	\$88.95
Microsoft	10550510	477350	Online Reference	\$18.95
Office Max	10550110	469320	Miscellaneous Supplies	\$126.29
Paypal	10550140	444080	Software Repair & Maintenance Services	\$17.00
Wal-Mart	10550420	469320	Miscellaneous Supplies	\$154.48
Wal-Mart	10550152	469320	Miscellaneous Supplies	\$302.72
Zephyr	10550110	455090	Paper	\$16.00

Grand Total**\$1,560.35**

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Library Disbursements June 1, 2015 to June 30, 2015P 1
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110						
1000-10-25-550-550100-550110-000-0000-435055-		Library Administration				
010468 U S POST OFFICE ACCT 052815		Postage and Stamps	2015 12 INV P	10,000.00 061215	139349 Admin/D.Gift/Replen	
010475 UNIVERSITY OF IOWA C 0608152389			2015 12 INV P	22.22 060515	139057 Admin/Elyse Miller	
012264 MAILBOXES OF IOWA CI 061015			2015 12 INV P	204.55 061915	139568 Admin/2 pkg. Ground	
			ACCOUNT TOTAL	10,226.77		
1000-10-25-550-550100-550110-000-0000-436030-		Transportation				
010475 UNIVERSITY OF IOWA C 0608150292		2015 12 INV P		66.08 060515	139057 COL/Anne Mangano Ma	
010475 UNIVERSITY OF IOWA C 0608152389		2015 12 INV P		39.00 060515	139057 Admin/Elyse Miller	
				105.08		
010523 CRAIG, SUSAN	060115		2015 12 INV P	132.25 061215	139181 Admin/S.Craig Trans	
013317 MCKIM, STACEY	061715		2015 12 INV P	72.96 062615	139331 Admin/Mckim Mileage	
			ACCOUNT TOTAL	310.29		
1000-10-25-550-550100-550110-000-0000-436050-		Registration				
010475 UNIVERSITY OF IOWA C 0608152389		2015 12 INV P		15.00 060515	139057 Admin/Elyse Miller	
010537 INNOVATIVE INTERFACE INV-INC05737			2015 12 INV P	850.00 062615	139900 Admin/Webinar Train	
			ACCOUNT TOTAL	865.00		
1000-10-25-550-550100-550110-000-0000-436060-		Lodging				
010475 UNIVERSITY OF IOWA C 0608152389		2015 12 INV P		2,405.76 060515	139057 Admin/Elyse Miller	
			ACCOUNT TOTAL	2,405.76		
1000-10-25-550-550100-550110-000-0000-436080-		Meals				
010475 UNIVERSITY OF IOWA C 0608150292		2015 12 INV P		223.60 060515	139057 COL/Anne Mangano Ma	
012262 MAYNARD, CASEY	052715		2015 12 INV P	33.36 060515	138983 Admin/Casey Maynard	
012512 REEVES, MORGAN	052715		2015 12 INV P	24.91 060515	139026 Admin/Morgan Reeves	
			ACCOUNT TOTAL	281.87		
1000-10-25-550-550100-550110-000-0000-438130-		Cell Phone Service				
010889 U S CELLULAR	0088380918	2015 12 INV P		149.89 062615	140013 Admin/Monthly servi	
			ACCOUNT TOTAL	149.89		
1000-10-25-550-550100-550110-000-0000-445140-		Outside Printing				
010373 PIP PRINTING	87646	2015 12 INV P		48.97 061215	139306 Admin/1st floor sig	
010373 PIP PRINTING	87717	2015 12 INV P		84.05 061215	139306 Admin/Public Comput	



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				133.02		
			ACCOUNT TOTAL	133.02		
1000-10-25-550-550100-550110-000-0000-449060-010229 IOWA CITY AREA CHAMBERSHIP			Dues & Memberships 2015 12 INV P	398.00 061215	139231	Admin/Chamber of Co
012315 PALMER, BRENT	060915		2015 12 INV P	127.50 061915	139596	Admin/Brent Palmer
			ACCOUNT TOTAL	525.50		
1000-10-25-550-550100-550110-000-0000-455090-010475 UNIVERSITY OF IOWA C			Paper 2015 12 INV P	144.04 060515	139057	Admin/Elyse Miller
			ACCOUNT TOTAL	144.04		
1000-10-25-550-550100-550110-000-0000-469320-010475 UNIVERSITY OF IOWA C			Miscellaneous Supplies 2015 12 INV P	143.49 060515	139057	Admin/Elyse Miller
			ACCOUNT TOTAL	143.49		
1000-10-25-550-550100-550110-000-0000-469360-010475 UNIVERSITY OF IOWA C			Food and Beverages 2015 12 INV P	11.99 060515	139057	Admin/Elyse Miller
			ACCOUNT TOTAL	11.99		
			ORG 10550110 TOTAL	15,197.62		
10550121 Library Bldg Maint - Public Electricity			2015 12 DIR P	6,753.11 W060315	32	MidAmBilling 060320
010319 MIDAMERICAN ENERGY	20150603110040		ACCOUNT TOTAL	6,753.11		
1000-10-25-550-550100-550120-131-0000-438070-010319 MIDAMERICAN ENERGY			Heating Fuel/Gas 2015 12 DIR P	1,040.75 W060315	32	MidAmBilling 060320
			ACCOUNT TOTAL	1,040.75		
1000-10-25-550-550100-550120-131-0000-438100-011001 ABC DISPOSAL SYSTEMS	772867		Refuse Collection Charges 2015 12 INV P	118.45 061215	139147	Pickup/Disposal of
			ACCOUNT TOTAL	118.45		
1000-10-25-550-550100-550120-131-0000-442010-010164 FREEMAN LOCK AND ALA	134369		Other Building R&M Services 2015 12 INV P	72.00 061915	139503	FAC/3 months alarm
			ACCOUNT TOTAL	72.00		
1000-10-25-550-550100-550120-131-0000-442020-012238 OTIS ELEVATOR COMPAN	CER05335 515		Structure R&M Services 2015 12 INV P	150.00 061915	139592	ELEVATOR SERVICE CO

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
012238 OTIS ELEVATOR COMPAN CER65336515			2015 12 INV P	165.00 061915	139592	ELEVATOR SERVICE CO
				315.00		
			ACCOUNT TOTAL	315.00		
1000-10-25-550-550100-550120-131-0000-442030-						
010392 RMB CO INC	25753		Heating Equipment R&M Services			
010392 RMB CO INC	25754		2015 12 INV P	515.93 061215	139321	FAC/Belimo Valve Re
010392 RMB CO INC	25869		2015 12 INV P	408.50 061215	139321	FAC/Hot water circ
			2015 12 INV P	4,525.98 061915	139632	FAC/3 reliefs, bear
				5,450.41		
			ACCOUNT TOTAL	5,450.41		
1000-10-25-550-550100-550120-131-0000-442050-						
011546 SEDLACEK UPHOLSTERY 42			Furnishing R&M Services			
			2015 12 INV P	1,000.00 061915	139636	FAC/4 Chairs
			ACCOUNT TOTAL	1,000.00		
1000-10-25-550-550100-550120-131-0000-445030-						
010181 GREENERY DESIGNS 1569			Nursery Srvc-Lawn & Plant Care			
			2015 12 INV P	67.00 062615	139892	Admin/Interior Plan
			ACCOUNT TOTAL	67.00		
1000-10-25-550-550100-550120-131-0000-449160-						
010627 CINTAS CORPORATION 342485713			Other Rentals			
010627 CINTAS CORPORATION 342489060			2015 12 INV P	123.00 060515	138908	FAC/Cleaners, wet m
			2015 12 INV P	123.00 061915	139467	FAC/Floor Cleaner,
				246.00		
			ACCOUNT TOTAL	246.00		
1000-10-25-550-550100-550120-131-0000-452030-						
011863 LIBRARY FURNITURE IN 4829			Minor Office Equip/Furniture			
			2015 12 INV P	2,144.00 062615	139923	FAC/Sign holders fo
			ACCOUNT TOTAL	2,144.00		
1000-10-25-550-550100-550120-131-0000-452040-						
010290 LENOCH AND CILEK ACE 354534			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE 354545			2015 12 INV P	906.41 062615	139921	FAC/white towels, t
			2015 12 INV P	70.00 062615	139921	FAC/5000 Toilet Sea
				976.41		
010570 CENTRAL IOWA DISTRIB 123091						
			2015 12 INV P	172.18 061915	139464	FAC/Clear bag, driv
010627 CINTAS CORPORATION 342485713						
010627 CINTAS CORPORATION 342489060			2015 12 INV P	120.40 060515	138908	FAC/Cleaners, wet m
			2015 12 INV P	101.91 061915	139467	FAC/Floor Cleaner,
				222.31		
			ACCOUNT TOTAL	1,370.90		

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Library Disbursements June 1, 2015 to June 30, 2015



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-131-0000-469320-010475 UNIVERSITY OF IOWA C 0608150771			Miscellaneous Supplies 2015 12 INV P	5.97 060515	139057	FAC/Brad Gehrke May
			ACCOUNT TOTAL	5.97		
10550122			ORG 10550121 TOTAL	18,583.59		
1000-10-25-550-550100-550120-132-0000-442020-012238 OTIS ELEVATOR COMPAN CER05335 515		Library Bldg Maint - Commercial Structure R&M Services 2015 12 INV P		150.00 061915	139592	ELEVATOR SERVICE CO
			ACCOUNT TOTAL	150.00		
1000-10-25-550-550100-550120-132-0000-449160-010627 CINTAS CORPORATION 342485714		Other Rentals 2015 12 INV P		49.62 060515	138908	FAC/4x6 Gray mat re
010627 CINTAS CORPORATION 342489061		2015 12 INV P		55.57 061915	139467	FAC/Rental Space 4x
			ACCOUNT TOTAL	105.19		
			ACCOUNT TOTAL	105.19		
10550140			ORG 10550122 TOTAL	255.19		
1000-10-25-550-550100-550140-000-0000-432060-010525 ENCOMPASS IOWA LLC 5334		Library Computer Systems Consultant Services 2015 12 INV P		832.50 061215	139194	IT/Network Operatio
			ACCOUNT TOTAL	832.50		
1000-10-25-550-550100-550140-000-0000-438140-010631 MEDIACOM 051415		Internet Fees 2015 12 INV P		299.95 061215	139257	IT/Bus Ultra 105
013770 SOUTH SLOPE COOPERAT 060115		2015 12 INV P		160.75 061215	139335	IT/Internet Service
			ACCOUNT TOTAL	460.70		
1000-10-25-550-550100-550140-000-0000-444080-012215 FOUR WINDS INTERACTI SIN065860		Software R&M Services 2015 12 INV P		320.13 061215	139203	IT/Additional conte
			ACCOUNT TOTAL	320.13		
1000-10-25-550-550100-550140-000-0000-444100-010134 ECS TECHNOLOGIES IN 5429		Hardware R&M Services 2015 12 INV P		145.24 062615	139874	IT/Power Supply Mod
010525 ENCOMPASS IOWA LLC 5367		2015 12 INV P		487.57 061215	139194	IT/Ingram onsite an
010525 ENCOMPASS IOWA LLC 5370		2015 12 INV P		218.27 061215	139194	IT/Ingram software
			ACCOUNT TOTAL	705.84		
010866 EATON ELECTRICAL INC 42246873		2015 12 INV P		3,424.91 062615	139872	IT/Powerware 9330 (



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	4,275.99		
1000-10-25-550-550100-550140-000-0000-455010-010475 UNIVERSITY OF IOWA C 0608152389			Printing & Graphic Supplies 2015 12 INV P	1,542.25 060515	139057	Admin/Elyse Miller
			ACCOUNT TOTAL	1,542.25		
1000-10-25-550-550100-550140-000-0000-455120-010081 CDW GOVERNMENT INC VH59018			Misc Computer Hardware 2015 12 INV P	289.00 062615	139848	IT/2 IBM LT04 Ultri
010081 CDW GOVERNMENT INC VM01054			2015 12 INV P	290.80 062615	139848	IT/20 Cyber Account
010081 CDW GOVERNMENT INC VT34476			2015 12 INV P	2,900.00 061915	139462	IT/Ipads for 2nd Fl
				3,479.80		
010525 ENCOMPASS IOWA LLC 5313			2015 12 INV P	454.63 061215	139194	IT/Ingram Hardware,
010525 ENCOMPASS IOWA LLC 5359			2015 12 INV P	8,000.00 061915	139497	IT/25 PC's for Staf
			ACCOUNT TOTAL	8,454.63		
			ORG 10550140 TOTAL	11,934.43		
				19,366.00		
10550151			Lib Public Services - Adults Outside Printing 2015 12 INV P	56.70 062615	139970	Adult/630 Teen book
1000-10-25-550-550100-550150-351-0000-445140-010373 PIP PRINTING 87436			2015 12 INV P	21.30 062615	139970	Adult/180 Teen book
010373 PIP PRINTING 87751				78.00		
			ACCOUNT TOTAL	78.00		
			ORG 10550151 TOTAL	78.00		
10550152			Lib Public Services - Children Outside Printing 2015 12 INV P	4,058.95 061215	139280	CHI/1,804 SRP15 T-s
1000-10-25-550-550100-550150-352-0000-445140-010355 OLD CAPITOL SCREEN P 516887			2015 12 INV P	48.00 062615	139970	CHI/400 Bookmarks
010373 PIP PRINTING 87812			ACCOUNT TOTAL	4,106.95		
			ORG 10550152 TOTAL	4,106.95		
10550159			Lib Public Srvs-Comm Access Postage and Stamps 2015 12 INV P	101.91 060515	139057	CAS/Kara Logsdan Ma
1000-10-25-550-550100-550150-359-0000-435055-010475 UNIVERSITY OF IOWA C 0608151910			ACCOUNT TOTAL	101.91		
			Advertising 2015 12 INV P	625.00 061215	139236	CAS/Riverside in th



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL						
				625.00		
Outside Printing						
1000-10-25-550-550100-550150-359-0000-445140-010373 PIP PRINTING 87643			2015 12 INV P	480.35 062615	139870 CAS/Barracuda banne	
010373 PIP PRINTING 87676			2015 12 INV P	20.43 061215	139306 CAS/333 Problem Not	
010373 PIP PRINTING 87683			2015 12 INV P	47.42 061215	139306 CAS/200 Farmers Mar	
				548.20		
010983 ID LABEL INC	0083760-IN		2015 12 INV P	3,674.00 062615	139898 CAS/15,000 Library	
				4,222.20		
ACCOUNT TOTAL						
Printing & Graphic Supplies						
1000-10-25-550-550100-550150-359-0000-455010-010475 UNIVERSITY OF IOWA C 0608151910			2015 12 INV P	33.04 060515	139057 CAS/Kara Logsdan Ma	
				33.04		
ACCOUNT TOTAL						
Miscellaneous Supplies						
1000-10-25-550-550100-550150-359-0000-469320-010475 UNIVERSITY OF IOWA C 0608152389			2015 12 INV P	352.38 060515	139057 Admin/Elyse Miller	
				352.38		
ACCOUNT TOTAL						
Food and Beverages						
1000-10-25-550-550100-550150-359-0000-469360-010475 UNIVERSITY OF IOWA C 0608151910			2015 12 INV P	17.77 060515	139057 CAS/Kara Logsdan Ma	
				17.77		
ACCOUNT TOTAL						
				5,352.30		
ORG 10550159 TOTAL						
Library Collection Services						
Outside Printing						
1000-10-25-550-550100-550160-000-0000-445140-010373 PIP PRINTING 87842			2015 12 INV P	114.00 062615	139970 COL/1,000 Digital I	
				114.00		
ACCOUNT TOTAL						
Library Material R&M Services						
1000-10-25-550-550100-550160-000-0000-445270-010509 BAKER & TAYLOR INC C 2030656805			2015 12 INV P	51.00 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030659195			2015 12 INV P	43.50 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030664780			2015 12 INV P	22.50 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030664829			2015 12 INV P	33.00 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030664843			2015 12 INV P	24.00 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030669328			2015 12 INV P	9.00 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030669375			2015 12 INV P	9.00 061215	139163 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030678436			2015 12 INV P	3.00 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030682380			2015 12 INV P	10.50 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030682453			2015 12 INV P	73.50 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030682471			2015 12 INV P	102.00 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030682545			2015 12 INV P	30.00 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030688169			2015 12 INV P	1.50 061915	139442 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2030699934			2015 12 INV P	12.00 062615	139832 LIBRARY MATERIALS	

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CITY OF IOWA CITY
Library Disbursements June 1, 2015 to June 30, 2015

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2030700040			2015 12 INV P	16.50 061915	139442	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2030703558			2015 12 INV P	33.00 062615	139832	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2030712835			2015 12 INV P	25.50 062615	139832	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2030712972			2015 12 INV P	9.00 062615	139832	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2030712979			2015 12 INV P	3.00 062615	139832	LIBRARY MATERIALS
				511.50		
			ACCOUNT TOTAL	511.50		
1000-10-25-550-550100-550160-000-0000-469110-						
010509 BAKER & TAYLOR INC C M518084DM			Misc Processing Supplies			
			2015 12 INV P	573.60 061215	139164	LIBRARY MATERIALS
010546 MIDWEST TAPE	92893926		2015 12 INV P	19.20 061915	139574	LIBRARY MATERIALS
			ACCOUNT TOTAL	592.80		
1000-10-25-550-550100-550160-000-0000-477380-			Library-RFI Tags			
011252 ENVISIONWARE INC	INV-US-21481		2015 12 INV P	5,875.00 061215	139195	COL/33,000 RFID Tag
			ACCOUNT TOTAL	5,875.00		
			ORG 10550160 TOTAL	7,093.30		
10550210						
1000-10-25-550-550200-550210-000-0000-477020-			Library Children's Materials			
010509 BAKER & TAYLOR INC C 2030675890			Books (Cat/Cir)			
			2015 12 INV P	555.08 061215	139163	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2030677313			2015 12 INV P	112.48 061215	139163	LIBRARY MATERIALS
				667.56		
			ACCOUNT TOTAL	667.56		
1000-10-25-550-550200-550210-000-0000-477030-			Books (Uncataloged)			
010509 BAKER & TAYLOR INC C 2030675890			2015 12 INV P	18.98 061215	139163	LIBRARY MATERIALS
			ACCOUNT TOTAL	18.98		
1000-10-25-550-550200-550210-000-0000-477160-			Video Recordings			
010475 UNIVERSITY OF IOWA C 0608150292			2015 12 INV P	55.74 060515	139057	COL/Anne Mangano Ma
			ACCOUNT TOTAL	55.74		
1000-10-25-550-550200-550210-000-0000-477200-			Toys			
010475 UNIVERSITY OF IOWA C 0608150292			2015 12 INV P	170.50 060515	139057	COL/Anne Mangano Ma
			ACCOUNT TOTAL	170.50		
			ORG 10550210 TOTAL	912.78		
			TOTAL:	70,945.73		

Robin Pactzold, President

Janet Freeman, Secretary