

# Iowa City Public Library Board of Trustees Meeting Agenda

December 19, 2024  
2nd Floor – Boardroom  
Regular Meeting - 5:00 PM

---

Tom Rocklin - President

Bonnie Boothroy

Robin Paetzold

DJ Johnk – Vice President

Joseph Massa

John Raeburn

Hannah Shultz-Secretary

Claire Matthews

Dan Stevenson

---

## 1. Call Meeting to Order.

## 2. Approval of December 19, 2024 Board Meeting Agenda.

## 3. Public Discussion.

## 4. Items to be Discussed.

- A. Policy Review: 501 Authority for Administration of Personnel Policies for Library Employees.  
Comment: This is a returning agenda item. Board action required.
- B. Policy Review: 103 Membership in Professional Organizations.  
Comment: This is a regularly scheduled agenda item. Board action required.
- C. Review: FY25 Holiday Calendar.  
Comment: This is a discussion item. Board action required.

## 5. Staff Reports.

- A. Director's Report.
- B. Departmental Reports: Children's Services, Collection Services, IT.
- C. Development Report.

## 6. President's Report.

## 7. Announcements from Members.

## 8. Committee Reports.

- A. Advocacy Committee.
- B. Finance Committee.

C. Foundation Members.

## **9. Communications.**

A. News Articles.

## **10. Consent Agenda.**

A. Approve Minutes of Library Board of Trustees November 21, 2024 Regular Meeting.

B. Approve Disbursements for November, 2024.

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

## **12. Adjournment.**

# Iowa City Public Library- Board of Trustee Meetings

## Agenda Items and Order Schedule

<b>December 19, 2024</b>	<b>January 23, 2025</b>	<b>February 27, 2025</b>
<b>Policy Review: 103 Membership in Professional Organizations (Admin/CAS)</b>  Dept Reports: CH, CLS, IT	6 Month Strategic Plan Update  Review 2 <sup>nd</sup> Quarter Financials & Statistics  Dept Reports: AS, CAS	Director Evaluation  Appoint Nominating Committee  Set Calendar for Next Fiscal Year  <b>Policy Review: 801 Circulation and Library Card Policy (CAS)</b>  Dept Reports: CH, CLS, IT
<b>March 27, 2025</b>	<b>April 24, 2025</b>	<b>May 22, 2025</b>
6 Month Strategic Plan Update  Review 2nd Quarter Financials & Statistics  <b>Policy Review: 809 Library Use Policy (AS)</b>  Dept Reports: AS, CAS	President Appoints to Foundation Board  Election of Officers  Board Recognition Discussion  Review 3rd Quarter Financials & Statistics  Dept Reports: CH, CLS, IT	<b>Policy Review: 806 Meeting Room and Lobby Use (CAS/AS/IT/FAC)</b>  Dept Reports: AS, CAS
<b>June 26, 2025</b>	<b>July 24, 2025</b>	<b>August 28, 2025</b>
ICPL Trustees Corporate Meeting as Friends Foundation  Adopt NOBU Budget  Dept Reports: CH, CLS, IT	Strategic Planning Update  Library Board of Trustees Annual Report  MOA-ICPLFF/ICPL  Departmental Reports: AS, CAS	4th Quarter Annual Financials & Statistics  <b>Policy Review: 101 Bylaws (BOT)</b>  Departmental Reports: CH, CLS, IT

# 501 Authority for Administration of Personnel Policies for Library Employees Review Memo

---

**Proposal:** A routine review of the Authority for Administration of Personnel Policies for Library Employees policy for the Iowa City Public Library Board of Trustees. This policy was reviewed by the City of Iowa City legal team.

**Committee Recommendations:**

501.5	<p><i>"Copies of the policies are available in the <del>Library Board Policy binder</del> Notebook in the <del>Library Business Office, and the</del> Board Room and on the staff intranet."</i></p> <p>We propose making one change to 501.5 for clarification purposes. Hard copies of the Board policies are currently kept in the Board Room. Digital copies are available on the Library website and on the Staff Intranet (an internal website with staff resources, documents, and regularly used web links).</p>
-------	--

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

**Prepared by:** Jen Royer, Administrative Coordinator, and Elsworth Carman, Library Director.

## **501: Authority for Administration of Personnel Policies for Library Employees**

---

### **501.1 Library Board of Trustees**

Under Title 11, Chapter 1, Section 2(E) of the Code of Iowa City, the Library Board of Trustees has full responsibility "to employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of a library...and to make and adopt...rules and regulations, not inconsistent with ordinances and the law, for the care, use and management of the Library."

The Board approves all policy statements, and their rules supersede any and all conflicting statements of the City of Iowa City Personnel Policies, except for labor contracts negotiated jointly by the Library Board of Trustees and the City Council of Iowa City. Library personnel policies must be read in conjunction with the current labor contract and specific items may be modified or superseded by interpretations of the contract or by a newly negotiated contract. Also, the Board of Trustees recognizes its close relationship with the City of Iowa City and shall, except where legal responsibilities restrict or the best interest of the library would not be served, create policies that are parallel or in harmony with those of the City of Iowa City.

For legal purposes Library employees are employees of the Library Board of Trustees, but for some general purposes and in the eyes of the general public, Library employees are City employees.

### **501.2 Library Director**

Responsibility for the employment of all employees except the Director, as well as the administration of the personnel policies for the Library is assigned by the Board of Trustees to the Library Director. The Director works closely with the City's Human Resources Department and, wherever possible, develops personnel procedures that are compatible with those of the City. Day-to-day personnel work at the Library is handled by the Library's Administrative Coordinator and the administrative staff.

### **501.3 City of Iowa City Human Resources/Personnel Department**

This department processes all transactions for Library employees, and therefore certain library procedures must match their requirements. Procedures related to insurance and employee benefits or state and federal laws are administered as established by the City.

The Personnel Administrator and City Attorney staff provide valuable assistance and counsel to the Library's administrative staff on personnel issues, contract interpretation, and legal requirements.

**501.4 Revisions**

Personnel related policies 502 and 503 are regularly scheduled for review when a city-wide revision has taken place and as needed. The labor agreement, 504, is negotiated on a schedule established in the contract.

**501.5 Distribution**

All employees of the Library shall have access to a copy of the personnel policies and shall be advised of any changes or amendments. Copies of the policies are available in the ~~Library~~ Board ~~pPolicy binder~~Notebook in the ~~Library Business Office, and the~~ Board Room and on the staff intranet. A copy for the public shall be maintained on the Library web page.

Approved: 07/22/1982	Revised: 05/28/1987	Revised: 11/18/1999	Revised: 04/28/2005
Revised: 04/24/2008	Revised: 05/26/2011	Revised: 05/22/2014	Revised: 10/26/2011
Reviewed: 05/22/2014	Reviewed: 10/26/2017	Reviewed: 09/23/2021	Revised: 12/19/2024

# 103 Membership in Community & Professional Organizations Memo

---

**Proposal:** A routine three-year review of the Membership in Community & Professional Organizations. This policy was reviewed with the Leadership Team and City of Iowa City Legal.

**Committee Recommendations:**

103.1	This section was turned into two sentences. It felt important to share why continuing education through professional and community organizations is significant.
103.2	<p>The Iowa City Area Business Partnership was edited to reflect its current name, Greater Iowa City.</p> <p>The acronym ABOS was included to match sections 103.3 with ILA and 103.4 with ALA.</p> <p>Language was added for clarification on how memberships are determined.</p>
103.3	This section was edited for clarification purposes to clearly outline the differences between trustee and staff membership reimbursement at the Iowa Library Association.
103.4	<p>This section was edited for clarification purposes to clearly outline the differences between trustee and staff membership reimbursement at the American Library Association.</p> <p>The word subdivision was exchanged for roundtable to reflect the current membership language of the American Library Association.</p> <p>Language was added to the policy to clarify how journals staff receive will be shared.</p>

**Action:** Review and adopt the proposed policy changes.

**Prepared by:** Jen Royer, Administrative Coordinator

## 103 Membership in Community & Professional Organizations

### 103.1

The purpose of maintaining memberships in community and professional organizations is to strengthen the Library's role in and knowledge of the community, ~~and to~~ also provide important continuing education and networking opportunities for trustees and staff, which are crucial for library accreditation and librarian certification.

### 103.2

The Library will maintain institutional membership in groups such as ~~the~~ Greater Iowa City Area Business Partnership and in professional groups such as the Association of Bookmobile and Outreach Services (ABOS). The Library Director determines memberships in these organizations.

### 103.3

The Library will pay annual dues of the Iowa Library Association (ILA) and trustee subdivision for all trustees, ~~and~~ The Library will pay annual dues of the Iowa Library Association and one subdivision for any permanent employee who requests reimbursement.

### 103.4

The Library will pay annual basic membership in the American Library Association (ALA) for any trustee who requests it. The Library will pay ~~and~~ one half of basic membership, plus one ~~subdivision~~ roundtable membership to any permanent employee who requests reimbursement. Employees may be asked to ~~share~~ provide journals they receive through ~~subdivision~~ ALA membership for use in the Library's professional collection. ~~to the Library.~~

### 103.5

The director may approve in full or part membership in other professional or community organizations that provide continuing education and networking opportunities to library staff.

### 103.6

The Library will pay membership in one local service club for the director and up to three



other library employees designated by the director.

Adopted: 06/27/1985	Revised: 12/18/1997	Revised: 12/21/2000	Revised: 12/15/2005
Revised: 12/18/2008	Revised: 12/15/2011	Revised: 7/23/2015	Revised: 11/15/2018
Reviewed: 10/11/2021	<u>Revised: 12/19/2024</u>		

## FY25 Holiday Calendar

---

**Proposal:** Directors from public libraries throughout the Corridor are planning a shared continuing education day for regional library staff in February, 2024. The agenda includes large-group sessions and breakouts designed to bring staff from different agencies together around relevant topics. To allow interested ICPL staff to participate in this training (we asked staff to indicate interest via a survey), I am proposing that the Library change operating hours on Thursday, February 20, 2024 from 10.00am-9.00pm to 10.00am-6.00pm. Cedar Rapids Public Library, Coralville Public Library, Marion Public Library, and North Liberty Public Library are all planning to close for the full day; maintaining ICPL service with limited hours will provide access to library services for our community while also permitting a significant number of our staff to attend the training.

### Recommendations:

Add "Staff Training" as a description in the FY25 Downtown Building Calendar for Thursday, February 20, and indicate that the building will be open to the public from 10.00am-6.00pm with regular staffing.

**Action Steps:** Review policy and adopt as amended.

**Prepared by:** Elsworth Carman, Library Director



## FY25 Downtown Building Calendar

July 1, 2024 through June 30, 2025

**DRAFT**

### 2024

Day	Date	Description	Hours	Staffing
Thursday	July 4	Independence Day	Closed	Remote Drop Only
Monday	September 2	Labor Day	Closed	Remote Drop Only
Monday	November 11	Veterans Day	Open 10-6	Holiday Staffing
Wednesday	November 27	Thanksgiving Eve	Open 10-5	Regular Staffing
Thursday	November 28	Thanksgiving	Closed	Remote Drop Only
Friday	November 29	City Holiday	Open 10-6	Holiday Staffing
Friday	December 13	Inservice Day	Closed	All Staff Attend
Tuesday	December 24	Designated Holiday	Open 10-4	Holiday Staffing
Wednesday	December 25	Christmas Day	Closed	Remote Drop Only
Tuesday	December 31	New Year's Eve	Open 10-5	Regular Staffing

### 2025

Wednesday	January 1	New Year's Day	Closed	Remote Drop Only
Monday	January 20	MLK Day	Open 10-6	Holiday Staffing
<u>Thursday</u>	<u>February 20</u>	<u>Staff Training</u>	<u>Open 10-6</u>	<u>Regular Staffing</u>
Monday	May 26	Memorial Day	Closed	Remote Drop Only
Thursday	June 19	Juneteenth	Open 10-6	Holiday Staffing

The Bookmobile calendar is posted at least three times a year and roughly coincides with the school year: summer, fall semester, and spring semester.

## Director’s Report

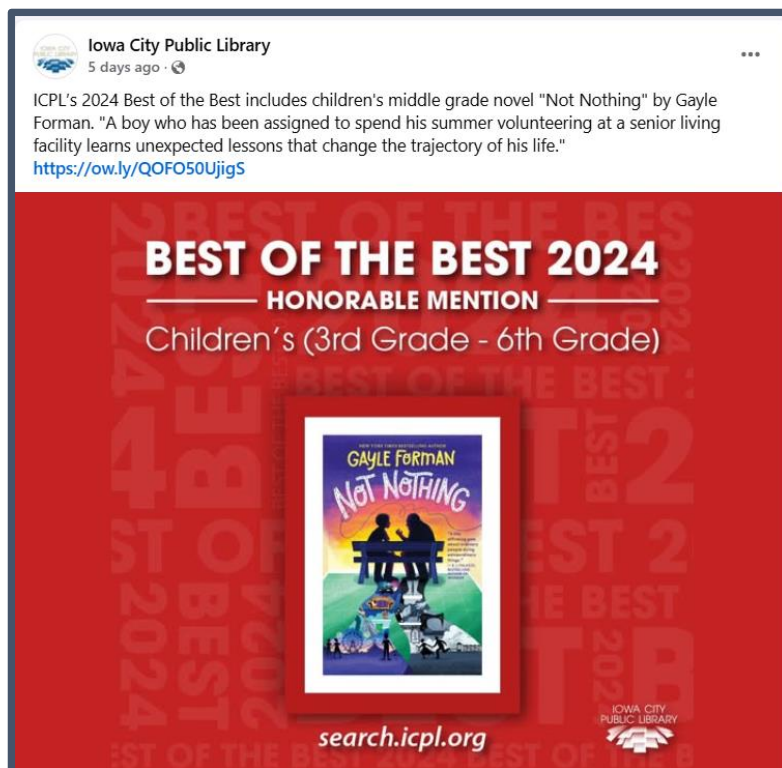
Prepared for the December 19, 2024  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

### FY24 Inservice Day Reminder

ICPL’s annual Inservice Day will be on Friday, December 13. All trustees were sent an invitation for the day. Sessions will cover Trauma Sensitive Services, crucial conversations, and AI in libraries, and the day will also include smaller group breakouts, shared meals, and recognition of milestone anniversaries. If you did not respond to the invitation but are interested in joining us, please let Jen Royer know as soon as possible. The library will be closed to the public for the day to allow all staff to participate.

### ICPL’s 2024 Best of the Best

For the past several years, ICPL has curated a “Best of the Best” list of favorite titles from the year. This cross-genre list is crafted through a staff nomination process. This year, we’re sharing the winners on social media; visit ICPL’s Facebook page (<https://www.facebook.com/icpubliclibrary/>) to see the honorable mention titles (each title in this category received multiple staff nominations) from December 1-21, the full staff genre lists (all nominated titles within a specific genre) from December 22-30, and the “Best of the Best” announcement on December 31. The Best of the Best list provides a way for staff to share their favorite new titles with the community, and posting the nominated titles on social media allows us to link directly from the post to the library’s catalog, so patrons can seamlessly request titles of interest.



## **FY24 Public Libraries of Johnson County Legislator's Reception**

The FY24 Public Libraries of Johnson County Legislator's Reception was held at the Coralville Public Library on Monday, December 2. As mentioned in an earlier report, the theme this year was "Welcoming our Diverse Communities: Libraries are for Everyone." After opening remarks from Paola Jaramillo Guayara, the Diversity, Equity, and Inclusion Coordinator for Johnson County, each Johnson County library presented a brief overview of our initiatives and services related to services for and with various community groups and demographics in our service areas. The event was well-attended and the audience included local elected officials (including Iowa City Mayor Bruce Teague), library trustees from throughout Johnson County, and library staff. It was a pleasure to amplify ICPL services and hear about the work being done in our county.

## **Post-Holiday Tech Help at ICPL**

Patrons work with library staff every day to resolve tech issues with personal devices and learn about the functionality of newly acquired tech tools. This service is provided in person, over the phone, and via live chat, and through both scheduled programs and spontaneous questions. We traditionally see an increase in requests for tech device assistance after winter holidays, and this seemed like a good time to highlight one of our ongoing services in the DML: Digital Media Lab Help Hours.

While staff welcome tech questions at any time, Help Hours are an opportunity for patrons to receive focused, hands-on assistance with their own tech devices or a library computer or other hardware. Staff assist with both complex projects like converting media to a new format or using specialized software and with more basic needs like setting up voicemail on a new phone or learning how to use a document scanner. Throughout December and January, there are 23 DML Help Hour sessions scheduled, including early afternoon and evening times. No registration is required.

# Children's Services Department Report

Prepared for the December 19, 2024

Meeting of the Iowa City Public Library Board of Trustees

Angie Pilkington, Children's Services Coordinator



## Winter Reading

The winter season is upon us, and with it brings our annual Winter Reading Program. All ages may complete reading logs to earn a hot cocoa mug and hot cocoa mix. Kids ages 3-12 will earn a special bookmark with a coupon for \$5.00 in tokens to SpareMe Bowling in Iowa City! We are very thankful for their sponsorship of this year's Children's Winter Reading Program. Make sure to sign up beginning December 21 and continue to read until February 15, 2025 when the program ends. For more information: [icpl.org/winter](http://icpl.org/winter)

## Children's Room Updates

Make sure to stop in the Children's Room after the Board Meeting. Library Furniture International (LFI) will be here on Thursday, December 19<sup>th</sup> to install our new Board Book shelving and new play stand feature! We are excited to add some new updates to the room.

## Programming

The last couple of weeks have brought many collaborative programs at the library and out in the community. Here is a snapshot of four of our favorite and best attended programs of November and December.

- **Halloween Book Cart:** Technically, an October program, this was our second year for this event and we had an amazing turnout of about 400 trick-or-treaters parading through the library to our decorated Booooo-k Carts!
- **Dino Storytime:** Dinosaur Dimensions with Curt Strutz was a blast! His captivating show transported our audience of over 200 to the age of the dinosaurs, offering a fascinating glimpse into the lives of the magnificent creatures.
- **Alterative Black Friday:** This now annual event continues to grow in size every year! Over 100 kids created beautiful beaded jewelry, keychains, magnets, and bookmarks.
- **Tween Chess Tournament:** 50 Tweens competed in our annual Chess Tournament that was started by the community in memory of chess player and Iowa Citian, Steve Young.
- **Tween Gift Giving:** Tweens created herbal salves and other small items perfect for holiday gift giving. They used the portable induction cooktops from Iowa City Climate Action Commission to help make their gifts.
- **Lego Robotics:** This fall, ICPL hosted two Iowa City FIRST LEGO League teams, with guidance from the Iowa City Robotics group, as they met weekly to learn and problem solve in anticipation of two regional competitions. At Regionals, the teams, named "the Corn Poppers" and "Children of the



Corn" used creative thinking and LEGO technology to explore the layers of the ocean and bring their learning and ideas to the surface as they "sea" into the future. Both groups did well for their first trips to this event!



## Collection Services Department Report

Prepared for the December 19, 2024  
Meeting of the Library Board of Trustees  
Anne Mangano, Collection Services Coordinator

---

### World Languages Collection Revamp

We will soon start our project to revamp our World Languages collection. We currently offer print materials in multiple languages in the adult and children's collections. The adult collection is currently shelved in a back corner near the restrooms on the first floor. The children's collection holds a variety of languages and is shelved with the language-learning items in the nonfiction section. The project will meet a couple of key goals:

- Move both collections to more visible and accessible places in the library
- Develop collections with a focus on the languages spoken in our community
- Provide enough space for collections to grow

Through this project we hope to offer relevant and meaningful materials to our community in the top seven spoken languages in our city based on census and school district data: Arabic, Chinese, French, Korean, Spanish, Swahili, and Vietnamese. Ensuring the Library provides access to titles in the World Languages collection speaks to our values of access, belonging, community, enjoyment, intellectual freedom, and literacy and builds upon our mission of connecting people with the information they need and engaging them with a world of ideas.

The collection also offers an opportunity to strengthen our long-standing partnership with the University's International Writing Program while building this collection. The IWP gathers a select group of writers from around the world, providing a residency focused on exchanging ideas and expressions of creativity. Historically, our library partnered with IWP to offer talks and panels, allowing our community to hear from these writers and how they confront universal issues in their works. Through the program, we now ask authors to donate their books in the languages we collect. This fall, we added sixteen titles to our collection, mostly in Arabic and Chinese, two languages that are difficult to obtain from US vendors. In turn, the IWP authors can promote their work and our collection. This collaboration was made possible by the work of the Development Office.

The first step in the process is to make room for the collection by shifting children's collections and removing compact disc audiobooks. We are currently buying new materials for the collection and working to simplify our cataloging and labeling for greater accessibility. As our community changes and grows, we will re-evaluate the languages offered in this collection, adding and removing languages if patron needs and expectations change.

### Adventure Pass Suspended Indefinitely

Due to the unexpected shuttering of the vendor that manages the reservation system, our Adventure Pass program will temporarily pause on December 31<sup>st</sup>. The Adventure Pass is a statewide program



that provides free access to several Iowa attractions and museums by making a reservation with a library card. The public can still book reservations through the end of December. The Grimes Public Library administers the program for the rest of the state and is currently investigating alternatives to the booking software, but there is no timeline yet. This software was used by libraries throughout the country to manage reservation systems.

## IT Department Report

Prepared for the December 19, 2024

Meeting of the Library Board of Trustees

Brent Palmer, IT Coordinator

---

### Website Upgrade

For over a year now, the IT team, led by our web specialist, has been working toward completing an upgrade on the open source platform called Drupal on which we build the main part of our website. The impetus for this upgrade is that our version will soon be considered "end-of-life", making it a high cybersecurity concern. The deadline looms at the beginning of the new year, so there is a flurry of activity trying to finish it up. The codebase for the latest version of the Drupal platform has changed significantly from our version making it impossible to simply run an update. The new site had to be completely rebuilt and the content migrated into the new site.

A number of difficulties have slowed the process. Many of the "modules" or plugins that we currently use are not available in the new version forcing us to find work-arounds. Another obstacle is our event manager (calendar), which is highly customized to our staff workflows and meeting room configuration. We tried to reuse a solution built by another library but just couldn't make it fit so there was significant work to port that piece to the new platform.

The web specialist had planned to use this upgrade as an opportunity to do a full review of the content during the process. Unfortunately, due to time constraints, we have focused on few key areas like the "news" section. This section started out as a "blog" format, highlighting areas of the collection, promoting upcoming events and giving patrons an opportunity to get to know staff. It now serves more as an announcement functionality. Whereas many of the pages on the site are fairly static, this is one that is more dynamic. But it contains a lot of posts that are no longer relevant and some that we periodically want to republish. We are working through this content to identify which is which and to develop an automated mechanism that allows us to let some content expire when it's no longer relevant and reuse posts that are more perennial.

### Virtual Branch

The current iteration of our website is a product of strategic plan initiatives from 2013, calling for a "virtual branch", which (like the bookmobile) was designed to reach a segment of users who may have barriers to coming to the building. The idea behind the virtual branch is that it is more than just our web site; rather a collection of online sites, tools and services available from anywhere. Some examples of activities include:

- Checking the status of holds through the MyICPL Mobile App
- Participating in summer and winter reading programs using Beanstack
- Seeking personalized reading recommendations from staff
- Researching local history through digital newspapers, genealogy tools and our local history archives.

- Reading or listening to books or watching films using our digital collections
- Remotely attending programs via our live-streaming capabilities or Zoom
- Watching archived programs through the Library Channel
- Interactive communication with staff about account issues or information requests
- Studying a new language using our online tools

An aspect of the virtual branch that we hope to eventually work on is making stronger connections between different areas of the site. For example, if a patron is searching for "jazz", they get a recommendation for an upcoming jazz-related program or a current display about a jazz musician on the second floor. Another goal is a more customized or curated experience for power users; perhaps a dashboard where patrons can review and customize account notifications, specify interest areas and see recently acquired items. These are long-term goals for the virtual branch, not ones that will be tackled as part of this upgrade.

The web specialist has a list of projects, both small and large, that she is working on. While this upgrade represents a bigger change, our overall strategy has been an iterative process of building and refining this website over time.

## Development Department Report

Prepared for December 19, 2024

Meeting of the Iowa City Public Library Board of Trustees

Katie Roche, Development Director



### Year-end Fundraising

Year-end fundraising is underway for the ICPL Friends Foundation. Donations allow the ICPLFF to support library programs, technology, staff learning, collections, and other improvements and enhancements throughout the year at the Library. Donations are invested with spendable earnings used to fund the ICPLFF's support of the Library on an annual basis.

The year-end fundraising goal for the Iowa City Public Library Friends Foundation is \$85,000, tracked between Nov. 15, 2024 and January 31, 2025. As of 12/10/2024 there have been 161 gifts from 159 donors, 16 of which are new donors to the organization, raising \$36,604. Giving accelerates closer to year end, with gifts continuing to be marked for the year-end effort through January. Invitations to donate have been made through the following channels:

- **The Winter Window:** mailed to 55,000 addresses in our area of service the last weekend of November
- **Appeal Letter:** 2,000 letters to past donors and 3,000 letters to prospective donors
- **Social Media Advertising:** Facebook advertising campaign inviting support from Library fans in our service area
- **Social Media Campaign:** periodic posting through year end highlighting how donations support Library services
- **Individual Conversations:** select prospective and current donors receive phone calls and other correspondence inviting support

\*Please note that there was an issue with our mailing vendor in which remittance envelopes for another organization were stuffed into our letters for about 450 recipients. The vendor worked with our team to prepare a complimentary mailer to resend the correct pieces to those supporters.

### Arts & Crafts Bazaar and Preview Party

Thank you to Amber, Indya, and Kami on the ICPLFF team for leading the 2024 Arts & Crafts Bazaar on Dec. 7, 2024! 131 individual donors created one-of-a-kind, hand crafted arts and crafts items for the sale, equaling hundreds of pieces for the sale. Nearly \$6,500 was raised with this sale! Unsold items are either placed in The Book End, held for the Bright Future fundraiser silent auction (April 11, 2025), sold to staff, or retained for next year's sale.

This year, for the first time, we hosted a preview party for the donating artists, ICPL staff, and ICPLFF donors. Anyone could attend by making a donation of any size and about 30 people attended the party. We were excited to celebrate the artists, enjoy some hot cocoa, and cookies.

## Inservice Day

Iowa City Public Library, including the ICPL Bookmobile, will be closed Friday, December 13, for Staff Inservice Day. This annual event provides all Library staff the opportunity to participate in training sessions and discussions focused on enhancing services for our patrons.

Development Director Katie Roche chaired the committee this year with Sam Helmick as vice chair. Past Chair Brent Palmer's guidance was instrumental in the success of implementation. A committee with representatives from each Library department helped to bring the day together.

This year's training includes impactful presentations such as:

- Harmony Linden, MSW, LISW, Clinical Assistant Professor at the University of Iowa School of Social Work: "Trauma-Sensitive Services: Enhancing Safety for Library Patrons and Staff."
- Jennie Garner, Director of North Liberty Community Library: "Building Trust through Candor and Crucial Conversations," inspired by the book *Speed of Trust*.
- Dr. Brandy McNeil: Deputy Director of Branch Programs and Services at The New York Public Library and President-Elect of the Public Library Association: "The Impact of AI: Ethics & Considerations for Libraries," with a focus on tools like ChatGPT.

In addition, staff will reflect on and talk about how to ensure policies align with the Library's mission and Strategic Plan goals.

### Honoring Staff Milestones

A highlight of Inservice Day is recognizing staff for their years of service. This year, we are proud to honor 12 staff members, whose combined contributions total 165 years of service to the Library and our community.

### Library Services

The Library will resume regular hours on Saturday, December 14, 2024. The ICPL Bookmobile will return to its regular schedule on Monday, December 16, 2024.

### Online Services Available 24/7

While the Library and Bookmobile are closed, patrons can access our online services anytime at [icpl.org/digital](http://icpl.org/digital). This includes account management and access to the Digital Library, featuring eBooks, eAudiobooks, eMagazines, The New York Times, and Kanopy video streaming for patrons in our service area.

## Party with a Purpose

**Are you looking for a way to make a positive impact in our community?** Hosting a Party is an exciting opportunity to bring people together while supporting the ICPL! This season, the Iowa City Public Library Friends Foundation invites you to throw a party in your home or area business, with the proceeds going to benefit the Library's many programs and services. Learn more here:

<https://www.icpl.org/articles/host-party-purpose-support-iowa-city-public-library>

The ICPL Arts & Crafts Bazaar Preview Party will be a festive event taking place on Dec. 6 with treats and drinks, holiday music, and the company of other Library supporters! The party is available to all ICPL Staff, Supporters, Crafters and Artists contributing to the Bazaar. To be eligible for event access, ICPL Supporters should make a donation of any size in advance of the event or have made a donation in the last twelve months of any size.

You can visit the link below to explore ways you can make a gift.

<https://supporticpl.org/ways-to-give-for-individuals/>

Please note that the only items available for sale during the Preview Party will be used books in the pay-what-you-can book sale portion of the sale. Arts and Crafts items will not be available until the public sale on Dec. 7, from 10 am to 3pm. The Arts & Crafts Bazaar is the Iowa City Public Library Friends Foundation's annual winter fundraiser for the Iowa City Public Library. The Arts & Crafts Bazaar features handmade items donated by Library supporters, as well as a used book sale, with all sales benefitting the Iowa City Public Library.

If you are interested in donating handcrafted items and for more information, please visit:

<https://supporticpl.org/fundraising-events/>



# The Daily Iowan

THE INDEPENDENT NEWSPAPER OF THE UNIVERSITY OF IOWA COMMUNITY SINCE 1868

## [ICPL held their 31<sup>st</sup> Annual Book Gala at Prairie Lights to raise money for the ICPL Friends Foundation](https://dailyiowan.com/2024/11/19/icpl-held-their-31st-annual-book-gala-at-prairie-lights-to-raise-money-for-the-icpl-friends-foundation/)

By Hannah Childers, Arts Reporter | November 19, 2024

<https://dailyiowan.com/2024/11/19/icpl-held-their-31st-annual-book-gala-at-prairie-lights-to-raise-money-for-the-icpl-friends-foundation/>

ICPL hosted its 31st Annual Book Gala at Prairie Lights after-hours on November 10. A percentage of the sales at Prairie Lights went towards the ICPL Friends Foundation.



Ava Neumaier

Attendees browse during the 31st Annual Book Gala at Prairie Lights Books and Cafe in Iowa City on Sunday, Nov. 10, 2024. Prairie Lights partnered with the Iowa City Public Library and opened their bookstore after hours for attendees.

The soft strains of classical music wove through the air as customers mingled and shopped for books at Prairie Lights. This after-hours sale was part of the Iowa City Public Library's 31st Annual Book Gala.

A portion of the event's profits went towards the ICPL's Friends Foundation, a nonprofit organization that raises funds to support different parts of the library's programming. This gala was one of the many events used to acquire funds for the library.

Katherine Moyers, an attendee at the gala, served on the ICPL's Board of Trustees and the Friends Foundation. She was one of the minds behind this fundraiser over 30 years ago.

Moyers told me the first gala—held back in 1993 — was quite upscale. People dressed up and were treated to food and wine. There were even elaborately decorated invitations, and the event had high attendance.

Coincidentally, they were donating to the two foundations that would ultimately merge to become the ICPL Friends Foundation today.

Moyers was astonished and pleased that the event was continuing thirty years later.

"To know that something we started was still going, it really is fun. I'm very grateful to Prairie Lights for supporting the public library," Moyers said.

Prairie Lights owner Jan Weissmiller was more than happy to support the library. During the COVID-19 pandemic, Prairie Lights established an online shopping service so that people could still have access to the bookstore and support the library.

"We support the library. Our customers are the same people who support the library. So, it is a festive, easy thing [to do], and it's not harmful to us," Weissmiller said.

She hopes that people will continue to attend this event for years to come.

"It's a communal event. [People] see other Iowa Citians they know, they see books that they may not see otherwise, they are shopping for presents for their families for Christmas, and helping the library," Weissmiller said.

While this may seem like a small event, as it lasted only an hour and a half, it has made quite a contribution to the Friends Foundation over the years.

Development Director of the ICPL Friends Foundation Katie Roche spoke about the gala's impact in the community. The event generates between \$800 and \$1,500 every year; this year hit the high end reaching a total of \$1,200 in contributions.

"Over the course of 31 years, that's an enormous contribution to the foundation," Roche said. President of the ICPL Friends Foundation Bridget Feagler was in attendance alongside Roche. She was seated in the cafe where people could get treats as well as learn more about the Friends Foundation.



"We've done a variety of [events] in the past," Feagler said. "Last year, we had a big event at The Englert. This year, we're looking at focusing a lot of our efforts on our spring event, which is [called] 'Bright Future' in April. We'll be partnering with businesses for sponsorships."

While some of the attendees were regulars at this event, greeting Weissmiller and Roche by name, some were here for the first time. First-time attendee at the Book Gala,

Tony Gentile, found out about the event through a quick internet search.

"I like Prairie Lights, and I want to support the library," Gentile said. Having enjoyed this event, he looks forward to the next one.

The ICPL 31st Annual Book Gala was a rewarding event that promoted support for the ICPL Friends Foundation and allowed customers to interact with their fellow literature fans.



## Everyday Iowa – ICPL Friends Foundation’s Arts & Crafts Bazaar

Updated: December 3, 2024 at 8:58 AM CST

<https://www.kcrg.com/video/2024/12/03/everyday-iowa-icpl-friends-foundations-arts-crafts-bazaar/>



The graphic features a yellow banner on the left with the text "arts and crafts bazaar AND BOOK SALE" and "Saturday, December 7: 10am-3pm". It includes icons for a sewing machine, a sun, a button, and a ball of yarn. Logos for the Friends Foundation and Iowa City Public Library are also present. A black circle with "MEETING ROOM A" is in the top right of the banner. A large play button icon is centered over the graphic. To the right, the text reads "ARTS & CRAFTS BAZAAR" followed by "IOWA CITY PUBLIC LIBRARY FRIENDS FOUNDATION". Below this is a list of details: "SATURDAY, DEC. 7", "10 AM - 3 PM", "LOCATION: IOWA CITY PUBLIC LIBRARY", "SUPPORTICPL.ORG", and "EMAIL: DEVELOPMENT@ICPL.ORG".

The Iowa City Public Library Friends Foundation invites you to their Arts & Crafts Bazaar on 12/7 from 10AM to 3PM! Sales benefit the Iowa City Public Library!

# LITTLE VILLAGE

## 2024 Kids' Books They Won't Tire of Re-reading

By Casey Maynard | Issue 335: Peak Iowa 2024, November 2024

<https://littlevillagemag.com/lv-december-2024/>

### Fully Booked

## Where is your Little Village?

*Little Village* is a community supported monthly alternative magazine and digital media channel offering an independent perspective on Iowa news, culture and events. The magazine is widely available for free, with a distribution focus on the state's cultural centers of Iowa City, Des Moines, Cedar Rapids, Ames, Cedar Falls/Waterloo, Dubuque and the Quad Cities. [Scan here to find which one of LV's 800 distribution locations is nearest to you >>](#)



## Sponsor a rack!

By sponsoring a *Little Village* rack, you can:

- ✓ show the community that your business supports local media
- ✓ help increase *Little Village's* presence in the area
- ✓ be honored with a permanent sponsor recognition plaque
- ✓ get a shout-out to our social media followers and email list
- ✓ help us brighten up the CRANDIC, one street corner at a time!



CONTACT: [ads@littlevillagemag.com](mailto:ads@littlevillagemag.com)

GREAT RACK!



To request copies in your area, or to add your business as a distribution location, contact:

[distro@littlevillagemag.com](mailto:distro@littlevillagemag.com)

### Fully Booked

#### 2024 Kids' Books They Won't Tire of Re-reading

The holiday seasons here, and if you're like me and have yet to get all of your shopping done, there's still time! Below is a short list with brief reviews of some children's books published in 2024 that would make great holiday gift considerations.

Let's start with the youngest "readers." *Who Laid These Eggs?* by Laura Gehl is an interactive board book with a simple premise, complete with sturdy flaps and adorable illustrations both babies and adults will savor over and over (and over) again.

*I Hear a Buho* by Iowa City's own Raquel MacKay is a beautiful debut picture book that would make a lovely gift for littles, whether they're learning English, Spanish or both. The rhythm, rhyme scheme and pacing of this title make it a perfect contender for repeat reads, especially at bedtime.

Mikey Please's debut solo picture book, *The Café at the Edge of the Woods* is hilarious. Kids who enjoy potty humor will beg for this one over and over! Kiah Thomas's Lone Wolf series gets nice and silly as well, perfect for emerging readers and their families. Two installments were published this year, both equally funny: *Lone Wolf Gets a Pet* and *Lone Wolf Goes to School*.

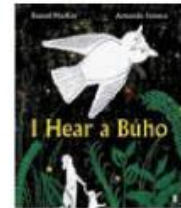
For children ready for an early chapter book but still seeking illustrations, Akiko Miyakoshi's latest title, *Little Shrew*, would make a solid choice. A soft, sweet slice-of-life story, *Little Shrew* incorporates short chapters and lovely illustrations. Readers who liked Jon Klassen's *The Skull* from 2023 will feel at home here.

The reprint of Roald Dahl's *Marvelously Revolting Recipes* is another notable release from this fall, and it's just as gross and wonderful as you likely remember from childhood. It even features a few new recipes that were not in the 1994 edition!

*Pokémon Timelines*, the latest ultimate visual guide to the history of the animated series, would make an apt gift for the Pokémon trainer in your life, while Travis Dandro's incredible retelling of *Winnie the Pooh* should please new and old fans of the Hundred Acre Wood. This retelling honors the original Milne stories, and Dandro's illustrations are a delightful take on the classic pen-and-ink drawings by E. H. Shepard.

Finally, the Choose Your Own Adventure series is in the process of being republished in graphic novel format! This year's latest installment, *Forecast from Stonehenge*, would be great for kids eager to blaze their own trail.

Preview these titles, find more fabulous potential gifts, and check out the complete 2024 kids book gift list at the Iowa City Public Library's website, [icpl.org](http://icpl.org). Happy holiday reading! LV



—Casey Maynard



# LITTLE VILLAGE

## [The Iowa Libraries Adventure Pass Program will be temporarily suspended at the end of the month](#)

By Paul Brennan | December 3, 2024

<https://littlevillagemag.com/the-iowa-libraries-adventure-pass-program-temporarily-suspended/>



Blank Park Zoo in 2019, 7401 SW 9th St, Des Moines. — Lawrence Lansing/Wikimedia Commons

The Adventure Pass program offered by public libraries around Iowa, which provides free passes to attractions such as museums and botanical gardens, will be suspended at the end of this month. [Plymouth Rocket](#), the software company that provides the reservation system and hosts the site for the passes, has “decided to sunset” its event registration and event calendar software.

“We know you all love the Adventure Pass, and we are working on finding a new reservation software to get it back up and running as soon as we can,” the Grimes Public Library (GPL) said in [a social media post](#).

GPL partnered with Blank Park Zoo in Des Moines to launch the Adventure Pass program in 2017. At first Grimes was the only library and the zoo was the only location in the program, but other libraries

soon asked to join and the number of venues accepting passes expanded. By the time the Iowa City Public Library and Cedar Rapids Public Library [joined in 2022](#), library cardholders 18 and older could reserve free passes for two adults and two children a day at a variety of venues, from the Grout Museum District in Waterloo to Reiman Gardens in Ames and the Science Center of Iowa. Currently, almost 80 libraries participate in the program.

“The calendar is still open for new reservations thru December 31st,” according to GPL. “Reservations that were previously made for dates past December 31st will still be honored. However, new reservations are not being taken for dates after December 31st.”

Anyone who has already reserved passes for 2025 should print it out before Dec. 31.

# Iowa City Public Library Board of Trustees Meeting Minutes

November 21, 2024  
2nd Floor – Boardroom  
Regular Meeting - 5:00 PM

**DRAFT**

---

Tom Rocklin - President	Bonnie Boothroy	Robin Paetzold
DJ Johnk – Vice President	Joseph Massa	John Raeburn
Hannah Shultz-Secretary	Claire Matthews	Dan Stevenson

---

**Members Present:** Bonnie Boothroy, DJ Johnk, Claire Matthews, Robin Paetzold, John Raeburn, Tom Rocklin, Hannah Shultz, Dan Stevenson.

**Members Absent:** Joseph Massa.

**Staff Present:** Elsworth Carman, Brent Palmer, Jason Paulios, Jen Royer.

**Guests Present:** Luna Johnk.

**Call Meeting to Order.** Rocklin called the meeting to order at 5:01 pm. A quorum was present. Matthews entered 5:02 pm.

**Approval of November 21, 2024 Board Meeting Agenda.** Johnk made a motion to approve the November 21, 2024 Board Meeting Agenda. Boothroy seconded. Motion passed 8/0.

**Public Discussion.** None.

## Items to be Discussed.

**Appoint Committee to Evaluate Library Director.** Rocklin thanked Johnk, Matthews, and Shultz for agreeing to serve on the committee to evaluate the Library Director. Rocklin sent Johnk notes from the previous evaluation. Shultz shared Johnk served on the committee previously. Rocklin said the Board will address the evaluation at the February meeting.

### **Policy Review: 501 Authority for Administration of Personnel Policies for Library Employees.**

Raeburn made a list of suggestions to propose to the policy. There was discussion about how to review the proposed changes. Rocklin deferred the policy review to the December meeting.

**Policy Review: 502 General Library Personnel Policies.** Rocklin shared the library personnel policy is meant to mirror the City of Iowa City’s personnel policy. Matthews asked if there are differences from

*If you will need disability-related accommodations in order to participate in this meeting, please contact Jen Royer, Iowa City Public Library, at 319-887-6003 or [jennifer-royer@icpl.org](mailto:jennifer-royer@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

the City's policy. Royer shared the word City Manager was changed to Library Director, and the word city was changed to library. Royer said the portion of the policy that was proposed for editing is not in the city policy as they don't require librarian certification. Carman said when the city makes further changes to their personnel policy, library staff will bring it back to Trustees for review. Boothroy asked if the section on certification was reviewed by the City Attorney. Royer agreed it was. Royer said the attorney did a light review of the policy because it matches the current personnel policy and legal is anticipating a more thorough review soon. Shultz made a motion to approve 502 General Library Personnel Policies. Johnk seconded. Motion passed 8/0.

**Policy Review: 813 Unattended Children.** Carman said the biggest change suggested to the policy is moving the age for unattended youth from "under six" to "seven or under". Carman said this change would align with Transit's unattended child age to ride the bus. Carman said they also benchmarked with Parks and Recreation, who has an older unattended child age limit, but library staff felt "seven or under" worked best for library procedures. Carman said this is a policy the Children's Department leans on regularly and is nice to have it spelled out. The committee tried to make changes as clear as possible.

Paetzold noted 813.5 and asked if the language is in the right voice. Carman clarified Paetzold was referring to the reasonable accommodations section. Paetzold said it sounds like a directive and not a policy note. There was discussion about the wording of the sentence, Trustees landed on "All requests for reasonable accommodations should be directed to the Library Director".

Rocklin asked how often staff get to closing and have a child without a caregiver. Carman said not very often but it certainly happens. Carman said if it is a regular patron there could be some differences in how staff would enforce this. Carman said it can also be a little tricky because the building closes earlier some nights than others; it can be a hard pattern.

Carman said the committee did speak with legal at length considering adding a section for vulnerable adults to the policy. Carman said they didn't settle on language that was both reflective of the law and effective for the library's intentions; Carman thinks this conversation will continue. Carman said like the personnel policy he wanted to review the policy on schedule and bring it back again if needed. Carman may also consider a supplemental policy for adults. Raeburn asked Carman to define vulnerable adults. Carman said that is one of the challenges, but it is adults who are unable to make choices about health, safety, and safe use of library facilities. Carman said there was discussion with legal on whether library staff were equipped to identify what adults fit that description. With age, staff can say definitively a patron is or is not in this category, with other considerations staff are less equipped.

Matthews asked if the policy is primarily directed to closing time and noted it could sound like it falls under disruptive patrons. Matthews said there is a fine line and asked if it was for someone who should be supervised vs being uncomfortable with someone on their own at closing. Matthews said they're two separate things, a disruptive patron policy like the Library Use policy might cover adults if there is a scene in the library, which is different than not being comfortable. Carman said it is more for someone who needs medical care and is refusing staff intervention. Carman said it would not be a case of staff trying to find someone in need of supervision and then taking action. Carman said staff have had a few problems with young adult patrons, well beyond the age of eight. It can be difficult for staff to navigate who to contact for this age group and gave the examples of determining whether to call 911, contacting

a caregiver, or contacting public safety. Carman said they are not everyday occurrences.

Carman said visiting this policy was a great exercise and staff may revisit it again in the future. Carman said it was helpful to walk through it with legal to review what staff should do in the instance that somebody needs help but isn't interested in receiving help. Matthews asked if there are other libraries in same situation with a precedent we could borrow from. Carman said staff benchmarked with several libraries who use adult inclusive policies. Carman shared he was comfortable with applying the general Library Use policy for behavior issues. Carman said staff are typically able to navigate that, though it would be a benefit to have an additional policy that spoke to teens and adults. Carman said the Library Use policy is robust and could be applied. Rocklin acknowledged the challenge in this type of situation. Johnk made a motion to approve policy 813 Unattended Children. Stevenson and Shultz seconded. Motion passed 8/0.

## Staff Reports.

**Director's Report.** Carman said the library's budget meeting with Finance happened earlier this week. Carman, Mangano, and Royer attended and had a line-by-line conversation about the budget request. Carman said it was a healthy conversation. Carman said he, Mangano, and Royer have been working hard to add notes in the budget reports submitted every year to the city. After three years of building on the notes there are descriptions for almost all lines, which helps everybody. Carman said there is less back and forth conversation to determine what a line pays for now. Carman said this work has been tedious but has really paid off. Carman said we won't know the outcome of the budget conversation until late December or January. The city will have to make some tough big picture budget decisions. Carman said the conversation went well and the library wasn't asked to make reductions.

Carman noted the annual report was included in the packet. Carman said ICPL records many statistics, and the state report shows them in a slightly different format. Royer and Carman worked on this document and are happy to answer questions.

Carman noted the date and invitation for Inservice Day in his report. The full plan for Inservice Day will be shared closer to the event and Trustees are invited to attend.

**Departmental Reports: Adult Services.** Paulios invited Trustees to review the flow chart in his report. Paulios said staff completed approximately 3,000 inter-library loans last year and each of those libraries needed to be contacted for returns. Paulios said he didn't have specific data on the amount of time saved but noted it was substantial. Paulios said there are many benefits such as the pickup cart being organized, errors being corrected, and uniformity in labeling. Rocklin asked if the clipboard was at one time an actual clipboard. Paulios thinks it must have been and shared it was digitized as a database. Paulios noted Todd Brown's quick work on solving this problem. Paulios said there will be a new ILS (Integrated Library System) coming that could supplant it.

**Community & Access Services.** Helmick absent. Matthews asked for clarification on "the Food Bank library table had an average of 20 visitors per visit". Carman said there was an average of 20 visitors each time the library had a table at the Food Bank. Shultz asked if that was at Community. Carman and Paulios agreed yes. Paulios said staff offered library card sign ups and information about library services. Rocklin asked if the visit was weekly. Paulios did not believe it was weekly.



**Development Report.** Roche absent. Rocklin said the preview party for the Arts & Crafts Bazaar was a great idea.

Carman thanked Boothroy who cohosted a fundraising event. Roche and Carman appreciated having a chance to connect with folks in a comfortable environment to talk about the library. Rocklin agreed it was fantastic. Boothroy said credit goes to Beth Deninger, on the Friends Foundation Board, for hosting and thinking of the idea. Matthews said Joan DePrenger is a retired Iowa City School Librarian who did a lot of fundraising for Iowa City schools. DePrenger was instrumental in Run for the Schools. Boothroy thanked Carman and Roche for attending the event.

**President's Report.** Rocklin thanked the Director Evaluation committee folks.

**Announcements from Members.** Matthews asked if other Trustees got an angry email. Rocklin said yes, all Trustees got it. Matthews asked if there was a response. Rocklin said it came through Mimecast and went to the Board email address. Carman shared he and Rocklin discussed it and because there was not a request for a response or information it was appropriate not to respond. Paetzold said there was no signature. Carman appreciated Stevenson checking on it. Rocklin said it is useful to remember what Trustees do affects the whole public in different ways.

Carman noted the Corridor Business Journal article in the packet. Amanda Ray, ICPL Supervising Librarian, and Carman spoke at a business lunch. Ray did a great job explaining how ICPL supports the business population and Carman is optimistic about expanding the conversation and amplifying these services. Paetzold said Forkenbrock was a former Iowa City Public Library Trustee.

## **Committee Reports.**

**Advocacy Committee.** Rocklin asked if Carman had ideas about the legislative session agenda this year. Carman said staff are looking at what failed last year to see if it will be brought back. Carman believes libraries will face a tougher environment in 2025 in terms of trying to re-introduce the library levy. Carman is watching for legislation like senate file 496, which restricted library materials in public school collections, and legislation around library governance. Carman thinks changes to library governance will have the potential to be the most detrimental to public libraries. Carman acknowledged the recent disruption in state library governance and feels it will be a very complex environment. On a national level Carman is watching the future of IMLS (Institute of Museum and Library Services) funding which affects the inter-library loan program, and has other major functions. Carman noted connections made last year with legislators and hopes people will feel comfortable reaching out with questions. Carman said there was a meeting on Monday with ILA (Iowa Library Association) but Carman hasn't seen the report yet. Paetzold said the levee was discussed.

**Finance Committee.** None.

**Foundation Members.** None.

**Communications. News Articles.** None.

**Consent Agenda.** Shultz made a motion to approve the Consent Agenda. Johnk seconded. Motion passed 8/0.

**Set Agenda Order for December Meeting.** Rocklin said the Authority for Administration of Personnel Policies for Library Employees, Memberships in Professional Organizations, and departmental reports will be discussed in December.

**Adjournment.** Rocklin adjourned the meeting at 5:36 pm.

Respectfully submitted,

Jen Royer

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
10550110								Library Administration		
10550110 432060								Consultant Services		
010836	TREASURER STATE OF I 2024 Treasure Hunt	0	2025 5	DIR	P	250.00 w110124	1101	2024 Treasure Hunt		
						ACCOUNT TOTAL			250.00	
10550110 432080								Other Professional Services		
010199	HILLS BANK AND TRUST 1122243248ACTSNACK	0	2025 5	INV	P	35.00 111524	307343	J Royer Visa 11/22/		
014353	ONE SOURCE THE BACKG 2022166540	0	2025 5	INV	P	599.20 110824	52301	BACKGROUND CHECKS F		
014353	ONE SOURCE THE BACKG 2022168605	0	2025 5	INV	P	320.10 120624	52903	BACKGROUND CHECKS F		
						919.30				
						ACCOUNT TOTAL			954.30	
10550110 436030								Transportation		
010199	HILLS BANK AND TRUST 1122243255	0	2025 5	INV	P	96.91 111524	307344	S Helmick Visa 11/2		
						ACCOUNT TOTAL			96.91	
10550110 436060								Lodging		
010199	HILLS BANK AND TRUST 1122243248ACTSNACK	0	2025 5	INV	P	2,849.81 111524	307343	J Royer Visa 11/22/		
						ACCOUNT TOTAL			2,849.81	
10550110 436080								Meals		
010199	HILLS BANK AND TRUST 1122243248ACTSNACK	0	2025 5	INV	P	57.94 111524	307343	J Royer Visa 11/22/		
010199	HILLS BANK AND TRUST 1122243255	0	2025 5	INV	P	105.39 111524	307344	S Helmick Visa 11/2		
010199	HILLS BANK AND TRUST 1122243313	0	2025 5	INV	P	92.09 111524	307342	K Roche Visa 11/22/		
						255.42				
						ACCOUNT TOTAL			255.42	
10550110 449060								Dues & Memberships		
010199	HILLS BANK AND TRUST 1122243271	0	2025 5	INV	P	30.00 111524	307346	A Pilkington Visa 1		
						ACCOUNT TOTAL			30.00	
10550110 449160								Other Rentals		
011898	QUADIENT LEASING USA Q1588112	0	2025 5	INV	P	669.81 112224	52417	Admin/Mail Machine		
						ACCOUNT TOTAL			669.81	
10550110 449280								Misc Services & Charges		
000111	Josie Mbaye 110824	0	2025 5	INV	P	7.00 112224	307590	Admin/Found Library		
000111	Jason Rantanten 1108242	0	2025 5	INV	P	6.50 112224	307589	Admin/Found Library		
						13.50				
010836	TREASURER STATE OF I 2024 Treasure Hunt	0	2025 5	DIR	P	7.00 w110124	1101	2024 Treasure Hunt		

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION			
			ACCOUNT TOTAL			20.50					
10550110 452010			Office Supplies								
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	631.89	111524	307343	J Royer Visa 11/22/		
			ACCOUNT TOTAL			631.89					
10550110 469320			Miscellaneous Supplies								
010125 BLICK ART MATERIALS	273933	0	2025 5	INV	P	29.99	110824	307163	Admin/Foamboard for		
010125 BLICK ART MATERIALS	273982	0	2025 5	INV	P	29.99	110824	307163	Admin/Foamboard for		
						59.98					
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	43.71	111524	307343	J Royer Visa 11/22/		
012264 MAILBOXES OF IOWA CI	656340	0	2025 5	INV	P	60.00	112224	307596	Admin/Mailer Bubble		
			ACCOUNT TOTAL			163.69					
10550110 469360			Food and Beverages								
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	55.79	111524	307343	J Royer Visa 11/22/		
			ACCOUNT TOTAL			55.79					
			ORG 10550110 TOTAL			5,978.12					
10550121			Library Bldg Maint - Public								
10550121 438030			Electricity								
010319 MIDAMERICAN ENERGY	559889321	0	2025 5	INV	P	6,919.92	111524	52355	123 S LINN ST		
			ACCOUNT TOTAL			6,919.92					
10550121 438070			Heating Fuel/Gas								
010319 MIDAMERICAN ENERGY	559889321	0	2025 5	INV	P	1,371.87	111524	52355	123 S LINN ST		
			ACCOUNT TOTAL			1,371.87					
10550121 442010			Other Building R&M Services								
010290 LENOCH AND CILEK ACE	376695/3	0	2025 5	INV	P	478.17	112224	307587	FAC/Salt Softener		
010392 RMB CO INC	15634	0	2025 5	INV	P	9,848.48	111524	52362	FAC/Sewer Leak Fix		
011399 ELECTRIC EQUIPMENT S	9767	0	2025 5	INV	P	1,029.36	112924	52834	FAC/Air Filters		
014457 A TECH INC	639002	0	2025 5	INV	P	72.00	112924	52820	FAC/Security Monito		
016722 PROFESSIONAL WINDOW	3774	0	2025 5	INV	P	150.00	111524	307392	FAC/Window Cleaning		
			ACCOUNT TOTAL			11,578.01					
10550121 442030			Heating & Cooling R&M Services								

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
010392 RMB CO INC	15692	0	2025 5	INV	P	8,868.53 111524	52362	FAC/Roof Top Unit F		
ACCOUNT TOTAL						8,868.53				
10550121 445030			Nursery Srvc-Lawn & Plant Care							
010181 GREENERY DESIGNS	4350	0	2025 5	INV	P	78.00 111524	307335	FAC/Interior Plants		
ACCOUNT TOTAL						78.00				
10550121 449160			Other Rentals							
010627 CINTAS CORPORATION	4197896415	0	2025 5	INV	P	223.25 112224	307515	FAC/Sanitary Suppli		
010627 CINTAS CORPORATION	4209438458	0	2025 5	INV	P	223.25 110824	307170	FAC/Sanitary Suppli		
010627 CINTAS CORPORATION	4210882809	0	2025 5	INV	P	223.25 112924	307883	FAC/Sanitary Suppli		
						669.75				
ACCOUNT TOTAL						669.75				
10550121 452040			Sanitation & Indust Supplies							
010290 LENOCH AND CILEK ACE	376539/3	0	2025 5	INV	P	1,374.29 112224	307587	FAC/Restroom Suppli		
010290 LENOCH AND CILEK ACE	376542/3	0	2025 5	INV	P	27.00 112224	307587	FAC/Trash Bags		
010290 LENOCH AND CILEK ACE	376576/3	0	2025 5	INV	P	151.78 112224	307587	FAC/Hand Soap, Dist		
010290 LENOCH AND CILEK ACE	376630/3	0	2025 5	INV	P	71.40 112224	307587	FAC/Disinfecting wi		
010290 LENOCH AND CILEK ACE	376652/3	0	2025 5	INV	P	11.90 112224	307587	FAC/Disinfecting wi		
010290 LENOCH AND CILEK ACE	376653/3	0	2025 5	INV	P	59.50 112224	307587	FAC/Disinfecting wi		
010290 LENOCH AND CILEK ACE	376677/3	0	2025 5	INV	P	937.33 112224	307587	FAC/Restroom Suppli		
						2,633.20				
010627 CINTAS CORPORATION	4197896415	0	2025 5	INV	P	374.66 112224	307515	FAC/Sanitary Suppli		
010627 CINTAS CORPORATION	4209438458	0	2025 5	INV	P	412.91 110824	307170	FAC/Sanitary Suppli		
010627 CINTAS CORPORATION	4210882809	0	2025 5	INV	P	330.62 112924	307883	FAC/Sanitary Suppli		
						1,118.19				
ACCOUNT TOTAL						3,751.39				
10550121 466070			Other Maintenance Supplies							
011399 ELECTRIC EQUIPMENT S	9763	0	2025 5	INV	P	360.36 111524	52341	FAC/Lightbulbs		
ACCOUNT TOTAL						360.36				
10550121 469320			Miscellaneous Supplies							
010199 HILLS BANK AND TRUST	1122243297	0	2025 5	INV	P	136.95 111524	307348	B Gehrke Visa 11/22		
ACCOUNT TOTAL						136.95				
ORG 10550121 TOTAL						33,734.78				
10550140			Library Computer Systems							
10550140 438130			Cell Phone/Data Services							
010482 VERIZON WIRELESS	9978415351	0	2025 5	INV	P	288.83 112924	308012	IT/Verizon Wireless		

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
			ACCOUNT TOTAL			288.83			
10550140 438140			Internet Fees						
014293 IMON COMMUNICATIONS	3786479	0	2025 5	INV	P	253.00	111524	307354 Internet Services &	
014293 IMON COMMUNICATIONS	3814608	0	2025 5	INV	P	302.78	112924	307921 IT/Internet	
						555.78			
			ACCOUNT TOTAL			555.78			
10550140 443020			Office Equipment R&M Services						
014150 ADVANCED BUSINESS SY	INV393513	0	2025 5	INV	P	309.40	112924	52821 IT/Sharp Printing	
			ACCOUNT TOTAL			309.40			
10550140 444080			Software R&M Services						
010199 HILLS BANK AND TRUST	1122243305	0	2025 5	INV	P	2.70	111524	307347 B Palmer Visa 11/22	
016740 OPEN LIBRARY FOUNDAT	1659	0	2025 5	INV	P	250.00	110824	307247 IT/Backer Level Mem	
			ACCOUNT TOTAL			252.70			
10550140 455110			Software						
010199 HILLS BANK AND TRUST	1122243305	0	2025 5	INV	P	32.00	111524	307347 B Palmer Visa 11/22	
			ACCOUNT TOTAL			32.00			
10550140 455120			Misc Computer Hardware						
010199 HILLS BANK AND TRUST	1122243305	0	2025 5	INV	P	1,344.74	111524	307347 B Palmer Visa 11/22	
			ACCOUNT TOTAL			1,344.74			
			ORG 10550140 TOTAL			2,783.45			
10550151			Lib Public Services - Adults						
10550151 445250			Inter-Library Loans						
000119 Mount Pleasant Publi	00012	0	2025 5	INV	P	5.00	112224	307619 AS/Lost ILL - Rider	
000119 Sedarlia Public Libra	100324	0	2025 5	INV	P	16.95	111524	307379 AS/Lost ILL	
						21.95			
			ACCOUNT TOTAL			21.95			
10550151 469320			Miscellaneous Supplies						
010199 HILLS BANK AND TRUST	1122243289	0	2025 5	INV	P	698.90	111524	307345 J Paulios Visa 11/2	
			ACCOUNT TOTAL			698.90			
10550151 469360			Food and Beverages						
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	87.92	111524	307343 J Royer Visa 11/22/	
010199 HILLS BANK AND TRUST	1122243289	0	2025 5	INV	P	367.39	111524	307345 J Paulios Visa 11/2	

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION	
										455.31
									ACCOUNT TOTAL	455.31
									ORG 10550151 TOTAL	1,176.16
10550152									Lib Public Services - Children	
10550152	432080								Other Professional Services	
010836	TREASURER STATE OF I	2024	Treasure Hunt	0	2025	5	DIR	P	100.00	w110124 1101 2024 Treasure Hunt
017171	LODH, ANJALI	112024		0	2025	5	INV	P	75.00	112924 307942 CHI/Sunday Chess C1
017185	CAPRON, MARK AARON	111524		0	2025	5	INV	P	50.00	112924 307879 CHI/Biweekly Chess
									ACCOUNT TOTAL	225.00
10550152	469320								Miscellaneous Supplies	
010199	HILLS BANK AND TRUST	1122243248	ACTSNACK	0	2025	5	INV	P	-6.00	111524 307343 J Royer Visa 11/22/
010199	HILLS BANK AND TRUST	1122243271		0	2025	5	INV	P	753.37	111524 307346 A Pilkington Visa 1
										747.37
									ACCOUNT TOTAL	747.37
10550152	469360								Food and Beverages	
010199	HILLS BANK AND TRUST	1122243248	ACTSNACK	0	2025	5	INV	P	258.87	111524 307343 J Royer Visa 11/22/
010199	HILLS BANK AND TRUST	1122243271		0	2025	5	INV	P	46.03	111524 307346 A Pilkington Visa 1
										304.90
									ACCOUNT TOTAL	304.90
									ORG 10550152 TOTAL	1,277.27
10550159									Lib Public Srvs-Comm Access	
10550159	435059								Advertising	
011328	LITTLE VILLAGE MAGAZ	12578		0	2025	5	INV	P	1,908.00	112224 307591 CAS/Ads
									ACCOUNT TOTAL	1,908.00
10550159	445140								Outside Printing	
010050	TRU ART	128936011		0	2025	5	INV	P	9,564.64	110824 307270 CAS/59,041 Fall win
									ACCOUNT TOTAL	9,564.64
10550159	448030								Community Events Funding	
010199	HILLS BANK AND TRUST	1122243255		0	2025	5	INV	P	150.00	111524 307344 S Helmick Visa 11/2
									ACCOUNT TOTAL	150.00
10550159	449280								Misc Services & Charges	

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	395.70 111524	307343	J Royer Visa 11/22/		
ACCOUNT TOTAL						395.70				
10550159 469320			Miscellaneous Supplies							
010199 HILLS BANK AND TRUST	1122243255	0	2025 5	INV	P	83.81 111524	307344	S Helmick Visa 11/2		
010199 HILLS BANK AND TRUST	1122243271	0	2025 5	INV	P	37.84 111524	307346	A Pilkington Visa 1		
						121.65				
ACCOUNT TOTAL						121.65				
10550159 469360			Food and Beverages							
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	270.12 111524	307343	J Royer Visa 11/22/		
010199 HILLS BANK AND TRUST	1122243255	0	2025 5	INV	P	52.90 111524	307344	S Helmick Visa 11/2		
						323.02				
ACCOUNT TOTAL						323.02				
ORG 10550159 TOTAL						12,463.01				
10550160			Library Collection Services							
10550160 445270			Library Material R&M Services							
010509 BAKER & TAYLOR INC C	200055102024V	0	2025 5	INV	P	1,533.13 111524	307301	LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038613091	0	2025 5	INV	P	7.74 110824	307160	LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038640547	0	2025 5	INV	P	6.45 112224	307500	LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038655845	0	2025 5	INV	P	11.61 112224	307500	LIBRARY MATERIALS		
						1,558.93				
ACCOUNT TOTAL						1,558.93				
10550160 469110			Misc Processing Supplies							
010509 BAKER & TAYLOR INC C	H671015DM	0	2025 5	INV	P	6.70 112924	307871	LIBRARY MATERIALS		
010546 MIDWEST TAPE	506270379	0	2025 5	INV	P	610.10 112224	307610	LIBRARY MATERIALS		
ACCOUNT TOTAL						616.80				
ORG 10550160 TOTAL						2,175.73				
10550210			Library Children's Materials							
10550210 432030			Financial Services & Charges							
010199 HILLS BANK AND TRUST	1122243263	0	2025 5	INV	P	.96 111524	307349	A Mangano Visa 11/2		
ACCOUNT TOTAL						.96				
10550210 477020			Books (Cat/Cir)							
010199 HILLS BANK AND TRUST	1122243263	0	2025 5	INV	P	63.99 111524	307349	A Mangano Visa 11/2		
010509 BAKER & TAYLOR INC C	2038429130	0	2025 5	INV	P	955.88 112224	307501	LIBRARY MATERIALS		



**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5		TO 2025/5										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION		
010509	BAKER & TAYLOR INC	C 203855449	0	2025	5	INV P		406.06	112924	307870	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038619495	0	2025	5	INV P		360.78	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038624345	0	2025	5	INV P		45.16	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038627579	0	2025	5	INV P		22.36	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038635822	0	2025	5	INV P		316.15	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038636556	0	2025	5	INV P		30.11	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038637152	0	2025	5	INV P		54.30	111524	307301	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038637180	0	2025	5	INV P		352.58	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038637811	0	2025	5	INV P		239.40	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038638866	0	2025	5	INV P		62.38	110824	307161	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038649753	0	2025	5	INV P		42.14	111524	307301	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038650085	0	2025	5	INV P		373.20	111524	307301	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038650938	0	2025	5	INV P		325.44	111524	307301	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038655733	0	2025	5	INV P		169.60	111524	307301	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038664930	0	2025	5	INV P		507.04	112224	307501	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038665160	0	2025	5	INV P		82.40	112224	307501	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038668031	0	2025	5	INV P		41.51	112224	307501	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038668494	0	2025	5	INV P		529.53	112224	307501	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038671209	0	2025	5	INV P		93.77	112224	307501	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038676009	0	2025	5	INV P		232.20	112924	307870	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038681690	0	2025	5	INV P		27.12	112924	307870	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038681804	0	2025	5	INV P		290.16	112924	307870	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038683249	0	2025	5	INV P		225.51	112924	307870	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC	C 2038687036	0	2025	5	INV P		280.42	112924	307870	LIBRARY MATERIALS	
								<b>6,065.20</b>				
010531	GALE GROUP	85864716	0	2025	5	INV P		18.74	110824	307184	LIBRARY MATERIALS	
010531	GALE GROUP	85949327	0	2025	5	INV P		19.99	112924	307907	LIBRARY MATERIALS	
								<b>38.73</b>				
010536	INGRAM LIBRARY SERVI	84406014	0	2025	5	INV P		76.79	110824	307202	LIBRARY MATERIALS	
010536	INGRAM LIBRARY SERVI	84488888	0	2025	5	CRM P		-9.74	110824	307202	LIBRARY MATERIALS	
010536	INGRAM LIBRARY SERVI	84498140	0	2025	5	INV P		66.91	111524	307355	LIBRARY MATERIALS	
010536	INGRAM LIBRARY SERVI	84619721	0	2025	5	INV P		31.39	112224	307564	LIBRARY MATERIALS	
010536	INGRAM LIBRARY SERVI	84696149	0	2025	5	INV P		125.04	112924	307924	LIBRARY MATERIALS	
010536	INGRAM LIBRARY SERVI	84780930	0	2025	5	INV P		27.30	112924	307924	LIBRARY MATERIALS	
								<b>317.69</b>				
ACCOUNT TOTAL								<b>6,485.61</b>				
10550210	477070	eBooks										
011068	OVERDRIVE INC	01370Co24331155	0	2025	5	INV P		57.48	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24332289	0	2025	5	INV P		19.99	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24342921	0	2025	5	INV P		47.46	111524	307386	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24345752	0	2025	5	INV P		19.48	111524	307386	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24354548	0	2025	5	INV P		56.70	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356173	0	2025	5	INV P		261.50	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24327358	0	2025	5	INV P		33.72	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24352703	0	2025	5	INV P		6.99	112224	307626	LIBRARY MATERIALS	

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5													
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION					
											503.32		
											ACCOUNT TOTAL	503.32	
10550210	477110										Audio (Digital)		
011068	OVERDRIVE INC	01370Co24331155	0	2025	5	INV	P	25.00	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356158	0	2025	5	INV	P	75.59	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24352703	0	2025	5	INV	P	63.00	112224	307626	LIBRARY MATERIALS		
												163.59	
												ACCOUNT TOTAL	163.59
10550210	477120										Audio (Read-Along)		
010509	BAKER & TAYLOR INC C	2038676009	0	2025	5	INV	P	153.00	112924	307870	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038683249	0	2025	5	INV	P	43.96	112924	307870	LIBRARY MATERIALS		
													196.96
016642	PLAYAWAY PRODUCTS	478775	0	2025	5	INV	P	64.94	110824	307252	LIBRARY MATERIALS		
016642	PLAYAWAY PRODUCTS	480967	0	2025	5	INV	P	412.93	112924	307969	LIBRARY MATERIALS		
													477.87
												ACCOUNT TOTAL	674.83
10550210	477160										Video (DVD)		
010546	MIDWEST TAPE	506199989	0	2025	5	INV	P	5.24	110824	307226	LIBRARY MATERIALS		
												ACCOUNT TOTAL	5.24
10550210	477200										Toys/Kits		
010199	HILLS BANK AND TRUST	1122243263	0	2025	5	INV	P	31.69	111524	307349	A Mangano Visa 11/2		
												ACCOUNT TOTAL	31.69
10550210	477250										Streaming Media/PPU		
011068	OVERDRIVE INC	01370CP24338833	0	2025	5	INV	P	5.50	111524	307386	LIBRARY MATERIALS		
015034	KANOPY INC	424959	0	2025	5	INV	P	1,250.00	111524	307366	LIBRARY MATERIALS		
												ACCOUNT TOTAL	1,255.50
												ORG 10550210 TOTAL	9,120.74
10550220											Library Adult Materials		
10550220	477020										Books (Cat/Cir)		
010199	HILLS BANK AND TRUST	1122243263	0	2025	5	INV	P	20.93	111524	307349	A Mangano Visa 11/2		
010378	PRAIRIE LIGHTS BOOKS	3703	0	2025	5	INV	P	19.96	112924	307971	LIBRARY MATERIALS		
010378	PRAIRIE LIGHTS BOOKS	3704	0	2025	5	INV	P	19.96	112924	307971	LIBRARY MATERIALS		

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5													
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION				
						39.92							
010509	BAKER & TAYLOR INC C 2038429130	0	2025 5	INV	P	838.38	112224	307501	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 203855449	0	2025 5	INV	P	565.56	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038562700	0	2025 5	INV	P	70.23	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038619495	0	2025 5	INV	P	601.05	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038624397	0	2025 5	INV	P	256.79	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038630768	0	2025 5	INV	P	290.43	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038631077	0	2025 5	INV	P	275.88	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038635822	0	2025 5	INV	P	1,077.73	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038636556	0	2025 5	INV	P	151.39	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038638866	0	2025 5	INV	P	336.76	110824	307161	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038640025	0	2025 5	INV	P	224.66	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038649711	0	2025 5	INV	P	215.36	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038649900	0	2025 5	INV	P	323.21	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038650185	0	2025 5	INV	P	191.35	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038650938	0	2025 5	INV	P	840.40	111524	307301	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038661198	0	2025 5	INV	P	266.95	112224	307501	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038668064	0	2025 5	INV	P	90.65	112224	307501	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038671325	0	2025 5	INV	P	339.34	112224	307501	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038676009	0	2025 5	INV	P	790.99	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038677514	0	2025 5	INV	P	229.66	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038681328	0	2025 5	INV	P	88.67	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038681927	0	2025 5	INV	P	148.04	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038683249	0	2025 5	INV	P	658.13	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038686612	0	2025 5	INV	P	132.32	112924	307870	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038687034	0	2025 5	INV	P	267.65	112924	307870	LIBRARY MATERIALS				
						9,271.58							
010520	CENTER POINT PUBLISH 2128674	0	2025 5	INV	P	97.08	112224	307509	LIBRARY MATERIALS				
010531	GALE GROUP 85933275	0	2025 5	INV	P	32.79	112224	307542	LIBRARY MATERIALS				
010531	GALE GROUP 85938748	0	2025 5	INV	P	29.59	112224	307542	LIBRARY MATERIALS				
010531	GALE GROUP 85949327	0	2025 5	INV	P	247.12	112924	307907	LIBRARY MATERIALS				
						309.50							
010536	INGRAM LIBRARY SERVI 84406014	0	2025 5	INV	P	63.63	110824	307202	LIBRARY MATERIALS				
010536	INGRAM LIBRARY SERVI 84498140	0	2025 5	INV	P	80.59	111524	307355	LIBRARY MATERIALS				
010536	INGRAM LIBRARY SERVI 84619721	0	2025 5	INV	P	119.51	112224	307564	LIBRARY MATERIALS				
010536	INGRAM LIBRARY SERVI 84696149	0	2025 5	INV	P	136.20	112924	307924	LIBRARY MATERIALS				
010536	INGRAM LIBRARY SERVI 84780930	0	2025 5	INV	P	118.62	112924	307924	LIBRARY MATERIALS				
						518.55							
012859	INFORMATION TODAY 1782487-B1	0	2025 5	INV	P	493.03	112924	307922	LIBRARY MATERIALS				
ACCOUNT TOTAL						10,750.59							
10550220	477070								eBooks				

CITY OF IOWA CITY



Library Disbursements: November 1 to November 30, 2024

YEAR/PERIOD: 2025/5 TO 2025/5												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION		
011068	OVERDRIVE INC	01370Co24326106	0	2025	5	INV P	69.98	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24331149	0	2025	5	INV P	527.73	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332286	0	2025	5	INV P	333.58	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332290	0	2025	5	INV P	227.44	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332291	0	2025	5	INV P	27.50	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332307	0	2025	5	INV P	512.27	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332317	0	2025	5	INV P	27.50	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24336844	0	2025	5	INV P	60.00	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24342918	0	2025	5	INV P	1,035.43	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24345759	0	2025	5	INV P	26.65	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24345763	0	2025	5	INV P	774.99	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24348505	0	2025	5	INV P	683.14	112224	307626	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24348511	0	2025	5	INV P	236.49	112224	307626	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24353464	0	2025	5	INV P	98.99	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24354545	0	2025	5	INV P	628.96	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356169	0	2025	5	INV P	93.05	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356172	0	2025	5	INV P	234.99	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356174	0	2025	5	INV P	55.00	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356182	0	2025	5	INV P	27.50	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356183	0	2025	5	INV P	17.53	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356185	0	2025	5	INV P	313.18	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24356202	0	2025	5	INV P	348.02	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24359645	0	2025	5	INV P	348.09	112924	307963	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24327358	0	2025	5	INV P	334.50	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24334796	0	2025	5	INV P	132.92	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24343727	0	2025	5	INV P	40.00	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24346500	0	2025	5	INV P	211.23	111524	307386	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24350784	0	2025	5	INV P	4.99	112224	307626	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24352703	0	2025	5	INV P	375.68	112224	307626	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370DA24360648	0	2025	5	INV P	411.74	112924	307963	LIBRARY MATERIALS		
							<b>8,219.07</b>					
						ACCOUNT TOTAL						8,219.07
10550220	477100					Audio (Compact Disc)						
010546	MIDWEST TAPE	506195048	0	2025	5	INV P	64.45	110824	307226	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506218339	0	2025	5	INV P	17.98	110824	307226	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506249280	0	2025	5	INV P	11.99	112224	307610	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506284102	0	2025	5	INV P	13.49	112924	307952	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506303474	0	2025	5	INV P	31.93	112924	307952	LIBRARY MATERIALS		
							<b>139.84</b>					
						ACCOUNT TOTAL						139.84
10550220	477110					Audio (Digital)						
011068	OVERDRIVE INC	01370Co24326106	0	2025	5	INV P	33.25	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24331149	0	2025	5	INV P	497.96	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332285	0	2025	5	INV P	318.95	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332288	0	2025	5	INV P	785.51	110824	307249	LIBRARY MATERIALS		
011068	OVERDRIVE INC	01370Co24332302	0	2025	5	INV P	217.93	110824	307249	LIBRARY MATERIALS		

Library Disbursements: November 1 to November 30, 2024

YEAR/PERIOD: 2025/5 TO 2025/5												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION		
011068	OVERDRIVE INC	01370Co24332308	0	2025	5	INV P		575.59	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24332317	0	2025	5	INV P		223.74	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24342918	0	2025	5	INV P		239.98	111524	307386	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24345763	0	2025	5	INV P		851.97	111524	307386	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24348507	0	2025	5	INV P		503.99	112224	307626	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24348509	0	2025	5	INV P		995.98	112224	307626	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24353464	0	2025	5	INV P		99.99	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356132	0	2025	5	INV P		921.71	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356139	0	2025	5	INV P		193.49	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356144	0	2025	5	INV P		450.19	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356155	0	2025	5	INV P		183.36	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370Co24356208	0	2025	5	INV P		321.97	112924	307963	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24327358	0	2025	5	INV P		665.88	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24334796	0	2025	5	INV P		164.22	110824	307249	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24346500	0	2025	5	INV P		367.79	111524	307386	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24352703	0	2025	5	INV P		540.97	112224	307626	LIBRARY MATERIALS	
011068	OVERDRIVE INC	01370DA24360648	0	2025	5	INV P		844.39	112924	307963	LIBRARY MATERIALS	
								<b>9,998.81</b>				
							ACCOUNT TOTAL	9,998.81				
10550220	477160	Video (DVD)										
010546	MIDWEST TAPE	506199989	0	2025	5	INV P		264.60	110824	307226	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506265201	0	2025	5	INV P		762.45	112224	307610	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506265202	0	2025	5	INV P		92.22	112224	307610	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506298845	0	2025	5	INV P		71.97	112924	307952	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506298846	0	2025	5	INV P		296.67	112924	307952	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506331881	0	2025	5	INV P		552.51	112924	307952	LIBRARY MATERIALS	
010546	MIDWEST TAPE	506331882	0	2025	5	INV P		218.93	112924	307952	LIBRARY MATERIALS	
								<b>2,259.35</b>				
							ACCOUNT TOTAL	2,259.35				
10550220	477200	Toys/Kits										
010199	HILLS BANK AND TRUST	1122243263	0	2025	5	INV P		54.44	111524	307349	A Mangano Visa 11/2	
							ACCOUNT TOTAL	54.44				
10550220	477220	Video Games										
016856	KLISE/CRIMSON MULTI	017182	0	2025	5	INV P		74.22	110824	307215	LIBRARY MATERIALS	
016856	KLISE/CRIMSON MULTI	017604	0	2025	5	INV P		1,121.36	112924	307935	LIBRARY MATERIALS	
								<b>1,195.58</b>				
							ACCOUNT TOTAL	1,195.58				
10550220	477250	Streaming Media/PPU										
010546	MIDWEST TAPE	506274090	0	2025	5	INV P		3,573.63	111524	307376	LIBRARY MATERIALS	
015034	KANOPY INC	423910	0	2025	5	INV P		2,195.00	111524	307366	LIBRARY MATERIALS	

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION	
015034 KANOPY INC	424959	0	2025 5	INV	P	1,250.00	111524	307366	LIBRARY MATERIALS	
						3,445.00				
						ACCOUNT TOTAL				7,018.63
10550220 477330						Serial (Print)				
010199 HILLS BANK AND TRUST 1122243263		0	2025 5	INV	P	40.00	111524	307349	A Mangano Visa 11/2	
						ACCOUNT TOTAL				40.00
						ORG 10550220 TOTAL				39,676.31
FUND 1000 General						TOTAL:				108,385.57



**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
10550320								Library Board Enterprise		
10550320 443020								Office Equipment R&M Services		
010216 RICOH USA INC	5070386557	0	2025 5	INV	P	88.29 112924		52852 LBE/Public Printing		
014150 ADVANCED BUSINESS SY	INV393513	0	2025 5	INV	P	44.72 112924		52821 IT/Sharp Printing		
						ACCOUNT TOTAL	133.01			
10550320 444100								Hardware R&M Services		
010555 TRACSYSTEMS INC	4772	0	2025 5	INV	P	3,507.97 110824		307269 LBE/Tracsystems Har		
						ACCOUNT TOTAL	3,507.97			
						ORG 10550320 TOTAL	3,640.98			
10550350								Enrich Iowa		
10550350 432080								Other Professional Services		
017044 ADVANTAGE ARCHIVES	41439	0	2025 5	INV	P	8,670.00 112224		307492 Enrich Iowa/Digitiz		
						ACCOUNT TOTAL	8,670.00			
						ORG 10550350 TOTAL	8,670.00			
10550420								Library Designated Gifts		
10550420 469320								Miscellaneous Supplies		
010199 HILLS BANK AND TRUST	1122243248ACTSNACK	0	2025 5	INV	P	737.68 111524		307343 J Royer Visa 11/22/		
010509 BAKER & TAYLOR INC C	2038673313	0	2025 5	INV	P	16.17 112224		307501 LIBRARY MATERIALS		
010536 INGRAM LIBRARY SERVI	84619721	0	2025 5	INV	P	113.60 112224		307564 LIBRARY MATERIALS		
014778 CROWN TROPHY	158295CHESS	0	2025 5	INV	P	33.50 112924		307889 DG/Chess trophy		
						ACCOUNT TOTAL	900.95			
						ORG 10550420 TOTAL	900.95			
10550510								Library Children's Materials -		
10550510 477020								Books (Cat/Cir)		
010509 BAKER & TAYLOR INC C	203855449	0	2025 5	INV	P	10.82 112924		307870 LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038649753	0	2025 5	INV	P	11.39 111524		307301 LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038655733	0	2025 5	INV	P	9.68 111524		307301 LIBRARY MATERIALS		
010509 BAKER & TAYLOR INC C	2038665160	0	2025 5	INV	P	11.39 112224		307501 LIBRARY MATERIALS		
						43.28				
						ACCOUNT TOTAL	43.28			
						ORG 10550510 TOTAL	43.28			

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550520											Library Adult Materials - Gift
10550520	477020										Books (Cat/Cir)
010378	PRAIRIE LIGHTS BOOKS 3703				0	2025	5	INV P	39.92	112924	307971 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038429130				0	2025	5	INV P	1,085.25	112224	307501 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 203855449				0	2025	5	INV P	727.21	112924	307870 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038613091				0	2025	5	INV P	80.92	110824	307160 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038619495				0	2025	5	INV P	839.74	110824	307161 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038635822				0	2025	5	INV P	762.87	110824	307161 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038636556				0	2025	5	INV P	164.48	110824	307161 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038638866				0	2025	5	INV P	207.12	110824	307161 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038640547				0	2025	5	INV P	157.41	112224	307500 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038650938				0	2025	5	INV P	1,188.31	111524	307301 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038655845				0	2025	5	INV P	145.07	112224	307500 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038676009				0	2025	5	INV P	812.38	112924	307870 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C 2038683249				0	2025	5	INV P	634.77	112924	307870 LIBRARY MATERIALS
									<b>6,805.53</b>		
010520	CENTER POINT PUBLISH 2128674				0	2025	5	INV P	49.14	112224	307509 LIBRARY MATERIALS
010531	GALE GROUP 85854192				0	2025	5	INV P	58.38	110824	307184 LIBRARY MATERIALS
010531	GALE GROUP 85927968				0	2025	5	INV P	30.39	112224	307542 LIBRARY MATERIALS
010531	GALE GROUP 85949327				0	2025	5	INV P	27.99	112924	307907 LIBRARY MATERIALS
									<b>116.76</b>		
010536	INGRAM LIBRARY SERVI 84406014				0	2025	5	INV P	27.45	110824	307202 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI 84498140				0	2025	5	INV P	102.32	111524	307355 LIBRARY MATERIALS
010536	INGRAM LIBRARY SERVI 84780930				0	2025	5	INV P	35.08	112924	307924 LIBRARY MATERIALS
									<b>164.85</b>		
010750	IOWA POETRY ASSOCIAT IPALI2024				0	2025	5	INV P	12.75	110824	307206 LIBRARY MATERIALS
											ACCOUNT TOTAL
											7,188.95
											ORG 10550520 TOTAL
											7,188.95
FUND 1001 Library Gifts									TOTAL:		20,444.16

**CITY OF IOWA CITY**



**Library Disbursements: November 1 to November 30, 2024**

YEAR/PERIOD: 2025/5 TO 2025/5									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		WARRANT	CHECK	DESCRIPTION	
10550800									Library Replacement Reserve
10550800 455120					Misc Computer Hardware				
010199 HILLS BANK AND TRUST	1122243305	0	2025 5	INV P		865.46 111524	307347 B	Palmer Visa 11/22	
					ACCOUNT TOTAL	865.46			
					ORG 10550800 TOTAL	865.46			
FUND 1006 Library Replacement Reserves					TOTAL:	865.46			

\_\_\_\_\_  
Tom Rocklin, President

\_\_\_\_\_  
Hannah Shultz, Secretary