



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

May 28, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

You can participate in the meeting and can comment on an agenda item by joining the Zoom meeting via the internet by going to:

<https://zoom.us/j/96050529374?pwd=djd2NEhNdzJkWEINRVFIV1FtU2FNUT09>

If you are asked for a meeting ID, enter Meeting ID: **960 5052 9374** to enter a “Waiting Room” for the meeting.

If you do not have a computer or smartphone, or a computer without a microphone, you may call in by telephone by dialing (312) 626-6799.

When prompted, enter the **meeting ID: 960 5052 9374.**

Providing comments in person is not an option.

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

LIBRARY BOARD OF TRUSTEES

May 28, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

Wesley Beary, President
John Beasley, Secretary
Kellee Forkenbrock
Derek Johnk
Carol Kirsch, Vice-President
Robin Paetzold
Tom Rocklin
Hannah Shultz
Monique Washington

1. Call Meeting to Order.

2. Public Discussion.

3. Items to be discussed.

A. Policy Review: #703: Naming and Recognition.

Comment: This is a regularly scheduled policy review. No action required.

B. Policy Review: #815: Internet Use.

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

C. Circulation Return to Work Report.

Comment: The Circulation Committee will present a report.

4. Staff Reports.

A. Director's Report.

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

C. Development Office Report.

D. Committee Reports: Computers, Programming, Reader's Advisory.

E. Spotlight on the Collection.

5. President's Report.

6. Announcements from Members.

7. Committee Reports.

A. Foundation Members.

8. Communications.

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9. Consent Agenda.

- A. Approve Regular Minutes of Library Board of Trustees April 23, 2020 meeting.
- B. Approve Minutes of Special Meeting of the Library Board of Trustees May 7, 2020 meeting.
- C. Approve Disbursements for April, 2020.

10. Set Agenda Order for June Meeting.

11. Adjournment.

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Iowa City Public Library Meeting Agendas and Other Significant Events		
MAY 28, 2020	JUNE 25, 2020	JULY 23, 2020
<p>Policy Review: 705: Naming and Recognition 815: Internet Use</p> <p>Departmental Reports: AS, CAS</p>	<p>Election of Officers</p> <p>President Appoints to Foundation Board</p> <p>Develop Ideas for Board Annual Report</p> <p>Departmental Reports: CH, CLS, IT</p> <p>OTHER: 6/3: Friends Foundation Board of Directors Annual meeting</p>	<p>Review Board Annual Report</p> <p>Strategic Planning Update</p> <p>Departmental Reports: AS, CAS</p>
AUGUST 27, 2020	SEPTEMBER 24, 2020	OCTOBER 22, 2020
<p>Review Annual Staff Report</p> <p>Adopt NOBU Budget</p> <p>Review 4th Quarter Statistics and Financials</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Budget Discussion</p> <p>Departmental Reports: AS, CAS</p>	<p>Budget Discussion</p> <p>Review 1st Quarter Statistics and Financials</p> <p>Departmental Reports: CH, CLS, IT</p>
NOVEMBER 19, 2020	DECEMBER 17, 2020	JANUARY 28, 2021
<p>Appoint Committee to Evaluate Director</p> <p>Departmental Reports: AS, CAS</p>	<p>Departmental Reports: CH, CLS, IT</p>	<p>6-month Strategic Planning Update</p> <p>Review 2nd Quarter Goals/Statistics and Financials</p> <p>Departmental Reports: AS, CAS</p>
FEBRUARY 25, 2021	MARCH 25, 2021	APRIL 22, 2021
<p>Director Evaluation</p> <p>Set Calendar for Next Fiscal Year</p> <p>Appoint Nominating Committee</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Departmental Reports: AS, CAS</p>	<p>Review 3rd Quarter Statistics and Financials</p> <p>Departmental Reports: AS, CH, CLS, IT</p>

703 Naming and Recognition Policy

Proposal: A routine, three-year review of the Naming and Recognition Policy.

Issues: This policy specifies the process and parameters for naming within the Iowa City Public Library in recognition of extraordinary generosity. The City of Iowa City's Naming Policy is related in that it governs naming city owned buildings, facilities and parcels of real estate.

The review committee conferred with Eric Goers, Assistant City Attorney, to determine whether the ICPL Policy remains in compliance with the City's Naming Policy. He reported that there are no conflicts between the two policies.

Staff Recommendation: No changes.

Action: Review

Prepared by: Patty McCarthy, Development Director, May 19, 2020

Review Committee: Elsworth Carman (Director), and Patty McCarthy (Development Director).

705: Naming and Recognition Policy

See also City Naming Policy (Resolution 11-70 adopted 3/1/11)

- 705.1 The purpose of the naming and recognition policy is to enable the Iowa City Public Library to encourage and recognize extraordinary generosity on the part of individuals, families, businesses, nonprofit organizations, and other donors as well as to acknowledge exceptional achievement in service to the Iowa City Public Library.
- 705.2 Other than as described here recognition provided to donors or others in support of the Library is the responsibility of the Library Director. This includes naming of specific programs and services; and collection items, equipment, or furnishings purchased with gift money.
- 705.3 This policy covers naming of physical spaces and items including, but not limited to: meeting rooms, reading areas, special use areas, walkways, equipment, furniture and art. It does not cover naming the building which is reserved for the Iowa City City Council.
- 705.4 An ad-hoc committee including the Board president, Vice-President, and Board representatives to the Iowa City Public Library Friends Foundation Board, the Library Director and the Library Development Director will make decisions regarding naming proposals. Naming proposals may be sent to the Committee by the Library Director, the Development Director, Library Board of Trustees member, or any Iowa City Public Library Friends Foundation board member. Proposals must include a naming opportunity agreement containing conditions, terms and payment schedule for the contribution. A donor's name may remain confidential during the review process. If approved by the Committee the Library Board will be informed of the donor's name, the amount of the gift, the area or item to be named, and the general category of the donor (individual, corporation, etc.).
- 705.5 The Library Director or any Library Board member may recommend naming an area for other than monetary contributions.
- 705.6 The manner of recognition will be determined by the Library Director or designee in cooperation with the Development Director.
- 705.7 Named spaces must include the function of the area, e.g., The "Children's Room," the "Meeting Room" in addition to the donor or honoree's name.
- 705.8 The naming of a physical space or item confers no property rights or interest upon the donor, individual or entity. Maintenance, restoration, repair and/or security of the named space or item will be assumed by the Library based on budget and priorities.
- 705.8 The Board of Trustees may, at any time, end the named recognition of a physical space or item. Recognition may end if an area is closed, redesigned or repurposed; or an item is replaced. The Board may terminate or alter a naming designation under unusual or extraordinary circumstances.

Adopted: 2/27/14

Reviewed: 1/26/17

Reviewed: 5/28/2020

815 Internet Use Policy

Proposal: A routine, three-year review of the Internet Use Policy.

Issues: Beyond a larger campaign in 1997 regarding a public education campaign to help children and families better understand the “benefits and perils,” the topics in this policy have remained fairly consistent. This policy was first adopted in 1995 and highlighted the usefulness of the internet to information seekers, outlined time limits, and provided clear guidelines that the Library is not responsible for information found online and won’t act *in loco parentis*. A section regarding curation of online resources was removed in 2008, likely because this was better addressed as a topic for collection development.

Computer use sessions in the building are continually decreasing, though last fiscal year we still provided over 68,000 sign-ins. The 5-year (2014-2018) American Community Survey estimate for households with a broadband and internet subscription was 87.7% for Johnson County. And a July 2019 Cedar Rapids Gazette article claimed “about 6,000 Johnson County residents do not have access to 25 Mbps wired broadband” <https://www.thegazette.com/subject/news/broadband-iowa-internet-providers-coverage-cost-20190715>.

The policy is displayed prior to login for all Pharos-run computers in the building so that users understand the intended use. Staff refer to the policy most often with regards to limiting use based on time limits and patron complaints regarding screen images. The policy language is intentionally vague with regards to time limits due to the variety of computer locations and their corresponding time limits as well as to be flexible with alterations based on availability. Although the Library does not use filtering software, if another patron’s ability to use the library is impacted by what is displayed on a screen, staff may intervene by asking a patron to refrain from viewing that content.

In late 2019, due to demand for computer use with privacy options (Skype interviews, audio-only tests) procedures were written to allow Digital Media Lab members and valid adult ICPL cardholders (Resident, Open Access, Temporary) to checkout in-house laptops for two hours with the use of a Study Room. Since 2016, iPad tablets for children have been further locked down to remove the internet browser and YouTube and only allow downloaded games. There was discussion regarding the wording of 815.7; when conduct warrants, a patron is usually asked to leave the facility rather than lose access to a specific library service. We left this language alone in order to remain flexible for special cases, though agreed it would be difficult to enforce.

Staff Recommendations:

1. This was rewritten in 2016 to better emphasize the importance of providing internet access, the updated language here simply clarifies it as a purpose statement to better conform to ICPL policy language.
2. Updated Library locations to include Bookmobile. Updated scope of in-house offerings to include in-house laptop lending and exclude tablets as these only allow for game play and so are outside of the scope of the policy.
3. Minor edits: updated related policies to include 801 (library cards are required for some access), 802 (policy name change), 809 (policy name change); altered capitalization of ‘internet’ in accordance with style guide recommendations from Chicago Manual, AP Stylebook. MLA, APA guides still use capitalization.

Action: Review and adopt as amended.

Prepared by: Jason Paulios, Adult Services Coordinator, May 18, 2020.

Review Committee: Todd Brown (Adult/IT Services), Alyssa Hanson (IT Services), Casey Maynard (Children’s Services), Jason Paulios (Adult Services), Shawna Riggins (Community & Access Services)

815 Internet Use Policy

~~(See also related policies: Library Board policies-Circulation and Library Card Policy (801), Confidentiality and Privacy (802), Conduct in the Library/Library Use (809), Theft, Defacement or Alteration of Library Materials and Resources (811), and Library Copyright (814).~~)

- 815.1 ~~The purpose of this policy is to recognize the importance of i~~nternet access ~~for patrons and to outline access and usage in Library facilities. is a necessity of modern life.~~ Internet access is critical to accessing information, participating in work and educational opportunities, maintaining social relationships, and sharing in cultural and leisure activities. The Iowa City Public Library is committed to offering fast, reliable ~~i~~nternet to its patrons.
- 815.2 Public ~~i~~nternet access is provided at designated computer work stations and through wireless and wired network connections available in the building and bookmobile. Laptop computers are available for valid cardholders via the Page Station. Internet-~~accessible~~ work stations ~~and tablets~~ are reserved for children sixth grade and below in the Children's Department. Internet stations, ~~tablets~~ and wireless-accessible laptop computers are for use by junior and senior high school students in the Teen Center.
- 815.3 Internet access through library provided mobile Internet hotspots conforms to the Internet policy.
- 815.4 Time limits are placed on library equipment in order to provide access to as many users as possible.
- 815.5 The Library does not filter Internet content. Staff may, however, limit images displayed on screens in order to ensure the secure and comfortable environment of the Library.
- 815.6 The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
- 815.7 Use of the Library's ~~i~~nternet connection in an illegal, disruptive or destructive manner may result in the loss of ~~i~~nternet or library privileges.

Adopted: 12/28/95

Adopted: 10/23/97

Adopted: 4/22/99

Adopted: 4/25/02

Adopted: 4/28/05

Adopted: 3/27/08

Adopted: 12/16/10

Revised: 12/19/13

Revised: 10/27/16

Revised: 5/28/20



Iowa City Public Library

Circulation Return to Work Report

Prepared for the Iowa City Public Library Board of Trustees Meeting

May 28, 2020

Introduction

The Circulation Return to Work committee has been meeting to plan how to restart Library circulation once we have infrastructure in place for staff members to safely return to work. We all understand that we will return to different working conditions and there may be additional changes depending on the course of the virus, community demand and staff safety. Library staff have tremendous capacity and a willingness to serve with a healthy dose of caution and expectations for safe work conditions.

We reviewed what other libraries are doing and sought best practices for returning to work. Coralville Public Library staff provided invaluable input and we were especially impressed with the curbside pickup system and information at Ames Public Library. A preview is at: <https://www.amespubliclibrary.org/curbside>

Work Teams and Scheduling

Most Library staff who work on public service desks will be assigned to one of five work teams. The teams are comprised of 5-6 individuals. The teams will work together as a unit and limit interactions with other staff. This is purposeful planning in case we have a staff member who gets sick. It is easier to take one team of 5-6 staff out of the rotation who need to quarantine at home rather than lose all staff. The expectation is that when a team is scheduled, they will be in the building. Other staff will not be in the building unless they have a specific work purpose and permission of their coordinator. During this time, staff will continue to perform work duties at home as they are able to.

The first week staff are back, teams will be scheduled for two 4-hour shifts. We anticipate there will be a lot of “work” involved with coming back to work including learning new routines, learning to wear a mask for an extended period and learning new assigned job tasks.

The second week staff are back, two teams will be scheduled at a time. One team will work from Noon to 5 pm and the other team will work 1 to 6 pm on weekdays. Weekends will rotate between the 5 teams and staff will be scheduled 9:30 am to 1:30 pm.

The team scheduled from Noon to 5 pm will be assigned to what we are calling “Back” duties. These include shelving, shifting collections and organizing collections so they will be easily accessed once we begin Paging checked in materials or the public begins to use the building again.

The team scheduled from 1 to 6 pm will be assigned to what we are calling “Front” duties. These include checking in materials, holds processing, sending hold notices and assisting with Downtown Curbside Pickup.

Circulation Services that will be Reintroduced

Project management skills are needed to bring our circulation service back online. There are many moving pieces and coordination of the movement of materials.

Our first priority is to clear the Holds shelf. This work includes removing all Holds that patrons have canceled. Then we will contact everyone with remaining Holds to ask 1) Do you still want the Hold? If so, 2) Do you want it mailed via US Mail (note – we will not mail equipment, kits or oversized materials) or 3) Do you want to sign-up for a time to pick the item up at the Downtown building?

Our second priority is checking in all materials returned to the building since March. As of the writing of this report, 5 of 16 bins of materials have been checked in. Some of these materials are on hold so this work will generate new Holds that must be followed up on. In the short-term, items on Hold are being checked out to an in-house card until we are ready to contact patrons (see paragraph above).

Our next priority is to begin providing access to Holds. This includes mailing materials via US Mail and curbside pickup at the Downtown building. We envision a reservation system where Holds may be picked up from 3-6 pm on weekdays and 10 am – 1 pm on Saturdays. These times may expand or contract depending on demand and staff availability to support this service.

Our next priority is to restart the At Home materials by mail program. We anticipate increased enrollment in this service by individuals who live in our service area and, due to health or other issues, will need materials by mail for an extended period to use physical Library materials.

Quarantine of Returned Materials

Materials returned to the building are quarantined a minimum of 72 hours before they are checked in. To support this, our 1-day grace period will be extended to 6 days.

Curbside Pickup

When patrons arrive, they will find a sign outside:

**Iowa City Public Library
Curbside Pick-up**

When you arrive, please call the Library at 319-to be determined.
If you do not have a cell phone, please approach the table near the bike rack and
summon staff for assistance.

Please tell us if you are a walk-up or parked in a 20-minute spot.
We will retrieve your Holds and place them on a table near the bike racks.
If you are unable to come to the table, please let us know.

We will place the items in your vehicle.

Based on our reservation system, we will have Holds checked out and waiting in Meeting Room D for patrons when they call. The outside pickup location will be near the bike racks by the Staff Entrance. The space is covered and close to the 20-minute parking spaces. Signs will be created to help patrons maintain social distancing.

We will accommodate patrons without a reservation; however, their service will take longer. When someone calls to pick-up their Hold(s) staff will retrieve Hold(s) from the sorting table, confirm it is for the patron who called and take the Hold(s) to a table sitting outside the building for the patron to retrieve or place the Hold(s) in the patron's vehicle if requested.

Circulation Details While the Building is Closed, and Quarantine of Materials is Required

	Current	Proposed
Item Availability on Hold Shelf	7-days	14-days
Circulation Period	Varies	6-weeks
Grace Period	1-day	6-days
Fines	Varies	Suspended
Items currently checked out	Due July 15	No plans to change unless needed

Conclusion

We are unsure about what the future holds for circulation of physical library materials during the pandemic. We do know this plan will change. We also know our staff wants to serve our community and are committed to doing this in a safe way.

Director's Report: May 2020

Staffing Changes: Transitioning Back into the Building

A small number of staff members have started working in the building, and thus far our social distancing and PPE protocols are working well. Two Community and Access Services staffers—Terri Byers and Tom Jordan—have done a great job of checking in many bins of our returned materials. We have also had a few vendors in to take care of projects we had scheduled, including work on the building paging system and window washing. We plan to have additional staff return to the building to work on the holds pickup initiative, as detailed in the “Circulation Return to Work” document included in this packet.

Most staff continue to work from home, including those who are assigned to the committees developing models for re-establishing onsite services. The committee working on designing our curbside pickup has completed a model for a contact-free curbside pickup, and we anticipate starting this very soon. The technology access team is also making good progress on developing solutions for connecting patrons with library technology, which will be our focus after curbside pickup is implemented.

Plexiglass Update

We received a bid back from PlexiCraft for the fabrication of plexiglass barriers for our service points. The cost is well within our budget and the vendor estimates our install will be completed within three weeks.

COVID-19 Closure and Fines

Our unexpected closure has had an impact on fine revenue, which will affect the scheduled June update for going fine free. I would like to hear how the Board wants to proceed with this report; we could complete the report as planned, with unusual activity for the last two and a half months, or we could push the report out and hope lending trends balance back out and provide a more accurate picture. Similarly, I suggest we suspend fines on all materials through either the end of summer or the end of the calendar year, which would dissuade patrons from rushing back with returns (and creating a backlog for staff). Due dates for all checked out materials are currently automatically extended and will be set for return three weeks after the Library reopens.

Kara Logsden Retirement

Kara Logsden will be retiring on June 5th after nearly 22 years with the Iowa City Public Library. Kara has managed many successful projects throughout her tenure at ICPL, and we wish her all the best as she checks the final box off her ICPL employment list. (Fun fact: Even if she missed a few, Kara has been to more than 250 ICPL Board Meetings.)

Respectfully Submitted,

Elsworth Carman

Adult Services Department Report

Prepared for the April 23, 2020 Meeting of the Iowa City Public Library Board of Trustees
Jason Paulios, Adult Services Coordinator

Internal promotions, update on open positions

I began my new position in mid-February and a search for a new Senior Librarian began soon after with a number of remarkable internal candidates applying. Brian Visser was selected as our new Senior Librarian in late March, he has been at ICPL since 2008, most recently as Adult Services Librarian II responsible for services to teens. He officially began his new position while working remotely after we closed the library due to COVID-19. Starting a new job is stressful enough without also pairing that with a global health pandemic! Also problematic is an ending to a storied library career happening via Zoom video chats and email. Heidi Lauritzen, Supervising Librarian in charge of Switchboard and Interlibrary Loan, will be retiring at the start of May. She's been at ICPL since 1998, previously serving as the Director of the Coralville Public Library. We plan to have a proper celebration of her career when social distancing restrictions are lifted and we can gather in person to praise her talents! Elsworth and I will be conducting remote interviews for her position April 20-21st. Edits to Brian's former position are being made and that job will be posted shortly.

Coronavirus (COVID-19) updates

The detection of Coronavirus in our community at the beginning of March changed everything. Regular operating procedures had to be quickly altered and most of the work for scheduled events and long-term planning were thrown out the window. The annual partnership with the University-run VITA program providing free tax preparation was just getting into a rhythm and they were ramping up for the usual deluge of later filing before the closure. The IRS filing date extension to July 15 gives us some hope for revisiting VITA efforts this summer but with University closure through June 15 it is unknown whether we'll be able to finish the program this year. We'd been excitedly preparing for the decennial Census count since January, meeting regularly with a group made up of City, County, University, and local nonprofits to get out the word regarding this important program. ICPL had departmental efforts underway in March prior to the closure including public poster displays, children's storytimes, and live help from the Info Desk for those needing tech support or without internet access. Iowa currently sits at a 55.7% self-response rate which is in the top tier of states, we finished with 73% in 2010 so we still have a long way to go.

We've had to completely pivot to a remote work lifestyle and, as expected, ICPL employees responded admirably. We kept cardholder account and reference help going through our website and have a plan in place now to reintroduce phone service by the end of the month. Melody has produced a comprehensive guide to COVID-19 resources for our users with answers to everything from how to get a Driver's License replaced to emergency financial and food help locations. Edited portions of this resource will be printed as posters to be placed in our windows to help those patrons that don't have internet access. Staff quickly mobilized and had to completely redesign program and class offerings for Zoom video meet-ups, and are experimenting with other live social media outlets in order to continue our efforts to promote life-long learning and remaining engaged with the library. Candice created an audio tour of the Pest House in Hickory Hill Park that was very well received.

Finally, a heartwarming success story from prior to the COVID-19 closure:

- Stacey reports: We are always gratified to see Digital Media Lab class attendees back in the lab, applying their new skills. A week after a recent "Make Your Own Custom Coloring Page" class, I ran into a patron who showed off several more coloring pages she'd made in the meantime. In addition to her plans to make a whole coloring book for her granddaughters, she also made a coloring page of her apartment building's entryway. When she showed it to her landlord, it sparked the idea for a coloring contest among their residents, and she'll even get a discount on her rent in exchange for her artwork and the community-building idea!

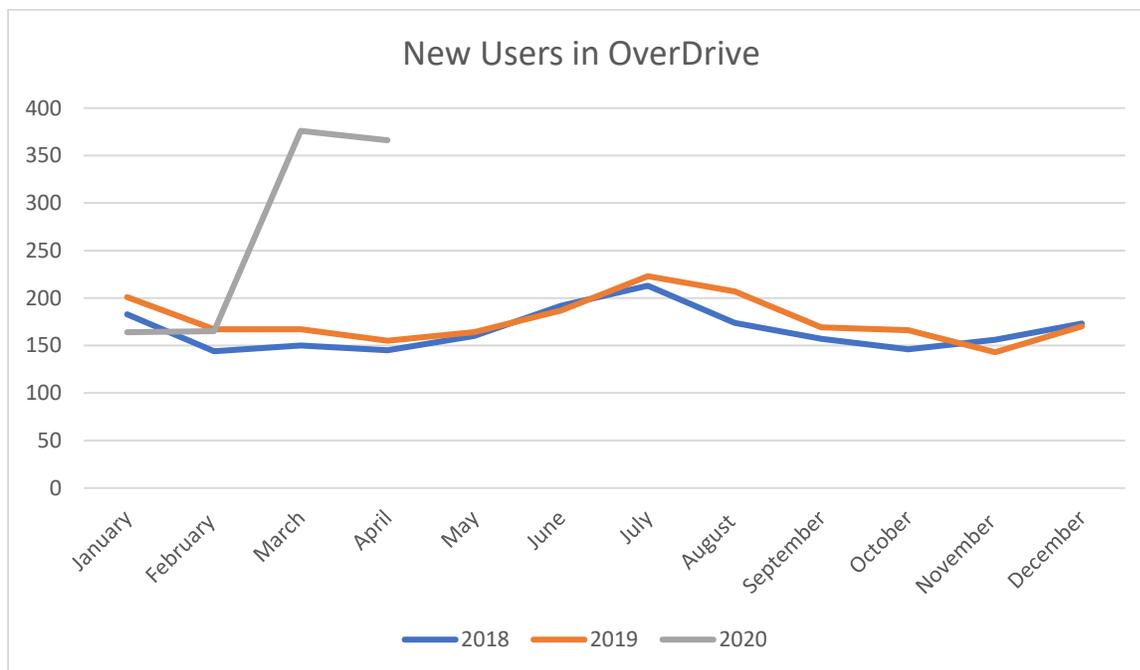
Digital Collection Use

Prepared for the May 28th, 2020 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

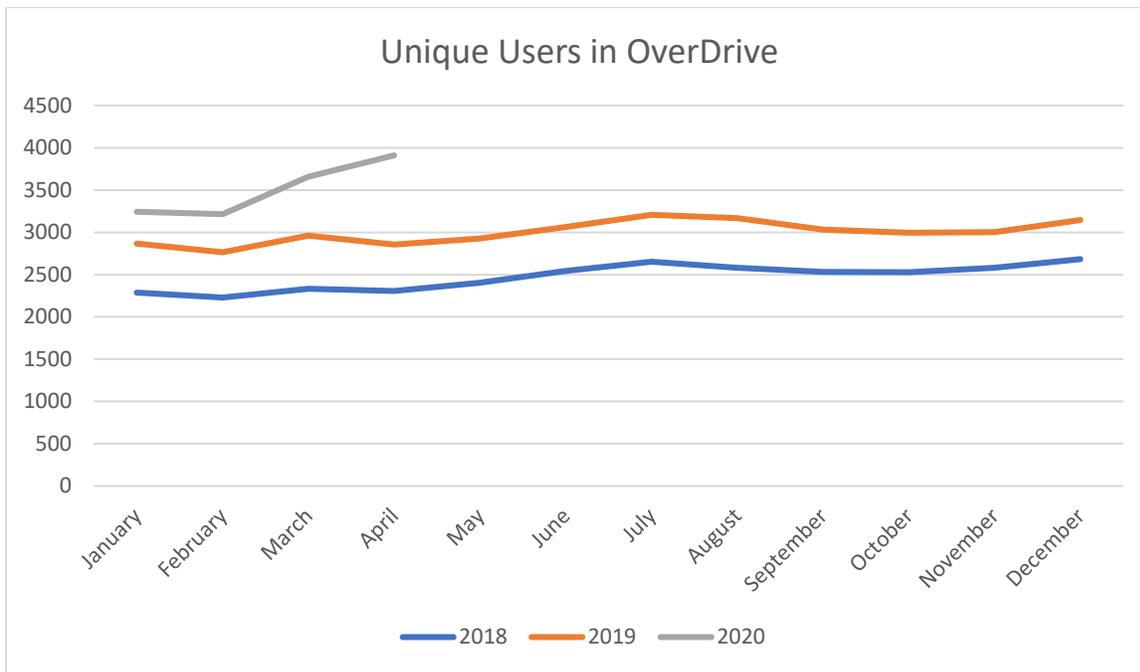
Like many libraries across the country, Iowa City Public Library patrons are using our digital collections in unprecedented numbers. We've seen steady growth in the use of these collections since their inception, but we have never witnessed such a sharp spike in use as we have seen during our closure. This report is a spotlight on some of the statistics of our streaming and downloadable collections during the months of March and April, particularly eBooks and video. The data in this report captures use of resident cards for Iowa City and our contracted service areas. It does not include Iowa City School District AIM cards; services for these cards began in December 2019.

eBooks and Digital Audiobooks: OverDrive

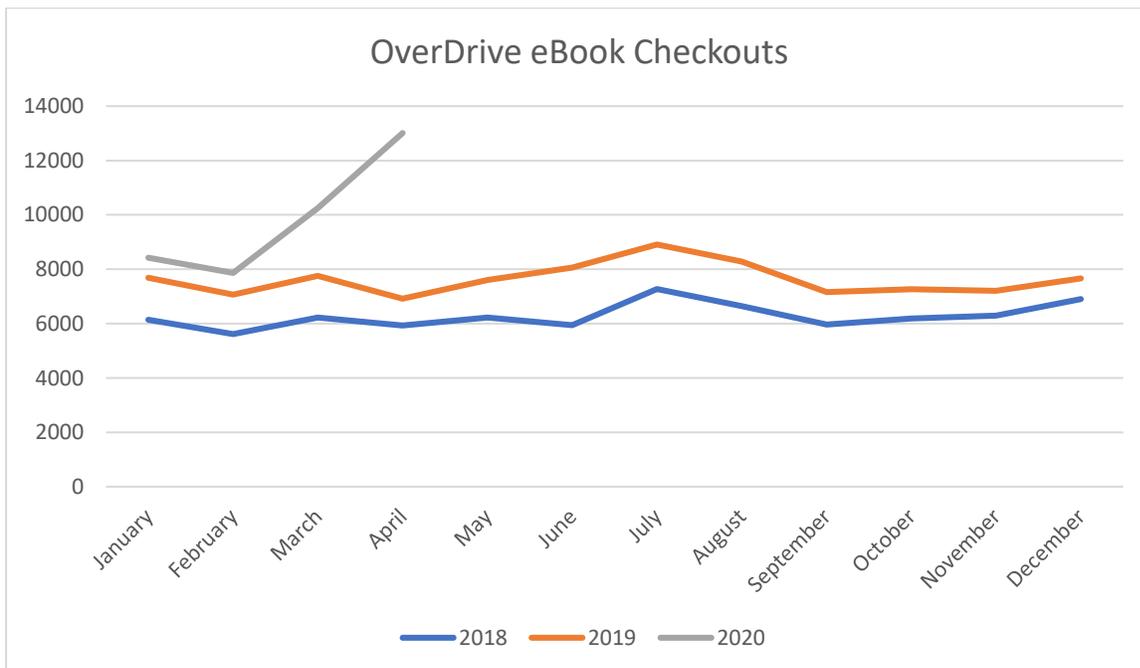
We can report records set for March and April in the number of new users, total users, and checkouts in OverDrive, our digital service that provides eBooks and audiobooks. Six hundred and ninety-five residents started using eBooks and audiobooks between March 15th and April 30th. More new users signed up for OverDrive in those six weeks than the previous November, December, January, and February combined. The chart below shows the number of new users by month, comparing 2018, 2019, and 2020. Note the dramatic rise in OverDrive sign-ups in 2020. New users in March is up 125% from the previous year, while April saw an increase of 136% over the previous year.



When patrons sign up to use eBooks and digital audiobooks, they tend to stay users. The chart on the next page, "Unique Users in OverDrive," shows steady use of the service in 2018 and 2019. The number of unique users jumped 24% in March and 37% in April from the previous year. Almost 4,000 people checked out eBooks and digital audiobooks last month alone.



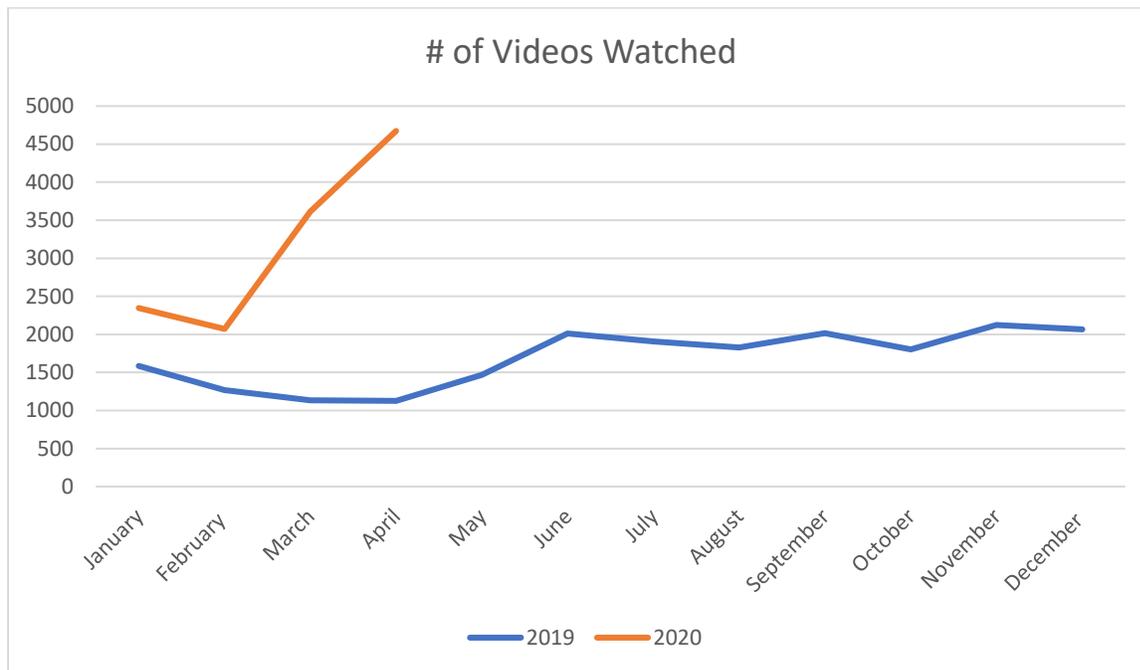
eBooks are having a resurgence during this time. Many people who tried reading eBooks in the past are giving the format another chance, while others are giving the format a try for the first time. For comparison, at the end of December, 7,668 eBooks checked out, up 18% from the previous year. This is a typical rise in eBook use that we see year to year. This April, eBook use was up 88% from the previous year with 13,012 eBooks checked out.



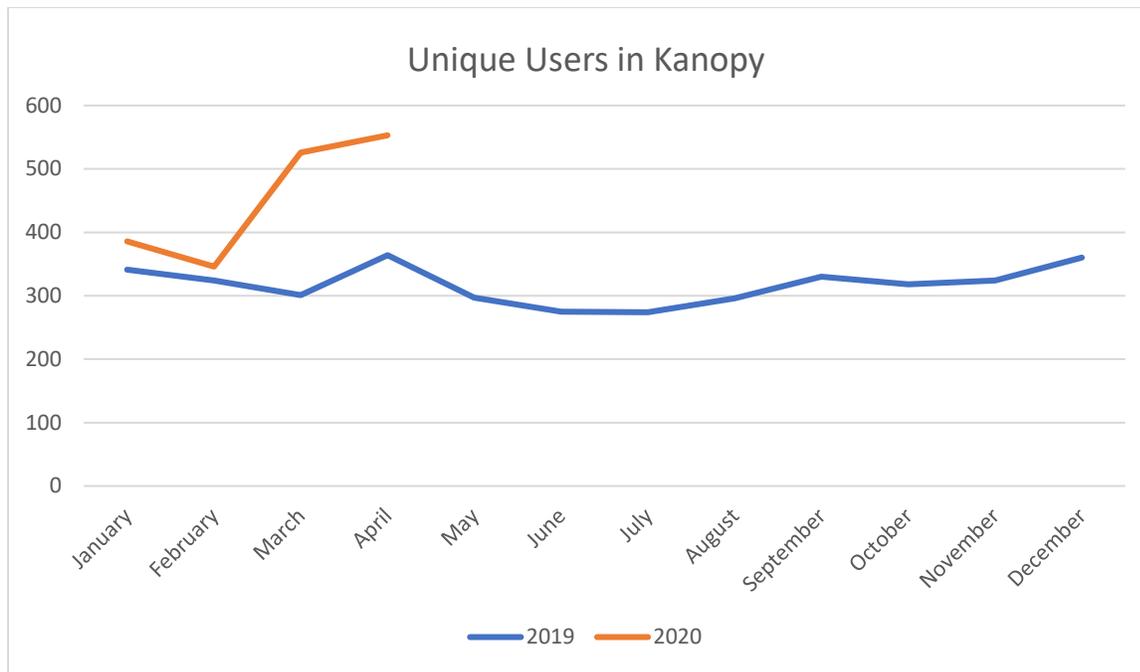
For all OverDrive collections (eBooks and audiobooks), eBooks make up 62% of the checkouts. Although audiobook use also rose this April, it was not on par with the increase seen with eBooks. This April, 7,872 audiobooks checked out, up 32% from 2019. In April 2019, 5,960 audiobooks checked out, also up 32% from the previous year (4,516). For the last three years, audiobooks were our fastest growing collection in terms of use. It will be interesting to see if the demand for eBooks is a lasting effect of the COVID-19 crisis.

Streaming Video: Kanopy

Our patrons are also using Kanopy, our streaming video service, in record numbers. The number of videos watched increased 315% from the previous year. In April, 4,693 videos were watched, while another 3,614 were watched during the month of March. In 2019, a little over 1,100 videos were watched in both March and April. In the following chart, only 2019 and 2020 numbers are compared. We started the service in May of 2018, making 2019 our first full year of data.



Kanopy is a pay-per-use service. The library is charged \$2 each time a video is streamed. This charge does not apply to *Kanopy Kids* or *The Great Courses* which allows patrons to watch unlimited videos for a monthly charge per patron. To manage our budget, we imposed a limit to the number of videos a patron can watch during the month. When we closed, we changed the limit from 10 to 15. This change accounts for some of the increase of use we've witnessed. However, an increase in the number of unique users also explains the dramatic increase in use. There were over 550 people using the service in April, up 109% from the previous year.



During our closure, it is encouraging to see that some of our patrons are turning to our digital collections, especially if they were not users before the COVID-19 crisis. In response, Collection Services staff worked to decrease wait times for eBooks and audiobooks, diversified the title selection in OverDrive by purchasing backlist titles, and moved more of the FY20 materials budget towards digital content. We will continue to closely watch these statistics as access to materials changes in the coming weeks. Some patrons may choose to remain digital users and we may need to shift our priorities to meet those patrons where they are.



Community & Access Services Dept, Help Desk & Bookmobile

Update for ICPL Board of Trustees

Prepared by Kara Logsden, May 2020

What a Difference Two Months Makes

CAS Staff made a quick transition to working at home and I have been very proud of our staff and their resilience. We have a passion for service, want to serve our community, worry about our patrons who experience struggles and miss the day-to-day interactions we have with patrons and one-another.

While some of our staff were not able to fully transition their work to home, others have continued to engage with our community. Bond Drager had been filling in for our vacant Public Relations Specialist job, leading the creation of eNewsletters, social media posts and other initiatives to share the story of how the Library serves our community. Bond is the force behind the daily Storytimes we post online. Because Bond's new work is time-consuming, Shawna Riggins, our Bookmobile lead staff member, stepped in to take over Public Relations work. Shawna is taking a leave in July to celebrate the birth of her child, so Frannie Owens, who manages in-house displays, works on the Bookmobile and delivers the Tales and Travels program at area retirement residences, is learning the ins and outs of Public Relations.

Mara Cole, our Graphic Designer, had all SRP materials nearly complete when everything changed. Mara then designed a Summer Reading Program Guide, reformatted as our Window print newsletter, that will be mailed to every address in our service area at the end of the month. The Guide includes SRP information for all ages as well as online program information. I would be remiss if I didn't mention our program staff who re-planned all SRP activities for an online venue and sent information to Mara for inclusion in the Guide. Alyssa Hanson, our Webmaster, supported this by assuring the webpage is ready for SRP information.

Terri Byers calls CAS Volunteers routinely and Heidi Kuchta created handmade cards to mail to our At Home patrons to keep in touch. Frannie Owens creates activity packets to send to activity directors to help keep our Tales and Travel and Lobby Stop patrons engaged. Mac Edwards is investigating new ways to serve our Lobby Stop patrons while Tom Jordan reviews new patron accounts for accuracy and drives the Bookmobile each week to keep the batteries charged. Mary Estle Smith, who is retiring on June 26th after working 49 years at ICPL, calls our CAS Pages to keep in touch. Our Pages are furloughed as of May 16 and a big question is when we can call them back. They are ready to return.

Beginning May 18th, Terri and Tom began sorting the mail and checking in the 16 bins of materials returned since the Library closed. Three Cheers for our CAS staff and their resiliency and dedication to serving our community! And special thanks and recognition to Mary Estle Smith. We will miss you!

Kara Logsden Retirement

It has been a privilege to work with a very talented and devoted staff for over 21 years. I am proud of our work and service to our community. My most memorable projects were working with the teams that planned for the expanded and remodeled building that opened in 2004 and initiated ICPL Bookmobile services in 2017. It has also been a privilege to work with the marketing team tasked with telling the Library's story. We have many amazing stories to tell about the difference we make in our community each day. It has been an honor to be a part of this story and I wish you all the best.

Feedback from Outreach Partners:

Oaknoll Loft: *"Thank you for this Frannie! I find most of this material VERY helpful."*

Atrium Village: *"Thanks to all the library for all you're doing for us and our communities!"*

The Center: *"This is great. Thanks so much."*

Oaknoll: *"Thank you ... All is well with our staff and residents. Please keep sending what you have."*

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 May 28, 2020

Love Your ICPL

Members of the ICPL Friends Foundation Board of Directors launched **Love Your ICPL** in response to the tremendous growth in use of the library's Digital Branch during the coronavirus pandemic shutdown.



Our wonderful volunteers want to help ensure that more eBooks, audiobooks, magazines and streaming videos are available to borrow. They were surprised to learn that the library does not receive discounts on digital materials, as are often offered to libraries for print materials.

To ensure Love Your ICPL success, our 17 community volunteers donated \$5,200 as the Board's match to financial contributions received from the community. When Board members invite their contacts to support the effort, they share these examples of the impact of financial contributions.

If you give...	We can provide...	Examples of Titles
\$25.00	One-year license to the latest popular fiction books	<i>Little Fires Everywhere.</i> <i>Such a Fun Age.</i>
\$50.00	Two read along picture books for kids (or 3 picture book eBooks)	<i>My Heart Fills with Happiness.</i> <i>Frog and Toad are Friends.</i>
\$100.00	One audiobook bestseller	<i>The Splendid and the Vile.</i> <i>Where the Crawdads Sing.</i>
\$150.00	One year's subscription to a digital magazine	Martha Stewart Living. The Atlantic.
\$200.00	An entire month of access to Kanopy Kids for 40 children	Sesame Street. Peg + Cat.

Gifts received to date added one audiobook bestseller and three one-year licenses to popular fiction books. [Love Your ICPL](#) will continue through June 30. Thank you for sharing the opportunity with your contacts too.

What Are You Doing?

Thanks to our very generous community members who continue to donate and send messages of encouragement during the library's shutdown, days in "Development Office West" in my home are spent writing thank you letters and doing what's needed to account for gifts. I also participate in daily online meetings with other library leadership staff members, Friends Foundation committees and volunteers, donors, and other development colleagues in the area.

Our Development Office Intern, Rachel Boggs, is working with me now that her Ulowa classes are finished for the semester. With input from our Book End Committee and volunteers, we are trying to figure out the best path forward for the store.

We are preparing to close the fiscal year and start a new one with new board members and goals. We hope that we will return to work at the library sometime over the summer. Until then, it's a relief that our work can be done anywhere there is a phone and electricity.



Iowa City Public Library
Reintroducing Computer Access Update
Prepared for the Iowa City Public Library Board of Trustees Meeting
May 28, 2020



The committee has finished the first stage of planning which is to come up with possible scenarios and identify issues that need to be addressed. The working plan is to begin by offering limited service out of Meeting Rooms A, B and C and then at a later stage, move to a modified service model from the second floor that includes social distancing measures. Other scenarios considered include not offering the service at all, using other facilities and employing the bookmobile to offer roving Internet café. There are a lot of uncertainties; we don't know how long we will be offering the service, how many will want to take advantage of it, or even how sustainable it is. If we are going to offer the service at all, this seems like a good balance of utilizing resources that we already have and limiting possible exposure to staff.

During the next phase we will begin to iron out some of the nuts and bolts of how to provide this service. This would include a staffing model, a mechanism for scheduling and signup, defining patron "flow", establishing a cleaning protocol, organizing equipment and software needs among others. Generally, we are taking the approach of starting the service in a limited way and adding slowly as we go.

As for the timing of the start of the service, we are generally basing it on the start of the curbside pickup service. We want that team to settle in and get their workflow established while we finish up the preparations for this one so it will probably be one to two weeks later.

Programming Committee

Committee- Stacey McKim, Angie Pilkington, Mari Redington, Shawna Riggins, Brian Visser, Anne Wilmoth

Overview of Committee's Purpose:

The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. We will be reviewing all in-person programming, meeting room, and study room use and recommending a plan for when the Iowa City Public Library reopens to the public. We are also reviewing plans for virtual programming that is currently taking place in absence of our in-person programming.

Notes:

On April 29, 2020 the Library announced to the public it would suspend all in person programming and meeting room use through August 2020. The Library Board discussed this plan at their regular meeting on Thursday, April 23, 2020.

Because of this decision, our Committee has a pretty good start guideline already in place, therefore we are currently focused on offering the Summer Reading Program and virtual programming for the summer months.

We feel the last two months of offering virtual programming has helped us find our groove as we navigate this new endeavor. We are trying to be mindful that we only have a part-time AV specialist and a part-time intern to do all of the video recording, monitoring and editing. This is proving to be a huge time challenge for them as they try to fit in all of these new demands. Their work is keeping our programs on brand and consistent in our offerings.

We are currently offering recorded programs that we post to our Facebook, YouTube and Instagram accounts. We are also doing live programs through our Zoom accounts that are or can be recorded and posted to our social media accounts. Here is the wording for virtual programming.

Program type	How to access
Online	<p>These programs are prerecorded and will be posted on:</p> <ul style="list-style-type: none"> • YouTube (youtube.com/thelibrarychannel) • Facebook (facebook.com/icpubliclibrary) • Instagram (Instagram.com/iowacitypubliclibrary)
Online Live	<p>No registration needed</p> <ul style="list-style-type: none"> • Tune in to the library's Facebook page (www.facebook.com/icpubliclibrary) at the time indicated and watch live • These programs will not be archived for later viewing
Online Event*	<p>*Registration required.</p> <ul style="list-style-type: none"> • Please sign up at calendar.icpl.org in to receive a link to the online program • Registered patrons will receive an email with information about logging in to view the live program

Next steps:

- Determine when we can start programs and meeting room use in the library and the benchmarks we will use.
 - What type of document do we want?
 - What are our benchmarks?
 - First one is decided- No In-person programming or Meeting Room use through August 2020.
- How are we reaching people without social media accounts/devices/internet?
 - Set up handouts and posters at the Community Food Bank, Shelter House, Neighborhood Centers.
- Are our virtual programs accessible by all (ADA)?
 - Closed Captioning
- Do we want to continue to offer some type of virtual programming in the future based on feedback we are receiving?
- How do we evaluate our virtual programming when we have nothing to compare it to?

Project Outcome

- How will this affect our reporting of statistics? Are there new ways/data to report?
- Partnering and requests for programming and outreach. We would like a consistent statement that conveys our messaging about programming.
- Programming only Zoom Account.
- Community Zoom Account.
 - Community members could “Check out” our Zoom Account.

Statement to the public, could be something like this:**About In-person Events, Meetings, and Community Visits****Is the library hosting in-person events?**

No, not through August. Library virtual programs continue to be added to calendar.icpl.org

Will the library host summer reading?

Yes! With all library in-person events canceled through August, both summer reading programs, for kids and for adults and teens, will happen online and launch June 1. We will be sharing more details throughout May. So, stay tuned!

Can I make new in-person meeting or study room reservations?

Not yet. With circumstances changing daily, we are not accepting in-person meeting or study room reservations through August.

Is the library making outreach visits?

Not right now, through August at least. We are not making any visits to homes, daycares, schools or senior centers, but we are staying connected, conducting virtual visits, and sharing new video content daily.

Readers' Advisory Committee Update

Prepared for the May 28th, 2020 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Committee Members: Becky Dannenberg, Melody Dworak, Alyssa Hanson, Anne Mangano, Frannie Owens, Candice Smith

Overview of Committee's Purpose

The charge of our committee is to determine how to offer readers' advisory services in a new and changing environment. Readers' advisory, a core library service, ranges from offering specific recommendations to an individual patron or creating displays of recommended titles. We also want to provide ways for patrons to experience "browsing" the collection.

Readers' Advisory Approaches

The committee identified and prioritized three different approaches. We recommend the following:

1. Highlight current readers' advisory services and make them more robust
This approach focuses on strengthening the services we currently offer by promoting the catalog tools, scheduling OverDrive themed lists and staff picks/lists, and solidifying our connections to programming related to the collection.
 - Very easy to implement
 - Minimal staff time and training
 - No new infrastructure (tech or otherwise) needs to be developed

2. Create individualized recommendations for patrons
This could either be a form online or another way to enable a conversation between a patron and staff member to identify a list of recommended reads for the patron. This form could also include a children's style book pull (example: patron asks for picture books on shapes).
 - High impact for individual patrons
 - Utilizes staff expertise
 - Easy to implement through existing tech infrastructure, but would require more energy on the back end for staff training and staff time and assignments

3. Engage our reading community
This approach looks a little more outward, mixing staff recommendations with those of our community. It relies heavily on social media. Examples include asking community members for recommendations or what they are reading whether as posts, videos, etc.
 - Engages with our community of readers and crowdsources content
 - Selectors and other staff will need to develop questions/themes and ensure that the recommendations are organized and shared
 - Relies on Public Relations staff for social media posting and capturing responses

Readers' advisory may not seem like an immediate concern when planning to increase access to library services. Much energy will be focused on circulating physical materials and providing computer and internet access, and rightly so. However, we believe that if we focused on simple solutions, we could bring about change pretty quickly and effectively.

Little to No Wait on these Great Books

Anne Mangano, Collection Services Coordinator, Iowa City Public Library

Looking for a great read but want to start reading now? Some of our popular eBooks and audiobooks have wait lists, but that doesn't mean you should despair. By all means place the hold on "Such a Fun Age" or "Little Fires Everywhere." They are fantastic books and worth the wait. In the meantime, check out these great read a-likes.

If you are interested in layered characters and complexity in relationships, you might be on the wait list for Kiley Reid's "Such a Fun Age." Frances de Pontes Peebles "The Air you Breathe" might satisfy. Set in Brazil, this is a story of two women, Dores and Graca. Although from very different social backgrounds, they both adore samba. They run away and develop a musical act. But it quickly becomes apparent it is Graca that the audience wants to hear. Told from Dores' point of view, the novel shows her struggle with being in Graca's shadow. How can she find her own voice?

Waiting patiently for Emily St. Mandel's "The Glass Hotel?" If you are a fan of St. Mandel's interwoven narratives and exploration of fate, Chloe Benjamin's "The Immortalists" is a good match for you. Set in the 1960's, the four Gold children learn the dates of their deaths when visiting a fortune teller. Each sibling copes with this information differently as their day approaches: was it fate or self-fulfilling prophecy? And what happens when one sibling decides to fight the future?

Ann Patchett's "The Dutch House" also explores a relationship between siblings. In this case, the Conroy's story also intertwines with that of a house, a grand family home in the suburbs of Philadelphia. While you wait, check out Angela Flournoy's "The Turner House." Set in Detroit amidst the 2008 Financial Crisis, a family faces the illness of their mother and what to do with her home on Yarrow Street. In both books, the house looms large in how narrators see themselves and their siblings. But Flournoy explores different character perspectives, giving a full picture of the home and the family. If you are searching for a sense of place, Flournoy delivers.

Perhaps you crave a story of perseverance in the face of an impossible situation? It makes sense to turn to "The Splendid and the Vile," Erik Larson's exploration of Winston Churchill's first year as Prime Minister. But while you wait, may I suggest "The Great Halifax Explosion" by John Bacon? In 1917, a ship carrying explosives collides with another boat in Halifax Harbour resulting in a massive explosion, devastating the city. Adding insult to injury, the explosion was followed by a tsunami, a blizzard, and flooding from an immediate thaw. Bacon highlights the best moments of neighbors helping neighbors and an extraordinary international response. It is a riveting, uplifting read.

The librarians at Iowa City, Coralville, and North Liberty are working hard to add new titles to our digital collections. Find these and other great reads at icpl.overdrive.com.



BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting April 23, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.

Members Present: Wesley Beary, John Beasley Kellee Forkenbrock, Derek Johnk, Carol Kirsch Robin Paetzold, Tom Rocklin, Hannah Shultz.

Members Absent: Monique Washington.

Staff Present: Jay Beattie, Terri Byers, Elsworth Carman, Karen Corbin, Tom Jordan, Patty McCarthy, Anne Mangano, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

Guests Present: None.

Call Meeting to Order. President Beary called the meeting to order at 5:04 pm.

Public Discussion. None.

Items for Discussion/Action.

Evaluation of Director. Carman requested the meeting be closed for the purposes of conducting a personnel evaluation. Voice vote: Beary, aye; Beasley, aye; Forkenbrock, aye; Johnk, aye; Kirsch, aye; Paetzold, aye, Rocklin, aye, Shultz, aye. Meeting closed at 5:06 pm.

President Beary reconvened the meeting at 6:07 pm.

Staff Reports.

Director's Report. Carmen noted how time has flown by. He said staff have risen to the challenge of working during the closure and have put forward many ideas and solutions, but there is fatigue about not knowing what is going on with the spread and impact of COVID-19. Our primary concern is to keep staff and the public as safe as possible. In a profession where an entire career may be based on public service, the inability to not provide service is challenging. Staff are are preparing to provide phone service to patrons. In response to a question posted by Johnk, Carman said getting ready for phone service was a lot more technologically complex than we thought it would be and he did not want staff to use their personal smart phone or landline for work purposes. Some staff have come into the

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building to retrieve their office phones for Switchboard and Information Desk work. An announcement will be made when the phones come back online. Paetzold asked about feedback from the public. Carman said a few people called to say they were glad people were being paid. He received two calls about access to materials, one this week, and one early on. People taped notes to the front door reminding us to post notices on the building since some people don't have access to electronics. He has received a few comments about curbside pickup. Rocklin asked about the strategic planning project and if it's been shelved. Carman said there has not been much activity and we may need to revisit the plan after COVID-19. The work the community and staff have done will be there; the plan may need to look a little different under these circumstances but all of that work will be useful. Carman said the next immediate project is the budget, and then we will come back to the strategic plan. Paetzold asked about salary situation for staff. Carman said beginning May 17th, hourly staff will be furloughed. We have provided them with information about what this means. We have identified a few hourly staff who will still work as their work has been deemed mission critical. Permanent staff are still being compensated their regular wage. City Manager Fruin is closely watching the Governor's plan for opening.

Departmental Reports:

Adult Services. Nothing specifically discussed.

Children's Services. Pilkington said all of the Summer Reading Programs (SRP) will be online. Children's Services has aligned its programs with the model the Parks and Recreation department is using. Staff have flexed quickly to this new model. The summer *Window* will hit 55, 0000 residences on June 1 and will include a reading log all ages.

Collection Services. Mangano provided some statistics from the closure period so far. When looking at six months' worth of data, the number of new Overdrive users was up 156%. Audiobook use was up 24% in six months, which is similar to the normal increased use we've observed over the last couple of years. Kanopy saw a 55% increase in the number of videos watched compared with six months ago. 561 videos from *The Great Courses* were watched and are well-liked. Children's videos were the most popular—8 out of the top 10 views were from Kanopy Kids. *I'm Fast* was the most popular video on the site and the most popular film was *Midsommar*.

Community & Access Services. This report was written before the pandemic and reflects what could have been. The Bookmobile will not have a summer schedule. We are thinking about ways we may be able to use the vehicle. Paetzold asked if we recoup any insurance money while the Bookmobile is not being used. Logsdon said it is part of the City fleet. It is driven once a week and Maintenance regularly checks to make sure it is okay. Our annual Volunteer Recognition event is cancelled.

IT. Nothing specifically discussed.

Development Office. McCarthy said there is going to be a community opportunity to support the e-collection as they are more expensive than the physical materials. McCarthy reported that Friends Foundation Board members are contributing extra and the community has been amazingly generous. More than \$10,000 has been contributed to the library since 3/15/20.

Spotlight on the Collection. No comments.

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Miscellaneous. None.

President's Report. Nothing further to report.

Announcements from Members.

Beasley thinks is important to have a special Board meeting in two weeks devoted to updates. He believes the pressure to open will accelerate. President Beary will work with Carman and Miller to schedule a special meeting. Paetzold added that there could be more frequent meetings. Paetzold suggested there could be a committee meeting, not necessarily a full meeting. Beary will keep everyone informed.

Committee Reports.

Friends Foundation. Kirsch said the Friends Foundation Board (FFB) met on March 11, 2020. A large portion of the meeting was devoted to the Looking Forward event which has now been cancelled. Board members were preparing to personalize invitations to the event, which also is moot. The FFB is looking at rescheduling this fundraiser at another time with a different author. The IRS Form 990, that provides the public with financial information about a nonprofit organization was presented to the Board. It has been submitted to the IRS.

Communications. None.

Quarterly Financial Reports.

Dashboards headed in the right direction says President Beary. Being able to see things quickly helps.

Quarterly Use Reports.

Shultz asked about use of electronic materials. Mangano believes use in April will increase even more. Paetzold asked if we now have access to more e-books; Mangano said we are ordering more and explained we lowered the threshold we use to purchase additional copies of e-materials.

Consent Agenda.

- A. Approve Regular Minutes of the Library Board of Trustees February 27, 2020 meeting.
- B. Approve Disbursements for February, 2020 and March, 2020.

A motion to approve the consent agenda was made by Johnk and seconded by Forkenbrock.
Motion carried 8/0.

Set Agenda Order for May Meeting.

Election of Officers.

Policy review.

Adjournment. A motion to adjourn the meeting was made by Johnk and seconded by Kirsch. President Beary closed the meeting at 6:47 pm.

Respectfully submitted,
Elyse Miller

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BOARD OF TRUSTEES

Minutes of the Electronic Special Meeting May 7, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.

Members Present: Wesley Beary, John Beasley Kellee Forkenbrock, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington.

Members Absent: Derek Johnk.

Staff Present: Jay Beattie, Terri Byers, Elsworth Carman, Karen Corbin, Tom Jordan, Patty McCarthy, Anne Mangano, Elyse Miller, Jason Paulios, Angela Pilkington.

Guests Present: None.

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

Public Discussion. None.

Director's Report. Carman gave a general update. He said the City Council work session on Tuesday gave an excellent presentation on the potential impacts of COVID-19 on the City budget. City Finance Director Dennis Bockenstedt outlined how fluid and rapidly changing the situation is and went through the budgetary funds most likely affected. The presentation broke things down while maintaining a systems-view which Carman found helpful. He recommends everyone look at the presentation online.

Coordinators rolled out a committee-based approach to things we feel are aligned with our core values and mission across departments. Each committee is putting together different scenarios, models of what real services can look like. We chose this model because we want staff to be part of the solution as they do the work. We are already seeing interesting thinking and great questions coming from the groups. There will be a variety of feelings around opening the building and having patrons and staff back in the building. It is a real balance and involving staff in committee work really helps. Optional all staff meetings are held on Fridays at 9:30; there have been two so far, with approximately 35 people attending. Coordinators meet on Mondays and Thursday mornings via Zoom, individually with phone calls, and email, etc.

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Phone reference is now available from 10-6, Monday - Friday. Switchboard staff have equipment at home they may use to answer questions as they do when they are in the building. Patrons are happy to have this service back. In the building, we hosted two Red Cross blood drives in Meeting Room A. No library staff were involved as the groups managed the drive from beginning to end, including first level cleaning. It felt good to be able to offer the space to a community group doing important work.

Mangano said we have observed changes in our collection use. There's an updated blog post about this on the website. Some statistics: 700 new users to Overdrive in the last six weeks, with 400 users in the last 30 days. Increases in usage include: 81% for eBooks, 60% for Overdrive, 41% for Kanopy, with 55% more videos watched on Kanopy than six months ago. Mangano said a big draw on Kanopy is the *Great Courses* videos; patrons have watched 561 of them. Children's videos and adaptations of picture books are quite popular on the service, too.

Library staff will be helping prepare Farmer's Market on Friday and Saturday. In addition to helping another City department and getting out of the house to work, being able to observe the Farmer's Market process is a benefit as it may assist us with our model for getting materials to patrons. We do not yet know if this placement will be recurring. Carman will work a shift tomorrow to check things out and share the experience with the rest of staff.

The Children's Garden has been planted, with a focus on pollinators. A number of Coordinators came together earlier this week to do a walkthrough the building with a plexiglass vendor to identify places where plexiglass maybe used for safety. This is the same vendor other City departments have used. We will try to maintain our aesthetic as best we can and install in a safe and secure manner. Some panes will hang from the ceilings, some will be on the desks; this is all dependent on where it will be located and what each location needs. The vendor is quite experienced and was able to help us identify locations for placement and models to use for different space needs.

Rocklin asked about committee schedules. Carman said the committee working first and fastest would be the circulation committee. This group has a soft deadline for a workable model as soon as June 1 although we do not know if that is when it will happen. There is a lot of work to be done behind the scenes to accomplish this, from staggering staff schedules, observing social distancing and other safety measures. We are not committing to this as a public date.

Paetzold asked what kind of protection is being used for maintenance staff. Carman said all Facilities Staff are wearing masks and gloves. The blood drives were timed so that the room was quarantine clean. Our staff unlocked doors to the meeting room and restrooms. Facilities staff did not clean between events; after the second event our staff are respecting a quarantine period before they clean again. The blood drive staff did the trash and general cleaning. We would be very careful about involving maintenance in other outside activities. There are no other outside uses of the room scheduled. Brad Gehrke participates in all of the Coordinators meeting. Paetzold asked about the impact on the budget for the plexiglass. Carman said we do not have a bid yet but we have resources available to us, including the savings we've realized since we have been closed and not spending in the customary way. Carman noted that other personal protective equipment (PPE) has been affordable. There are methods in place for coding expenses related to COVID-19. Carman believes we will be able

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to balance our budget at the close of the FY. The City has asked us to be conscientious about resources as we approach the end of the fiscal year.

Beasley asked when will the committees be able to update the board about its plan. Logsdon said an in-depth report is doable in the next two weeks if needed. Beasley asked what role staff want the board to take in this process. Beary said he needs to see the recommendations before discussing the board's role in the process. Rocklin said this poses interesting operational questions at this unusual time.

Beasley asked about the finance presentation. He asked if there were a couple of bullet points Carman could provide or if it was just a general overview of the City finance picture as a whole. Carman said it was a general overview, with no specific callouts for our department and no details were provided. City Manager, Geoff Fruin will meet with department heads individually to talk more specifically.

Paetzold asked if hiring freezes were mentioned at the meeting. Carman said there were a number of times during the financial presentation when Bockenstedt went through all city expenditures and the impact COVID has on them. Permanent wages/benefits, furloughs of hourly staff, paying perm staff, there were just potentials for discontinuing hiring, some budgeted city positions are being held right now. Paetzold asked if we've received anything from the public that we need to be aware of. Paulios said last month there were ten questions about curbside pickup; half of the calls were fine, half of the calls pushed back on our approach. This represents about 2% of the questions so far. There have been occasional comments on social media; Carman wrote a blog to update what ICPL is doing. He continues to think we are reaching the end of our grace period with the public. Our model will not look like our neighboring libraries because of differences in parking, etc. Our goals continue to be to keep staff and patrons as safe as possible. Carman believes holding on to this value enables us to stay the course and keep our focus on what is important. He is optimistic about having the comeback be organic.

Beary asked is there is anything Carman needs at this moment. Carmen said not right now; but as we get closer to the end of the fiscal year, we may need to work together if we go over budget. Carman asked if this is sufficient as a report, or if Board members would prefer a written report. Paetzold thinks this format worked well. Kirsch is looking forward to hearing from the committees. Beary said since the regular meeting is in two weeks, we can see.

President's Report. President Beary had a couple of reminders. The Regular meeting of the Library Board of Trustees is in two weeks; The slate of officers for the Library Board and appointing Board members to the Friends Foundation Board are upcoming. Kirsch and Shulz expressed interest. We can discuss the format for the next special meeting at the regular May meeting. Beasley reminded that it only requires 24 hours advance to call a meeting.

Adjournment. A motion to adjourn the meeting was made. President Beary closed the meeting at 5:46 pm.

Respectfully submitted,
Elyse Miller

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05/21/2020 15:20
emillerCITY OF IOWA CITY
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
010537 INNOVATIVE INTERFACE	INV-INC24618	0	2020 10 INV P	9,800.00 050120	243774	Admin/Workflow Cons
014353 ONE SOURCE THE BACKG PLUS4619-20200331		0	2020 10 INV P	80.00 041020	16396	BACKGROUND CHECKS F
014353 ONE SOURCE THE BACKG PLUS4649VOL-20200331		0	2020 10 INV P	40.00 041720	16455	BACKGROUND CHECKS F
				120.00		
			ACCOUNT TOTAL	9,920.00		
10550110 436050			Registration			
010475 GREENSTATE CREDIT U	508205531	0	2020 10 INV P	-480.00 050120	243768	EMiller/ Mastercard
			ACCOUNT TOTAL	-480.00		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS	9852284940	0	2020 10 INV P	196.75 050120	243877	Admin/ Monthly Cell
010889 U S CELLULAR	0366604384	0	2020 10 INV P	98.58 050120	243861	Admin/ Monthly Cell
			ACCOUNT TOTAL	295.33		
10550110 446300			Phone Equipment/Line Chgbk			
014293 IMON COMMUNICATIONS	2183066	0	2020 10 INV P	65.94 050120	243773	ITADMIN/ Internet &
			ACCOUNT TOTAL	65.94		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN	67585143	0	2020 10 INV P	114.30 050120	243782	Admin/ Lease Paymen
			ACCOUNT TOTAL	114.30		
10550110 452010			Office Supplies			
010475 GREENSTATE CREDIT U	508205531	0	2020 10 INV P	268.78 050120	243768	EMiller/ Mastercard
			ACCOUNT TOTAL	268.78		
			ORG 10550110 TOTAL	10,184.35		
10550121			Library Bldg Maint - Public			
10550121 438030			Electricity			
010319 MIDAMERICAN ENERGY	20200331135004	0	2020 10 INV P	5,745.86 040320	16316	MidAmBilling 040120
			ACCOUNT TOTAL	5,745.86		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20200331135004	0	2020 10 INV P	1,454.94 040320	16316	MidAmBilling 040120
			ACCOUNT TOTAL	1,454.94		
10550121 438100			Refuse Collection Charges			

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013663 REPUBLIC SERVICES OF	0897-000890938	0	2020 10 INV P	120.00 041720	243219	Refuse & Recycling
			ACCOUNT TOTAL	120.00		
10550121 442010			Other Building R&M Services			
010392 RMB CO INC	SD2499	0	2020 10 INV P	2,642.00 050120	16869	FAC/ Drinking Fount
010785 PROTEX CENTRAL INC	114003	0	2020 10 INV P	480.00 050120	243819	FAC/ Remote Alarm M
010981 JOE'S QUALITY WINDOW	19063	0	2020 10 INV P	140.00 050120	243778	FAC/ Lower Outside
011049 D L BOKHOVEN	32420	0	2020 10 INV P	599.00 041720	243142	ICPL Paint 1st Floo
			ACCOUNT TOTAL	3,861.00		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90489902	0	2020 10 INV P	607.00 041020	16403	Elevator Maintenanc
			ACCOUNT TOTAL	607.00		
10550121 442030			Heating & Cooling R&M Services			
010392 RMB CO INC	5293	0	2020 10 INV P	1,267.22 050120	16869	FAC/ Pump Repair
			ACCOUNT TOTAL	1,267.22		
10550121 445030			Nursery Srvc-Lawn & Plant Care			
010181 GREENERY DESIGNS	3189	0	2020 10 INV P	67.00 050120	243764	FAC/ March Interior
			ACCOUNT TOTAL	67.00		
10550121 452040			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE	368110/3	0	2020 10 INV P	1,050.96 050120	243784	FAC/ Sanitary Suppl
010290 LENOCH AND CILEK ACE	368130/3	0	2020 10 INV P	81.82 050120	243784	FAC/ Sanitary Suppl
010290 LENOCH AND CILEK ACE	368312/3	0	2020 10 INV P	637.35 050120	243784	FAC/Sanitary Suppli
				1,770.13		
			ACCOUNT TOTAL	1,770.13		
10550121 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	508200771	0	2020 10 INV P	23.98 050120	243765	BGehrke/ Mastercard
			ACCOUNT TOTAL	23.98		
			ORG 10550121 TOTAL	14,917.13		
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC	10089	0	2020 10 INV P	998.00 050120	16850	IT/ IT Essentials
			ACCOUNT TOTAL	998.00		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION	0789007015.2020.04	0	2020 10 INV P	300.00 041020	242987	Internet Services
014293 IMON COMMUNICATIONS	2183066	0	2020 10 INV P	419.90 050120	243773	ITADMIN/ Internet &
			ACCOUNT TOTAL	719.90		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U	508200250	0	2020 10 INV P	1,544.64 050120	243769	BPalmer/ Mastercard
			ACCOUNT TOTAL	1,544.64		
10550140 444100			Hardware R&M Services			
010525 ENCOMPASS IOWA LLC	10157	0	2020 10 INV P	475.00 050120	16850	IT/San Switch 2 Mai
010525 ENCOMPASS IOWA LLC	10158	0	2020 10 INV P	640.00 050120	16850	IT/ Opal Server Mai
010525 ENCOMPASS IOWA LLC	10159	0	2020 10 INV P	1,450.00 050120	16850	IT/ MSA Storage Arr
				2,565.00		
			ACCOUNT TOTAL	2,565.00		
10550140 452010			Office Supplies			
010475 GREENSTATE CREDIT U	508205531	0	2020 10 INV P	963.25 050120	243768	EMiller/ Mastercard
			ACCOUNT TOTAL	963.25		
			ORG 10550140 TOTAL	6,790.79		
10550159			Lib Public Srvs-Comm Access			
10550159 449280			Misc Services & Charges			
010556 UNIQUE MANAGEMENT SE	594313	0	2020 10 INV P	17.90 050120	243862	CAS/ March Placemen
			ACCOUNT TOTAL	17.90		
			ORG 10550159 TOTAL	17.90		
10550160			Library Collection Services			
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055032020V	0	2020 10 INV P	761.62 041720	243129	LIBRARY MATERIALS
011068 OVERDRIVE INC	MR0137020081877	0	2020 10 INV P	517.00 050120	243803	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,278.62		
10550160 469110			Misc Processing Supplies			
010546 MIDWEST TAPE	98786966	0	2020 10 INV P	578.32 041720	243178	LIBRARY MATERIALS
			ACCOUNT TOTAL	578.32		
			ORG 10550160 TOTAL	1,856.94		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550210								Library Children's Materials
10550210 477070								Downloadable-eBooks
011068 OVERDRIVE INC	01370CO20077277	0	2020 10	INV	P	40.00 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20081714	0	2020 10	INV	P	927.88 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20083840	0	2020 10	INV	P	2,534.74 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20083841	0	2020 10	INV	P	220.80 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20088302	0	2020 10	INV	P	36.45 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095827	0	2020 10	INV	P	1,657.28 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095828	0	2020 10	INV	P	64.14 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095831	0	2020 10	INV	P	120.23 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097404	0	2020 10	INV	P	2,075.55 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097651	0	2020 10	INV	P	135.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20090743	0	2020 10	INV	P	4.99 050120	243803	LIBRARY MATERIALS
						7,817.06		
						ACCOUNT TOTAL		7,817.06
10550210 477250								Downloadable Media
011068 OVERDRIVE INC	01370CO20083849	0	2020 10	INV	P	598.53 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20083860	0	2020 10	INV	P	391.84 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20088303	0	2020 10	INV	P	45.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095829	0	2020 10	INV	P	76.39 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097403	0	2020 10	INV	P	246.20 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20100493	0	2020 10	INV	P	22.00 050120	243803	LIBRARY MATERIALS
						1,379.96		
015034 KANOPY INC	191881	0	2020 10	INV	P	140.00 041720	243170	LIBRARY MATERIALS
						ACCOUNT TOTAL		1,519.96
						ORG 10550210 TOTAL		9,337.02
10550220								Library Adult Materials
10550220 477070								Downloadable-eBooks
011068 OVERDRIVE INC	01370CO20062805	0	2020 10	INV	P	1,404.90 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20062807	0	2020 10	INV	P	604.90 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20063544	0	2020 10	INV	P	55.00 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20067756	0	2020 10	INV	P	178.53 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20067757	0	2020 10	INV	P	82.50 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20071476	0	2020 10	INV	P	1,069.77 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20072137	0	2020 10	INV	P	669.44 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20072138	0	2020 10	INV	P	41.96 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20077290	0	2020 10	INV	P	94.47 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20081693	0	2020 10	INV	P	232.98 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20081695	0	2020 10	INV	P	3,065.31 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20084988	0	2020 10	INV	P	704.41 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20084993	0	2020 10	INV	P	95.94 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20085940	0	2020 10	INV	P	85.63 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20089719	0	2020 10	INV	P	86.63 050120	243803	LIBRARY MATERIALS

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011068 OVERDRIVE INC	01370CO20094199	0	2020 10	INV	P	1,722.92 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20094549	0	2020 10	INV	P	1,156.82 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095828	0	2020 10	INV	P	838.15 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097369	0	2020 10	INV	P	932.31 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097393	0	2020 10	INV	P	1,224.65 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097640	0	2020 10	INV	P	73.99 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20099605	0	2020 10	INV	P	1,209.33 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20033819	0	2020 10	INV	P	70.98 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20068584	0	2020 10	INV	P	240.00 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20079465	0	2020 10	INV	P	681.33 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20090743	0	2020 10	INV	P	1,181.75 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20090744	0	2020 10	INV	P	21.99 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20098116	0	2020 10	INV	P	65.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20100493	0	2020 10	INV	P	489.33 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20100494	0	2020 10	INV	P	60.00 050120	243803	LIBRARY MATERIALS
						18,440.92		
ACCOUNT TOTAL						18,440.92		
10550220 477250	Downloadable Media							
011068 OVERDRIVE INC	01370CO20062806	0	2020 10	INV	P	2,842.29 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20062808	0	2020 10	INV	P	1,027.81 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20063532	0	2020 10	INV	P	95.00 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20067757	0	2020 10	INV	P	181.48 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20071477	0	2020 10	INV	P	908.36 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20077312	0	2020 10	INV	P	549.95 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20077399	0	2020 10	INV	P	1,052.37 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20077400	0	2020 10	INV	P	542.72 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20081694	0	2020 10	INV	P	1,084.80 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20084994	0	2020 10	INV	P	69.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20084995	0	2020 10	INV	P	140.98 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20085935	0	2020 10	INV	P	321.50 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20094202	0	2020 10	INV	P	1,263.06 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20094548	0	2020 10	INV	P	305.49 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20095828	0	2020 10	INV	P	177.44 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097392	0	2020 10	INV	P	724.36 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20097452	0	2020 10	INV	P	237.99 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20099604	0	2020 10	INV	P	297.68 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20033819	0	2020 10	INV	P	95.00 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20033820	0	2020 10	INV	P	74.98 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20068584	0	2020 10	INV	P	150.50 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20079465	0	2020 10	INV	P	501.93 041720	243187	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20084260	0	2020 10	INV	P	109.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20090743	0	2020 10	INV	P	1,196.84 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20093375	0	2020 10	INV	P	247.43 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20098116	0	2020 10	INV	P	65.00 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20100493	0	2020 10	INV	P	538.39 050120	243803	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20100494	0	2020 10	INV	P	57.00 050120	243803	LIBRARY MATERIALS
						14,858.35		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
015034 KANOPY INC	191881	0	2020 10 INV P	3,081.00 041720	243170	LIBRARY MATERIALS
			ACCOUNT TOTAL	17,939.35		
10550220 477350			Online Reference			
010475 GREENSTATE CREDIT U	508200292	0	2020 10 INV P	370.00 050120	243767	AMangano/ Mastercar
			ACCOUNT TOTAL	370.00		
			ORG 10550220 TOTAL	36,750.27		
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FUND 1000 General			TOTAL:	79,854.40		
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 Wesley Beary, President

 John Beasley, Secretary