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**
**February 25, 2016**

**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 January 28, 2016 meeting.

4. **Unfinished Business.**
   A. Bookmobile.
   Comment: With operating budget funds in the FY17 budget, planning for the service begins.

5. **New Business.**
   A. FY17 Calendar.
   Comment: The building calendar for the next fiscal year is set in February. The proposed calendar and Hours of Service policy is attached for your information.

6. **Staff Reports.**
   A. Director's Report.
   B. Departmental Reports: Children's Services, Collection Services, IT.
   C. Development Office Report.
   D. Spotlight on the Collection.
   E. Miscellaneous.

7. **President's Report.**
   A. Appoint Nominating Committee.

8. **Announcements from Members.**

**9. Committee Reports.**

A. Foundation Members.

**10. Communications.**

**11. Disbursements.**

A. Review MasterCard Expenditures for January, 2016.

B. Approve Disbursements for January, 2016.

**12. Set Agenda Order for March Meeting.**

**13. Adjournment.**

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| Iowa City Public Library<br>Meeting Agendas and Other Significant Events | | |
|---|---|---|
| FEBRUARY 25, 2016 | MARCH 24, 2016 | APRIL 28, 2016 |
| Appoint Nominating Committee<br><br>Set Hours for Next Fiscal Year<br><br>Departmental Reports: CH, CLS, IT<br><br>OTHER: 2/19: **Wine Tasting Benefit**, 5:00-7:30 pm, Hy-Vee Drugstore | Appoint Committee to Evaluate Director<br><br>***Policy Review:***<br>***#809: Conduct in the Library***<br>***#813: Unattended Children***<br><br>Departmental Reports: AS, CAS | Meet as Members of Friends Foundation<br><br>Review 3rd Quarter Goals/Statistics<br><br>***Policy Review:***<br>***#814: Copyright***<br><br>President Appoints to Foundation Board<br><br>Departmental Reports: CH, CLS, IT |
| MAY 26, 2016 | JUNE 23, 2016 | JULY 28, 2016 |
| Election of Officers<br><br>Departmental Reports: AS, CAS<br><br>OTHER: 5/8: **Looking Forward Event**, 6:00-8:00 pm | Develop Ideas for Board Annual Report<br><br>Director Evaluation<br><br>Departmental Reports: CH, CLS, IT | Review Board Annual Report<br><br>Adopt NOBU Budget<br><br>Planning Update<br><br>Departmental Reports: AS, CAS |
| AUGUST 25, 2016 | SEPTEMBER 22, 2016 | OCTOBER 27, 2016 |
| Review Annual Staff Report<br><br>Departmental Reports: CH, CLS, IT<br><br>OTHER: **Annual Board Dinner** | Budget Discussion<br><br>Departmental Reports: AS, CAS | Budget Discussion<br><br>Review 1st Quarter Goals/Statistics<br><br>Departmental Reports: CH, CLS, IT |
| NOVEMBER 17,2016 | DECEMBER 22, 2016 | JANUARY 26, 2017 |
| Departmental Reports: AS, CAS<br><br>OTHER: | Departmental Reports: CH, CLS, IT<br><br>OTHER: **Inservice Day** | Review 2nd Quarter Goals/Statistics<br><br>6 month Strategic Planning Update<br><br>Departmental Reports: AS, CAS |

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**BOARD OF TRUSTEES**

**Minutes of the Regular Meeting** **DRAFT**

**January 28, 2016**

**Members Present:** John Beasley, Adam Ingersoll (by phone), Thomas Martin, Robin Paetzold, Meredith Rich-Chappell, Jay Semel, Monique Washington.

**Members Absent**: Diane Baker, John Beasley, Janet Freeman.

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

**Guests Present:** Cassandra Elton and Braedon Jones, Antelope Lending Library, Sarah Raine, ICPL practicum student.

**Call Meeting to Order.** President Paetzold called the meeting to order at 5:03 pm.

**Public Discussion.** Cassandra Elton read a prepared statement about the Antelope Lending Library, a bookmobile that goes out to underserved populations in parts of Iowa City and Hills. It is operated by volunteers. Ms. Elton said the Iowa City City Council approached Antelope Lending Library about partnering with ICPL. She extended an invitation to Board members to see the Antelope Lending Library at any time. In response to a question from Semel, Jones said the service operates 30 hours per week in the community during the summer.

**Approval of Minutes.**
The Minutes of the December 17, 2015, Library Board of Trustees meeting were reviewed. A motion to approve the Minutes was made by Rich-Chappell and seconded by Washington. Motion carried 6/0.

**Unfinished Business.**
FY17 Operating Budget. At the January 9th Council budget meeting, Paetzold presented the Library Board's justification about the library bookmobile budget request. On Thursday, 1/21 at a special meeting, City Council compiled a list of items for City staff to include in the budget and they agreed to put the bookmobile funding on the list. Craig said it appeared Council members were in favor of adding the funds to the FY17 City budget. Council is scheduled to approve in February, and the budget will be official on March 1. We will be able to plan more then. Craig said the bookmobile is the most cost effective way to expand library services. It will keep our neighborhoods strong and healthy while maintaining core service downtown. Semel asked what funds the bookmobile are part of. Craig said the operating budget request is to pay for the full time staff person, the upkeep of the vehicle, etc. and was approximately $98,000.00 on an annual basis, less the first year. Washington asked if there would be any other services provided by the bookmobile, for example, would people be able to pay their City bills, etc. Craig said these topics would be discussed in the planning stage. Martin asked where one goes to purchase a bookmobile. Craig said bookmobiles are considered specialty vehicles and there are a few manufacturers in the Midwest. In fact, Craig has spoken with specialty vehicle vendors from Indiana and Wisconsin. Ingersoll asked about whether the library would celebrate the inclusion of the

bookmobile in the budget; Craig said we would definitely put something in the spring Window if funding is approved.

**New Business.**
FY16 Strategic Plan. Staff have completed a six month report on the current strategic planning goals. Miller will provide link to Board for members to get ICPL's e-newsletter using a feature of the City's new website. Paetzold asked about the 1000 Books Before Kindergarten public relations campaign. Pilkington said the kickoff is during Book Babies next week. The project was funded by a significant grant from Pearson. Martin asked about K-2 aged children and computers. Pilkington said there is great demand for programs for this age group. Martin asked about the percent checkout by self-check machine. Logsden said we were originally hoping for 65%, and we have now exceeded that goal. Ingersoll asked about funding goal in goal 8. Craig said we currently have staff for the programs to which we are already committed. The K-2 programs are not as staff intensive as programs for older children. Pilkington said the Lego program, for example, does not require much staff time. Basically, a staff person takes out the Legos and the kids go from there.

**Staff Reports.**
Director's Report. Craig said staff will begin a month-long job study on February 1. Staff will track all of the different tasks they do and how long each task takes. Craig said 2004 was the last time a job study was undertaken and jobs have changed significantly since then. We hope the job study will help us plan for staffing our bookmobile service. The City Council worked on new strategic plan initiatives during the session Craig attended. Craig will provide a copy to Board members when it is available. Craig believes the Library goals are aligned with City Council goals. The funding for the bookmobile service underscores this.

Craig reminded the Board that the security cameras are used only when there is an incident for which we seek visual information. Camera images are stored for as long as there is room on the server; ten or so days. Only four people are authorized to access the cameras, Craig, Miller, Palmer, and Tom Jordan. On MLK Jr Day, a 14 year old young woman with Down's syndrome was in the library with her caregiver. She slipped away from her caregiver and left the building. She was located and was safe. This happened right at closing and it took about thirty minutes to get the camera images of her leaving the building. During the incident, Craig learned that Parks & Recreation has a similar camera system and the Watch Commander in the Police Department has access to their camera images. Palmer worked with Police IT people to give them direct access to our security cameras, so if, in the future, there is another incident, the Police will be able to investigate more quickly and directly. Semel asked how the cameras have been used. Craig said incidents include people going into bathrooms, taking DVDs out of their cases, and throwing the cases away, people stealing music CDs, and patrons fighting.

Departmental Reports:
Adult Services. Paetzold asked about the Winter Reading Program (WRP). This is an informal program, more low-key than the Summer Reading Program. There is no enrollment requirement so we do not know how many people are participating, however, we have had to reorder the bingo cards participants use to keep track of their WRP efforts, so we know there is interest.
Community & Access Services. Blind Date with a Book and Blind Date with an Album begin next week. These were very well received and popular last year. There will be a lottery (for Molly's cupcakes) for persons who give feedback on the program.
Development Office Report. McCarthy said the Friends Foundation Board meets next week. There is a wine tasting event on 2/19/16 at the Hy-Vee Drugstore on 1st Avenue to benefit the Friends Foundation.

The spring event, Looking Forward, is now scheduled for Sunday, May 8, 2016. More information will be forthcoming.

Spotlight on the Collection. No comments.

Miscellaneous. Ten people have contacted Clark about their stories and pictures from the tornado so far. We are planning for a tenth anniversary of the 2006 tornado event, hopefully in April.

**President's Report.** Correspondence from a community member earlier in the month, with response from President Paetzold included in the packet. No further communication. Email from Semel regarding the bookmobile.

**Announcements from Members.** None.

**Committee Reports.**
Foundation Members. None.

**Communications.**
A. Email from Michelle Price and response from President Paetzold. No further comment.
B. Holiday gift basket from Library Board of Trustees to ICPL staff. Library staff were very surprised and extremely grateful for the delicious basket. Miller kept some of the non-perishable edible items back to extend the holiday spirit through the rest of the week.

Ingersoll off the phone at 5:41 pm.

**Quarterly Financial Reports.**
The second quarter receipts and expenditures were reviewed. No action needed.

**Quarterly Use Reports.**
The six-month output measures, circulation by area and agency and circulation by type and format reports were reviewed. Paetzold asked why the rural Johnson County number was down. Craig said this statistic is for the number of cards issued, which is a small number to begin with, so the percentages fluctuate. No action needed.

**Disbursements.**
The MasterCard expenditures for December, 2015 were reviewed. A motion to approve the disbursements for December, 2015 was made by Martin and seconded by Rich-Chappell. Motion carried 5/0.

**Set Agenda Order for February Meeting.**
Conduct policy.
Set building hours for coming fiscal year.

**Adjournment.** A motion to adjourn the meeting was made by Rich-Chappell and seconded by Washington. Motion carried 6/0. President Paetzold closed the meeting at 5:45 pm.

Respectfully submitted,
Elyse Miller

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TO: Library Board

FROM: Susan Craig, Library Director

DATE: February 17, 2016

RE: Planning for Bookmobile Purchase and Service

Now that both capital and operating funding for the bookmobile appear to be secure for next fiscal year, it is time to begin to plan in earnest. We hope to have a vehicle here one year from now, new staff hired, a calendar established, procedures written, sites ready to go, staff training underway, and collections selected. The first week of service is planned for early March, 2017.

At the Bookmobile Conference this fall, several people recommended a consultant to Kara Logsden when they heard we were hoping to purchase our first unit. Because bookmobiles are such specialty vehicles and communities typically only purchase one every fifteen years, it is not typical to have much specific expertise in house. We expect to rely somewhat on help from our City Transit staff, but both Kara and I believe that a modest investment in an experienced consultant will insure we have a good outcome. A proposal from the consultant is attached. If the Board approves, we will proceed negotiating for services from Michael Swendrowski within the constraints of the Purchasing Policy. Funds need to be appropriated from the NOBU budget.

Also attached is a preliminary timeline of major activities related to the bookmobile purchase and establishing service. The service model on which we have based our budget planning involves a four day per week (Monday-Thursday) service during the school year, and a five day per week schedule during the summer. Two staff members would be the typical staffing level. The bookmobile would be out of service for a week before and after the start and end of the summer schedule and for a week between Christmas and New Year. This allows time for scheduled maintenance, and also provides some break for staff during periods of anticipated low use.

This is an exciting project, and we are ready to begin!

Specialty Vehicle Services, LLC

*"Your partner for the road ahead!"*

February 3, 2016

Kara Logsden, MA
Community and Access Services Coordinator
Iowa City Public Library
123 South Linn Street
Iowa City, IA 52240

Dear Ms. Logsden,

Thank you for your interest in SVS for your bookmobile consulting needs. Based on our discussion, I am pleased to provide the following proposal. This document in its completeness details a typical package of services to professionally develop, purchase, manage, and inspect your new bookmobile project, but is broken into logical sections for ease of customization.

Please feel free to contact me directly anytime at 262.679.9096 or mswendrowski@vehiclesuccess.com with any question or comment, and thank you again for considering SVS as a partner during your bookmobile replacement process.

I sincerely look forward to the opportunity to serve you and your team.

Sincerely,

Michael Swendrowski
*President - Specialty Vehicle Services, LLC.*
*Chairman - American Library Association, Subcommittee on Bookmobiles (past)*
*Board Member - Association of Outreach & Bookmobile Services*
*Board Member - Mobile Health Clinics Network*
*Co-author – One the Road with Outreach (Libraries Unlimited, 2009)*

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FACSIMILE: 262.457.4924
**VEHICLESUCCESS.com**

SVS

Proposal for Consultant Services

For the

# Iowa City Public Library

Project

# Bookmobile

Proposed by:

Specialty Vehicle Services, LLC.
W196 S8406 Plum Creek Blvd.
Muskego, WI 53150
P: (262) 679-9096
F: (262) 457-8170
M: (262) 510-1397

SVS

## Organization, Credentials and Experience

Specialty Vehicle Services, LLC. ("SVS") is an independent team of qualified experts in the field of Specialty Vehicle consultation, design and management. The project leader for this project will be Michael Swendrowski, former Chairman of the American Library Association's ("ALA") Subcommittee on Bookmobiles, and a 30-year+ veteran of the specialty vehicle industry with special focus on Bookmobiles and other technologically advanced vehicles.

Michael has performed various duties and job assignments within the United States and throughout the world. He has worked for multiple Specialty Vehicle manufacturing companies holding positions of: production worker, electrical department supervisor, engineering manager, sales manager, and director of operations, and now founder and president of Specialty Vehicle Services. His last position, as director of operations, was with the largest Bookmobile manufacturer in the country, rendering him exceptionally qualified for this type of outreach project.

Michael's experience within the Specialty Vehicle industry has also included the development and manufacture of many projects. Some of the more notable projects include: super-compact mobile mammography units, unique and successful mobile marketing units, rapid-deployment mobile emergency cellular repeater sites for China's telecom ministry, touch-screen controlled surveillance platforms for the US government, military communication units, international airport mobile command posts, and satellite uplink/downlink connected public information units.

Many of the other hundreds of vehicles Michael was involved with included: bloodmobiles, NASCAR racing trailers, mobile DUI units, tactical response vehicles, medical and dentistry clinics, mobile education units, and many others.

On top of the real-world education Michael received during his long career, Michael has continued his formal education to include business management and electronics design aspects. During his manufacturing career, Michael gained extensive working knowledge of mobile electrical systems, metal fabrication, woodworking, upholstery, painting, and equipment sourcing. This well-rounded education and experience was all integrated to allow the formation of SVS.

Today, SVS is the foremost leader in the field of specialized vehicle consultation, design, management and inspection, and Michael is a well-recognized, respected and proven consultant to bookmobile and outreach communities worldwide.

SVS

## Firm Information

SVS is a professional firm established in 2002 and headquartered in Muskego, WI. Additional associates are located throughout North America and enlisted as needed as sub-contractors. The business is structured as a Limited Liability Corporation and defined by Wisconsin statutes as a small business.

## Understanding of the Project

We at SVS aim to assist the Iowa Public Library ("Library") in the development, procurement, and construction of a contemporary bookmobile to provide literacy and information based benefits to underserved populations within its area. The team at Library is interested in professional assistance to supplement the knowledge base of the team during this initiative, and SVS can provide its expertise and capabilities within this field to guide this unique project from its current stage through delivery.

SVS shall provide the information, services, and recommendations required for the Library to make informed decisions about the course of this very important project. SVS shall then assist in the execution of those decisions on their behalf.

The initial objectives under the scope of this proposal are the development of the Library's "desirables" list and consultation with pertinent personnel. Upon completion of this aspect, SVS will provide professional recommendations based on the findings prior to development of professional specifications and interior layout design. Afterwards, SVS will assist in contract negotiations with the selected vendor, conduct vendor relations on behalf of the Library, provide project/vendor inspections as contracted, and generally manage the entire construction aspect of the project. The multiple phases and deliverables of this project shall be completed in an expeditious manner.

### SPECIFIC OBJECTIVES

1. Develop "desirables" list conjunction with the Library and consult as required with relevant personnel to develop accurate goals for project. Provide Recommendation Report based on findings.
2. Prepare preliminary AutoCAD floor plan for vehicle layout to include with Request For Proposal ("RFP") package as required, including up to two (2) revisions.
3. Author comprehensive project specifications for the determined vehicle, vehicle options, and aftermarket modifications. This aspect shall include identification of necessary fixtures and equipment and include up to two (2) revisions.
4. Prepare an independent cost estimate for the developed vehicle based on market conditions and selections.
5. Prepare a recommended vendor list for RFP issue as necessary.
6. Issue RFP (if allowed by client purchasing protocols), field prospective vendor inquires and collect responses by established deadline.

SVS

7. Analyze vendor proposal(s) in conjunction with the library. Provide analysis summary and recommendation report based on outcome.
8. Provide primary vendor relations and general project management services on behalf of Library during pre-construction engineering refinement and project construction. Services include initial vendor order verification, engineering refinement oversight, and weekly progress checks (including photos as available) during main production.
9. Coordinate and conduct a 1 day on-site "post-construction/pre-delivery" inspection and testing at selected vendor's facility. Inspections shall ensure contract, regulatory and quality compliance. Functional/operational testing of the finished vehicle shall also be completed.
10. Prepare a post-construction inspection report detailing discrepancies and findings of on-site inspections and testing.

## Implementation

*Phase 1* - **Development:**

Includes consultation and report, specifications, AutoCAD floor plan, and suggested list of qualified vendors if required.
*(Timeline: 2 – 4 weeks from engagement)*

Deliverables:

- Analysis Recommendation Report *(Word and/or PDF document)*
- Specifications *(Word and/or PDF document)*
- AutoCAD Floor Plan *(AutoCAD and/or PDF document)*
- Cost Estimate *(Excel and/or PDF document)*

*Phase 2* - **Procurement:**

Includes proposal response analysis with recommendation report.
*(Timeline: 1 week from receipt of RFP responses)*

Deliverables:

- Award Recommendation Report *(Word and/or PDF document)*

*Phase 3* - **Construction:**

Includes vendor interaction/guidance, vendor field inspections/meeting (as contracted), and completed project analysis/inspection.
*(Timeline: 6 - 12 months from award, dependent on project/vendor conditions)*

Deliverables:

- Project Inspection Report *(Word and/or PDF document)*

SVS

## Fees

Costs shall not exceed this proposal without express written consent from the Library.

| Accept | Description | Fee |
|---|---|---|
| ☐ | **Phase 1: Development** – as detailed herein | $6,700 |
| ☐ | **Phase 2: Procurement** – as detailed herein | $2,300 |
| ☐ | **Phase 3: Construction & Inspection** – as detailed herein. | $5,900 |
| | ***Subtotal*** *(if all selected):* | **$14,900** |

***Optional:*** *additional on-site vendor meetings/inspections (including all travel costs) - $3,400/each*

***Optional:*** *3-dimensional, photo-realistic renderings of prospective vehicle - $2,300/set*

## Terms and Conditions

- *Payment terms are 50% down, 25% progress, balance due upon completion.*
- *Quotation prices are listed in US Dollars and do not include any applicable sales or business taxes/fees.*
- *Client authorized changes to scope of work within this proposal may effect cost.*

## Acceptance

Signature _____ Date _____

Printed Name _____ Title _____

# SVS Client List (partial)

*2015 Edition*

| | | | | |
|---|---|---|---|---|
| **Albany Public Library*** | Albany, NY | | **New Castle- Henry Co. Pub. Lib.** | New Castle, IN |
| **Anaheim Public Library** | Anaheim, CA | | **Oakland Public Library** | Oakland, CA |
| **Anderson Public Library*** | Anderson, IN | | **Ocean City Free Public Library** | Ocean City, NJ |
| **Ann Arbor District Library** | Ann Arbor, MI | | **Okefenokee Reg. Library Syst.*** | Waycross, GA |
| **Arlington Heights Memorial Lib.** | Arlington Heights, IL | | **Ottawa Public Library+** | Ottawa, ON |
| **Arapahoe Library District** | Centennial, CO | | **OverDrive, Inc.** | Cleveland, OH |
| **Arrowhead Library System** | Mountain Iron, MN | | **Owatonna Public Library*** | Owatonna, MN |
| **Bloomington Public Library** | Bloomington, IL | | **Owen County Public Library** | Spencer, IN |
| **Bristol Public Library** | Bristol, VA | | **Philadelphia Free Library** | Philadelphia, PA |
| **Calgary Public Library+** | Calgary, AB | | **Placer County Library** | Auburn, CA |
| **Central Skagit Library District** | Sedro Woolley, WA | | **Philipsburg Jubilee Library** | St. Maarten, Dutch W. I. |
| **Chemung County Library District** | Elmira, NY | | **Racine Public Library+** | Racine, WI |
| **Corvallis-Benton Library*** | Corvallis, OR | | **Raleigh County Public Library*** | Beckley, WV |
| **County of Los Angeles Public Lib.** | Downey, CA | | **Rochester Public Library** | Rochester, MN |
| **Eastern Shores Library System** | Sheboygan, WI | | **Rochester Hills Public Library+** | Rochester, MI |
| **Fountaindale Public Library** | Bolingbrook, IL | | **Rockbridge Regional Libraries** | Lexington, VA |
| **Four County Library System** | Vestal, NY | | **Roseville, City of** | Roseville, CA |
| **Gadsden County Public Library** | Quincy, FL | | **Saint Clair County Library*** | Osceola, MO |
| **Homer Township Public Library** | Homer Glen, IL | | **San Mateo County Library** | Half Moon Bay, CA |
| **Humboldt County Library+** | Winnemucca, NV | | **Santa Barbara Pub. Lib. Syst.** | Santa Barbara, CA |
| **Humboldt County Public Library** | Eureka, CA | | **Santa Cruz Public Libraries** | Santa Cruz, CA |
| **Jefferson County Library** | Port Hadlock, WA | | **Skokie Public Library** | Skokie, IL |
| **Jefferson County Public Library** | Lakewood, CO | | **Sno-Isle Libraries+** | Marysville, WA |
| **Jefferson Township Public Library** | Oak Ridge, NJ | | **Seattle Public Library** | Seattle, WA |
| **King County Library System+** | Issaquah, WA | | **Stark County District Library** | Canton, OH |
| **Kootenai-Shoshone Area Libraries** | Hayden, ID | | **Tell City-Perry Cty. Pub. Library** | Tell City, IN |
| **Lewis & Clark Library** | Helena, MT | | **Three Rivers Reg. Library Syst.*** | Brunswick, GA |
| **Lompoc Public Library System** | Lompoc, CA | | **Tulsa City-County Library** | Tulsa, OK |
| **Maui Friends of the Library** | Wailuku, HI | | **Wake County Fleet Operations** | Raleigh, NC |
| **Memphis Public Library** | Memphis, TN | | **Warren Newport Public Library** | Gurnee, IL |
| **Mendocino County Library** | Ukiah, CA | | **Waukegan Public Library*** | Waukegan, IL |
| **Marin County Free Library** | San Rafael, CA | | **Westchester Library System** | Tarrytown, NY |
| **Meridian Library District** | Boise, ID | | **Williston Community Library** | Williston, ND |
| **Miami-Dade Public Library System** | Miami, FL | | **Windsor-Severance Library Dist.** | Windsor, CO |
| **Monroe County Public Library+** | Bloomington, IN | | **Yuba County Library** | Marysville, CA |
| **Mountain View Public Library** | Mountain View, CA | | | |

**+** = Multiple vehicles or projects

***** = Consignment client

muskego, wisconsin 53150-8170 usa
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FACSIMILE: 262.457.4924

IOWA CITY PUBLIC LIBRARY

## Bookmobile Service: Planning Timeline

| Month | What |
|---|---|
| April 2016 | Hire consultant |
| May 2016 | Begin work on RFP |
| June 2016 | Finalize and distribute RFP |
| August 2016 | Select vendor; order vehicle |
| September 2016 | Board discusses options for stops |
| October 2016 | Finalize stops<br>Vehicle wrap artwork finalized and sent to vendor |
| November/December 2016 | Electricity installed at stops if needed, complete agreements as needed<br>Order IT service and equipment |
| January 2017 | Vehicle delivered<br>Plan for Grand Opening and publicity<br>New staff hired |
| February 2017 | New staff begin work<br>All staff trained/drivers trained<br>Plan for circulation and materials movement details<br>Install and test IT equipment<br>Beta test at Neighborhood Centers |
| March 2017 | Full calendar of stops begins March 6, 2017<br>Schedule May tours/visits |
| April 2017 | Grand opening planned for National Library Week, April 9-15<br>(National Bookmobile Day is April 12)<br>Bookmobile Open House at downtown location Friday and Saturday |
| May 2017 | Visit all Iowa City schools if possible<br>One week off the road before summer schedule begins |
| June 2017 | Summer schedule begins, adding stops in Hills and Lone Tree<br>Children's programs coordinated with bookmobile visits; e.g., Stories in the Park<br>Visits to Parks & Recreation Party in the Park or similar events |
| July 2017 | Bookmobile at Johnson County Fair for Children's Day<br>Continue visits to Party in the Parks or similar events |
| August 2017 | Title 1 Iowa City elementary school with the most SRP participants or finishers have Bookmobile at their Ice Cream Social<br>Close for a week |
| September 2017 | Fall schedule begins |

Draft: February 17, 2016

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DATE: February 18, 2016

TO: Library Board

FROM: Susan Craig, Library Director

RE: FY17 Calendar

Each February, after the next year's budget is known, the Board approves a building calendar for the coming year. My recommended calendar is attached.

We are closed for "major" holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day), and are typically open with reduced hours for other City holidays as designated in the AFSCME contract –Martin Luther King Jr., Day, Presidents' Day, Veterans' Day, the day after Thanksgiving, and an undesignated/designated day around Christmas. Your policy, attached, for your information, calls for closing early on Thanksgiving, Christmas and New Year's eves.

The FY17 calendar is complicated by the fact that Christmas Eve (not a holiday, but sometimes designated as one), is on a Saturday and Christmas Day and New Year's Day are on Sundays in FY17. The City does not observe holidays on either Saturday or Sunday, so when a holiday falls on the weekend, it is observed on a Friday or Monday.

I am proposing the designated holiday be assigned to Friday, December 23, allowing us to close at 6:00 pm, open a half-day on Saturday, 12/24 (many staff choose to work a half-day on Saturday so we have two "shifts", 9 am or 10 am -2 pm, and 2 pm-6 pm). Because it is the Christmas Eve, we would otherwise close at 4:00 pm, creating an awkward shift to fill. We would be closed on Sunday, 12/25 and Monday 12/26 (holiday observed). For New Year's, we would be closed on Sunday, 1/1/17, and be open with holiday staffing and hours on January 2nd.

IOWA CITY PUBLIC LIBRARY

DRAFT

# FY17 Calendar

**July 1, 2016 through June 30, 2017**

## 2016

| Day | Date | Description | Hours | Staffing |
|---|---|---|---|---|
| Monday | July 4 | Independence Day | Closed | Remote Drop Only |
| Monday | September 5 | Labor Day | Closed | Remote Drop Only |
| Friday | November 11 | Veterans Day | Open 10-6 | Holiday Staffing |
| Wednesday | November 23 | Thanksgiving Eve | Open 10-5 | Regular Staffing |
| Thursday | November 24 | Thanksgiving | Closed | Remote Drop Only |
| Friday | November 25 | City Holiday | Open 10-6 | Holiday Staffing |
| Friday | December 9 | Inservice Day | Closed | All Staff Attend |
| Friday | December 23 | Designated Holiday | Open 10-6 | Holiday Staffing |
| Saturday | December 24 | Christmas Eve (Weekend) | Open 10-2 | Weekend Staffing |
| Sunday | December 25 | Christmas Day | Closed | Remote Drop Only |
| Monday | December 26 | Christmas Day Observed | Closed | Remote Drop Only |
| Saturday | December 31 | New Year's Eve | Open 10-5 | Weekend Staffing |

## 2017

| | | | | |
|---|---|---|---|---|
| Sunday | January 1 | New Year's Day | Closed | Remote Drop Only |
| Monday | January 2 | New Year's Day Observed | Open 10-6 | Holiday Staffing |
| Monday | January 16 | MLK Day | Open 10-6 | Holiday Staffing |
| Monday | February 20 | Presidents' Day | Open 10-6 | Holiday Staffing |
| Monday | May 29 | Memorial Day | Closed | Remote Drop Only |

812 Hours of Service

812.1 A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will be set to maximize access to the public at the times most convenient to them and within the resources available. When the Library is open all basic services will be available.

812.2 Library hours are reviewed annually and a calendar approved. Exceptions to hours changes other than those noted must be approved on a case-by-case basis. The Director may close the Library for weather or facility related emergencies.

812.3 Regular library hours are

| | |
|---|---|
| Monday through Thursday | - 10:00 a.m. – 9:00 p.m. |
| Friday | - 10:00 a.m. – 8:00 p.m. |
| Saturday | - 10:00 a.m. – 6:00 p.m. |
| Sunday | - 12:00 p.m. – 5:00 p.m. |

812.4 Current Approved Exceptions to Stated Hours

812.41 Close at 5:00 PM on Thanksgiving Eve, and New Year's Eve.
812.42 Close at 4:00 p.m. on Christmas Eve
812.43 Closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.
812.44 Close at 6:00 PM on Martin Luther King Day, President's Day and Veteran's Day, and any other day the Library is open on a designated City holiday.
812.45 Close an extra day near Christmas if it makes calendar sense to declare a fixed day for the "floating" day allowed in the AFSCME contract (see Article X, Section 1).
812.46 Close one day per calendar year for in-service training at staff request.

812.5 History of Hours of Service

A. Closed 9-10 AM since 1960s.
B. Closed Friday evenings about 1970-72.
C. Sunday hours started 1970-72 (dropped FY79, FY81, FY82) (1-5 PM thru FY80, 12-4 PM thru FY97), 1-5 until September 2006, then 1-6, changed to 12-5, May 2007).
D. Closed Thursday mornings - December 1981 - June 1982.
E. Closed on minor holidays - 1970-72, FY87, FY92 (Veteran's Day, day after Thanksgiving, President's Day).
F. Closed Thursday evening, all day Friday March 7, 1987 - June 1, 1988.
G. Reopened Thursday evening, all day Friday June 2, 1988.
H. Closed Wednesday and Friday mornings, Thursday evenings, July 1, 1991.
I. Reopened Wednesday and Friday mornings and Thursday evenings; reopened on four minor holidays (Vets Day, day after Thanksgiving, Martin Luther King Day, President's Day). Begin Sunday service on day after Labor Day instead of First Sunday in October, July 1, 1992.
J. Funded in FY97 for Sundays before Memorial and Labor Day, Easter Sunday and two Sundays in June. Six additional Sundays added in FY98 provides Sunday service through July, reopening after Labor Day.

K. Open Sundays all year starting in FY99.

L. Added 6-8 on Friday evenings beginning May 19, 2006 and 5-6 on Sunday September 10, 2006.

M. Changed Sunday hours from 1-6 to 12-5 on May 6, 2007.

| | |
|---|---|
| Adopted: | 5/26/88 |
| Revised: | 7/25/91 |
| Adopted: | 1/28/93 |
| Revised: | 2/27/97 |
| Revised: | 2/25/99 |
| Revised: | 2/28/02 |
| Revised: | 3/24/05 |
| Revised: | 2/23/06 |
| Revised | 2/22/07 |
| Revised: | 2/24/11 |
| Reviewed: | 2/27/14 |

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

At the end of January, the Library kicked-off the second season of the Music Is The Word series. In partnership with the Englert Theater and Hills Bank, we welcomed award winning children's entertainer, Jim Gill. 422 enthusiastic children and caregivers attended at the Englert Theater. Everyone who came had a great time, singing and dancing. Our second season is off to a great start with many other musical events happening. We are also winding down our first Winter Reading Program. We have had lots of interest in the program, with many families filling out their BINGO cards!

**Packed audience at the Englert listens as Jim Gill begins to perform**

**Susan Craig, Anne Parmley, General Manager, Pearson, myself, and Bruce Crowther, Director, Quality Management Systems, Pearson, introducing the 1,000 Books Program.**

We started February with the kickoff of our 1000 Books Before Kindergarten program. This program is funded by a generous grant from the Pearson Company. It has allowed us to purchase all of the incentives – book bags, book plates, growth charts and books, and promotional materials for the program.

The program is based on an idea other libraries across the nation are doing with great success. The program encourages parents of newborns to 5 year-olds to read a wide range of books to their child to help them get a jumpstart on learning and school. As the children reach milestones in their reading, they will receive one of the prizes mentioned above. We have set a goal of signing 1,000 kids up in our first year. Next February we will have a celebration to graduate all of the kids who reached the 1,000 book reading goal.

We have had several well attended programs for the Tweens recently. Minecraft afternoons is still a big draw with kids on the waiting list. The Fired Up program and the Cupcake Wars were also a huge draw, both seeing upwards of 40 tweens in attendance. We also hosted our third lock-in. The theme was Tween Camp-out. We had s'mores, told ghost stories, did a couple of camp themed crafts, and even did some camp games in the library after closing. Many of the parents were so jealous of our activities, they wanted to stay!

**Tweens show off their entry in the Cupcake War**

**Collection Services Department Report**
Prepared for the February 25, 2016 meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

**Circulating Laptops**

According to last April's Pew Study on Internet Use, fifteen percent of Americans own a smartphone but do not have options to use a computer other than their smartphone. Thirty percent of smartphone users have used their phone to take a class online, while eighteen percent used their phone to submit a job application.[1] These are not ideal circumstances, since many companies have not changed their job application websites to accommodate a smartphone.[2] At ICPL, we have many options for computer use, including our free Wi-Fi, Internet Express Stations, and our forty public computers with Internet and productivity software. But this only helps patrons while the library is open.

At the end of February, ICPL will offer laptops for the community to check out for a one-week period. Like our in-house public computers, the Lenovo ThinkPad 550 laptops are equipped with Internet and productivity software, including Microsoft Office Professional 2013, OpenOffice, GIMP, Adobe Reader, and the traditional web browsers. Laptops will come with a charger, a case, and a resource sheet on public Wi-Fi spots throughout the community. When they are returned to the library, staff will wipe the computers to remove any personal data or files the patron may have saved. The daily fine for an overdue laptop is $5 and the replacement cost is $600. Patrons under 18 must have a permission slip signed by a parent/guardian. Laptops are available for check out at the Help Desk.

**Digital History Project: Tornado Anniversary**

After an article in the *Cedar Rapids Gazette*, as well as *The Window*, the library's newsletter, calling for images of Iowa City's 2006 tornado damage, we've received a fantastic response. The community shared 2,000 images with us. We are currently sorting through the images and planning interesting ways to share the photographs with the community, both through online exhibits and printed displays. The exhibits, as well as the photographs themselves, will be available on the *Digital History Project* (history.icpl.org) website in April, in time for the ten-year anniversary of the tornado. Thank you to everyone who has contributed.

[1] Both statistics from "U.S. Smartphone Use in 2015" from the Pew Research Center. April 1, 2015: http://www.pewinternet.org/2015/04/01/us-smartphone-use-in-2015/

[2] See Sarah Halzack's article "Want to apply for a job from your smartphone? It may not be easy" in the Washington Post. April 17, 2013: https://www.washingtonpost.com/business/on-it/want-to-apply-for-a-job-from-your-smartphone-it-may-not-be-easy/2013/04/16/ca3a2698-a44f-11e2-9c03-6952ff305f35_story.html

# INFORMATION TECHNOLOGY REPORT TO LIBRARY BOARD February, 2016)

**Brent Palmer, IT Coordinator**

## Tune It Up!

As part of ICPL's year-long Music is the Word program, we have commissioned a new game for Mabel the Table in the Children's room, called "Tune It Up!" It was developed by Virtually Competent, a local independent gaming company. This group created one of the original games for the table called Ship Shape. Virtually Competent teamed up with a local musician to build a musically-themed game for the table. In this game, multiple players can contribute to a looping composition. The game features 3 different themes that cater to different tastes: Garden, Space, and Cookies. For example, in the garden theme, players plant various seeds that turn into musical flowers in the garden. Each type of flower is a different instrument or tone. It is a cooperative game; anyone can step up and help with the composition. There are no winners or losers. Tune It Up! also features a mini-game within each theme. For example, the garden has an infestation of moles that can be whacked and the space theme has asteroids that have to be destroyed. Also each theme has a character that can speed the tempo up or slow it down.

## Patron Help

One aspect of designing the Virtual Branch is improving online communication between patrons and staff. We've been working on a system managing this communication. Specifically the goals are:

- Make communication by patrons easy and intuitive. This includes asking for help, making suggestions, virtual reference, and even complaints.
- Set up a system to monitor patron communication for tracking trends and feedback for all virtual services
- Streamline workflows for staff who regularly respond to patron communication

Last year, we identified a number of key features we wanted in such a system, tried out several different products and finally settled on one software tool. During the month of January, we started a pilot project in which we added several "channels" of communication. Examples of channels are:

- Social media (Facebook posts and tweets)
- Emailed questions about meeting rooms and events
- Online chat for reference
- Form for purchase suggestions

The software tool consolidates all those channels into one interface allowing the staff to collaborate on providing answers and help. The software also includes a "knowledge base" component. This is a simple database of answers to common questions or often used explanations. This knowledge base can be used by staff to answer questions or added to pages on the website. The January pilot project was designed to figure out how to optimize the software for our needs and allow staff to get used to it. In the coming months we will gradually add other channels and workflows to the system.

**Development Office Report**
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
February 25, 2016

**Huge Book Sale**
Saturday, February 27, 2016
10 a.m. - 3 p.m.
Meeting Room A

A new sales strategy will be featured at the upcoming book sale in the library meeting rooms. Instead of paying a set price, customers will be asked to pay what they want for the books they buy.

With tremendous success, several libraries switched to this "donation based sale" approach in recent years including the West Branch Public Library. Its first donation based sale brought in three times the usual amount (a 200% increase), and this past December, income increased by 265%.

The idea was shared in the report on "The Survey of Public Library Book Sales Practices" 2014 by Primary Research Group Inc. I participated in the survey on behalf of ICPL and answered many questions related to how we handle discarded and donated books, how sales work, which genres sell best and at what prices. As noted, one library witnessed a dramatic increase in sales when it stopped charging specific prices in favor of allowing customers to decide how much they wanted to donate to the library.

Book End meeting room sale profits have stagnated over the past few years and we appreciate the Book End Committee's willingness to try something new. Come check it out! We will have many children's books, young adult books, recently released fiction and nonfiction, and audiobooks. Most are discards which means the books are no longer being borrowed as often they were and the library is making room for new titles.

**Save the Date for Looking Forward**
Sunday, May 8, 2016
6 p.m. - 8 p.m.
Meeting Room A

Make plans to enjoy an evening with other library friends steeped in Duke Ellington's jazz. The planning committee promises a very memorable experience. More details soon!

**Love Your Library**
It is Love Your Library month. During February, special "Blind Date with a Book" and "Blind Date with an Album" projects are underway. They have been well received by adventurous patrons who are taking a chance by borrowing a book or CD without knowing anything more about it than a clever clue written on the front of its white paper wrapping.

Join us in showing how much you appreciate such creativity with a contribution to the Friends Foundation
https://icplff.ejoinme.org/loveyourlibrary

**Upcoming Events**
- Saturday, February 27: Book Sale in Meeting Room A, 10 a.m.-3 p.m.
- Wednesday, April 6: ICPLFF Board of Directors meeting
- Sunday, May 8: ICPLFF Looking Forward fundraising event, 6-8 p.m.
- Wednesday, June 1: ICPLFF Board of Directors meeting

By Brian Visser, Teen Services Librarian at the Iowa City Public Library

My wife got me a really good Christmas present this year. Advent calendars are a staple in our home during the holiday season. Our kids get a piece of chocolate every day and a felt camel, angel or something to decorate a nativity scene. My wife, knowing I love beer, got me 24 different kinds of beer. It felt wrong to think of it as Advent beer, so I christened it "24 days of Beer-mas."

Even though I enjoy beer, I don't know much about it. I go on websites like BeerAdvocate.com to try and find a beer I might like. I go strictly by the rating because I could never make much of the reviews. They'd say things like "Hops arrive in a blended fashion and never really separate, although orange is noticeable from the middle on." I wished that I knew more about beer, and my wife was aware of that, so she also got me "The Beer Bible" by Jeff Alworth and a journal to write my impressions of each beer.

"The Beer Bible" is a great book, especially if you don't anything about beer and you want to know everything. This thick tome (644 pages!) covers the history of beer, how beer is made, and how to taste beer like a brewer. It has substantial sections covering four general types of beer—Ales, Wheat Beers, Lagers, and Tart and Wild Ales. From there, they're broken down into styles, and the origin and evolution of each is explored. There's a recommend beers portion for each style, and, unfortunately, I've never seen many that he writes about available in Iowa City. I guess that's more my problem than a shortcoming of the book. Alworth writes in a clear, conversational way that makes even the driest of topics easy to read. I already feel like I've learned a lot, like, now I know what brettanomyces is.

As I browsed the Iowa City Public Library's beer book section—641.23—I found titles that offered similar information to "The Beer Bible" (which the Library has for you to check out) but presented it in a different way. One such book was "The Complete Beer Course" by Joshua M. Bernstein. The big difference that's immediately noticeable is that, while "The Beer Bible" is a black-and-white affair with dashes of red, "The Complete Beer Course" is in glorious full color. It's a large format book, so it's easier to casually flip through and find a section to read. The beers Bernstein recommends are also more readily available in the area, so it has that going for it. Bernstein has a fun, friendly style of writing which makes this another easy pick.

I highly recommend both of these titles if you're wanting to learn more about the world's greatest beverage. Just so you know, Founder's Red's Rye IPA is a personal favorite of mine, but I have trouble finding it. If you see it on the shelf, feel free to pick me up a six-pack.

By Kara Logsden, Community and Access Services Coordinator at the Iowa City Public Library

February is LOVE YOUR LIBRARY month at the Iowa City Public Library. Because love is in the air I thought I'd share some of the books I've recently loved.

"The Little Paris Bookshop" by Nina George is the story about Monsieur Perdu, a "Literary Apothecary" who, from his floating barge in the Seine, prescribes books as an antidote to life's heartaches. Although he has the ability to mend the hearts of his dedicated customers, Perdu cannot mend his own heart until he departs on a mission to the South of France to confront his life and love.

"The Badlands" by C.J. Box healed my aching mystery heart after Box eliminated my favorite character, Cody Hoyt, in the second book in the "Back of Beyond" series, "The Highway." I was mad at Box, but because he redeemed himself in "The Badlands," I'm willing to forgive and forget. Cassie Dewell emerges as a new protagonist who can hold her own. I guess Box had to give her a chance and needed a couple novels to write his way there. I look forward to the next book in the series!

"Our Souls at Night" by Kent Haruf is a beautiful, lyrical final novel from this 1973 graduate of the Iowa Writer's Workshop who died in 2014. I love Haruf's novels. They are set in Eastern Colorado and have a strong sense of place. Haruf develops his characters in a way that brings them alive and he has a gift of writing about the complexities of human relationships. "Our Souls at Night" is a testament to Haruf's writing and my heart is sad because there will be no more books from this wonderful author.

"Circling the Sun" by "The Paris Wife" author Paula McLain transports the reader to colonial Kenya in the 1920's. McLain's fictionalized story is based on the real life of aviator Beryl Markham. Markham, abandoned by her mother when a child and by her father when she was a teenager, struggles to find her path. Ultimately Denys Finch Hatton helps her navigate life and love. Fans of Isak Dinesen will recognize the characters and setting.

Thanks to Music is the Word, the Library's ongoing celebration of concerts and programming to welcome the University of Iowa School of Music to downtown Iowa City, I've fallen in love with music from some local musicians. My favorite discovery is the music from one of my high school classmates, Scott Cochran, and his bands Flannel and Slewgrass. I also have enjoyed Kol Shira, comprised of wonderful women musicians

All of this music can be found online in the Library's Local Music Project (music.icpl.org) and in the CD music collection. For more information about Music is the Word and future programs, visit www.icpl.org/mitw for a full schedule.

If you are looking for love, stop by the Library. There's a lot to love at Iowa City Public Library!

The Daily Iowan
NEWSPAPER · ONLINE · TELEVISION

> Metro

DI Editor -Feb 18, 2016

# BOOKMOBILE TO ROLL INTO IC

By Savannah Guyer

savannah-guyer@uiowa.edu

A library on wheels will make its way to the Iowa City streets.

The Iowa City City Council on Tuesday authorized the bookmobile, a vehicle that could hold thousands of books and travel to various parts of Iowa City numerous times a week.

The authorization included the purchase of the vehicle as well as the annual funding, which will be just under $100,000 annually to cover on-going costs, such as maintenance.

"We were really happy to be supportive of their ideas and to increase the services of the community," said City Councilor Rockne Cole. "We're very excited about it. It allows the full capacity of the library to be used. We're very pleased with our decision."

Iowa City Public Library Board President Robin Paetzold said the library is thrilled with the decision.

"We are happy that the City Council held this as a priority," she said. "We are very appreciative of the opportunity to gift the communities within Iowa City that felt isolated with this wonderful service."

Public Library Director Susan Craig said the idea to start the bookmobile came out of the last strategic planning process.

The library created focus groups and undertook community surveys. Accessibility of the Public Library was the biggest challenge for the local population.

"A lot of things we learned is that access to the downtown library is limited," Craig said. "There is very limited parking spaces around our library and transportation is an issue for some of our members, we thought a good solution to this was to have a bookmobile."

The library has a five-year strategic plan to implement both a virtual library and a bookmobile but decided to push the latter forward.

"We are asking the City Council for a full-time staff person to help us run the bookmobile, we plan on having two people in the vehicle at a time," Craig said. "We hope to make two to four stops a day, four days a week at places we know are underserved."

Kara Logsden, the library community and access services coordinator, said the bookmobile will hopefully promote yearlong reading.

"In the summertime, we hope to focus on children," Logsden said. "There's a big push for keeping children reading, and doing so at an appropriate grade level. We want to be there for children who need help reading or have barriers getting to us."

Craig said the bookmobile would have a large inventory of children's books in hopes of promoting literacy and library memberships among children.

Agenda Item 6E-3

# Library requests funds to sniff out bedbugs

## Specially trained Labrador makes rounds monthly after parasites were found in folds of a couch

1 DUBUQUE — Dubuque officials have asked for increased funding to continue bringing a dog to sniff out bedbugs at a public library.

The Telegraph Herald reports that a specially trained Labrador named Cooper has been sniffing Carnegie-Stout Public Library monthly since bedbugs were discovered in the folds of a couch in October.

Library officials have requested $5,400 in the budget for the fiscal year beginning July 1 to continue the inspections. City Manager Mike Van Milligen is recommending approval.

Library Director Susan Henricks says a patron spotted the parasite. Staff removed two couches and hundreds of newspapers, a small section of the library closed down for a week, and the area was professionally treated.

Cooper and Orkin, a pest control company, conduct monthly inspections while library staffers perform weekly inspections.

Orkin Dubuque Branch Manager Jamie Karls said Cooper works with a handler trained to locate bedbugs based on the likelihood of where they would be hiding, such as in cracks and crevices, in furniture seams, and in between walls and wood trim.

"The dog has never found any evidence of bed bugs and (we) remain confident the library remains bed bug-free and has been since this isolated incident," Henricks said. "People have been scared off from the library and there is no need to be."

Library workers have also been trained to spot and treat bedbugs. The library spent about $1,500 to purchase inspection kits and a steamer to treat library furniture. Henricks says leaders also purchased a heat-treatment box that bakes any bedbugs found in library books but doesn't damage the materials.

"Library patrons should feel comfortable and confident to come to the library," said library board President Jenny Weiss. "Since (October) there has been no resurgence — no other incidents of bedbugs — and that's in large part due to the diligence of library staff."

— *Associated Press*

## MasterCard Report

08-Jan-16

| Vendor | Dept | Expense | Description | Amount |
|---|---|---|---|---|
| Adobe | 10550140 | 444080 | Software Repair & Maintenance Services | $575.64 |
| Amazon.com | 10550110 | 469320 | Miscellaneous Supplies | $114.20 |
| American Airlines | 10550110 | 436030 | Transportation | $1,441.60 |
| Art Mission | 10550420 | 477150 | Art Reproductions | $500.00 |
| Art Mission | 10550430 | 477150 | Art Reproductions | $532.23 |
| Bread Garden | 10550420 | 469360 | Food and Beverages | $8.69 |
| CVS Pharmacy | 10550110 | 469320 | Miscellaneous Supplies | $7.48 |
| Delta Airlines | 10550110 | 436030 | Transportation | $902.40 |
| Demco | 10550159 | 469320 | Miscellaneous Supplies | $322.22 |
| Global Industries | 10550110 | 469320 | Miscellaneous Supplies | $30.25 |
| Glow With Us | 10550152 | 469320 | Miscellaneous Supplies | $283.50 |
| Hy-Vee | 10550110 | 469360 | Food and Beverages | $122.00 |
| ICDD | 10550110 | 469370 | Paper Products/Certificate/Prizes | $88.00 |
| LL Bean | 10550159 | 469320 | Miscellaneous Supplies | $615.84 |
| Menards | 10550121 | 442010 | Bldg Rep & Maint | $108.55 |
| National Braille Press | 10550210 | 477020 | Books (Cat/Circ) | $64.90 |
| Office Max | 10550320 | 455010 | Printing or Graphic Supplies | $489.66 |
| Office Max | 10550140 | 455010 | Printing or Graphic Supplies | $184.68 |
| Office Max | 10550110 | 455090 | Paper | $150.50 |
| Office Max | 10550110 | 469320 | Miscellaneous Supplies | $34.40 |
| Oriental Trading Co | 10550152 | 469320 | Miscellaneous Supplies | $35.94 |
| Oriental Trading Co | 10550152 | 469370 | Paper Products/Certificate/Prizes | $32.97 |
| Paul's Discount | 10550152 | 469320 | Miscellaneous Supplies | $24.47 |
| Paypal | 10550140 | 444080 | Software Repair & Maintenance Services | $19.20 |
| Quality Unit | 10550140 | 455110 | Software | $1,800.00 |
| RSVP | 10550110 | 469370 | Paper Products/Certificate/Prizes | $33.00 |
| Silver Spider | 10550110 | 469320 | Miscellaneous Supplies | $236.65 |
| SING | 10550110 | 449280 | Miscellaneous Services & Charges | $400.00 |
| Staples | 10550110 | 469320 | Miscellaneous Supplies | $160.24 |
| Wal-Mart | 10550152 | 469320 | Miscellaneous Supplies | $87.28 |
| Wal-Mart | 10550152 | 469360 | Food and Beverages | $16.09 |
| Zephyr | 10550152 | 469320 | Miscellaneous Supplies | $65.25 |
| Zephyr | 10550110 | 455090 | Paper | $16.00 |

**Grand Total** $9,503.83

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| 10550110 | | Library Administration | | | | | |
| 1000-10-25-550-550100-550110-000-0000-435055- | | | Postage and Stamps | | | | |
| 010468 U S POST OFFICE ACCT | 011516 | | 2016 7 INV P | 10,000.00 | 012916 | 152897 | Admin/Mail Meter Re |
| | | | ACCOUNT TOTAL | 10,000.00 | | | |
| 1000-10-25-550-550100-550110-000-0000-435057- | | | Couriers | | | | |
| 010473 UNITED PARCEL SERVIC | 000068774R525 | | 2016 7 INV P | 19.45 | 011516 | 151995 | Admin/Outbound Ship |
| | | | ACCOUNT TOTAL | 19.45 | | | |
| 1000-10-25-550-550100-550110-000-0000-438130- | | | Cell Phone Service | | | | |
| 010482 VERIZON WIRELESS | 9757288211 | | 2016 7 INV P | 40.01 | 011516 | 152055 | Admin/Monthly Charg |
| 010482 VERIZON WIRELESS | 9758924248 | | 2016 7 INV P | 40.01 | 020516 | 153157 | AD/monthly broadban |
| | | | | 80.02 | | | |
| 010631 MEDIACOM | 121415 | | 2016 7 INV P | 299.95 | 011516 | 151912 | Admin/Monthly Charg |
| 010889 U S CELLULAR | 0117801617 | | 2016 7 INV P | 150.04 | 020516 | 153131 | Admin/Monthly Servi |
| | | | ACCOUNT TOTAL | 530.01 | | | |
| 1000-10-25-550-550100-550110-000-0000-443020- | | | Office Equipment R&M Services | | | | |
| 010522 COPY SYSTEMS INC | IN219259 | | 2016 7 INV P | 64.50 | 011516 | 151845 | Admin/Mail Machine |
| 011736 KONICA MINOLTA BUSIN | 237593019 | | 2016 7 INV P | 609.17 | 012216 | 152143 | Admin/Konica Minolt |
| 011736 KONICA MINOLTA BUSIN | 237708957 | | 2016 7 INV P | 88.50 | 012916 | 152805 | Admin/Quarterly Mai |
| | | | | 697.67 | | | |
| | | | ACCOUNT TOTAL | 762.17 | | | |
| 1000-10-25-550-550100-550110-000-0000-449060- | | | Dues & Memberships | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 270.00 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 270.00 | | | |
| 1000-10-25-550-550100-550110-000-0000-449160- | | | Other Rentals | | | | |
| 011898 MAILFINANCE | H5715213 | | 2016 7 INV P | 807.28 | 012916 | 152815 | Admin/Mail Machine |
| | | | ACCOUNT TOTAL | 807.28 | | | |
| 1000-10-25-550-550100-550110-000-0000-449260- | | | Parking | | | | |
| 000111 HOLSTEIN, ROBERTA | 010416 | | 2016 7 INV P | 25.00 | 011516 | 151901 | Admin/RHolstein Vol |
| 000111 BARNHART, JOEL | 011316 | | 2016 7 INV P | 23.55 | 012916 | 152812 | Admin/JBarnhart Vol |
| 000111 JACKSON, VALERIE | 122915 | | 2016 7 INV P | 18.00 | 011516 | 151902 | Admin/VJackson Vol. |
| 000111 HOLSTEIN, ROBERTA | 123115 | | 2016 7 INV P | 24.00 | 011516 | 151900 | Admin/RHolstein Vol |
| 000111 CAPLAN, TERRI | 152016 | | 2016 7 INV P | 6.00 | 011516 | 151899 | Admin/TCaplan Vol. |
| | | | | 96.55 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | | | ACCOUNT TOTAL | 96.55 | | | |
| 1000-10-25-550-550100-550110-000-0000-452010- | | | Office Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 26.35 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 26.35 | | | |
| 1000-10-25-550-550100-550110-000-0000-455010- | | | Printing & Graphic Supplies | | | | |
| 010050 TRU ART | MITW55014 | | 2016 7 INV P | 1,062.00 | 012216 | 152207 | Admin/3000 MITW Bro |
| | | | ACCOUNT TOTAL | 1,062.00 | | | |
| 1000-10-25-550-550100-550110-000-0000-455090- | | | Paper | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 103.72 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 103.72 | | | |
| 1000-10-25-550-550100-550110-000-0000-469320- | | | Miscellaneous Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 71.42 | 020516 | 153137 | EMiller/MasterCard |
| 010522 COPY SYSTEMS INC | IN220234 | | 2016 7 INV P | 20.60 | 011516 | 151845 | Admin/Mail Meter Ta |
| 010522 COPY SYSTEMS INC | IN220345 | | 2016 7 INV P | 65.00 | 011516 | 151845 | Admin/Mail Meter Ta |
| | | | | 85.60 | | | |
| 012264 MAILBOXES OF IOWA CI | 123115 | | 2016 7 INV P | 55.12 | 011516 | 151907 | Admin/Bubble Mailer |
| | | | ACCOUNT TOTAL | 212.14 | | | |
| 1000-10-25-550-550100-550110-000-0000-469360- | | | Food and Beverages | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 5.46 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 5.46 | | | |
| | | | ORG 10550110 TOTAL | 13,895.13 | | | |
| 10550121 | | Library Bldg Maint - Public | | | | | |
| 1000-10-25-550-550100-550120-131-0000-438030- | | | Electricity | | | | |
| 010319 MIDAMERICAN ENERGY | 20160104093818 | | 2016 7 DIR P | 5,335.42 | W010416 | 181 | MidAmBilling 010420 |
| | | | ACCOUNT TOTAL | 5,335.42 | | | |
| 1000-10-25-550-550100-550120-131-0000-438070- | | | Heating Fuel/Gas | | | | |
| 010319 MIDAMERICAN ENERGY | 20160104093818 | | 2016 7 DIR P | 1,498.48 | W010416 | 181 | MidAmBilling 010420 |
| 010319 MIDAMERICAN ENERGY | 630320116 | | 2016 7 INV P | 11.08 | 012916 | 152825 | FAC/Basic Service C |
| | | | | 1,509.56 | | | |
| | | | ACCOUNT TOTAL | 1,509.56 | | | |
| 1000-10-25-550-550100-550120-131-0000-438100- | | | Refuse Collection Charges | | | | |
| 011001 ABC DISPOSAL SYSTEMS | 825892 | | 2016 7 INV P | 118.45 | 012216 | 152065 | Pickup and Disposal |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | | | ACCOUNT TOTAL | 118.45 | | | |
| 1000-10-25-550-550100-550120-131-0000-442010- | | | Other Building R&M Services | | | | |
| 010392 RMB CO INC | 27805 | | 2016 7 INV P | 525.32 | 012216 | 152182 | FAC/Exhaust Fan Mot |
| 010450 SWANSON GENTLEMAN HA | 0030517-IN | | 2016 7 INV P | 614.00 | 011516 | 151981 | FAC/Modernfold Part |
| 010981 JOE'S QUALITY WINDOW | 14038 | | 2016 7 INV P | 140.00 | 011516 | 151893 | FAC/Lower Outside W |
| 010981 JOE'S QUALITY WINDOW | 14460 | | 2016 7 INV P | 140.00 | 011516 | 151893 | FAC/Lower Outside W |
| | | | | 280.00 | | | |
| | | | ACCOUNT TOTAL | 1,419.32 | | | |
| 1000-10-25-550-550100-550120-131-0000-442020- | | | Structure R&M Services | | | | |
| 010392 RMB CO INC | 27624 | | 2016 7 INV P | 1,363.00 | 011516 | 151969 | FAC/HVAC Quarterly |
| 012238 OTIS ELEVATOR COMPAN | CER05335C15 | | 2016 7 INV P | 150.00 | 012216 | 152170 | Elevator Service an |
| 012238 OTIS ELEVATOR COMPAN | CER65336C15 | | 2016 7 INV P | 175.00 | 011516 | 151936 | Elevator Service an |
| | | | | 325.00 | | | |
| | | | ACCOUNT TOTAL | 1,688.00 | | | |
| 1000-10-25-550-550100-550120-131-0000-442030- | | | Heating Equipment R&M Services | | | | |
| 010392 RMB CO INC | 27921 | | 2016 7 INV P | 910.91 | 020516 | 153104 | FS/water leak pipin |
| | | | ACCOUNT TOTAL | 910.91 | | | |
| 1000-10-25-550-550100-550120-131-0000-442040- | | | Cooling Equipment R&M Services | | | | |
| 010392 RMB CO INC | 27625 | | 2016 7 INV P | 725.68 | 011516 | 151969 | FAC/Control Board M |
| | | | ACCOUNT TOTAL | 725.68 | | | |
| 1000-10-25-550-550100-550120-131-0000-445030- | | | Nursery Srvc-Lawn & Plant Care | | | | |
| 010181 GREENERY DESIGNS | 1780 | | 2016 7 INV P | 67.00 | 012216 | 152122 | FAC/Interior Plants |
| | | | ACCOUNT TOTAL | 67.00 | | | |
| 1000-10-25-550-550100-550120-131-0000-449055- | | | Permitting Fees | | | | |
| 010262 IOWA WORKFORCE DEVEL | 38382 | | 2016 7 INV P | 175.00 | 012916 | 152793 | Permit and Inspecti |
| 010262 IOWA WORKFORCE DEVEL | 38383 | | 2016 7 INV P | 175.00 | 012916 | 152793 | Permit and Inspecti |
| | | | | 350.00 | | | |
| | | | ACCOUNT TOTAL | 350.00 | | | |
| 1000-10-25-550-550100-550120-131-0000-449160- | | | Other Rentals | | | | |
| 010627 CINTAS CORPORATION | 342540365 | | 2016 7 INV P | 123.00 | 011516 | 151842 | FAC/Cleaning Suppli |
| 010627 CINTAS CORPORATION | 342543759 | | 2016 7 INV P | 123.00 | 012916 | 152740 | FAC/Cleaning Suppli |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | | | | 246.00 | | | |
| | | | ACCOUNT TOTAL | 246.00 | | | |
| 1000-10-25-550-550100-550120-131-0000-452030- | | | Minor Office Equip/Furniture | | | | |
| 010510 DEMCO INC | 5778619 | | 2016 7 INV P | 3,150.00 | 020516 | 153008 | FS/16 library carts |
| | | | ACCOUNT TOTAL | 3,150.00 | | | |
| 1000-10-25-550-550100-550120-131-0000-452040- | | | Sanitation & Indust Supplies | | | | |
| 010290 LENOCH AND CILEK ACE | 356601 | | 2016 7 INV P | 81.93 | 012216 | 152147 | FAC/Gallon Containe |
| 010290 LENOCH AND CILEK ACE | 356703 | | 2016 7 INV P | 1,053.09 | 012216 | 152147 | FAC/Towels, Hand So |
| | | | | 1,135.02 | | | |
| 010570 CENTRAL IOWA DISTRIB | 131394 | | 2016 7 INV P | 254.80 | 012216 | 152084 | FAC/Proforce Vac Ba |
| 010627 CINTAS CORPORATION | 342540365 | | 2016 7 INV P | 149.69 | 011516 | 151842 | FAC/Cleaning Suppli |
| 010627 CINTAS CORPORATION | 342543759 | | 2016 7 INV P | 108.81 | 012916 | 152740 | FAC/Cleaning Suppli |
| | | | | 258.50 | | | |
| | | | ACCOUNT TOTAL | 1,648.32 | | | |
| 1000-10-25-550-550100-550120-131-0000-466040- | | | Plumbing Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820160771 | | 2016 7 INV P | 143.93 | 020516 | 153136 | BGehrke/MasterCard |
| | | | ACCOUNT TOTAL | 143.93 | | | |
| 1000-10-25-550-550100-550120-131-0000-466050- | | | Electrical Supplies | | | | |
| 011399 ELECTRIC EQUIPMENT S | 5124 | | 2016 7 INV P | 143.52 | 020516 | 153013 | FS/48 westinghouse |
| | | | ACCOUNT TOTAL | 143.52 | | | |
| 1000-10-25-550-550100-550120-131-0000-469320- | | | Miscellaneous Supplies | | | | |
| 012940 TRAF-O-TERIA SYSTEM | 15639 | | 2016 7 INV P | 217.12 | 012916 | 152891 | Library tickets |
| | | | ACCOUNT TOTAL | 217.12 | | | |
| | | | ORG 10550121 TOTAL | 17,673.23 | | | |
| 10550122 | | Library Bldg Maint - Commercia | | | | | |
| 1000-10-25-550-550100-550120-132-0000-435060- | | | Legal Publications | | | | |
| 010238 IOWA CITY PRESS CITI | 2598991 | | 2016 7 INV P | 10.66 | 011516 | 151888 | Publications 11/30/ |
| | | | ACCOUNT TOTAL | 10.66 | | | |
| 1000-10-25-550-550100-550120-132-0000-442020- | | | Structure R&M Services | | | | |
| 012238 OTIS ELEVATOR COMPAN | CER05335C15 | | 2016 7 INV P | 150.00 | 012216 | 152170 | Elevator Service an |
| | | | ACCOUNT TOTAL | 150.00 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| 1000-10-25-550-550100-550120-132-0000-449055- | | | Permitting Fees | | | | |
| 010262 IOWA WORKFORCE DEVEL | 38381 | | 2016 7 INV P | 175.00 | 012916 | 152793 | Permit and inspecti |
| | | | ACCOUNT TOTAL | 175.00 | | | |
| 1000-10-25-550-550100-550120-132-0000-449160- | | | Other Rentals | | | | |
| 010627 CINTAS CORPORATION | 342540366 | | 2016 7 INV P | 55.57 | 011516 | 151842 | FAC/4x6 Gray Mat |
| 010627 CINTAS CORPORATION | 342543760 | | 2016 7 INV P | 55.57 | 012916 | 152740 | FAC/4x6 Gray Mat Re |
| | | | | 111.14 | | | |
| | | | ACCOUNT TOTAL | 111.14 | | | |
| | | | ORG 10550122 TOTAL | 446.80 | | | |
| 10550140 | | | Library Computer Systems | | | | |
| 1000-10-25-550-550100-550140-000-0000-432060- | | | Consultant Services | | | | |
| 010525 ENCOMPASS IOWA LLC | 5980 | | 2016 7 INV P | 877.50 | 011516 | 151861 | FAC/IT Essential Se |
| | | | ACCOUNT TOTAL | 877.50 | | | |
| 1000-10-25-550-550100-550140-000-0000-438140- | | | Internet Fees | | | | |
| 010631 MEDIACOM | 012716 | | 2016 7 INV P | 299.95 | 020516 | 153066 | IT/Bus ultra monthl |
| 011937 ALLIANCE CONNECT | 0789005209.2016.01 | | 2016 7 INV P | 851.00 | 011516 | 151818 | Internet Services |
| 013770 SOUTH SLOPE COOPERAT | 01012016 | | 2016 7 INV P | 165.41 | 011516 | 151975 | IT/Internet Service |
| | | | ACCOUNT TOTAL | 1,316.36 | | | |
| 1000-10-25-550-550100-550140-000-0000-444080- | | | Software R&M Services | | | | |
| 010475 UNIVERSITY OF IOWA C | 20820160250 | | 2016 7 INV P | 1,020.11 | 020516 | 153138 | BPalmer/MasterCard |
| 012215 FOUR WINDS INTERACTI | SIN084806 | | 2016 7 INV P | 320.13 | 011516 | 151866 | IT/Content Player L |
| | | | ACCOUNT TOTAL | 1,340.24 | | | |
| 1000-10-25-550-550100-550140-000-0000-452010- | | | Office Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 20820160250 | | 2016 7 INV P | 11.02 | 020516 | 153138 | BPalmer/MasterCard |
| | | | ACCOUNT TOTAL | 11.02 | | | |
| 1000-10-25-550-550100-550140-000-0000-455010- | | | Printing & Graphic Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 15.53 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 15.53 | | | |
| 1000-10-25-550-550100-550140-000-0000-455110- | | | Software | | | | |
| 010475 UNIVERSITY OF IOWA C | 20820160250 | | 2016 7 INV P | 17.99 | 020516 | 153138 | BPalmer/MasterCard |
| | | | ACCOUNT TOTAL | 17.99 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| 1000-10-25-550-550100-550140-000-0000-455120- | | | Misc Computer Hardware | | | | |
| 010475 UNIVERSITY OF IOWA C | 20820160250 | | 2016 7 INV P | 681.49 | 020516 | 153138 | BPalmer/MasterCard |
| | | | ACCOUNT TOTAL | 681.49 | | | |
| | | | ORG 10550140 TOTAL | 4,260.13 | | | |
| 10550151 | | Lib Public Services - Adults | | | | | |
| 1000-10-25-550-550100-550150-351-0000-445140- | | | Outside Printing | | | | |
| 010373 PIP PRINTING | 89437 | | 2016 7 INV P | 22.19 | 012216 | 152177 | AS/500 Interlibrary |
| 010373 PIP PRINTING | 89595 | | 2016 7 INV P | 11.42 | 020516 | 153089 | AS/ILL borrowing sl |
| 010373 PIP PRINTING | WRPMITW89573 | | 2016 7 INV P | 96.89 | 012916 | 152860 | Udgift&AS/WRP Bingo |
| | | | | 130.50 | | | |
| | | | ACCOUNT TOTAL | 130.50 | | | |
| 1000-10-25-550-550100-550150-351-0000-445250- | | | Inter-Library Loans | | | | |
| 014100 DORDT COLLEGE INC | 22930 | | 2016 7 INV P | 26.50 | 020516 | 153009 | AS/ILL replacement |
| | | | ACCOUNT TOTAL | 26.50 | | | |
| 1000-10-25-550-550100-550150-351-0000-469320- | | | Miscellaneous Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 INV P | 5.58 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | 5.58 | | | |
| | | | ORG 10550151 TOTAL | 162.58 | | | |
| 10550152 | | Lib Public Services - Children | | | | | |
| 1000-10-25-550-550100-550150-352-0000-445140- | | | Outside Printing | | | | |
| 010373 PIP PRINTING | 88962 | | 2016 7 INV P | 152.96 | 011516 | 151942 | CHI/1000 Staff Book |
| 010373 PIP PRINTING | 89549 | | 2016 7 INV P | 20.85 | 012216 | 152177 | CHI/1 Sign 17x21.5 |
| | | | | 173.81 | | | |
| | | | ACCOUNT TOTAL | 173.81 | | | |
| 1000-10-25-550-550100-550150-352-0000-469320- | | | Miscellaneous Supplies | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820160235 | | 2016 7 INV P | 72.40 | 020516 | 153135 | APilkington/MasterC |
| 010529 FIRED UP IOWA CITY I | 01182016 | | 2016 7 INV P | 204.00 | 020516 | 153018 | CH/Tween painting b |
| | | | ACCOUNT TOTAL | 276.40 | | | |
| 1000-10-25-550-550100-550150-352-0000-469360- | | | Food and Beverages | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820160235 | | 2016 7 INV P | 56.10 | 020516 | 153135 | APilkington/MasterC |
| | | | ACCOUNT TOTAL | 56.10 | | | |
| | | | ORG 10550152 TOTAL | 506.31 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| 10550159 | | | Lib Public Srvs-Comm Access | | | | |
| 1000-10-25-550-550100-550150-359-0000-435059- | | | Advertising | | | | |
| 010238 IOWA CITY PRESS CITI | MITW0002598751 | | 2016 7 INV P | 200.00 | 012216 | 152132 | CAS/MITW Advertisem |
| 011328 LITTLE VILLAGE MAGAZ | 2662 | | 2016 7 INV P | 45.00 | 020516 | 153064 | CAS/Co-op B/w |
| | | | ACCOUNT TOTAL | 245.00 | | | |
| 1000-10-25-550-550100-550150-359-0000-445140- | | | Outside Printing | | | | |
| 010373 PIP PRINTING | 89439 | | 2016 7 INV P | 136.20 | 011516 | 151942 | CAS/3 Posters:What |
| 010373 PIP PRINTING | 89550 | | 2016 7 INV P | 37.00 | 012216 | 152177 | CAS/1000 At Home Re |
| 010373 PIP PRINTING | 89599 | | 2016 7 INV P | 22.50 | 020516 | 153089 | CAS/500 Gift Letter |
| 010373 PIP PRINTING | 89641 | | 2016 7 INV P | 13.50 | 020516 | 153089 | CAS/300 volunteer a |
| | | | | 209.20 | | | |
| | | | ACCOUNT TOTAL | 209.20 | | | |
| 1000-10-25-550-550100-550150-359-0000-469320- | | | Miscellaneous Supplies | | | | |
| 013598 AFRICAN AMERICAN MUS | 10092015 | | 2016 7 INV P | 25.00 | 011516 | 151813 | CAS/Buxton Travelin |
| | | | ACCOUNT TOTAL | 25.00 | | | |
| | | | ORG 10550159 TOTAL | 479.20 | | | |
| 10550160 | | | Library Collection Services | | | | |
| 1000-10-25-550-550100-550160-000-0000-445270- | | | Library Material R&M Services | | | | |
| 010509 BAKER & TAYLOR INC C | 2031495992 | | 2016 7 INV P | 21.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031495998 | | 2016 7 INV P | 12.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031496152 | | 2016 7 INV P | 4.50 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031496247 | | 2016 7 INV P | 15.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501437 | | 2016 7 INV P | 18.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501494 | | 2016 7 INV P | 10.50 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501546 | | 2016 7 INV P | 9.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501833 | | 2016 7 INV P | 12.00 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501894 | | 2016 7 INV P | 28.50 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031512149 | | 2016 7 INV P | 31.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031533428 | | 2016 7 INV P | 181.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542455 | | 2016 7 INV P | 9.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542478 | | 2016 7 INV P | 28.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542545 | | 2016 7 INV P | 94.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542561 | | 2016 7 INV P | 82.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031550930 | | 2016 7 INV P | 9.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031551410 | | 2016 7 INV P | 6.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031559838 | | 2016 7 INV P | 42.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572692 | | 2016 7 INV P | 33.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572709 | | 2016 7 INV P | 16.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572742 | | 2016 7 INV P | 6.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572890 | | 2016 7 INV P | 6.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582560 | | 2016 7 INV P | 42.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582567 | | 2016 7 INV P | 9.00 | 012916 | 152728 | LIBRARY MATERIALS |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 010509 BAKER & TAYLOR INC C | 2031582690 | | 2016 7 | INV | P | 34.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582898 | | 2016 7 | INV | P | 81.00 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582918 | | 2016 7 | INV | P | 7.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582923 | | 2016 7 | INV | P | 13.50 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582998 | | 2016 7 | INV | P | 87.00 | 012916 | 152728 | LIBRARY MATERIALS |
| | | | | | | 951.00 | | | |
| 010551 RECORDED BOOKS LLC | 75215096 | | 2016 7 | INV | P | 7.95 | 011516 | 151964 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 958.95 | | | |
| 1000-10-25-550-550100-550160-000-0000-469110- | | | Misc Processing Supplies | | | | | | |
| 010509 BAKER & TAYLOR INC C | B539379DM | | 2016 7 | INV | P | 657.25 | 012916 | 152729 | LIBRARY MATERIALS |
| 010510 DEMCO INC | 5774815 | | 2016 7 | INV | P | 1,047.28 | 020516 | 153008 | COL/CD vinyl pocket |
| 010510 DEMCO INC | 5776062 | | 2016 7 | INV | P | 714.68 | 020516 | 153008 | COL/300 jewel cases |
| 010510 DEMCO INC | 5778606 | | 2016 7 | INV | P | 391.44 | 020516 | 153008 | COL/dvd case sleeve |
| | | | | | | 2,153.40 | | | |
| 010546 MIDWEST TAPE | 93567805 | | 2016 7 | INV | P | 7.20 | 012916 | 152826 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 2,817.85 | | | |
| 1000-10-25-550-550100-550160-000-0000-469320- | | | Miscellaneous Supplies | | | | | | |
| 010475 UNIVERSITY OF IOWA C | 020820163536 | | 2016 7 | INV | P | 41.55 | 020516 | 153137 | EMiller/MasterCard |
| | | | ACCOUNT TOTAL | | | 41.55 | | | |
| | | | ORG 10550160 TOTAL | | | 3,818.35 | | | |
| 10550210 | | Library Children's Materials | | | | | | | |
| 1000-10-25-550-550200-550210-000-0000-477020- | | | Books (Cat/Cir) | | | | | | |
| 010509 BAKER & TAYLOR INC C | 2031322887 | | 2016 7 | INV | P | 18.35 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031397406 | | 2016 7 | INV | P | 99.94 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031416786 | | 2016 7 | INV | P | 128.72 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031491123 | | 2016 7 | INV | P | 552.82 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031493192 | | 2016 7 | INV | P | 311.16 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031495997 | | 2016 7 | INV | P | 94.71 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031496246 | | 2016 7 | INV | P | 33.93 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501493 | | 2016 7 | INV | P | 80.19 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501545 | | 2016 7 | INV | P | 36.64 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031512148 | | 2016 7 | INV | P | 182.07 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031515053 | | 2016 7 | INV | P | 414.35 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031524598 | | 2016 7 | INV | P | 37.15 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031533427 | | 2016 7 | INV | P | 807.66 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031537253 | | 2016 7 | INV | P | 305.69 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542300 | | 2016 7 | INV | P | 54.24 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542544 | | 2016 7 | INV | P | 733.17 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031550929 | | 2016 7 | INV | P | 39.90 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031559837 | | 2016 7 | INV | P | 249.51 | 012916 | 152728 | LIBRARY MATERIALS |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 010509 BAKER & TAYLOR INC C | 2031564072 | | 2016 7 | INV | P | 140.43 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572691 | | 2016 7 | INV | P | 268.89 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031575412 | | 2016 7 | INV | P | 291.20 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582559 | | 2016 7 | INV | P | 235.24 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582566 | | 2016 7 | INV | P | 73.36 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582997 | | 2016 7 | INV | P | 476.64 | 012916 | 152728 | LIBRARY MATERIALS |
| | | | | | | 5,665.96 | | | |
| 010536 INGRAM LIBRARY SERVI | 90770963 | | 2016 7 | INV | P | 275.47 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90848234 | | 2016 7 | INV | P | 53.91 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90859135 | | 2016 7 | INV | P | 83.33 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90941890 | | 2016 7 | INV | P | 17.24 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90968697 | | 2016 7 | INV | P | 180.46 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91031737 | | 2016 7 | INV | P | 98.41 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91106519 | | 2016 7 | INV | P | 22.98 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91250395 | | 2016 7 | INV | P | 48.45 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91277810 | | 2016 7 | INV | P | 44.80 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91374279 | | 2016 7 | INV | P | 20.68 | 012916 | 152785 | LIBRARY MATERIALS |
| | | | | | | 845.73 | | | |
| | | | ACCOUNT TOTAL | | | 6,511.69 | | | |
| 1000-10-25-550-550200-550210-000-0000-477100- | | | Fiction Audio-CD | | | | | | |
| 010509 BAKER & TAYLOR INC C | 2031416786 | | 2016 7 | INV | P | 59.94 | 011516 | 151825 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93514187 | | 2016 7 | INV | P | 34.99 | 011516 | 151916 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93554183 | | 2016 7 | INV | P | 24.99 | 011516 | 151916 | LIBRARY MATERIALS |
| | | | | | | 59.98 | | | |
| 010880 RANDOM HOUSE INC | 1085978030 | | 2016 7 | INV | P | 260.25 | 011516 | 151956 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 380.17 | | | |
| 1000-10-25-550-550200-550210-000-0000-477110- | | | Music-CD | | | | | | |
| 010509 BAKER & TAYLOR INC C | B04670080 | | 2016 7 | INV | P | 8.87 | 011516 | 151826 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 8.87 | | | |
| 1000-10-25-550-550200-550210-000-0000-477120- | | | Other Audio-CD | | | | | | |
| 010536 INGRAM LIBRARY SERVI | 90770963 | | 2016 7 | INV | P | 9.77 | 012916 | 152785 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 9.77 | | | |
| 1000-10-25-550-550200-550210-000-0000-477160- | | | Video Recordings | | | | | | |
| 010509 BAKER & TAYLOR INC C | B03646290 | | 2016 7 | INV | P | 418.44 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04612720 | | 2016 7 | INV | P | 15.50 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04964940 | | 2016 7 | INV | P | 10.93 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05339590 | | 2016 7 | INV | P | 16.10 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05982540 | | 2016 7 | INV | P | 142.08 | 012916 | 152729 | LIBRARY MATERIALS |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 010509 BAKER & TAYLOR INC C | B06599620 | | 2016 7 | INV | P | 25.49 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06629360 | | 2016 7 | INV | P | 157.13 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07254740 | | 2016 7 | INV | P | 39.30 | 012916 | 152729 | LIBRARY MATERIALS |
| | | | | | | 824.97 | | | |
| | | | ACCOUNT TOTAL | | | 824.97 | | | |
| | | | ORG 10550210 TOTAL | | | 7,735.47 | | | |
| 10550220 | | Library Adult Materials | | | | | | | |
| 1000-10-25-550-550200-550220-000-0000-477020- | | Books (Cat/Cir) | | | | | | | |
| 010378 PRAIRIE LIGHTS BOOKS | 1560 | | 2016 7 | INV | P | 9.75 | 011516 | 151946 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031322887 | | 2016 7 | INV | P | 289.75 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031397406 | | 2016 7 | INV | P | 330.91 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031416786 | | 2016 7 | INV | P | 1,358.60 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031491123 | | 2016 7 | INV | P | 337.58 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031493192 | | 2016 7 | INV | P | 431.78 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031495991 | | 2016 7 | INV | P | 138.78 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031496151 | | 2016 7 | INV | P | 30.75 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501436 | | 2016 7 | INV | P | 115.73 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501832 | | 2016 7 | INV | P | 32.93 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031501893 | | 2016 7 | INV | P | 143.84 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031515053 | | 2016 7 | INV | P | 1,158.02 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031524598 | | 2016 7 | INV | P | 1,189.54 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031537253 | | 2016 7 | INV | P | 982.20 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542300 | | 2016 7 | INV | P | 204.70 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542454 | | 2016 7 | INV | P | 33.73 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542477 | | 2016 7 | INV | P | 175.72 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031542560 | | 2016 7 | INV | P | 512.87 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031551409 | | 2016 7 | INV | P | 60.48 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031564072 | | 2016 7 | INV | P | 612.98 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572708 | | 2016 7 | INV | P | 105.88 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572741 | | 2016 7 | INV | P | 40.28 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031572889 | | 2016 7 | INV | P | 58.24 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031575412 | | 2016 7 | INV | P | 978.22 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582689 | | 2016 7 | INV | P | 163.02 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582897 | | 2016 7 | INV | P | 462.38 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582917 | | 2016 7 | INV | P | 36.19 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582922 | | 2016 7 | INV | P | 75.58 | 012916 | 152728 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031582997 | | 2016 7 | INV | P | 38.04 | 012916 | 152728 | LIBRARY MATERIALS |
| | | | | | | 10,098.72 | | | |
| 010514 AMAZON | 6045787810066528120 | | 2016 7 | INV | P | 12.95 | 012916 | 152724 | LIBRARY MATERIALS |
| 010520 CENTER POINT PUBLISH | 1346584 | | 2016 7 | INV | P | 127.02 | 012916 | 152739 | LIBRARY MATERIALS |
| 010520 CENTER POINT PUBLISH | 1348698 | | 2016 7 | INV | P | 25.17 | 012916 | 152739 | LIBRARY MATERIALS |
| 010520 CENTER POINT PUBLISH | 1349198 | | 2016 7 | INV | P | 25.17 | 012916 | 152739 | LIBRARY MATERIALS |
| | | | | | | 177.36 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 010531 GALE GROUP | 56892471 | | 2016 7 | INV | P | 27.19 | 012916 | 152771 | LIBRARY MATERIALS |
| 010531 GALE GROUP | 56893490 | | 2016 7 | INV | P | 46.48 | 012916 | 152771 | LIBRARY MATERIALS |
| 010531 GALE GROUP | 56904815 | | 2016 7 | INV | P | 24.79 | 012916 | 152771 | LIBRARY MATERIALS |
| 010531 GALE GROUP | 56952939 | | 2016 7 | INV | P | 219.60 | 012916 | 152771 | LIBRARY MATERIALS |
| 010531 GALE GROUP | 57015452 | | 2016 7 | INV | P | 30.39 | 012916 | 152771 | LIBRARY MATERIALS |
| | | | | | | 348.45 | | | |
| 010536 INGRAM LIBRARY SERVI | 90681198 | | 2016 7 | INV | P | 8.40 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90770963 | | 2016 7 | INV | P | 195.98 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90836125 | | 2016 7 | INV | P | 26.39 | 011516 | 151886 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90859135 | | 2016 7 | INV | P | 8.46 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90941890 | | 2016 7 | INV | P | 20.36 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 90968697 | | 2016 7 | INV | P | 66.34 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91031737 | | 2016 7 | INV | P | 17.22 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91098394 | | 2016 7 | CRM | P | -8.40 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91106519 | | 2016 7 | INV | P | 10.19 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91250395 | | 2016 7 | INV | P | 15.59 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91277810 | | 2016 7 | INV | P | 41.35 | 012916 | 152785 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 91319363 | | 2016 7 | INV | P | 21.21 | 012916 | 152785 | LIBRARY MATERIALS |
| | | | | | | 423.09 | | | |
| | | | ACCOUNT TOTAL | | | 11,070.32 | | | |
| 1000-10-25-550-550200-550220-000-0000-477040- | | | Books (Cat/Reference) | | | | | | |
| 010536 INGRAM LIBRARY SERVI | 90836125 | | 2016 7 | INV | P | 26.39 | 011516 | 151886 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 26.39 | | | |
| 1000-10-25-550-550200-550220-000-0000-477070- | | | Downloadable-eBooks | | | | | | |
| 011068 OVERDRIVE INC | 1370-120607777 | | 2016 7 | INV | P | 1,593.32 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-120853977 | | 2016 7 | INV | P | 260.94 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-120921780 | | 2016 7 | INV | P | 457.85 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-120959653 | | 2016 7 | INV | P | 51.00 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-121024143 | | 2016 7 | INV | P | 120.00 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-134351590 | | 2016 7 | INV | P | 224.92 | 011516 | 151937 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-143953050 | | 2016 7 | INV | P | 138.62 | 011516 | 151937 | LIBRARY MATERIALS |
| | | | | | | 2,846.65 | | | |
| | | | ACCOUNT TOTAL | | | 2,846.65 | | | |
| 1000-10-25-550-550200-550220-000-0000-477100- | | | Fiction Audio-CD | | | | | | |
| 010509 BAKER & TAYLOR INC C | 2031416786 | | 2016 7 | INV | P | 97.69 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031491123 | | 2016 7 | INV | P | 86.71 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2031515053 | | 2016 7 | INV | P | 68.58 | 011516 | 151825 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06629360 | | 2016 7 | INV | P | 4.35 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06638490 | | 2016 7 | INV | P | 14.05 | 012916 | 152729 | LIBRARY MATERIALS |
| | | | | | | 271.38 | | | |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR | TYP | S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|---|---|
| 010518 BLACKSTONE AUDIOBOOK | 805657 | | 2016 7 | INV | P | 89.99 | 012916 | 152732 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93528651 | | 2016 7 | INV | P | 19.99 | 011516 | 151916 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75262430 | | 2016 7 | INV | P | 13.49 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75265672 | | 2016 7 | INV | P | 173.20 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75265790 | | 2016 7 | INV | P | 99.00 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75268281 | | 2016 7 | INV | P | 13.50 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75268349 | | 2016 7 | INV | P | 17.99 | 012916 | 152876 | LIBRARY MATERIALS |
| | | | | | | 317.18 | | | |
| 010880 RANDOM HOUSE INC | 1186025396 | | 2016 7 | INV | P | 26.25 | 012916 | 152871 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | | | 724.79 | | | |
| 1000-10-25-550-550200-550220-000-0000-477110- | | | Music-CD | | | | | | |
| 010509 BAKER & TAYLOR INC C | B04670080 | | 2016 7 | INV | P | 833.83 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04670090 | | 2016 7 | INV | P | 67.28 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04964910 | | 2016 7 | INV | P | 18.48 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05569070 | | 2016 7 | INV | P | 17.00 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05982500 | | 2016 7 | INV | P | 8.87 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06177720 | | 2016 7 | INV | P | 27.36 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06599560 | | 2016 7 | INV | P | 24.40 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06638490 | | 2016 7 | INV | P | 346.05 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06638500 | | 2016 7 | INV | P | 24.40 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06719580 | | 2016 7 | INV | P | 10.33 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06820160 | | 2016 7 | INV | P | 11.09 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07240440 | | 2016 7 | INV | P | 30.31 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07435000 | | 2016 7 | INV | P | 17.00 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07622970 | | 2016 7 | INV | P | 7.39 | 012916 | 152729 | LIBRARY MATERIALS |
| | | | | | | 1,443.79 | | | |
| 010546 MIDWEST TAPE | 93528359 | | 2016 7 | INV | P | 19.48 | 011516 | 151916 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93558177 | | 2016 7 | INV | P | 10.49 | 012916 | 152826 | LIBRARY MATERIALS |
| | | | | | | 29.97 | | | |
| | | | ACCOUNT TOTAL | | | 1,473.76 | | | |
| 1000-10-25-550-550200-550220-000-0000-477160- | | | Video Recordings | | | | | | |
| 010509 BAKER & TAYLOR INC C | B03646290 | | 2016 7 | INV | P | 574.69 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04152780 | | 2016 7 | INV | P | 4.35 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05339590 | | 2016 7 | INV | P | 384.89 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05982540 | | 2016 7 | INV | P | 842.07 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06599620 | | 2016 7 | INV | P | 727.13 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06629360 | | 2016 7 | INV | P | 385.28 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06820200 | | 2016 7 | INV | P | 5.25 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07107200 | | 2016 7 | INV | P | 4.01 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07254740 | | 2016 7 | INV | P | 659.25 | 012916 | 152729 | LIBRARY MATERIALS |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | | | | 3,586.92 | | | |
| 010546 MIDWEST TAPE | 93568347 | | 2016 7 INV P | 28.49 | 012916 | 152826 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93578007 | | 2016 7 INV P | 29.99 | 012916 | 152826 | LIBRARY MATERIALS |
| | | | | 58.48 | | | |
| | | | ACCOUNT TOTAL | 3,645.40 | | | |
| 1000-10-25-550-550200-550220-000-0000-477190- | | | Puzzles | | | | |
| 010514 AMAZON | 6045787810066528120 | | 2016 7 INV P | 339.30 | 012916 | 152724 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | 339.30 | | | |
| 1000-10-25-550-550200-550220-000-0000-477210- | | | Non-Fiction Video-DVD | | | | |
| 010509 BAKER & TAYLOR INC C | B03646290 | | 2016 7 INV P | 105.07 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B04395780 | | 2016 7 INV P | 43.42 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05339590 | | 2016 7 INV P | 34.32 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05465790 | | 2016 7 INV P | 21.85 | 011516 | 151826 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B05982540 | | 2016 7 INV P | 10.88 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06086310 | | 2016 7 INV P | 18.19 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06177750 | | 2016 7 INV P | 14.54 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06599620 | | 2016 7 INV P | 47.35 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B06915740 | | 2016 7 INV P | 16.04 | 012916 | 152729 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | B07254740 | | 2016 7 INV P | 69.21 | 012916 | 152729 | LIBRARY MATERIALS |
| | | | | 380.87 | | | |
| 010546 MIDWEST TAPE | 93529788 | | 2016 7 INV P | 44.99 | 011516 | 151916 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | 425.86 | | | |
| 1000-10-25-550-550200-550220-000-0000-477220- | | | Multi-Media/Gaming | | | | |
| 010514 AMAZON | 6045787810066528120 | | 2016 7 INV P | 107.90 | 012916 | 152724 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | 107.90 | | | |
| 1000-10-25-550-550200-550220-000-0000-477230- | | | Non-Fiction Audio-CD | | | | |
| 010546 MIDWEST TAPE | 93528651 | | 2016 7 INV P | 39.99 | 011516 | 151916 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93537362 | | 2016 7 INV P | 23.99 | 011516 | 151916 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE | 93564561 | | 2016 7 INV P | 54.98 | 012916 | 152826 | LIBRARY MATERIALS |
| | | | | 118.96 | | | |
| 010551 RECORDED BOOKS LLC | 75262430 | | 2016 7 INV P | 31.50 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75264398 | | 2016 7 INV P | 35.99 | 012916 | 152876 | LIBRARY MATERIALS |
| 010551 RECORDED BOOKS LLC | 75268349 | | 2016 7 INV P | 68.38 | 012916 | 152876 | LIBRARY MATERIALS |
| | | | | 135.87 | | | |
| 010880 RANDOM HOUSE INC | 1085978030 | | 2016 7 INV P | 111.75 | 011516 | 151956 | LIBRARY MATERIALS |

| ACCOUNT/VENDOR | INVOICE | PO | YEAR/PR TYP S | | WARRANT | CHECK | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| | | | ACCOUNT TOTAL | 366.58 | | | |
| 1000-10-25-550-550200-550220-000-0000-477250- | | | Downloadable Media | | | | |
| 011068 OVERDRIVE INC | 1370-000140460 | | 2016 7 INV P | 66.50 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-113543910 | | 2016 7 INV P | 47.99 | 011516 | 151937 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-120705710 | | 2016 7 INV P | 1,892.85 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-120806617 | | 2016 7 INV P | 468.93 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-121049320 | | 2016 7 INV P | 76.00 | 012916 | 152842 | LIBRARY MATERIALS |
| 011068 OVERDRIVE INC | 1370-134306547 | | 2016 7 INV P | 287.94 | 011516 | 151937 | LIBRARY MATERIALS |
| | | | | 2,840.21 | | | |
| | | | ACCOUNT TOTAL | 2,840.21 | | | |
| 1000-10-25-550-550200-550220-000-0000-477350- | | | Online Reference | | | | |
| 010526 ENCYCLOPAEDIA BRITAN | 2124301 PF | | 2016 7 INV P | 2,200.00 | 012916 | 152763 | LIBRARY MATERIALS |
| 010531 GALE GROUP | 56790575 | | 2016 7 INV P | 100.00 | 012916 | 152771 | LIBRARY MATERIALS |
| 010550 PROQUEST INFORMATION | 70367893 | | 2016 7 INV P | 3,410.00 | 011516 | 151948 | LIBRARY MATERIALS |
| | | | ACCOUNT TOTAL | 5,710.00 | | | |
| | | | ORG 10550220 TOTAL | 29,577.16 | | | |
| FUND 1000 General | | | TOTAL: | 78,554.36 | | | |

Robin Paetzold, President

Janet Freeman, Secretary