



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240
319-356-5200 • icpl.org

LIBRARY BOARD OF TRUSTEES

September 22, 2022

Iowa City Public Library

2nd Floor – Boardroom

Regular Meeting - 5:00 PM

Carol Kirsch - President

Tom Rocklin - Vice President

DJ Johnk - Secretary

Noa Kim

Claire Matthews

Robin Paetzold

John Raeburn

Hannah Shultz

Dan Stevenson

- 1. Call Meeting to Order.**
- 2. Approval of September 22, 2022 Board Meeting Agenda.**
- 3. Public Discussion.**
- 4. Items to be Discussed.**
 - A. Budget Discussion.
Comment: This is a regularly scheduled agenda item. Board action not required.
 - B. Policy Review: 401 Finance Policy.
Comment: This is a regularly scheduled agenda item. Board action required.
 - C. Policy Review: 801 Circulation and Library Card Policy.
Comment: This is a regularly scheduled agenda item. Board action not required.
- 5. Staff Reports.**
 - A. Director's Report.
 - B. Departmental Reports: Adult Services, Community & Access Services.
 - D. Miscellaneous.
- 6. President's Report.**

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

7. Announcements from Members.

8. Committee Reports.

9. Communications.

10. Consent Agenda.

- A. Approve Minutes of Library Board of Trustees August 25, 2022 Regular Meeting.
- B. Approve Disbursements for August, 2022.

11. Set Agenda Order for October Meeting.

12. Adjournment.

Iowa City Public Library – Board of Trustee Meetings Agenda Items and Order Schedule FY23		
SEPTEMBER 22, 2022	OCTOBER 27, 2022	NOVEMBER 17, 2022
Budget Discussion <i>Policy Review: 401 Finance Policy (AD)</i> <i>Policy Review: 801 Circulation and Library Card Policy (CAS)</i> Departmental Reports: AS, CAS	Budget Discussion 1 st Quarter Statistics and Financials - Review Departmental Reports: CH, CLS, IT Special Events: Homecoming Parade	Appoint Committee – Director’s Evaluation <i>Policy Review: 601 Collection Development</i> Departmental Reports: AS, CAS
DECEMBER 15, 2022	JANUARY 26, 2023	FEBRUARY 23, 2022
<i>Policy Review: 802 Confidentiality and Privacy</i> Departmental Reports: CH, CLS, IT Special Events: Staff InService Day 12/9	Strategic Planning Update 2 nd Quarter Goals/Statistics Financials – Review <i>Policy Review: 703 Recording and Streaming Policy (IT)</i> Departmental Reports: AS, CAS	Director’s Evaluation Appoint Nominating Committee Set Calendar for Next Fiscal Year Dept Reports: CH, CLS, IT
March 23, 2023	April 27, 2023	May 25, 2023
Dept Reports: AS, CAS	President Appoints to Foundation Board Election of Officers Review 3 rd Quarter Financials & Statistics Dept Reports: CH, CLS, IT	<i>Policy Review: 815 Internet Use Policy (IT)</i> <i>Policy Review: Naming and Recognition (Admin/Dev)</i> Dept Reports: AS, CAS

Iowa City Public Library Friends Foundation
 Summary Financial Statements
 As of and for the year ended June 30, 2022
 (amounts rounded to the nearest dollar)

Statement of Financial Position

June 30, 2021

Assets

Cash	\$	213,296
Investments		1,621,096
Life Insurance Policies		264,266
Total Assets	\$	<u>2,098,658</u>

Liabilities and Net Assets

Liabilities, deferred benefit of life insurance	\$	<u>264,266</u>
Net Assets		
Unrestricted		609,668
Temporarily Restricted		216,973
Permanently Restricted		<u>1,007,750</u>
Total Net Assets		<u>1,834,392</u>
Total Liabilities and Net Assets	\$	<u>2,098,658</u>

Statement of Activities

	Total	Unrestricted	Temporarily Restricted	Permanently Restricted
Gifts, Revenue, and Gains				
Contributions, Grants, & Special Events	\$ 281,820	\$ 279,620	\$ 2,200	
Book End Store Sales	10,129	10,129		
Gifts & Bequests (Passthrough)	46,291	46,291		
Interest/Dividends	67,082	16,857	8,621	41,603
Net appreciation (depreciation) of investments	(356,255)	(88,672)	(46,097)	(221,487)
Transfers	41,043	41,043		
Total Gifts, Revenue and Gains	\$ 90,109	\$ 305,268	\$ (35,276)	\$ (179,883)
Library Grants and Expenses				
Grants to Library Materials & Programs	\$ 125,509	\$ 117,500	\$ 8,009	
Grants to Library (Gifts & Bequests Passthrough)	46,291	46,291		
Fundraising Expenses	155,140	155,140		
Book End Store Expenses	892	892		
Administrative Expenses	62,640	62,640		
Transfers	41,043			41,043
Total Library Grants and Expenses	\$ 431,515	\$ 382,463	\$ 8,009	\$ 41,043
Change in Net Assets from Operations	\$ (341,406)	(77,195)	(43,285)	(220,927)
Net Assets – Beginning of Year July 1, 2021	\$ 2,175,798	686,863	260,258	1,228,677
Net Assets – End of Year June 30, 2022	\$ 1,834,392	\$ 609,668	\$ 216,973	\$ 1,007,750

FY2022 Receipts and Expenditures by Fund

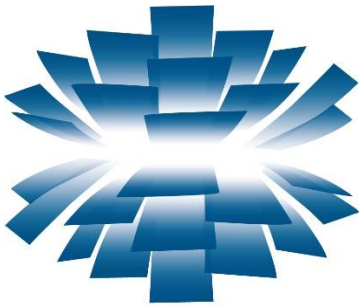
	City Funds	Library Board Controlled Funds											
	Operating Budget 10550110 to 10550220	Interest Account 10550310	Enterprise Fund 10550320	Lost & Damaged 10550330	Open Access 10550340	Direct State Aid 10550350	Misc. Grants 10550360	Reimbursables 10550410	Gifts & Bequests 10550420: 10550520	Development Office 10550600	Jail Fund 10000000	Total	Equipment Replacement & Reserve 10550800
Ending Balance	\$ -	\$ 33,422.28	\$ 79,153.53	\$ 118,738.86	\$ 157,281.67	\$ 44,220.44	\$ 2,324.80	\$ 54,538.66	\$ 830,793.08	\$ (5,427.59)	\$ 3,577.33	\$ 1,315,122.06	\$ 383,878.14
Beginning Balance	\$ -	\$ 33,422.28	\$ 79,153.53	\$ 118,738.86	\$ 157,281.67	\$ 44,220.44	\$ 2,324.80	\$ 54,538.66	\$ 830,793.08	\$ (5,427.59)	\$ 3,577.33	\$ 1,315,122.06	\$ 383,878.14

RECEIPTS

Tax Dollars													\$ -	
Iowa City	\$ 4,735,396.31												\$ 4,735,396.31	\$ 62,422.00
Iowa City Library Levy	\$ 1,172,383.58												\$ 1,172,383.58	
County Contract	\$ 480,422.29									\$ 6,085.78			\$ 486,508.07	
Other City Contracts	\$ 83,302.00												\$ 83,302.00	
State/Federal	\$ 4,429.85				\$ 36,890.68	\$ 21,874.69							\$ 63,195.22	
Fines/Fees	\$ 2,941.07												\$ 2,941.07	
Sales	\$ 1,932.37		\$ 10,385.64										\$ 12,318.01	
Interest									\$ 4,979.40				\$ 4,979.40	
Reimbursements (Incl Taxes)	\$ 19,444.94			\$ 10,890.11				\$ 9,045.30		\$ 178,667.94			\$ 218,048.29	
Gifts / Grants							\$ 5,000.00		\$ 213,129.30				\$ 218,129.30	
Misc (Includes Bldg Rent)	\$ 20,000.00												\$ 20,000.00	
Transfers In													\$ -	
Total	\$ 6,520,252.41	\$ -	\$ 10,385.64	\$ 10,890.11	\$ 36,890.68	\$ 21,874.69	\$ 5,000.00	\$ 9,045.30	\$ 218,108.70	\$ 178,667.94	\$ 6,085.78	\$ 7,017,201.25	\$ 62,422.00	

EXPENDITURES

Personnel 411000:423100	\$ 4,997,181.64				\$ 18,039.58				\$ 33,075.05	\$ 199,764.71			\$ 5,248,060.98	
Services 432030:449350	\$ 635,497.77		\$ 6,235.75	\$ 33.06		\$ 20,316.82			\$ 41,221.36				\$ 703,304.76	\$ 17,560.09
Supplies 452010:469370	\$ 109,905.42		\$ 799.10			\$ 1,557.87			\$ 41,476.79				\$ 153,739.18	\$ 4,695.58
Capital Outlay													\$ -	
Bldg/Furn/Equip 472010:476070 & 490040													\$ -	
Library Materials 477020:477380	\$ 715,245.58						\$ 5,000.00	\$ 7,539.05	\$ 79,435.89		\$ 3,393.94		\$ 810,614.46	
Non ICPL Library materials 221907													\$ -	
Transfers Out	\$ 62,422.00												\$ 62,422.00	
Total	\$ 6,520,252.41	\$ -	\$ 7,034.85	\$ 33.06	\$ 18,039.58	\$ 21,874.69	\$ 5,000.00	\$ 7,539.05	\$ 195,209.09	\$ 199,764.71	\$ 3,393.94	\$ 6,978,141.38	\$ 22,255.67	
Ending Balance	\$ -	\$ 33,422.28	\$ 82,504.32	\$ 129,595.91	\$ 176,132.77	\$ 44,220.44	\$ 2,324.80	\$ 56,044.91	\$ 853,692.69	\$ (26,524.36)	\$ 6,269.17	\$ 1,354,181.93	\$ 424,044.47	



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR Elsworth Carman • PHONE 319-356-5200 • FAX 319-356-5494 • icpl.org

To: Library Board of Trustees

From: Elsworth Carman

Date: September 16, 2022

Re: Policy 401: Finance Policy

Proposal: A staff finance committee was formed for the tri-annual review of Finance Policy 401. The committee presented a draft of the policy to and consulted with the Finance Department at the City of Iowa City. Changes recommended and outlined below were made in the spirit of transparency, accuracy, and flexibility.

Background: The Board of Trustees has a great deal of authority in the oversight of the Library’s budget. Once an operating budget is allocated to the Iowa City Public Library by the City Council, the Board of Trustees can approve expenditures and spend funds as you see fit. This is a unique budgetary situation amongst city departments. Only the Airport Commission retains the same level of budgetary power. The Library’s Board of Trustees also has authority over all special funds, including gifts, bequests, and state funding. The purpose of this policy is to provide guidance to staff on the general management of the library budget.

Staff Recommendation:

Point	Change Requested
401.1. A	Update website link to Title 11, Chapter 1 of the Iowa City Municipal Code.
401.3. A	Remove “Each fiscal year’s annual report will contain a balance sheet...”. Insert “At the close of each fiscal year a balance report...will be submitted to the Library Board”. This change is recommended to reflect the current practice for submitting account balances to the Library Board.
401.3. B	Remove “...during the annual budget preparation in September and October”. Insert, “annually” in its place. This change is recommended to reflect the current practice of submitting NOBU requests in June before the start of the next fiscal year. It also provides flexibility in the event that the Board of Trustees requests this information sooner or later.
401.4. D	Remove, “...and is deposited in sub account 1001/10550430 of this fund after being received by the Friends Foundation”.

	Insert, “Historically this has been incorporated in the NOBU request required in section 401.3B to support the library materials budget.” This change is recommended due to the undesignated nature of the Myron Walker Trust.
401.6. B	Remove, “This is a revolving account for collecting fees paid for lost or damaged materials. Proceeds are used first to pay costs of collecting fines and materials, from delinquent borrowers... Beginning in FY20, lost and damaged payments will be moved to the general fund to offset the loss of revenues...”. Insert, “This was an account for collecting fees paid for lost or damaged materials. Proceeds were used to pay costs of collecting fines and materials from delinquent borrowers...In FY20, lost and damaged payments were moved to the general fund to offset the loss of revenues...”. This change is recommended to reflect current practices.
401.6. C.1	Remove account “1000” and insert “1006”. This change reflects the correct fund number for Library Replacement Reserves.
401.7. A	Insert “Open Access” to reflect the accurate name of the program.
401.7. A.1.b	Remove, “Access Plus”. Insert “Participating Iowa libraries...”. to reflect the accurate name of the program.
401.7. B	Insert “Direct State Aid” to reflect the accurate name of the program.
401.11. B.2	Remove, “Items will be used in outreach collections, given to local nonprofits or offered to other libraries, sold by the Friends Foundation, or discarded. The decision on the disposal of each withdrawn item will be based on the same criteria used to sort books given to the library.”. Insert, “Items will be placed in outreach collections, sold to book vendors, offered to other libraries, offered to the Friends Foundation for public sale, recycled, or discarded.” This change reflects changes made to the recent Collection Development policy revision.
401.11. B.3	Remove, “All monies from the sale of withdrawn library materials will go to the Friends Foundation to benefit the library.” This change reflects changes made to the recent Collection Development policy revision.

Action Required: Review policy and adopt as amended.

Committee Members: Elsworth Carman, Anne Mangano, Jen Miller.

Iowa City Public Library

SECTION 401: FINANCE POLICY

401.1 AUTHORITY

- A. The Library Board has final authority over all equipment and materials owned by the library and over the expenditures of all funds available to the library. See Title 11, Chapter 1 of the Iowa City Municipal Code updated July 17, 2008.

401.2 ANNUAL OPERATING BUDGET (1000/10550110 - 10550900)

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

401.3 REPORTING, BUDGETING AND EXPENDING MONIES IN LIBRARY SPECIAL FUNDS

- A. ~~Each fiscal year's annual report will contain~~ At the close of each fiscal year a balance reportsheet showing beginning and ending balances, receipts and expenditures by fund described in Section 401.4, 401.5, and 401.6 will be submitted to the Library Board.
- B. The Director shall prepare, and the Board shall approve a general budget plan for spending undesignated monies in the special funds described in Sections 401.4, 401.5 and 401.6 annually during the annual budget preparation process in September and October. Collectively these undesignated funds are known as NOBU funds (Non-Operating Budget/Undesignated).
- C. Generally, the receipts from one fiscal year will be used to fund the expenditures in the following fiscal year. If state guidelines require expenditure of funds within a fiscal year these requirements will be met.

- D. Exceptions to 401.3.C may be made with Board approval. These exceptions generally will be approved only after next year's operating and special fund budget proposals have been approved. Exceptions may complement or prepare for a project to be funded in the next fiscal year's operating budget, or they may substitute for projects which were not approved by the City Council for the following year's operating budget. Generally, this - final review and approval occurs in July when balances from the previous year have been determined.
- E. Unlike the Annual Operating Budget, the balance in all Library special funds can be carried over to the next fiscal year, unless state guidelines require their expenditure.

401.4 GIFTS AND BEQUESTS FUND (1001)

- A. Gifts which are designated for the Gifts and Bequests Fund are accepted by the Library Board and deposited in that fund. Gifts to the Iowa City Public Library Friends Foundation are accepted by the Development Office and are governed by policies of the Foundation.
- B. If any gift carries a request for a restricted use on the funds which does not meet the Library's current goals and objectives, the Director shall seek the approval of the Board before accepting the gift.
- C. All gifts accepted for a special purpose shall be honored and used for these purposes. The Library will keep records to show the approximate expenditures of these restricted funds.
- D. Income from the Myron J. Walker Trust Fund is considered an undesignated gift. ~~Historically this has been incorporated into the NOBU request required in section- 401.3B to support the library materials budget, and is deposited in sub-account 1001/10550430 of this fund after being received by the Friends Foundation.~~
- E. The formal accounting, reporting, and auditing for this fund will be done by the City Finance Department. The Director shall report on the activity of the Gifts and Bequests Fund at least quarterly.
- F. Because Gifts and Bequests Fund expenditures are not a part of the annual operating budget, all purchases from unrestricted funds shall receive prior approval by the Library Board, item by item or as part of the annual process described in 401.3. All expenditures from the Gifts and Bequests Fund shall be listed on the monthly disbursement list for review at monthly Board meetings and signed by Board officers.
- G. Development Office Salary Fund. (1005/10550600)

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

401.5 ENTERPRISE FUND (10550320)

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

401.6 SPECIAL PURPOSE FUNDS

- A. Jail Account. (1000/10000000/221907) The Johnson County Sheriff's Department provides these funds annually. They are used to buy materials for the Johnson County Jail.
- B. Lost and Damaged Fund. (1001/10550330) This ~~is was~~ an revolving account for collecting fees paid for lost or damaged materials. Proceeds ~~are were~~ used first to pay costs of collecting fines and materials from delinquent borrowers. The balance is used to replace materials, to repair or rebind damaged materials, or for any other purpose approved by the Board. See 401.3. ~~Beginning in~~ In FY20, lost and damaged payments ~~will be~~ were moved to the general fund to offset the loss of fine revenues. The balance will be spent on Board approved items.
- C. Equipment Replacement Fund. Money is budgeted in and transferred from the Annual Operating Budget (401.2). Income from the sale of used items and miscellaneous recycling revenue is also deposited here. It is used to replace various kinds of equipment including computer hardware and software. Current replacement fund:
 - 1. Library Replacement Reserve (account ~~10006~~ 10550800);
- D. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditure. (See 401.3)

401.7 STATE FUNDS

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

purpose (e.g., technology), or within a specific time frame.

- C. Any purchase from any of these funds for items or services not directly related to the purpose of the fund shall be approved by the Board prior to the expenditure. See 401.3.

401.8 CONTRACTS FOR SERVICE

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

401.9 GRANTS (1001/10550360)

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

401.10 PURCHASING POLICY

- A. The Library will follow fundamental principles of prudent procurement practices, applicable State law, and budgetary and administrative control requirements when purchases are made.
- B. Administrative purchasing policies and procedures shall be reviewed periodically by the Library Director and shall be available for examination by an auditor or by the public.
- C. Purchasing policies and procedures will be similar to City policies and procedures. The expertise and procurement resources of the Central Purchasing Division of the City Finance Department shall be used whenever appropriate.
- D. If mutually beneficial, the Library may purchase or contract services in conjunction with other governmental entities, including, but not limited to the City, another library, or a library consortium.
- E. For collection items or services purchased jointly where all parties cannot be billed separately, each entity's proportionate share will be collected and deposited in the reimbursable account (1001/10550410).

401.11 DISPOSITION OF SURPLUS PROPERTY

- A. Equipment and Furniture.
 - 1. First choice is given to other City departments. If an item has substantial value, a transfer of funds will be negotiated. Items may be donated to non-profit organizations at the discretion of the Library Director.

2. Disposition of property valued at less than \$500.
Surplus property valued at less than \$500, shall be disposed of by any of the following methods: sale at a fixed price established by the Director, sale at a public auction, resale shop, sealed bid, or given to the Friends Foundation for sale to benefit the Library.
3. Disposition of property valued at \$500 or more.
Any property with an estimated value of \$500 or more shall be disposed of by sale at public auction or sale by sealed bid.
4. The Library Board may make exceptions to this policy if they wish to sell the property to another government agency.
5. All monies received from the sale of surplus items shall be returned to the fund from which it was purchased (General Fund, Gifts and Bequests Fund, Enterprise Fund, etc.), or to the equipment replacement fund.
6. If the surplus item has not been sold after all reasonable sale efforts have been made, the Library Director may dispose of the item in the most appropriate manner.

B. Books and Other Library Materials.

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

Library Board of Trustees

Adopted: March 28, 1985	Revised: December 20, 2018
Revised: December 22, 1987	Revised: January 24, 2019
Revised: November 16, 1989	
Revised: December 20, 1990	
Revised: June 27, 1991	
Revised: February 26, 1993	
Revised: May 26, 1994	
Revised: December 19, 1996	
Revised: August 24, 2000	
Revised: February 19, 2004	
Revised: December 21, 2006	
Revised: October 25, 2007	
Revised: October 15, 2009	
Revised: November 15, 2012	
Revised: December 17, 2015	



Memo: 801 Circulation and Library Card Policy Review

Department: Community & Access Services

Prepared by: Sam Helmick

Summary

A policy review committee reviewed this policy in February 2022 as part of broader fine free examination and reported to the Library Board of Trustees. It has been determined by the Community & Access Services Department that this policy does not need to be revised at this time.

801: CIRCULATION and LIBRARY CARD POLICY

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

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

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

801.1 Library Cards General Information: These policies apply to all types of cardholders:

- a. Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.19 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b. Cardholders are responsible for all materials checked out on the card and for payment of replacement fees assigned to the card, except as noted.
- c. The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d. Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e. Library cards expire regularly to confirm address and other contact information.
- f. Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.
- g. Cardholders are limited to one library card account with the exception of students who are issued Student AIM Cards. Privileges for use are set according to the library card presented for checkout and services. With the permission of their parent/guardian, students with Student AIM cards may also apply for a Resident or Open Access card.

801.12 Resident Cards: Resident cards are issued to residents and property owners of Iowa City and contract areas. Cardholders are limited to 75 checked-out items.

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

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

801.15 Institutional Cards: Institutional cards are issued to institutions and businesses located in Iowa City, contract areas, and Johnson County communities with libraries participating in the Open Access program. Institutional cards are limited to 100 checked-out items.

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

a. Borrowers who qualify for Resident Cards may apply for At Home service and will be assigned an At Home card.

b. Special cards are available for institutions with ICPL outreach collections.

c. Special cards are assigned to libraries participating in interlibrary loan.

d. Special cards are assigned to inmates at the Johnson County Jail who request services from the Library. Services may be limited to comply with an agreement for service with the Johnson County Sheriff's Office.

801.17 Self-Registration Cards: Patrons who apply online shall verify their registration with identification and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards permit limited access to online resources and the physical collection as applicable to the service model in place at the Library and the landscape analysis of community health. Self-Registration access is regulated in context with the current Library service model available and the Library mission to provide robust access to materials.

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

801.19 Student AIM Cards: Issued to all students grades K-12 enrolled in the Iowa City Community School District and other participating school districts. Services may be limited based on the Memorandum of Agreement with the participating school districts and public libraries. Student AIM (Access to Information and Materials) Cards have circulation limits based on the Memorandum of Agreement with the participating school districts and public libraries. The Student AIM Card will have limited borrowing privileges of physical materials at each of the

three (3) Public Library locations and will be limited to three (3) books and/or audio books at each, which must be returned before additional books will be allowed to be checked out.

801.2 Replacement Fees

801.21 Lost or Damaged Materials

- a. The full replacement or repair fee for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.
- b. Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.
- c. The replacement fee of the item includes the Library's purchase price plus a processing fee. The Library uses vendors that offer processing and other related services to acquire materials, including replacements.
- d. Replacement or repair fees up to \$100 may be waived in full or part on a case-by-case basis by permanent staff. Higher amounts may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.
- e. Replacement or repair fees will not be charged for students using Student AIM Cards.

801.22 Suspension of Circulation and Remote Access Privileges

- a. Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fees or for materials not returned and billed.
- b. Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fees for materials not returned and billed.
- c. Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for lost or damaged materials.
- d. Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.
- e. Special At Home cards: Access privileges are suspended for materials not returned that have been billed.
- f. Student AIM Cards: Access privileges are suspended based on the guidelines in the Memorandum of Agreement with the participating school districts and public libraries.

801.23 Charges for Holds (Reserves)

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

801.24 Charges for Interlibrary Loan

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

801.25 Replacement Fees for Special Cards:

- a. At Home patrons, Interlibrary Loan libraries, and the outreach sites are responsible for paying the replacement fee for the fee of lost or damaged materials.

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

801.27 Fresh Start 18: When a patron reaches their 18th birthday, the library may waive accumulated charges and replacement fees on a case-by-case basis.

801.3 Retrieval of Overdue Materials

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

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a local law enforcement agency for further action. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

Adopted: 12/20/84

Revised: 2/28/85 Revised: 5/23/85 Revised: 7/25/85 Revised: 8/22/85 Revised: 11/21/85
Revised: 3/27 /86 Revised: 9/25/86 Revised: 2/27 /87 Revised: 4/28/88 Revised: 7/27/89
Revised: 7 /1/90 Revised: 2/21/91 Revised: 4/25/91 Revised: 7/11/91 Revised: 7/25/91
Revised: 4/28/92 Revised: 10/27 /94 Revised: 3/30/95 Revised: 4/27 /95 Revised: 2/22/96
Revised: 5/27 /99 Revised: 5/23/02 Revised: 6/26/03 Revised: 4/22/04 Revised: 6/23/05

Revised: 5/25/06 Revised: 12/20/07 Revised: 2/26/09 Revised: 2/25/10 Revised: 10/28/10
Revised: 8/23/12 Revised: 8/28/14 Revised: 12/15/16 Revised: 4/25/19 Revised: 6/27 /19
Revised: 6/25/20 Revised: 9/10/20 Revised: 9/23/21 Revised 2/24/2022

Director's Report: September 2022

Strat Plan Process

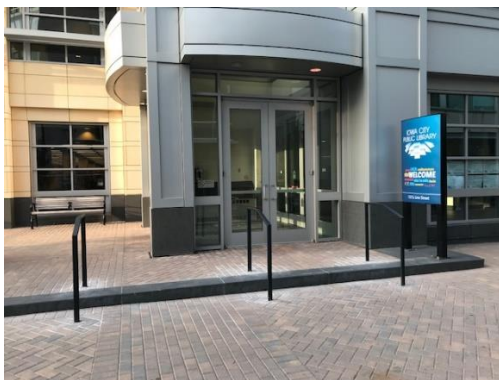
We have started collecting feedback from the community to inform our next strategic plan. Four community feedback sessions have been held thus far and eleven more “general” sessions are planned. We will also hold a number of targeted sessions with stakeholder groups (business partners, City Department Heads, etc.) with our State Library consultant.

Additionally, we have had 46 patrons complete our online survey (available at <https://www.icpl.org/about/strategic-plan>) and our paper version (available at every service desk and on the Bookmobile) has been completed and returned by several patrons. Twelve community members have reached out to me with comments via phone or email.

We will assess the collected feedback with our consultant in early October and develop a timeline for additional planning steps.

Handrail Status

The handrails are in place outside the west entrance to the Library. No issues have been reported in the three weeks since installation. The planters, which were used as a temporary barricade before the handrails were installed, should be removed soon. I appreciate the City's management of this project and am optimistic no additional changes will be necessary.



Budget Process Update

The City of Iowa City Finance Department has begun setting the budget process benchmarks for FY24. CIP updates and new project sheets are due soon, the budget kickoff meetings will be held at the end of the month, and our departmental budget meeting is scheduled for mid-November.

At this point, we anticipate pulling the CIP request for an automatic materials handler or automatic sorter. As we have come back from the COVID closure, a number of changes have been made in how returns are processed and handled. We have manually addressed our most significant concerns in that area, and do not feel an AMH or AS is needed right now. Additionally, supply chain problems are still an issue and planning accurately for a machine would be difficult.

We will update the CIP forms for the reflooring project to reflect inflation, and I am considering submitting a new project form for exterior drop box replacement, which is expected to be around \$25,000.

Change in City Manager’s Office Liaison

The Library’s liaison to the City Manager’s Office will transition from Rachel Kilburg, Assistant City Manager, to Redmond Jones, Deputy City Manager, later this month. Rachel has been great to work with and I look forward to getting to know Redmond and showing him the operations of the Library.

Telecommuting and Flexible Work Schedules Policy

In previous reports, I have shared that the City of Iowa City implemented a Telecommuting and Flexible Work Schedule Policy last June. This policy outlines the framework for requesting to work-from-home or to develop a flexible work schedule and provides a supplemental application document designed to simplify and standardize the request process.

The Library Leadership Team had several discussions about how this policy could work at the Library. As a public-facing, direct service-oriented department with seven-day-a-week service and long hours, we know that many Library staff are simply not going to be eligible for telecommuting or flexible work schedules.

After exploring several options, we have decided to adopt this policy as written. The City’s adopted policy and the application/request form are included with this report.

Playground Construction



The Ped Mall playground is starting to take shape. It’s fun to be able to watch progress from the Children’s Room.

Respectfully submitted,

Elsworth Carman



**Administrative Regulations
City of Iowa City**

Title: Telecommuting and Flexible Work Schedules
Effective Date: 6/23/2022 Pages: 4
Supersedes: NA Dated: 6/23/2022

I. Purpose

The City of Iowa City recognizes that under appropriate circumstances, telecommuting or flexible work schedules may be a viable work option when the requested/recommended arrangement serves the needs of both the City and the employee. The objective of this policy is to provide guidance to employees and supervisors, to help achieve successful work performance while working from home or on a flexible schedule. It is important to note that telecommuting and/or flexible work schedules cannot be a universal benefit for all employees or all positions for various reasons, including but not limited to, the nature of each position, the essential work tasks of each position, the staffing needs of the operation, and the individual employee's performance. These alternative work arrangements are a limited exception to the general principal that City employees must be available to interface in-person with co-workers, vendors, and members of the public. Not all City positions are appropriate for telecommuting or flexible work schedules. The City, however, also understands that there may be circumstances where telecommuting or flexible work schedules can serve the needs of both the City and the employee. Examples may include times during a pandemic, natural disaster, during office renovations, when necessary to optimize office space, during hazardous weather or dangerous situations for continuity of operations and to safeguard employees, or due to personal needs or circumstances of the employee.

Telecommuting allows an employee to work from their home (their primary address of record on file with the City) for all or part of the workweek. Telecommuting differs from remote work in that telecommuting may require the employee to work onsite at times (see Section III c).

Flexible work schedules allow an employee to work a schedule other than what is traditionally expected of their position and could include a condensed workweek (more hours per day with fewer workdays per week) or daily schedules that deviate from the division's normal hours of operation. Consolidating breaks and/or skipping unpaid lunch breaks to reduce scheduled hours is not the intent of this policy.

Telecommuting or flexible work schedules may be authorized on a regular (ongoing) basis or on a short-term or occasional basis.

II. Eligibility guidelines

Employees must have successfully completed their probationary period to be eligible for ongoing telecommuting or flexible work schedule authorization, unless hired into a position that has been designated and established as a telecommuting-eligible position.

Employees recommended for telecommuting or flexible schedule authorization must have demonstrated through past performance that they can work independently and productively without direct supervision, are self-directed and reliable in carrying out all of their duties and responsibilities, meet timelines consistently, are reliable and trustworthy concerning work hours and attendance, are responsive, and communicate effectively.

III. Policy

Regular telecommuting or flexible schedule authorization:

The following terms and expectations apply to all regular (ongoing) telecommuting or flexible work schedules:

- a. All essential position responsibilities must be achievable with no reduction of service provided to the public or fellow employees via remote access (phone, email, videoconferencing, etc.) and/or established work hours.

- b. Employee must be reachable and responsive by phone and email while telecommuting or working a flexible schedule, similarly to when they are working onsite during normal hours of operation.
- c. Employees authorized to telecommute may still be expected to report to work onsite at times and to attend onsite meetings, trainings, and other work events. Employees are subject to recall, if necessary, at their supervisor's discretion if their services are needed onsite or within a standard work schedule. This may occur with minimal notice. For some positions, alternative work arrangements may be better suited to and authorized for certain times of the year and not others.
- d. Employees in a supervisory role must be available to provide adequate supervision and assistance when needed to their direct reports. Supervisors should also consider a variety of scenarios when considering telecommuting and flexible work schedule requests/recommendations to ensure that schedules do not become unreasonable to manage and that operations do not suffer.
- e. While telecommuting is authorized, the Employee shall maintain their remote workspace in a safe condition, free from hazards and other dangers.
- f. Employee and supervisor must agree to established consistent hours during which employee will be working and available to staff and customers, if applicable. These hours must be communicated to other staff as deemed necessary and are subject to Department Director approval.
- g. Communication channels between the employee, supervisors, and co-workers may function differently when telecommuting and may require adaptation to be successful. During the development of the telecommuting or flexible work schedule arrangement, the employee and immediate supervisor must establish both expectations for the work to be completed remotely or during non-business hours and for ongoing communication regarding work assignments, progress, and other necessary matters. Regular interaction by phone and email between the employee and their supervisor and regular, scheduled face to face meetings to discuss work progress, plans, and problems are required. The supervisor reserves the right to require additional documentation or reporting as they deem necessary to verify the employee's time and/or work accomplished.
- h. Telecommuting or flexible work schedules are not intended to serve as a substitute for dependent care, sick leave or other employee leave. Children or other members of the household in need of care or supervision shall not be under the employee's direct care during established work time. Although limited modifications to an employee's schedule may be approved upon request to accommodate such needs, the focus of telecommuting time must remain on the performance of job duties and meeting the operational needs of the City.

Short-term or occasional authorization:

The City recognizes that there may be situations such as during a short-term project, temporary disruption in the work environment, an emergency weather situation, school closure, repair technician or delivery coming to the home, etc. where limited telecommuting or flexible scheduling may be a mutually beneficial arrangement. Temporary authorizations may be approved by the Department Director or Division Head without a signed Telecommuting or Flexible Work Schedule Agreement under the following conditions:

- a. Actual time performing work must be accurately tracked and reported by non-exempt staff and appropriate accruals used for any portion of the scheduled hours not worked or when the employee was engaged in personal matters (e.g. attending to children, other family members, or personal matters/pursuits).
- b. The supervisor and employee establish a mutual understanding of the work to be performed. Monitoring email and answering phone calls is generally not considered sufficient work to warrant telecommuting authorization.
- c. The employee is able to provide sufficient access and equipment (computer, remote access, high speed internet, etc.) to complete established work assignments.

IV. Procedures

Telecommuting or flexible work schedule arrangements, whether employer or employee initiated, will be subject to the approval of the Department Director and will require a Telecommuting or Flexible Work Schedule Agreement form, signed by the employee, division head, and department director. A copy of the signed agreement must be submitted to Human Resources to be maintained in the employee's personnel file. Short term or occasional authorization does not require a signed agreement but informal documentation (e.g. email) of approval, duration, work to be performed and other relevant conditions is recommended.

Telecommuting or flexible schedule authorization may be revoked at any time for any legitimate reason, as determined by the Department Director, including if the employee is not responsive during established duty hours, supervisor determines that there is insufficient work available on a remote basis, the employee's performance or productivity suffers, the arrangement adversely affects other staff or division operations, or it is otherwise determined that there is insufficient benefit to the organization to continue remote work.

The decision to approve, deny, modify, and/or revoke telecommuting or flexible work schedules as determined by the Department Director is considered final and not subject to appeal or grievance procedures.

V. Pay and timekeeping requirements

Non-exempt employees must accurately record all hours worked on their timesheet in accordance with regular timekeeping practices. Non-exempt employees shall not work overtime, or alter their established work schedule, unless they have received prior approval from their supervisor. Accordingly, non-exempt employees must refrain from performing any work outside of their established, authorized work schedule without prior approval, including reading or replying to email or similar work tasks, including administrative tasks. In the event a non-exempt employee performs any work outside of their regularly scheduled hours, the non-exempt employee must report such time on their timesheet. The City will pay non-exempt employees for all hours/time worked, including overtime. However, failure to obtain prior approval for overtime work may result in discontinuance of telecommuting or flexible work schedule arrangements and/or other disciplinary action.

VI. Equipment, safety and security requirements

It is important that an employee possess the proper equipment and workspace in order to successfully perform their work from home. The telecommuting agreement shall identify the necessary equipment and the party responsible to provide and maintain each piece of equipment. Equipment provided by the City will be maintained by the City. Equipment provided by the employee will be maintained by the employee. The City accepts no responsibility for damage, repairs, or replacement of employee-owned equipment.

Under all telecommuting scenarios (short-term, occasional, and regular telecommuting), employees are responsible to protect City equipment and property from misuse, loss, damage, or theft. If damage, loss, or theft occurs, an employee must report it in a timely manner. In addition to reporting damage, loss or theft, employees must:

- a. Comply with all City policies including those regarding technology, cell phones, social media use, etc.
- b. Provide high speed internet access, when necessary
- c. Abide by the City's IT policies or procedures related to remote access
- d. Store equipment in a safe and clean space when not in use

The City will provide the employee with appropriate office supplies (pens, paper, etc) as deemed necessary, subject to supervisor approval.

For regular (ongoing) telecommuting requests, the employee must provide their own computer (or appropriate alternative) and maintain an appropriate, safe workspace in their home, free from safety hazards.

Under all telecommuting scenarios, work completed from home is regarded as official City business and, therefore, property of the City. Both paper and electronic records, documents, or correspondence are City records and shall be protected and maintained as such. Employees must be compliant with the City's expectations of confidential information and work completed at home must be safeguarded accordingly.

VII. Compliance with Policies

Telecommuting or flexible work schedule arrangements do not alter the terms and conditions of employment. Employees must comply with all City policies as if they were working onsite under normal circumstances. In addition to any other policies referenced in this policy, it is imperative to remember that all City policies still apply when telecommuting or working a flexible work schedule, including but not limited to the Personnel Policies and its provisions addressing harassment and discrimination, employee relations and conduct, substance abuse, etc.

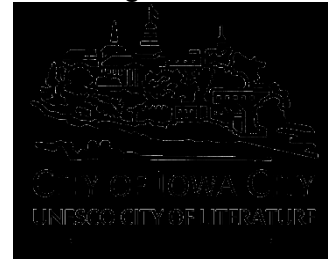
VIII. Regulation Update and Responsibility

Periodic review, updates, and questions of interpretation of this policy are the responsibility of Human Resources. The City Manager or designee shall be responsible for final interpretation and application of this policy.

Approved:



City Manager



Telecommuting or Flexible Work Schedule Agreement

Employee Name: _____

Requestor (if other than employee): _____

Employee Job Title: _____

Description of Proposed Telecommuting or Flexible Work Schedule:

Proposed duration of agreement: _____

Telecommuting or flexible work schedules must enable employee to complete all essential duties of the position. Any anticipated tasks, responsibilities or interactions impacted by this arrangement or impacts to other staff and/or operations and the solution(s) for addressing them should be identified below:

Describe any equipment (hardware and software) to be used by the employee at home and identify which party will provide each: (EE=employee, ER=employer, NA=not applicable)

	EE	ER	NA		EE	ER	NA
Computer/laptop				Printer			
Monitor(s)				Scanner			
Phone				Furniture			

Other (specify who is responsible for providing/maintaining): _____

Describe how routine work-related communication and on-going communication between employee/supervisor will be handled (i.e. phone, email, interoffice mail, in-person check-ins, virtual check-ins):

Employee Certification:

I have read and understand the Administrative Regulation on Telecommuting and Flexible Work Schedules and agree to the terms and expectations described in the policy. I understand that telecommuting and/or flexible work schedule authorization is not an entitlement and requires the approval of my Division Head (if applicable) and Department Director. This agreement in no way changes the terms and conditions of employment with the City of Iowa City. I understand that the City may at any time, with or without prior notice, change any or all of the conditions under which I am permitted to telecommute or work a flexible work schedule or withdraw authorization entirely. I understand that the decision to approve, deny, modify, and/or revoke telecommuting or flexible work schedules is considered final and not subject to appeal or grievance procedures.

I have read and understand that the information gained from access to various City computer systems is to be used strictly for work for the City of Iowa City. I will appropriately secure the workstation and any confidential materials in my home. I fully understand that allowing any unauthorized access and/or the release of any information to unauthorized persons may result in disciplinary action up to and including termination.

Name: _____ Date: _____

Signature: _____

Supervisor Certification:

Approval recommended: Yes No

I have read and understand the Administrative Regulation on Telecommuting and Flexible Work Schedules. I understand my role and responsibility in monitoring the employee’s performance and productivity, in maintaining consistent communication with the employee, and in assessing the degree to which the arrangement is successful including making recommendations on its continuance or cancellation.

Name: _____ Date: _____

Signature: _____

Approval:

Division Head Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

Forward copy of signed agreement to Human Resources.

Adult Services Department Report

Prepared for the September 22, 2022, Meeting of the Iowa City Public Library Board of Trustees

Jason Paulios, Adult Services Coordinator

Staff Update

Emily Petersen joins the Adult Services and Community & Access Services teams this week as a permanent staff part-time Library Clerk. She comes via Parks & Recreation and will continue to work her other non-ICPL job with CommUnity as a Crisis Intervention Counselor. Half of her time will be spent processing Interlibrary Loan requests with Phil and the other half will be assisting patrons at the Help Desk.

Three new Info Pages have joined the crew at the 2nd floor Page Station: James, Kendall, and Sarah. In their other lives, James is a pre-Med student with prior library experience, Kendall is part of the new Undergraduate-to-Graduate program through UI and School of Library and Information Science¹, and Sarah is a practicing clinical social worker.

New Online Resources for news

I'm constantly looking to right-size the offerings on our Online Resources page, balancing the ever-rising costs with uniqueness of the content and, ultimately, overall usage data. Adding more access to local historical newspaper content is usually an easy decision for me, patrons are keen to search anything that can fill local history and genealogy knowledge gaps. In August I amended an expensive ProQuest full text current news database to a smaller subset (from national to North Central states) in order to allow me to add three new ProQuest resources:

- *Recent Newspapers – Iowa*. This includes full-page images of the Des Moines Register from Jan 1, 2009 – present (about a two-week embargo). Service allows patrons to see all images, page layout, and advertising.
- *Historical Newspapers – Iowa*. Includes full-page images of the Des Moines Register from Jan 1, 1871-Dec 31, 2008 as well as full-page images of the Iowa City Press-Citizen from Jan 2, 1965-Dec 31, 2008.
- *Newspapers.com-Iowa*. Full-image archive of a wide variety of Iowa newspapers covering 1817 through 1977.

Adult and Teen Outreach / Events

Beth has been busy arranging for the post-Covid return of the Community Writing Center program series. This series gives adults and teens the opportunity to get one-on-one help with writing of all kinds from Kirkwood Community College writing tutors. Former co-sponsors at University of Iowa are looking to arrange funding to join the party in the new year. This month will see the last (for now) Obermann Conversation event as Jennifer New from the Obermann Center is leaving her position there. I'm sad to see this unique series ending but I'm hopeful we'll find another avenue for tapping into the vast knowledge network at the University.

¹ "In an effort to decrease the time to degree for students and help students enter the workforce more quickly, the University of Iowa and School of Library and Information Science support an Undergraduate-to-Graduate (U2G) curriculum for undergraduates in any major at the University of Iowa. Undergraduate students admitted to the School of Library and Information Science may to apply twelve credit hours toward both Bachelor's and Master's degree requirements. The intent of the program is to enable an early entrance to graduate school for students seeking an LIS degree." - <https://slis.uiowa.edu/prospective-students/undergrad-grad-degree>

COMMUNITY & ACCESS SERVICES

September 2022 Report



The work of the Community and Access Services department is in full Fall swing as students visit to register for Library cards. Library Card Sign Up Month (September) is an annual campaign to celebrate libraries and most importantly impart the resources and opportunities available with an ICPL card. Whether at the Help Desk, on the Bookmobile, or during a community event like the Farmers Market, staff are always ready to share about programs and the variety of physical and digital materials in the collection.

Deposit Collections, At Home Services, and Jail Services continue to thrive. As more hidden, behind-the-scenes operations, it is important to note the impact of these services on populations which may otherwise not enjoy access to their library. Connecting with communities which experience barriers to service through curation and maintenance of Deposit Collections, support and selection of check outs for At Home patrons, and collaboration with the Johnson County Jail remain vital commitments in the ICPL mission to be a center of community life connecting people with information and enriching the community through learning, promoting literacy, and encouraging creativity.

AUGUST 2022 ON THE BOOKMOBILE

The ICPL Bookmobile served 1834 people last month during its 95.1 operational hours. 2181 items were checked out from this service point.

Iowa City Public Library participated in Latino Fest, the Fly-In Pancake Breakfast, and the 50th Anniversary of the Iowa City Farmers Market.

DEPOSIT COLLECTIONS

**JULY: 446 ITEMS DONATED,
9 LOCATIONS SERVED**

**AUGUST: 228 ITEMS DONATED,
6 LOCATIONS SERVED**



Outreach vs. Community Engagement

Observing the increase in public events from community groups and City Departments has given the CAS Team food for thought in consideration to how we engage, when we engage, and what is considered sustainable, successful engagement. In collaboration with staff in Adult Services, Childrens Services, and Collection Services, Community and Access Services is working to identify what is day-to-day outreach service (Deposit Collection, Bookmobile stops, pre-school Storytime visits) and what is community engagement (Climate Fest, Latino Fest, Diversity Markets, Homecoming Parade). It is exciting to collaborate in this mediation and to gain a broader range of skill and creativity in the application of our public facing work .

Coming Soon

We look forward to connecting with you in the community this Fall through a series of events and partnerships. You will find the Bookmobile at the **Climate Fest Kick-Off** at Big Grove on Wednesday, September 21 and at the **Climate Fest** on Friday, September 23 at Wetherby Park (during which Elsworth will host a **Community Feedback Session**).

Staff continue to issue library cards, check out holds and Bookmobile materials, and engage visitors with activities like the Produce Photo Booth at the Iowa City Farmers Market this fall each Saturday from 8 a.m. - 11 a.m.

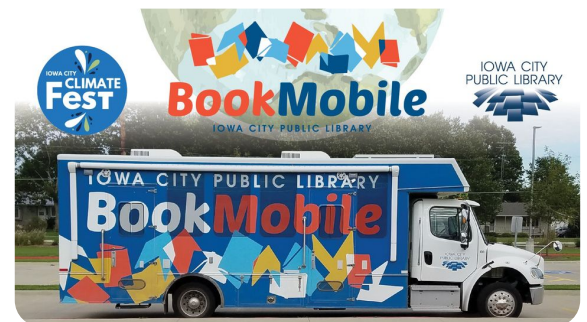
On the first Friday of each month the Bookmobile will pop-up at **Breckenridge Estates** to provide a snack, a craft, and check out services. On the third Friday of each month in September, October, November, and December the Bookmobile will visit **Wilson's Orchard** where Miss Raquel will present a **Bilingual Storytime**.

The **BOOKmobile** will offer fun and frights during the annual **Parks and Recreation Halloween Carnival** on Friday, October 21 which will feature **STEAM** activities, crafts, games, and more.

The ICPL Bookmobile and the Book Cart Drill Team are delighted to take part in this annual **U of I Homecoming Parade** on Friday, October 28! This year's theme is "Bold in Black and Gold". We look forward to seeing you and serving you at these events.

Respectfully submitted,

Sam Helmick





LIBRARY BOARD OF TRUSTEES

August 25, 2022

Iowa City Public Library

2nd Floor – Boardroom

Regular Meeting - 5:00 pm

DRAFT

Members Present: DJ Johnk, Noa Kim, Carol Kirsch, Claire Matthews, Robin Paetzold, John Raeburn, Tom Rocklin, Hannah Shultz, Dan Stevenson.

Members Absent: None.

Staff Present: Elsworth Carman, Anne Mangano, Jen Miller, Brent Palmer, Jason Paulios.

Guests Present: None.

Call Meeting to Order. Kirsch called the meeting to order at 5:02 PM. A quorum was present.

Approval of August 25, 2022 Board Meeting Agenda. Shultz made a motion to approve the August 25, 2022 Board Meeting Agenda. Johnk seconded. Motion passed 9/0.

Public Discussion. None.

Items to be Discussed.

4th Quarter Annual Statistics & Financials. Carman shared the FY22 budget closed in a fairly traditional way, even though there were times in the year when it did not seem it would end that way. Carman thanked the Leadership Team for their work on the budget. Kirsch appreciated the summary and asked about the timeline for the next budget approval process. Kirsch asked if all of the budget requests proposed by the Iowa City Public Library were approved by City Council. Carman said no, budget increases last year were flat and some of the requests did not get approved. Typically, the budget kickoff occurs in September and the City Manager indicates the expectations for the next year's budget requests then. Kirsch asked if the Library Board of Trustees are presented the final budget after it is approved. Miller shared the first quarterly budget report shows this information but it can be provided earlier if preferred. Kirsch asked about heating and supply costs trending up and wondered if the budget balanced because of personnel positions being held and staff not travelling to conferences. Carman clarified that personnel positions were not held for budgeting reasons and budget amendments could have been made to accommodate rising heating costs if necessary. Rocklin asked for clarification on supply chain purchasing timelines.

Raeburn said the board packet was an impressive document this month and it made him realize the great work that is being done at Iowa City Public Library. Raeburn appreciated the list of groups using the meeting rooms and thought it was very inciteful. Raeburn was stunned by the number of reference requests in the age

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

of google and felt the documents were heartening. Raeburn thought it was wonderful to see the library acting as a central resource in the community. Carman appreciated the sentiments.

Raeburn was interested in the rate of new book purchases versus withdrawn books and noticed fiction materials had a less draconian withdrawal rate than nonfiction materials. Mangano shared fiction materials are eliminated at a higher rate than nonfiction materials to preserve the nonfiction collection.

Policy Review: 101 Bylaws. Kirsch asked if any of the Trustees had comments on the revisions. Raeburn asked if closed meetings are triggered by a request from the person being examined. Rocklin shared in personnel reviews the person has to request a closed meeting and the other criteria also has to be met. Paetzold shared under special conditions such as COVID the Board is allowed to but for general personnel reviews it should be requested by the employee. Kirsch said this applies to the directors' review and further reasonings for this can be found in Iowa code. Paetzold shared other examples of why an open meeting might interfere with business but stated Iowa Code has very specific reasons for holding closed meetings. Kirsch shared it is up to the Director if they would like their evaluation open to the public.

Johnk referred to article 6 section 3 asked for clarification on public comment. Kirsch gave an example and shared that Trustees cannot communicate with patrons during public comment. Paetzold shared this policy adheres to public agenda requirements being shared before a meeting. Paetzold shared if a Trustee wanted to address public comments they could add it to the agenda for the next meeting. Rocklin made a motion to approve policy 101 Bylaws as revised. Johnk seconded. Motion passed 9/0. Paetzold asked when this policy will become public information. Miller said the policy goes into effect immediately and will be posted online the next day.

Nominate Finance Committee. Kirsch shared this is a new committee and asked Carman for expectations of the committee. Kirsch recommended that a committee be formed that reports in June and also recommended the next Board President could appoint a new committee in July. Kirsch shared Kim, Matthews, and Kirsch would serve on the committee.

Staff Reports.

Director's Report. Carman added to his report the handrail installation began today at the stairs near the library entrance.

Shultz asked how often the bed bug dog, Fletcher, visits. Carman shared every other month. Previously there was a dog from Orkin who went out of commission and there was a brief pause without a contracted canine team. Fletcher's handlers approached the Iowa City Public Library and shared that Fletcher had been through the same training as the dog from Orkin. Fletcher did not find any bedbugs at his most recent visit. Trained dogs can hit on bedbugs throughout the lifecycle of the bug, including the egg stage. Carman shared Fletcher visits in the morning before the library opens and Trustees are welcome to visit when the dog is working. Carman shared interviews are completed for the Development Coordinator position. Rocklin and Barb McFadden represented the Trustees and Foundation during interviews. Carman disclosed they are in the process of taking next steps in the hiring process and he was pleased with the interview process. Rocklin shared all four candidates were strong. Carman agreed and said it was a great pool of applicants.

Departmental Reports

Children's Services. Pilkington absent. Mangano and Paulios discussed the *Will it Waffle* children's program and shared that cookie dough waffled best and skittles waffled worst. Stevenson shared it was great to have Summer Reading Programs and activities back at a high level. Paulios shared the poké ball terrarium event was very popular. Johnk enjoyed the activity updates in the Children's Room.

Collection Services. Mangano shared that Baker & Taylor announced this week they were a victim of ransomware attack and all services are at a standstill, including getting new materials. Baker & Taylor have not yet reported when their services will be restored. Kirsch felt the report was very detailed and informative.

IT. Palmer had no comments. Kirsch, Palmer, and Johnk discussed the rising costs of batteries.

Miscellaneous. None.

President's Report. Kirsch met with Miller and Carman about the Board Recognition Dinner. Kirsch shared the goal of the event is to be worthwhile, affordable, fun, celebratory, and an easy time for everyone to meet. Several ideas were discussed including brunch or a weekend afternoon event. The Walker Homestead was discussed as a potential venue but the cost was too high, other possible venues discussed were Cedar Ridge Winery, Terry Trueblood, and the Iowa River Power Restaurant. Kirsch suggested having the dinner in June to invite resigning Trustees, incoming Trustees, and Trustees that have left since the start of COVID-19 pandemic. Kirsch is happy to take input from the Leadership Team so that it works with their schedule. Kirsch noted that Trustees wear masks to Board Meetings and it would be more comfortable to have an outdoor dinner when the weather is nice. Miller is going to see if Terry Trueblood is an affordable option. Kirsch shared she was impressed by a situation where she witnessed a staff person sitting on the floor with a patron in distress. Kirsch was very impressed by the calmness and kindness of staff. Kirsch also recalled a time witnessing a staff person with excellent customer service on the Help Desk who was helping two University students. Kirsch said that the library has really good staff.

Announcements from Members. Kirsch asked how the first day of school was going. Stevenson said so far so good. Matthews agreed and discussed new technology changes.

Committee Reports. None.

Communications. Kirsch was impressed with the article on Victoria Fernandez's program.

Consent Agenda. Raeburn made a motion to approve the Consent Agenda. Johnk seconded. Motion passed 9/0.

Set Agenda Order for September Meeting. No changes were made to the September agenda.

Adjournment. Kirsch adjourned the meeting at 5:46 PM.

Respectfully submitted,
Jen Miller

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550110								Library Administration
10550110 432080								Other Professional Services
014353	ONE SOURCE THE BACKG PLUS4649-20220731	0	2023 2	INV	P	40.00 081222	33993	BACKGROUND CHECKS F
014353	ONE SOURCE THE BACKG PLUS4649VOL-20220731	0	2023 2	INV	P	326.65 081222	33993	BACKGROUND CHECKS F
						366.65		
						ACCOUNT TOTAL		366.65
10550110 435055								Mail & Delivery
010468	U S POST OFFICE ACCT 62022	0	2023 2	INV	P	275.00 080522	274154	Admin/Marketing Mai
010473	UNITED PARCEL SERVIC 000068774R302	0	2023 2	INV	P	56.18 081222	274537	AD/ UPS Shipping
010473	UNITED PARCEL SERVIC 000068774R322	0	2023 2	INV	P	13.66 082622	276981	Admin/UPS Internet
						69.84		
012264	MAILBOXES OF IOWA CI 8122	0	2023 2	INV	P	140.00 082622	34562	Admin/#6 Bubble Mai
						ACCOUNT TOTAL		484.84
10550110 436050								Registration
010475	GREENSTATE CREDIT U 908229103	0	2023 2	INV	P	510.00 090222	277196	JMiller/Mastercard
						ACCOUNT TOTAL		510.00
10550110 438130								Cell Phone/Data Services
010482	VERIZON WIRELESS 9910833146	0	2023 2	INV	P	413.15 081222	275538	Admin/Cell Phone Se
010482	VERIZON WIRELESS 9913161823	0	2023 2	INV	P	413.15 082622	277130	Admin/Monthly Cell
						826.30		
						ACCOUNT TOTAL		826.30
10550110 449280								Misc Services & Charges
000111	SANDERS, GARY 8522	0	2023 2	INV	P	18.00 081922	275652	Admin/Found Library
						ACCOUNT TOTAL		18.00
10550110 452010								Office Supplies
010475	GREENSTATE CREDIT U 908227131	0	2023 2	INV	P	231.83 090222	277194	ECarman/Mastercard
010475	GREENSTATE CREDIT U 908229103	0	2023 2	INV	P	1,626.90 090222	277196	JMiller/Mastercard
						1,858.73		
						ACCOUNT TOTAL		1,858.73
10550110 469210								First Aid/Safety Supplies
010475	GREENSTATE CREDIT U 908229103	0	2023 2	INV	P	178.09 090222	277196	JMiller/Mastercard
						ACCOUNT TOTAL		178.09

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ORG 10550110 TOTAL						4,242.61		
10550121			Library Bldg Maint - Public					
10550121 442010			Other Building R&M Services					
010981 JOE'S QUALITY WINDOW	20326	0	2023	2	INV P	150.00	081222	274470 FAC/Lower Outside w
014457 A TECH INC	556793	0	2023	2	INV P	72.00	090222	34633 FAC/Monitoring 9/1/
016413 BED BUG CATCHER	2002	0	2023	2	INV P	750.00	080522	274015 FAC/Bimonthly Inspe
ACCOUNT TOTAL						972.00		
10550121 442020			Structure R&M Services					
010823 SCHUMACHER ELEVATOR	90558473	0	2023	2	INV P	625.21	081222	34002 July FY23 Elevator
ACCOUNT TOTAL						625.21		
10550121 442030			Heating & Cooling R&M Services					
010392 RMB CO INC	10499	0	2023	2	INV P	598.00	080522	33914 FAC/Gasket Repair
010392 RMB CO INC	10584	0	2023	2	INV P	567.79	081922	34112 FAC/RTU #1 Repair
						1,165.79		
ACCOUNT TOTAL						1,165.79		
10550121 442060			Electrical & Plumbing R&M Srvc					
010171 GERARD ELECTRIC INC	11093	0	2023	2	INV P	760.00	090222	277188 FAC/Emergency Light
010392 RMB CO INC	10620	0	2023	2	INV P	160.00	081922	34112 FAC/Women's Restroo
ACCOUNT TOTAL						920.00		
10550121 445030			Nursery Srvc-Lawn & Plant Care					
010181 GREENERY DESIGNS	3792	0	2023	2	INV P	74.00	081222	274449 FAC/ July Interior
010981 JOE'S QUALITY WINDOW	20920	0	2023	2	INV P	150.00	090222	277216 FAC/Lower Outside w
ACCOUNT TOTAL						224.00		
10550121 445330			Other Waste Disposal					
013663 REPUBLIC SERVICES OF	0897-000965165	0	2023	2	INV P	134.44	080522	274131 Refuse & Recycling
ACCOUNT TOTAL						134.44		
10550121 449160			Other Rentals					
010627 CINTAS CORPORATION	4126106023	0	2023	2	INV P	123.25	080522	274029 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4127472318	0	2023	2	INV P	123.25	081922	275578 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4128836190	0	2023	2	INV P	123.25	090222	277169 FAC/Sanitary Suppli
						369.75		
ACCOUNT TOTAL						369.75		

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550121 452040				Sanitation & Indust Supplies				
010290 LENOCH AND CILEK ACE	372550/3	0	2023 2	INV	P	1,468.22	081922	275651 FAC/Sanitary Suppli
010475 GREENSTATE CREDIT U	908229103	0	2023 2	INV	P	37.99	090222	277196 JMiller/Mastercard
010627 CINTAS CORPORATION	4126106023	0	2023 2	INV	P	304.17	080522	274029 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4127472318	0	2023 2	INV	P	373.66	081922	275578 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4128836190	0	2023 2	INV	P	304.17	090222	277169 FAC/Sanitary Suppli
						982.00		
015759 JANWAY COMPANY	140914	0	2023 2	INV	P	700.50	081222	274468 FAC/5000 Adult Mask
						ACCOUNT TOTAL		3,188.71
10550121 466070				Other Maintenance Supplies				
011399 ELECTRIC EQUIPMENT S	9243	0	2023 2	INV	P	430.98	081222	33977 FAC/Lightbulbs & Ba
011399 ELECTRIC EQUIPMENT S	9244	0	2023 2	INV	P	99.75	081922	34085 FAC/25 Boxes Lightb
						530.73		
						ACCOUNT TOTAL		530.73
						ORG 10550121 TOTAL		8,130.63
10550140				Library Computer Systems				
10550140 438140				Internet Fees				
014293 IMON COMMUNICATIONS	2781076	0	2023 2	INV	P	486.80	081222	274457 IT/Phone & Internet
014293 IMON COMMUNICATIONS	2805082	0	2023 2	INV	P	477.82	082622	276897 IT/Phone & Internet
						964.62		
						ACCOUNT TOTAL		964.62
10550140 443020				Office Equipment R&M Services				
011736 KONICA MINOLTA BUSIN	76901947	0	2023 2	INV	P	114.30	081222	274485 IT/Lease
011736 KONICA MINOLTA BUSIN	77205448	0	2023 2	INV	P	114.30	082622	276909 IT/Lease Payment
						228.60		
						ACCOUNT TOTAL		228.60
10550140 444080				Software R&M Services				
010475 GREENSTATE CREDIT U	908220250	0	2023 2	INV	P	208.80	090222	277199 BPalmer/Mastercard
010525 ENCOMPASS IOWA LLC	12734	0	2023 2	INV	P	975.00	081222	33979 IT/IT Essentials &
010537 INNOVATIVE INTERFACE	INV-INC31958	0	2023 2	INV	P	5,284.38	081222	274460 IT/Sierra Content C
010537 INNOVATIVE INTERFACE	INV-INC31959	0	2023 2	INV	P	10,543.23	081222	274460 IT/Encore Discovery
010537 INNOVATIVE INTERFACE	INV-INC31960	0	2023 2	INV	P	69,860.92	081222	274460 IT/Sierra Core Bund

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
						85,688.53		
011068 OVERDRIVE INC	H-0086662	0	2023 2	INV	P	8,208.00	081222	274509 IT/Content Service
						ACCOUNT TOTAL		95,080.33
10550140 452010								Office Supplies
010475 GREENSTATE CREDIT U	908229103	0	2023 2	INV	P	1,098.95	090222	277196 JMiller/Mastercard
						ACCOUNT TOTAL		1,098.95
10550140 455120								Misc Computer Hardware
010475 GREENSTATE CREDIT U	908220250	0	2023 2	INV	P	447.16	090222	277199 BPalmer/Mastercard
						ACCOUNT TOTAL		447.16
						ORG 10550140 TOTAL		97,819.66
10550151								Lib Public Services - Adults
10550151 445140								Outside Printing
010373 PIP PRINTING	110185	0	2023 2	INV	P	66.66	080522	33911 AD/250 Farmers Mark
010373 PIP PRINTING	110214	0	2023 2	INV	P	143.96	081222	33999 AD/3000 ILL Book Co
010373 PIP PRINTING	110526	0	2023 2	INV	P	194.43	090222	34682 AD/500 Digital ICPL
						405.05		
						ACCOUNT TOTAL		405.05
10550151 445250								Inter-Library Loans
000111 UNIVERSITY OF MICHIG	23741	0	2023 2	INV	P	20.00	081922	275653 AD/ILL Reimbursemen
000119 CLEVELAND PUBLIC LIB	23404	0	2023 2	INV	P	10.00	081222	274504 AD/ ILL Replacement
000119 HENNEPIN COUNTY LIBR	71122	0	2023 2	INV	P	15.00	080522	274093 AD/ILL Replacement
000119 UNIVERSITY OF WASHIN	LND006165	0	2023 2	INV	P	20.00	082622	276940 AD/ILL Replacement
						45.00		
						ACCOUNT TOTAL		65.00
10550151 449280								Misc Services & Charges
010774 MOTION PICTURE LICEN	504406764	0	2023 2	INV	P	307.19	090222	277248 AD/License 10/1/202
						ACCOUNT TOTAL		307.19
10550151 469320								Miscellaneous Supplies
010475 GREENSTATE CREDIT U	908227792SRP	0	2023 2	INV	P	291.85	090222	277195 JPaulios/Mastercard
						ACCOUNT TOTAL		291.85
10550151 469360								Food and Beverages
010475 GREENSTATE CREDIT U	908227792SRP	0	2023 2	INV	P	3.59	090222	277195 JPaulios/Mastercard

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL						3.59		
ORG 10550151 TOTAL						1,072.68		
10550152		Lib Public	Services - Children					
10550152 432080			Other Professional Services					
012922 BRAMMER, RICK	81122SRP	0	2023	2	INV P	1,100.00	081222	274424 CHI/SRP Last Splash
013120 BLANK PARK ZOO FOUND	1123507SRP	0	2023	2	INV P	358.88	080522	274019 CHI/ SRP Kids Zoo &
016116 COLD-BLOODED REDHEAD	8422SRP	0	2023	2	INV P	150.00	081222	274434 CHI/Animal Meet & G
016412 STUDIO 13	1001	0	2023	2	INV P	160.00	080522	274144 CHI/Drag Family Sto
016414 BENTZINGER, RYAN	71922SRP	0	2023	2	INV P	250.00	080522	274016 CHI/Ceramics SRP Pr
ACCOUNT TOTAL						2,018.88		
10550152 432080 043			Other Professional Services					
013703 CHAMPAGNE ACADEMY OF	81022SRP	0	2023	2	INV P	150.00	081222	274431 CHI/SRP Irish Dance
ACCOUNT TOTAL						150.00		
10550152 445140			Outside Printing					
010373 PIP PRINTING	110248	0	2023	2	INV P	276.08	082622	34574 CHI/1,500 AIM Stude
ACCOUNT TOTAL						276.08		
10550152 469320			Miscellaneous Supplies					
010475 GREENSTATE CREDIT U	908220292	0	2023	2	INV P	21.34	090222	277198 AMangano/Mastercard
010475 GREENSTATE CREDIT U	908227446SRP	0	2023	2	INV P	351.93	090222	277193 APilkington/Masterc
						373.27		
ACCOUNT TOTAL						373.27		
10550152 469360			Food and Beverages					
010475 GREENSTATE CREDIT U	908227131	0	2023	2	INV P	-2.79	090222	277194 ECarman/Mastercard
010475 GREENSTATE CREDIT U	908227446SRP	0	2023	2	INV P	54.33	090222	277193 APilkington/Masterc
						51.54		
ACCOUNT TOTAL						51.54		
ORG 10550152 TOTAL						2,869.77		
10550159		Lib Public	Srvs-Comm Access					
10550159 435059			Advertising					
011328 LITTLE VILLAGE MAGAZ	10610	0	2023	2	INV P	450.00	082622	276911 CAS/Advertisement
ACCOUNT TOTAL						450.00		

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550159 452010								
010475 GREENSTATE CREDIT U	908229103	0	2023 2	INV	P	89.80 090222	277196	JMiller/Mastercard
						89.80		ACCOUNT TOTAL
10550159 469320								
010475 GREENSTATE CREDIT U	908227149	0	2023 2	INV	P	26.20 090222	277197	SHelmick/Mastercard
010475 GREENSTATE CREDIT U	908229103	0	2023 2	INV	P	169.98 090222	277196	JMiller/Mastercard
						196.18		ACCOUNT TOTAL
10550159 469360								
010475 GREENSTATE CREDIT U	908227149	0	2023 2	INV	P	10.72 090222	277197	SHelmick/Mastercard
010475 GREENSTATE CREDIT U	908227446SRP	0	2023 2	INV	P	42.88 090222	277193	APilkington/Masterc
						53.60		ACCOUNT TOTAL
						53.60		ACCOUNT TOTAL
						789.58		ORG 10550159 TOTAL
10550160								
10550160 445270								
010509 BAKER & TAYLOR INC C	200055072022V	0	2023 2	INV	P	1,741.68 081222	274418	LIBRARY MATERIALS/P
						1,741.68		ACCOUNT TOTAL
10550160 469110								
010509 BAKER & TAYLOR INC C	H660737DM	0	2023 2	INV	P	13.40 082622	276858	LIBRARY MATERIALS
010510 DEMCO INC	7161512	0	2023 2	INV	P	999.25 082622	276876	LIBRARY PROCESSING
010510 DEMCO INC	7166548	0	2023 2	INV	P	818.82 082622	276876	LIBRARY PROCESSING
						1,818.07		ACCOUNT TOTAL
010514 AMAZON	66528081022	0	2023 2	INV	P	14.99 090222	277153	LIBRARY MATERIALS
010519 BRODART CO	607461	0	2023 2	INV	P	348.88 082622	34538	LIBRARY PROCESSING
010546 MIDWEST TAPE	502472212	0	2023 2	INV	P	510.01 081922	275666	LIBRARY MATERIALS
014495 THE LIBRARY STORE IN	586499	0	2023 2	INV	P	1,210.88 082622	34583	LIBRARY MATERIALS
						3,916.23		ACCOUNT TOTAL
						5,657.91		ORG 10550160 TOTAL

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550210								Library Children's Materials
10550210 477020								Books (Cat/Cir)
010509 BAKER & TAYLOR INC C	2036861689	0	2023	2	INV P	201.32	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036868056	0	2023	2	INV P	79.34	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036868761	0	2023	2	INV P	33.34	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036871158	0	2023	2	INV P	450.42	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036877588	0	2023	2	INV P	37.15	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036880077	0	2023	2	INV P	676.78	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036880721	0	2023	2	INV P	84.45	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036882456	0	2023	2	INV P	600.44	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036882955	0	2023	2	INV P	2,250.17	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036883030	0	2023	2	INV P	19.36	081222	274418 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036885073	0	2023	2	INV P	290.46	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036885969	0	2023	2	INV P	21.74	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887032	0	2023	2	INV P	220.90	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887854	0	2023	2	INV P	155.34	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036888328	0	2023	2	INV P	60.78	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	20368893276	0	2023	2	INV P	500.50	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036894314	0	2023	2	INV P	611.14	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036897337	0	2023	2	INV P	39.88	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036897542	0	2023	2	INV P	225.56	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036897632	0	2023	2	INV P	81.30	081922	275565 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036901761	0	2023	2	INV P	488.58	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036907223	0	2023	2	INV P	315.22	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036913145	0	2023	2	INV P	945.54	082622	276857 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036914628	0	2023	2	INV P	137.38	082622	276857 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036916603	0	2023	2	INV P	121.95	082622	276857 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036921772	0	2023	2	INV P	79.78	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036922042	0	2023	2	INV P	313.42	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036924807	0	2023	2	INV P	156.37	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036927179	0	2023	2	INV P	39.88	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036927246	0	2023	2	INV P	15.38	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036931168	0	2023	2	INV P	849.28	090222	277160 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036936662	0	2023	2	INV P	291.22	090222	277160 LIBRARY MATERIALS
						10,394.37		
010514 AMAZON	66528081022	0	2023	2	INV P	4.55	090222	277153 LIBRARY MATERIALS
010531 GALE GROUP	78198098	0	2023	2	INV P	34.48	081922	275608 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70514544	0	2023	2	INV P	124.52	081222	274459 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70631039	0	2023	2	INV P	97.52	081922	275631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70649198	0	2023	2	INV P	95.55	081922	275631 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70796014	0	2023	2	INV P	55.26	081922	275631 LIBRARY MATERIALS
						372.85		
			ACCOUNT TOTAL			10,806.25		
10550210 477030								Books (Uncataloged)

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2036913145	0	2023 2	INV	P	37.98 082622	276857	LIBRARY MATERIALS
ACCOUNT TOTAL						37.98		
10550210 477070			Downloadable-eBooks					
011068 OVERDRIVE INC	01370Co22286466	0	2023 2	INV	P	64.97 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22297285	0	2023 2	INV	P	126.86 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22303778	0	2023 2	INV	P	67.49 082622	276947	LIBRARY MATERIALS
						259.32		
ACCOUNT TOTAL						259.32		
10550210 477160			Video Recordings					
010546 MIDWEST TAPE	502445644	0	2023 2	INV	P	14.99 081922	275666	LIBRARY MATERIALS
010546 MIDWEST TAPE	502479991	0	2023 2	INV	P	172.41 082622	276924	LIBRARY MATERIALS
						187.40		
ACCOUNT TOTAL						187.40		
10550210 477200			Toys					
010475 GREENSTATE CREDIT U	908227446SRP	0	2023 2	INV	P	88.73 090222	277193	APilkington/Masterc
010514 AMAZON	66528081022	0	2023 2	INV	P	28.19 090222	277153	LIBRARY MATERIALS
013055 LAKESHORE LEARNING M	320806072822	0	2023 2	INV	P	36.98 082622	276910	LIBRARY MATERIALS
ACCOUNT TOTAL						153.90		
10550210 477250			Downloadable Media					
011068 OVERDRIVE INC	01370Co22297285	0	2023 2	INV	P	28.00 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22303778	0	2023 2	INV	P	19.00 082622	276947	LIBRARY MATERIALS
						47.00		
015034 KANOPY INC	307092	0	2023 2	INV	P	100.00 081222	274481	LIBRARY MATERIALS
ACCOUNT TOTAL						147.00		
ORG 10550210 TOTAL						11,591.85		
10550220			Library Adult Materials					
10550220 477020			Books (Cat/Cir)					
010509 BAKER & TAYLOR INC C	0003266322	0	2023 2	CRM	P	-669.89 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036861238	0	2023 2	INV	P	307.83 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036861689	0	2023 2	INV	P	2,398.09 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036864275	0	2023 2	INV	P	513.28 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036864405	0	2023 2	INV	P	352.85 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036868056	0	2023 2	INV	P	404.68 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036870840	0	2023 2	INV	P	324.04 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036877806	0	2023 2	INV	P	121.94 081222	274418	LIBRARY MATERIALS

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2036880077	0	2023 2	INV	P	1,637.14 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036880898	0	2023 2	INV	P	982.31 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036882456	0	2023 2	INV	P	1,053.22 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036885969	0	2023 2	INV	P	175.39 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887032	0	2023 2	INV	P	1,243.75 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887871	0	2023 2	INV	P	66.35 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887885	0	2023 2	INV	P	255.15 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036887949	0	2023 2	INV	P	346.15 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036888295	0	2023 2	INV	P	278.84 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036892114	0	2023 2	INV	P	67.65 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036893276	0	2023 2	INV	P	1,399.99 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036894314	0	2023 2	INV	P	935.68 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036894809	0	2023 2	INV	P	274.40 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036900365	0	2023 2	INV	P	442.73 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036901761	0	2023 2	INV	P	1,731.28 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036903169	0	2023 2	INV	P	95.93 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036903211	0	2023 2	INV	P	203.39 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036909687	0	2023 2	INV	P	316.25 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036913145	0	2023 2	INV	P	1,429.36 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036916603	0	2023 2	INV	P	378.59 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036918367	0	2023 2	INV	P	344.81 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036921746	0	2023 2	INV	P	152.04 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036922040	0	2023 2	INV	P	104.79 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036924826	0	2023 2	INV	P	326.15 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036927091	0	2023 2	INV	P	132.10 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036927246	0	2023 2	INV	P	40.90 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036927399	0	2023 2	INV	P	191.46 090222	277159	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036930516	0	2023 2	INV	P	16.15 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036931168	0	2023 2	INV	P	1,386.44 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036933069	0	2023 2	INV	P	419.11 090222	277160	LIBRARY MATERIALS
						20,180.32		
010514 AMAZON	66528081022	0	2023 2	INV	P	9.99 090222	277153	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1947766	0	2023 2	INV	P	138.42 090222	277168	LIBRARY MATERIALS
010531 GALE GROUP	78146360	0	2023 2	INV	P	29.59 081222	274444	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70514544	0	2023 2	INV	P	142.60 081222	274459	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70631039	0	2023 2	INV	P	159.74 081922	275631	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70649198	0	2023 2	INV	P	26.33 081922	275631	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	70796014	0	2023 2	INV	P	112.57 081922	275631	LIBRARY MATERIALS
						441.24		
015582 ICE CUBE PRESS LLC	5337	0	2023 2	INV	P	14.99 081922	275629	LIBRARY MATERIALS
ACCOUNT TOTAL						20,814.55		
10550220 477070					Downloadable-eBooks			
011068 OVERDRIVE INC	01370C022283933	0	2023 2	INV	P	340.00 081222	274509	LIBRARY MATERIALS

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370Co22283938	0	2023 2	INV	P	817.47 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22283942	0	2023 2	INV	P	606.53 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22285355	0	2023 2	INV	P	74.95 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22286469	0	2023 2	INV	P	472.04 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22293902	0	2023 2	INV	P	101.97 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22293912	0	2023 2	INV	P	391.92 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22297283	0	2023 2	INV	P	793.72 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22297867	0	2023 2	INV	P	73.05 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22298568	0	2023 2	INV	P	.99 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22303782	0	2023 2	INV	P	898.90 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22306158	0	2023 2	INV	P	907.24 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22306159	0	2023 2	INV	P	623.22 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22307494	0	2023 2	INV	P	55.00 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22310723	0	2023 2	INV	P	83.00 090222	277250	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370Co22312552	0	2023 2	INV	P	748.52 090222	277250	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP22291471	0	2023 2	INV	P	134.00 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22284301	0	2023 2	INV	P	191.19 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22296574	0	2023 2	INV	P	395.31 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22301469	0	2023 2	INV	P	299.83 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22303073	0	2023 2	INV	P	11.95 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22308167	0	2023 2	INV	P	481.80 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22313528	0	2023 2	INV	P	730.05 090222	277250	LIBRARY MATERIALS
						9,232.65		
ACCOUNT TOTAL						9,232.65		
10550220 477100					Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	2054201	0	2023 2	INV	P	40.00 081922	34071	LIBRARY MATERIALS
ACCOUNT TOTAL						40.00		
10550220 477110					Music-CD			
010546 MIDWEST TAPE	502439491	0	2023 2	INV	P	65.04 081922	275666	LIBRARY MATERIALS
010546 MIDWEST TAPE	502461406	0	2023 2	INV	P	35.07 081922	275666	LIBRARY MATERIALS
010546 MIDWEST TAPE	502503927	0	2023 2	INV	P	9.74 082622	276924	LIBRARY MATERIALS
010546 MIDWEST TAPE	502537181	0	2023 2	INV	P	46.77 090222	277240	LIBRARY MATERIALS
						156.62		
ACCOUNT TOTAL						156.62		
10550220 477160					Video Recordings			
010509 BAKER & TAYLOR INC C	2036882456	0	2023 2	INV	P	22.91 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H62022080	0	2023 2	INV	P	17.49 081922	275566	LIBRARY MATERIALS
						40.40		
010546 MIDWEST TAPE	502445644	0	2023 2	INV	P	740.05 081922	275666	LIBRARY MATERIALS
010546 MIDWEST TAPE	502445645	0	2023 2	INV	P	73.97 081922	275666	LIBRARY MATERIALS
010546 MIDWEST TAPE	502473419	0	2023 2	INV	P	82.47 082622	276924	LIBRARY MATERIALS
010546 MIDWEST TAPE	502479991	0	2023 2	INV	P	416.01 082622	276924	LIBRARY MATERIALS

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	502515110	0	2023 2	INV	P	483.53 090222	277239	LIBRARY MATERIALS
010546 MIDWEST TAPE	502515111	0	2023 2	INV	P	112.46 090222	277240	LIBRARY MATERIALS
						1,908.49		
						ACCOUNT TOTAL		1,948.89
10550220 477210						Non-Fiction Video-DVD		
010546 MIDWEST TAPE	502479991	0	2023 2	INV	P	23.99 082622	276924	LIBRARY MATERIALS
010546 MIDWEST TAPE	502515110	0	2023 2	INV	P	18.74 090222	277239	LIBRARY MATERIALS
						42.73		
						ACCOUNT TOTAL		42.73
10550220 477220						Multi-Media/Gaming		
010536 INGRAM LIBRARY SERVI	70514544	0	2023 2	INV	P	38.30 081222	274459	LIBRARY MATERIALS
						ACCOUNT TOTAL		38.30
10550220 477230						Non-Fiction Audio-CD		
010518 BLACKSTONE AUDIOBOOK	2054201	0	2023 2	INV	P	40.00 081922	34071	LIBRARY MATERIALS
010546 MIDWEST TAPE	502439490	0	2023 2	INV	P	52.99 081922	275666	LIBRARY MATERIALS
						ACCOUNT TOTAL		92.99
10550220 477250						Downloadable Media		
010546 MIDWEST TAPE	502471486	0	2023 2	INV	P	3,374.78 081222	274501	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22283933	0	2023 2	INV	P	131.99 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22283937	0	2023 2	INV	P	799.45 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22283939	0	2023 2	INV	P	1,073.39 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22286469	0	2023 2	INV	P	302.48 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22293902	0	2023 2	INV	P	145.00 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22293913	0	2023 2	INV	P	757.06 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22297283	0	2023 2	INV	P	242.50 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22297867	0	2023 2	INV	P	96.61 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22303782	0	2023 2	INV	P	59.99 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22306001	0	2023 2	INV	P	313.00 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22306160	0	2023 2	INV	P	299.01 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22306161	0	2023 2	INV	P	652.95 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22307494	0	2023 2	INV	P	76.00 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO22312550	0	2023 2	INV	P	416.00 090222	277250	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22284301	0	2023 2	INV	P	132.06 081222	274509	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22296574	0	2023 2	INV	P	386.37 081922	275682	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22301469	0	2023 2	INV	P	527.34 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22303968	0	2023 2	INV	P	109.00 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22305218	0	2023 2	INV	P	72.07 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22308167	0	2023 2	INV	P	524.56 082622	276947	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA22313528	0	2023 2	INV	P	619.67 090222	277250	LIBRARY MATERIALS

Library Disbursements: August 1 to August 31, 2022

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
						7,736.50		
015034 KANOPY INC	307092	0	2023 2	INV	P	2,637.00	081222	274481 LIBRARY MATERIALS
						ACCOUNT TOTAL		13,748.28
10550220 477340								Print/Circulating Serials
010475 GREENSTATE CREDIT U	908220292	0	2023 2	INV	P	14.00	090222	277198 AMangano/Mastercard
010524 EBSCO	2300079	0	2023 2	INV	P	107.15	081222	33976 LIBRARY MATERIALS
011188 IOWA HISTORY JOURNAL	IOHJFY23	0	2023 2	INV	P	18.95	081222	274464 LIBRARY MATERIALS
						ACCOUNT TOTAL		140.10
10550220 477350								Online Reference
010550 PROQUEST INFORMATION	70748299	0	2023 2	INV	P	1,949.63	082622	34575 LIBRARY MATERIALS
						ACCOUNT TOTAL		1,949.63
						ORG 10550220 TOTAL		48,204.74
FUND 1000 General						TOTAL:		180,379.43

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550320								Library Board Enterprise
10550320 449120								Equipment Rental
010216 RICOH USA INC	106390005	0	2023 2	INV	P	438.93 082622	276964	LBE/Renewal 8/22/22
						ACCOUNT TOTAL		438.93
10550320 452010								Office Supplies
010216 RICOH USA INC	5065220817	0	2023 2	INV	P	49.48 082622	34577	LBE/Additional Imag
010555 TRACSYSTEMS INC	4302	0	2023 2	INV	P	60.60 081222	274528	LBE/Public Faxing
						ACCOUNT TOTAL		110.08
						ORG 10550320 TOTAL		549.01
10550420								Library Designated Gifts
10550420 469320 047								Miscellaneous Supplies
010475 GREENSTATE CREDIT U	908227446SRP	0	2023 2	INV	P	125.90 090222	277193	APilkington/Masterc
010475 GREENSTATE CREDIT U	908227792SRP	0	2023 2	INV	P	87.50 090222	277195	JPaulios/Mastercard
						213.40		
						ACCOUNT TOTAL		213.40
						ORG 10550420 TOTAL		213.40
10550430								Library Undesignated Gifts
10550430 432080								Other Professional Services
011837 IOWA CITY PUBLIC LIB 83222		0	2023 2	INV	P	1,700.00 081222	274461	UDG/Local Libraries
						ACCOUNT TOTAL		1,700.00
						ORG 10550430 TOTAL		1,700.00
10550510								Library Children's Materials -
10550510 477020								Books (Cat/Cir)
010509 BAKER & TAYLOR INC C 2036888328		0	2023 2	INV	P	14.44 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036897632		0	2023 2	INV	P	19.36 081922	275565	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036914628		0	2023 2	INV	P	29.04 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036924807		0	2023 2	INV	P	10.25 090222	277160	LIBRARY MATERIALS
						73.09		
						ACCOUNT TOTAL		73.09
10550510 477030								Books (Uncataloged)
010509 BAKER & TAYLOR INC C 2036894314		0	2023 2	INV	P	21.64 090222	277160	LIBRARY MATERIALS
						ACCOUNT TOTAL		21.64
						ORG 10550510 TOTAL		94.73

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550520								Library Adult Materials - Gift
10550520 477020								Books (Cat/Cir)
010509 BAKER & TAYLOR INC C	2036880077	0	2023 2	INV	P	74.93 081222	274418	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036901761	0	2023 2	INV	P	17.10 090222	277160	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036913145	0	2023 2	INV	P	50.30 082622	276857	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036931168	0	2023 2	INV	P	46.28 090222	277160	LIBRARY MATERIALS
						188.61		
						ACCOUNT TOTAL		188.61
						ORG 10550520 TOTAL		188.61
FUND 1001 Library Gifts						TOTAL:		2,745.75

INVOICE LIST BY GL ACCOUNT

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550800								Library Replacement Reserve
10550800 444080								Software R&M Services
016427 MICROSOFT CORPORATIO	G013680747	0	2023	2	INV P	2,673.10	082622	276920 LRR/Monthly Cloud S
						ACCOUNT TOTAL		2,673.10
						ORG 10550800 TOTAL		2,673.10
FUND 1006 Library Replacement Reserves						TOTAL:		2,673.10

 Carol Kirsch, President

 DJ Johnk, Secretary