



# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240  
319-356-5200 • [icpl.org](http://icpl.org)

## LIBRARY BOARD OF TRUSTEES

July 23, 2020

**Electronic Formal Meeting - 5:00**

**pm ZOOM MEETING PLATFORM**

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### **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/join/joinme?secret=91036439771&from=joinlink>

If you are asked for a meeting ID, enter Meeting ID: **910 3643 9771**

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: 910 3643 9771**

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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](mailto:elyse-miller@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

## LIBRARY BOARD OF TRUSTEES

July 23, 2020

**Electronic Formal Meeting - 5:00 pm**

**ZOOM MEETING PLATFORM**

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Wesley Beary, President

John Beasley

Kellee Forkenbrock

Derek Johnk, Secretary

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. Board Policy 809: Library Use.

Comment: The City Council voted to rescind the resolution prohibiting firearms in City buildings on July 7, 2020 in response to HF2502, signed by Governor Reynolds on June 25, 2020. It is recommended the Board rescind this part of Policy 809 to conform with the City of Iowa City and State of Iowa. Board approval required.

B. Board Annual Report.

Comment: The draft FY20 Board Annual report is included for review. All City boards and commissions submit a similar report. Board approval required.

C. FY20 Strategic Plan Review.

Comment: This is the end of the year, FY20 strategic planning report.

D. FY21 Strategic Plan.

Comment: A draft of the FY21 Strategic Plan will be discussed. Board approval required.

### 4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Adult Services.

C. Development Office Report.

D. Programming Committee.

E. Library Pandemic Service Report.

### 5. President's Report.

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**6. Announcements from Members.**

**7. Committee Reports.**

- A. Foundation Members.

**8. Communications.**

**9. Miscellaneous.**

**10. Consent Agenda.**

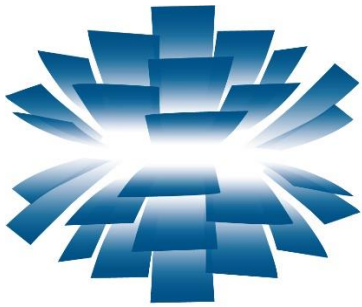
- A. Approve Regular Minutes of Library Board of Trustees June 25, 2020 meeting.
- B. Approve Minutes of Special Meeting of the Library Board of Trustees July 9, 2020 meeting.
- C. Approve Disbursements for June, 2020.

**11. Set Agenda Order for August Meeting.**

**12. Adjournment.**

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| Iowa City Public Library<br>Meeting Agendas and Other Significant Events   |  |  |
|--|--|--|
| JULY 23, 2020  | AUGUST 27, 2020  | SEPTEMBER 24, 2020   |
| Review Board Annual Report<br><br>Strategic Planning Update<br><br>Departmental Reports: AS  | Review Annual Staff Report<br><br>Adopt NOBU Budget<br><br>Review 4 <sup>th</sup> Quarter Statistics and Financials<br><br>Departmental Reports: CH, CLS, IT   | Budget Discussion<br><br>Departmental Reports: AS, CAS   |
| OCTOBER 22, 2020   | NOVEMBER 19, 2020  | DECEMBER 17, 2020  |
| Budget Discussion<br><br><b>Policy Review:</b><br>501: Statement of Authority<br>502: General Personnel policies<br>503: Rights & Benefits of Administrative & Confidential Staff<br>504: AFSCME Contract<br><br>Review 1 <sup>st</sup> Quarter Statistics and Financials<br><br>Departmental Reports: CH, CLS, IT | Appoint Committee to Evaluate Director<br><br><b>Policy Review:</b><br>808: Art Advisory Committee<br>809: Library Use<br>810: Discussion Rooms<br><br>Departmental Reports: AS, CAS   | <b>Policy Review:</b><br>704: Cardholder Database<br>811: Theft, Defacement, or Alteration of Library Materials<br><br>Departmental Reports: CH, CLS, IT |
| JANUARY 28, 2021   | FEBRUARY 25, 2021  | MARCH 25, 2021   |
| 6-month Strategic Planning Update<br><br>Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials<br><br>Departmental Reports: AS, CAS   | Director Evaluation<br><br><b>Policy Review:</b><br>700: Community Relations<br>701: Public Relations<br>706: Outreach<br><br>Set Calendar for Next Fiscal Year<br><br>Appoint Nominating Committee<br><br>Departmental Reports: CH, CLS, IT | <b>Policy Review:</b><br>702: Library Programming<br>812: Hours of Service<br><br>Departmental Reports: AS, CAS  |
| APRIL 22, 2021   | MAY 27, 2021   | JUNE 24, 2021  |
| Review 3 <sup>rd</sup> Quarter Statistics and Financials<br><br><b>Policy Review:</b><br>803: Event Board<br>804: Free Materials Distribution<br>805: Display<br>816: Library Access for Sex Offenders Convicted of Sex Offense Against a Minor<br><br>Departmental Reports: AS, CH, CLS, IT                       | <b>Policy Review:</b><br>806: Meeting Room and Lobby Use<br><br>Departmental Reports: AS, CAS  | Election of Officers<br><br>President Appoints to Foundation Board<br><br>Develop Ideas for Board Annual Report<br><br>Departmental Reports: CH, CLS, IT |



# 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:** July 20, 2020  
**Re:** Weapons in Public Buildings Legislation

In 2011, Council passed a resolution to prohibit firearms and other weapons from most City buildings and busses. The Library Board voted to include the Library in the buildings in which weapons were disallowed (minutes from January 27, 2011 attached with relevant section highlighted). On June 25<sup>th</sup>, Governor Reynolds signed HF 2502, which appears to preempt cities, counties, and townships from prohibiting firearms unless they both provide “adequate arrangements” to “screen persons for firearms or other dangerous weapons and the political subdivision provides armed security personnel inside the building...” The amendment was effective July 1<sup>st</sup>, and awards challengers’ damages, including attorney fees and court costs, should they prevail in challenging a prohibition.

City Council voted on a resolution rescinding the earlier resolution at their July 7<sup>th</sup> Council meeting. City Attorney Eric Goers recommends the Library Board rescind the earlier ban to avoid costly, and likely losing, battles with those wishing to bear arms in our building.

## 809. Library Use Policy

See also related policies on Meeting Room and Lobby Use (806), Unattended Children (813), Theft/Mutilation of Library Materials (811), Copyright (814), Event Board (803) and Internet Use (815). See also Iowa Code and Code of Iowa City, at the end of the policy.

809.1 The purpose of the Library Use Policy is to affirm the rights of all people to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. The Iowa City Public Library is dedicated to providing friendly, courteous and respectful service. The goal of the Iowa City Public Library is to provide an enjoyable, clean and comfortable environment for all Library users.

809.2 The role of the Iowa City Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Iowa City Public Library property. Examples of prohibited activities include but are not limited to:

809.201 Sexual, physical or other harassment including bullying youth or others on the basis of their sexual orientation or gender identity.

~~809.202 Possessing firearms, concealed or openly visible, on Library premises with the exception of those carried by authorized law enforcement agents, members of the armed services or those with private security firms, such as armored car drivers.~~

809.~~203~~202 Possessing, consuming, selling or being under the influence of alcohol, illegal drugs or other substances.

809.~~204~~203 Engaging in peeping, stalking or indecent exposure.

809.~~205~~204 Soliciting, panhandling or gambling.

809.~~206~~205 Trespassing or entering Library property when banned.

809.~~207~~206 Impeding passageways through physical presence or with personal property.

809.~~208~~207 Leaving personal property unattended. Items left unattended will be removed.

809.~~209~~208 Fraudulent use of another person's Library Card or account number.

809.3 The role of the Iowa City Public Library is to provide a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other library users or interfere with normal operation of the Library. Examples of disruptive behaviors include but are not limited to:

809.301 Sleeping except for attended children.

809.302 Using profane, obscene or abusive language.

809.303 Creating unreasonable noise or engaging in boisterous activity unless caused by a disability. Fighting or challenging to fight, running, pushing, shoving or throwing things.

- 809.304 Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication devices in a manner that disturbs others.
- 809.305 Failing to comply with a reasonable staff request, unauthorized entry in a staff area or failure to leave the library during emergencies and at closing time.
- 809.306 Campaigning, petitioning, interviewing, survey taking, posting notices, fundraising or selling, unless authorized by the Director or designee.
- 809.307 Taking pictures or videotaping people, except at events, unless authorized by the Director or designee and by the patrons involved or parents if minors are present.
- 809.308 Relocating tables, chairs, equipment or other furniture without staff permission.
- 809.4 The role of the Iowa City Public Library is to maintain a healthy and clean environment for all Library users. Considerate consumption of snack food or a covered beverage is allowed in public areas of the Library unless otherwise noted. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:
  - 809.401 Using cigarettes, e-cigarettes, chewing tobacco or other tobacco.
  - 809.402 Consuming food or beverages in a manner that creates an unclean environment, disrupts other patrons or is harmful to Library resources.
  - 809.403 Personal hygiene, odor or scent that constitutes a nuisance to others or poses a health risk.
  - 809.404 Bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs.
  - 809.405 Using restrooms for bathing, washing of clothes or extended periods.
  - 809.406 Entering the Library with infestation of bed bugs or other pests.
- 809.5 The role of the Iowa City Public Library is to protect collections, equipment and property for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the Library, another patron or staff member is prohibited.
- 809.6 Enforcement of the Library Use Policy will be conducted in a fair and reasonable manner.
  - 809.601 Library staff and/or Iowa City Police Department will intervene to stop prohibited activities and behaviors.
  - 809.602 Individuals who fail to observe the Library Use Policy may be asked to leave the Library building and property, be banned from the Library for a period of time, be subject to arrest or be subject to other lawful action.
  - 809.603 Security cameras are located in public and staff areas of the Library to protect the safety and security of people, the building, and its contents.

Iowa Code:      Disorderly Conduct, §723.4  
                    Assault, §708.1  
                    Intoxication, §123.46  
                    Trespass, §716.7  
                    Criminal Mischief, §716.1  
                    Indecent Exposure, §709.9  
                    Theft, §714.1  
                    Unlawful Assembly, §723.2,  
                    Harassment of Public Officers, Employees, §718.4  
                    Willful Disturbance, §718.3  
                    ~~Nonprofessional Permit to Carry Weapons, §724.7~~  
                    Public Health: Smoke Free Air §641.153  
                    Use of Computers, §622.51A, §702.1A, §702.14, §714.1, and §716.6B.

Code of Iowa City:      Disorderly Conduct (8-5-1)  
                                Aggressive Solicitation (8-5-2)  
                                Damaging, Defacing Property (8-5-4)  
                                Indecent Exposure (8-5-6)  
                                False Alarms (8-5-7)  
                                Animal Control (8-4-6)

Adopted:    4/25/91  
Revised:    5/25/95  
Revised:    1/28/99  
Revised:    12/10/01  
Revised:    1/27/05  
Revised:    1/8/08  
Revised:    1/27/11  
Revised:    1/24/13  
Revised:    11/21/13  
Revised:    3/24/16  
Revised:    11/16/17  
Revised:    07/23/20





## **BOARD OF TRUSTEES**

### **Minutes of the Regular Meeting**

**FINAL APPROVED**

**January 27, 2011**

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**Members Present:** Holly Carver, Thomas Dean, Mark Edwards, John Kenyon, Thomas Martin, Linzee Kull McCray, Mary New, Meredith Rich-Chappell, Leon Spies

**Members Absent:** None.

**Staff Present:** Barb Black, Terri Byers, Maeve Clark, Susan Craig, Debb Green, Heidi Lauritzen, Kara Logsden, Patty McCarthy, Elyse Miller.

**Guests Present:** Jostha Dash, Sherry Lochhaas, Adam Sullivan.

#### **Call Meeting to Order.**

President Martin called the meeting to order at 5:00 p.m.

**Public Discussion.** None.

#### **Approval of Minutes.**

The Regular Minutes of the December 16, 2010 Library Board of Trustees meeting were reviewed. A motion to approve the minutes was made by New and seconded by Spies. Motion carried 9/0.

Black entered the meeting at 5:03 p.m.

#### **Unfinished Business.**

FY12 Budget. President Martin made a presentation to Council on 1/18/2011.

#### **New Business.**

Board Policy #809: Conduct in the Library. This is a regularly scheduled policy review. Staff recommend adding language that specifically bans guns from the library building except for members of the armed services, or persons who work with private security firms, such as armored car drivers. Kenyon asked how staff on the front lines would handle a situation in which someone came into the building with a gun. Craig said that staff would use their best judgment and ask the person to leave, or call the police. New asked what other City departments are doing. Craig said that a policy is being drafted at the City Council's request and may be brought forward in February. A motion to approve Policy 809 with the suggested revisions was made by Dean and seconded by McCray. Motion carried 9/0.

Board Policy #813: Unattended Children. This is a regularly scheduled policy review. A motion to approve Policy 813 with the suggested minor changes was made by Spies and seconded by McCray. Motion carried 9/0.

FY11 Strategic Plan Report. Staff have completed a six-month report on the FY11 planning goals. Craig believes we've made good progress on the first six months of the new plan. Martin was pleased with our outreach.

**AFSCME Contract Side letter.** An AFSCME Committee proposed a side letter about holiday staffing and the bargaining unit has already approved. Craig described the routing process in response to a question by New. A motion to approve the side-letter was made by New and seconded by Edwards. Motion carried 9/0.

**Board Spelling Bee Sponsorship.** McCarthy requested a team sponsorship for the 14th annual Iowa City Spells in the amount of \$375. A motion to sponsor a spelling bee team was made by McCray and seconded by Edwards. Motion carried 9/0.

**Facilities Consultant.** The RFPs were reviewed by a Board/staff committee. Kenyon reported on the committee's work and recommendation. There were four submissions and through a ratings process based on specified criteria, the committee selected The Durrant Group, in association with Himmel & Wilson, Library Consultants. A motion for the Library to enter into a contract with the selected consultant and to authorize Craig to sign the contract was made by Kenyon and seconded by Rich-Chappell. Motion carried 9/0.

#### **Staff Reports.**

Departmental Reports:

**Adult Services.** McCray said that a friend was really pleased with the help he received from library staff with e-materials. Martin wants that statistic to be publicized.

**Circulation Services.** No discussion.

**Information Services.** Taxes may be filed until April 18<sup>th</sup>.

**Development Office Report.** See Spelling Bee Sponsorship, above.

**Spotlight on the Collection.** No discussion.

**Miscellaneous.** No discussion.

**President's Report.** Martin shared a document about funding for libraries that was emailed to him as a member of the State Library Commission. ICPL would lose \$30,000, if the reduction to the State Library comes to pass.

Book Marks statue. We have been approached by the Friends Foundation Board of Directors. They are asking Board members to join them as individuals to sponsor a Book Marks statue.

**Announcements from Members.** None.

#### **Committee Reports.**

Foundation Members. None.

**Communications.** None.

**Quarterly Financial Reports.** The Board reviewed the second quarter receipts and expenditures.

**Quarterly Use Reports.** Six month output measures and circulation statistics were reviewed. Children's print circulation is up which may be a result from the change in renewal policy. Circulation is being driven down by hard copy AV circulation going down (Netflix, etc.) Use of electronic resources continues to go up. In response to a question by Martin, an in-house staff library card will change the status of an item in the system but will not be included in circulation statistics.

**Disbursements.**

The Visa expenditures for December 2010 were reviewed. A motion to approve the disbursements for December, 2010 was made by New and seconded by Kenyon. Motion carried 9/0.

**Set Agenda Order for February Meeting.**

The Board agreed to meet at 4:00 to allow for extra time for the building consultant. Hours of Service Policy.

**Adjournment.** A motion to adjourn the meeting was made by Spies and seconded by Edwards. Motion carried 9/0. President Martin adjourned the meeting at 5:51 pm.

## LIBRARY BOARD OF TRUSTEES

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### GENERAL RESPONSIBILITIES

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

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

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

### ACCOMPLISHMENTS FOR FISCAL YEAR 2020

#### *General Accomplishments*

1. Worked closely with Iowa City and partners to implement programs and services related to outcomes of equity toolkit work
2. Participated in discussions about City-wide services for tweens and teens with other public and youth-serving agencies; will continue this discussion moving forward
3. Evaluated and responded to changing purchasing and lending restrictions on ebooks and audiobooks; maintained availability of popular titles by shifting collections budgets and carefully monitoring use patterns
4. Planned and initiated a Diversity Audit of the YA fiction collection
5. Researched and installed upgraded building-wide intercom system
6. Reviewed and updated the following policies:
  - 101 Bylaws
  - 601 Collection Development
  - 702 Library Programming Policy
  - 703 Recording and Streaming (formerly Cable TV Channel)
  - 705 Naming and Recognition

- 801 Circulation/Library Card
- 812 Hours of Service
- 815 Internet Use

*Accomplishments related to COVID-19*

7. Facilitated closure of library building.
8. Created and implemented (including building remote technology solutions) work-from-home practices allowing uninterrupted phone and chat public services.
9. Transitioned from building-based, in-person service model to virtual service model, including production and promotion of programming for all ages and a focus on digital media formats.
10. Crafted, communicated, and implemented a phased re-opening plan; currently in Phase 2 of 6.
11. Crafted new strategic plan representing community and staff aspirations and that reflects COVID-19 challenges and impacts.

**GOALS FOR FISCAL YEAR 2021**

1. Plan and implement a Board training curriculum in cooperation with the State Library of Iowa and other educational partners.
2. Prioritize public health and safety in designing and delivering library services.
3. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community.
4. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.
5. Review select policies, procedures, and practices with community representatives with a focus on restorative justice.
6. Ensure all ICPL employees, volunteers, and donors are ready to champion the changing work of librarianship; seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.
7. Complete RFP process and select vendor for second floor reflooring project.

**Board Members:**

Wesley Beary, President  
John Beasley, Secretary  
Kellee Forkenbrock  
Derek Johnk  
Carol Kirsch, Vice-President

Robin Paetzold  
Tom Rocklin  
Hannah Shultz  
Monique Washington



## Strategic Plan FY20: Goals

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

| End of Year Report  |  |
|---|--|
| Goal 1: Public Awareness  |  |
| 1. Keep public aware of library access issues related to Ped Mall construction.   | ICPL staff attended every Friday business update meeting and wrote the media releases sent by the City of Iowa City to keep the community informed about detours and progress. Staff maintained a public bulletin board with project updates and created blog posts that were shared on social media. After the Ped Mall opening, staff participated in designing safety features related to the changed ground-scaping. Staff are part of the committee planning a Ped Mall opening celebration in May. (Opening celebration was delayed due to C19.) |
| 2. Seek new ways to communicate with residents who do not receive library news and information through current outlets. | Information about the Library was shared through the City Manager's Roundtable meetings. Information continues to be shared through mailings and posts at local laundromats and neighborhood grocery stores.   |
| 3. Undertake strategic planning process.  | Community feedback sessions and an online and print survey were offered during December to identify community aspirations and ideas. Our strategic plan consultant was onsite for three days and assisted in the creation of a framework for our new plan. The plan was redrafted in June to address the realities of C19 and changing community needs.  |
| 4. Share information about no fines on Children's and Young Adult collections and Student AIM Card.                     | Staff managed media shares with information about the new card, coordinated interviews with staff for local newspaper and television reporters, and collaborated with ICCSD to promote. We will continue this work in FY21.  |
| 5. Evaluate Annual Report format and consider options for sharing information with the community.                       | Delayed until FY21 to be informed by the new strategic plan and changes to board reporting procedures.   |
| 6. Evaluate participation in PrideFest and plan for future participation.   | FY20 PrideFest was cancelled due to C19. ICPL staff look forward to participating in the next IC Pride celebration with programs, displays, and community events. Pride reading list bookmarks were created and distributed with mailed and curbside checkouts.  |

|  |   |
|--|---|
| 7. Begin planning for the Library's 125 <sup>th</sup> anniversary.   | Programs and a display were developed for 12/3/19 to celebrate the 123 <sup>rd</sup> year at 123 S. Linn Street, providing an opportunity to gather ideas for a larger, yearly celebration. A committee will be appointed in the first quarter of FY21.   |
| 8. Highlight library databases and online learning portals on Social Media sites and Library website.  | A new video was created by The Library Channel staff featuring information about online resources. The video has been shared on social media and other venues. Informational posts on two online resources ( <i>Consumer Reports</i> and <i>Gazette</i> archives) were featured on the website in July and October.   |
| <b>Goal 2: Collaboration</b>   |   |
| 1. Continue to work with Iowa City Community School District (ICCS), Coralville Public Library (CPL), and North Liberty Community Library (NLCL), to develop and introduce Access to Information and Materials (AIM) Library Cards for students in the ICCS. | The Student AIM Card was successfully introduced to ICCS students in December 2019. ICCS, CPL, NLCL and ICPL will continue to work together and evaluate the use and success of the card. A six-month update was given to the board. We will continue to monitor and evaluate.  |
| 2. Continue working with Iowa City and partners to implement Equity Toolkit measures.  | Staff training related to de-escalation of patron behavior and engaging teen patrons has been offered to staff. A diversity audit of titles in our Young Adult collection began in the month of January. This audit determines if the breadth and depth of our collection reflects the diversity of our community. Once the audit is completed, we will identify areas for improvement and set goals for the collection. We will then begin audits of collections in the Children's Room. |
| 3. Partner with Parks & Recreation to jointly plan several programs for teens.   | Library staff met with Parks and Rec staff to discuss material sharing between the Digital Media Lab (DML) and the new Makerspace for adult and teen programming. Teen services staff from ICPL and Parks and Rec identified two programs (Cupcake Wars and DIY Bath Bombs) for IC Recreation to send their Teen Dynamics participants to. We planned to meet before SRP 2020 to plan additional joint events, but COVID-19 closures mean this will be pushed into FY21.                  |
| 4. Work with City Public Works to put the history of bridges in IC on the Digital History Project.   | Postponed to FY21.  |
| 5. Explore artist-in-residence in Digital Media Lab.   | Literature review on artists-in-residence in libraries was started in FY20, will continue in FY21.  |
| 6. Work with Neighborhood Centers of Johnson County (NCJC) to strengthen Bookmobile services to elementary students.   | Bookmobile staff met with NCJC staff multiple times to coordinate student use of the Bookmobile. We saw increased use at the after-school programs operated by the NCJC. The Student AIM card will help with student access to materials at these sites.  |
| 7. Work with partners to address food insecurity for people 18 and younger.  | A gift of \$3,055 from Zion Lutheran Church Social Justice Committee was received to offer daily snacks in the Library. We will continue to evaluate the need for this type of offering and seek partnerships as appropriate. Staff reported that both children and teens were enthusiastic about the snack.  |

| <b>Goal 3: Programs</b>  |  |
|--|--|
| 1. Evaluate Lib Con as an annual event produced by the Library.                                      | Staff met after the 2019 Lib Con and will continue to evaluate based on feedback and attendance. Due to COVID-19, the 2020 Lib Con was cancelled.  |
| 2. Evaluate Lobby Stop services.   | Lobby Stop service has been well received by the four retirements residences served. We continue to negotiate service schedules with current and potential locations. We will re-evaluate our resources and goals before reopening in FY21 and create a plan for deeper analysis of lobby stop impacts.  |
| 3. Explore establishing programming series that engage patrons without homes                         | Initial feedback was collected during strategic plan community engagement conversations. Work will continue when we reopen.  |
| 4. Continue History Tour programming.  | History Tours were being considered as part of Weber Days, but C19 cancellations ended that. Work will continue when we reopen.  |
| 5. Host a series of programs for adults aged 20-30.  | Held as potential project for incoming Adult Services Coordinator; may be explored in FY21.  |
| 6. Expand resources and programming opportunities for English language learners.                     | A list of local classes and discussion groups for English language learners has been developed for the new Q & A section of icpl.org.  |
| 7. Evaluate Digital Media Lab (DML) programming and membership.                                      | We reviewed past DML programs, brainstormed new classes, and encouraged other instructional staff to share their ideas. We are developing new ideas for programs and classes and expect to continue making plans and developing new promotional materials in FY21 or after we reopen. Membership parameters will be reviewed under FY21 goals.   |
| 8. Increase number of classes or workshops that focus on resource sustainability and climate change. | Two classes in Repair & Upcycle series scheduled, in cooperation with IC Recycling Center. Eco Film series continues with monthly films, cosponsored with Green Iowa AmeriCorps and IC Parks & Recreation. We will continue this work in FY21.   |
| <b>Goal 4: Content</b>   |  |
| 1. Evaluate buying practices for digital collections.  | In response to new lending models and limitations imposed by publishers, selectors looked at cost per circ models and the repurchasing costs of eBooks and eAudio through OverDrive. Repurchasing criteria and purchasing procedures were created for the collection and were implemented in June. Information about meeting the needs of our patrons with digital collections during our closure is discussed in the addendum.  |
| 2. Plan for changes to availability of compact disc and DVD in marketplace.                          | We merged the three DVD collections in the Children's Room into one, reducing the size of the collection as circulation has dropped and fewer items are released on DVD as streaming services offer their own popular content. We have stopped cleaning compact discs and DVDs through our disc cleaner. If warranted, we will repurchase any scratched or damaged discs. A project to offer read-along books with digital readers to replace our compact disc collection will commence in FY21. |
| 3. Consider digitizing city building permit collection and city directories.                         | Not completed. Potential FY21 project.   |



|   |  |
|---|--|
| 4. Continue work on preserving and digitizing institutional archives.                         | A collection plan was drafted and staff provided input on the draft. Before the closure, staff began an inventory, a list of needed supplies, and a list of questions to address. Further work on the project was hampered by the pandemic and will continue as staffing allows.   |
| 5. Increase streaming video options.  | Hoopla and Acorn TV streaming video services were tested by staff members. Although the response to both products was positive, selectors decided to monitor the approved FY21 materials budget before expanding cost per circ streaming services.   |
| 6. Study availability of collections in response to changes in circulation policy.            | When reviewing our percent checked out reports, an indicator of collection availability, there was no significant difference between the months we collected fines and the months we did not. In some cases, like young adult fiction and picture books, the differences are within a percentage point. In some months, there are more items on the shelves this year than last, the major exception being children's comics, which is a collection growing in popularity. |
| <b>Goal 5: Technology</b>   |  |
| 1. Consider offering an interactive online readers' advisory service.                         | Staff Picks...for You, a new readers' advisory service will launch July 15, 2020. Patrons are invited to fill out a form indicating their reading interests and staff will provide 3-5 recommendations to the patron.  |
| 2. Explore adding scrolling Event Board e-sign for community events.                          | We have decided not to pursue this project because of the building closure and CAS staffing changes. This could be added back to a future plan once the building opens.  |
| 3. Explore options for broadening internet access to locations outside the downtown building. | Not completed. Broadening internet access does not appear to be emerging as a primary strategic direction for the next planning period.  |
| 4. Reevaluate current web design and conduct content audit.                                   | This project has been pushed to FY21. The Web Specialist has been focusing on other projects related to the pandemic and building closure.   |
| 5. Make registration for reading programs easier.   | The software company we work with is continually making updates. They recently rolled out a new way to let staff know they are entering a duplicate account.   |
| 6. Make checking out materials easier.  | Not completed. Potential FY21 project.   |
| 7. Consider automatic renewal of materials.   | Not completed. Potential FY21 project.   |
| 8. Migrate Digital History Project (DHP) content to new content management system.            | Preliminary project planning has begun, including identifying desired features for the new site, cleaning up items in current system, and discussing migration with other libraries that worked on a similar project. Work on the project was delayed due to the pandemic. Potential FY21 project.   |
| 9. Complete upgrade to the library catalog.   | Work on this project was delayed because of the pandemic. The new library catalog has been introduced to the staff. We are gathering feedback and making changes. We will start testing the catalog with patrons in the fall.  |
| 10. Develop a budget request to translate parts of the web site into identified languages.    | Not completed. Potential FY21 project.   |

| <b>Goal 6: Space/Facilities</b>  |   |
|--|---|
| 1. Find improved parking location for the Bookmobile.  | We are exploring options for this in partnership with other City departments.   |
| 2. Plan for re-flooring project.   | An RFP and project timeline will be developed in the first half of FY21.  |
| 3. Plan for replacing public access computer workstations.   | An RFP and project timeline will be developed in the first half of FY21.  |
| 4. Develop a plan for HVAC replacement.  | Evaluation of current system and project scope was established; replacement timeline drafted.   |
| 5. Study building space needs, especially for Teen and Children's Services.                                  | A facilities study and space audit will be part of the new strategic plan; this project will be postponed until new plan is operational.  |
| 6. Evaluate Library vehicle fleet and service needs.   | Outreach staff will document existing vehicle availability and evaluate current outreach scheduling practices in FY21.  |
| 7. Conduct a building sign audit and plan for updates as needed.   | Some signs were updated based on a request from the National Federation of the Blind of Iowa – Old Capitol Chapter, a group that routinely meets at ICPL. Lactation Room signage was changed to be more inclusive. A sign audit will be done as part of the new strategic plan. |
| 8. Consider city's goal of "Promote environmental sustainability" when planning projects.                    | Environmental sustainability informed program design and supply procurement throughout the fiscal year. This will continue as we reopen services in FY21.   |
| 9. Evaluate current meeting room spaces.   | Programming staff continue to document details of programs that draw audiences that exceed safe occupancy limits. Simulcasting and other strategies for maximizing program reach continue to be explored. A space audit will be part of the new strategic plan.                 |
| <b>Goal 7: Staffing</b>  |   |
| 1. Offer and evaluate staff training program.  | Not completed. Potential FY21 project.  |
| 2. Review public service desk time study and propose changes.  | A group met to work on this task and decided to integrate the project into the new strategic plan. Meetings have been suspended pending decisions about how strategic plan work will proceed.   |
| 3. Explore circulation support offered away from the Help Desk and expand and/or provide training as needed. | <i>Staff training is planned for spring 2020.</i>   |
| 4. Evaluate Bookmobile staffing assignments and adjust as needed.  | This is suspended pending strategic plan work.  |
| 5. If adopted by Board and City Council, work with City on hourly employee staffing changes.                 | The library was not affected by initial City Council staffing changes related to hourly staffing but has aligned with the City around C19 staffing impacts.   |
| 6. Research social workers in libraries.   | Attended a webinar presented by Niles (MI) District Library prior to closure. Reviewed documents from PLA Social Worker Task Force. Work will continue in FY21.   |
| <b>Goal 8: Funding</b>   |   |
| 1. Determine possible funding sources needed for various projects/programs.                                  | Shifting emphasis from use of unrestricted gifts for projects/programs to funding them with designated use. Partner grants could be explored in the next strategic plans for the Friends Foundation, and the library.   |

|  |   |
|--|---|
| 2. Explore funding opportunities related to outcomes of equity toolkit work.                           | Additional information is needed to determine the budget impact of eliminating fines on children's and young adult materials, an initiative developed as a result of use of the Equity Toolkit. More impacts will be explored in the FY21 strategic plan.   |
| 3. Work with Friends Foundation Board to increase number and total raised through financial donations. | The COVID-19 pandemic resulted in the cancellation of four Friends Foundation fundraising events, including the historically most successful Looking Forward, which were scheduled in March-June. Sales at the Book End ended when it closed on March 13, 2020. Preparation of year-end financial reports is underway. The impact of C19 will be a large decrease in the total of financial contributions received. |
| 4. Evaluate impact of no fines on Children's and YA collections.                                       | A six-month update on the impact of no fines on access to and availability of collections was submitted to the Board at the January meeting. Reporting will continue into FY21.   |
| 5. Consider extending no fines to all collections.   | A six-month update and statistical/impact overview of our current partial fine-free model was included in the January Board packet. A more complete report was to be compiled after one year, but the C19 closure complicated that timeline and this reporting will continue into FY21.   |



## **Strategic Plan FY21-FY23: Goals and Objectives**

### **Context**

This is an unprecedented time for the Iowa City Public Library. The COVID-19 pandemic triggered an unexpected closure and subsequent phased reopening of the library. National and local Black Lives Matter activism has brought racial injustice and systematic, institutionalized racism into focus in new ways. There is a sense of urgency and unrest as the community struggles to navigate a complex intersectionality of challenges, even before the economic impacts of these challenges are fully realized.

In an effort to face, embrace, and harness the energy in our agency and community, this plan will focus on three strategic priorities: recovery and renewal following the COVID-19 closure, focus on community aspirations, and resource management. Honing in on these themes allows the library to maximize our impact while remaining flexible and responsive. ICPL commits to leading the community in future-focused service design and delivery; we will champion the challenges we face as a community and leverage our power as a public library to make Iowa City a better place for everyone.

### **Mission**

The Iowa City Public Library is a center of community life that connects people of all ages with information, engages them with the world of ideas and with each other, and enriches the community by supporting learning, promoting literacy, and encouraging creativity.

### **Values**

**Access:** We believe quality library and information resources should be readily available and equally accessible to all.

**Belonging:** ICPL is for everyone.

**Collaboration:** We strive to extend our effectiveness through strategic partnerships.

**Community:** We respond to community needs and understand that the free exchange of diverse ideas invigorates the community, stimulates personal growth, and fuels the economy.

**Enjoyment:** We celebrate creativity and the joy of reading.

**Intellectual Freedom:** We respect the right to privacy and encourage people to freely access and explore ideas.

**Literacy:** We believe reading is the gateway to knowledge.

### **Goal 1: Recovery and Renewal following the COVID-19 Closure**

| Objectives   |
|--|
| 1. Reimagine ICPL in the community: Evaluate the services we offer and the ways we offer them.                                       |
| 2. Identify carry-over goals from third and fourth quarters of FY20 strategic plan to FY21 plan; create new timeline for completion. |
| 3. Prioritize public health and safety in designing and delivering library services  |
| 4. Assess and implement improved internal networks for individual, departmental, and group/team communication.                       |

### **Goal 2: Focus on Community Aspirations**

| Objectives  |
|---|
| 1. By FY2022, dedicate at least 30% of resources allocated to programming, outreach, and collections to services for and with BIPOC.  |
| 2. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community.  |
| 3. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.  |
| 4. Create a programming infrastructure for community-led, library-funded programs, with an emphasis on historically underrepresented, marginalized, and historically oppressed populations. |
| 5. Review select policies, procedures, and practices with community representatives focusing on restorative justice.  |
| 6. Seek alternatives to calling the police for violations of the Library Use Policy.  |
| 7. Partner with other City departments and community groups to create a comprehensive, sustainable, shared response to behavior issues.   |
| 8. Prioritize access to information and materials related to community priorities like equity, antiracism, and First Amendment rights.  |

### **Goal 3: Resource Management**

| Objectives   |
|--|
| 1. Meet current and anticipate future community needs with intentionally-collected input from the community, library staff, public librarianship trends, adjacent professional fields, and other sources of inspiration. |
| 2. Communicate proactively and consistently; maintain transparency in decision-making and process internally and externally.   |
| 3. Ensure all ICPL employees, volunteers, and donors are ready to champion the changing work of librarianship; seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.      |
| 4. Make choices informed by data, evidence, and research; practice assessment and evaluation.  |
| 5. Perform a building audit to determine whether spaces are compatible with current and changing needs.  |
| 6. Proactively maintain an efficient, functional, clean building and take pride in our physical spaces.  |

## Director's Report: July 2020

### Clarifying Goal Language and Providing Example Tactics

During our conversation about the Board Annual Report at the last board meeting, I was asked to clarify language and draft example tactics related to the objective that read “Dedicate at least 30% of programming, outreach, and collections budgets to service for and with BIPOC.” This objective, part of Goal 2: Focus on Community Aspirations in the strategic plan draft, has been rewritten as “By FY2021, dedicate at least 30% of resources allocated to programming, outreach, and collections to services for and with BIPOC.” I hope the small but significant shift in language makes it more evident that the 30% measure is to be applied to available resources allocated for a specific type of use (programming, outreach, and collections) and not the total library budget.

I have included four potential tactics that could be implemented in year one or two of the strategic plan. Additional tactics would be developed by departments and workgroups and in conversation with the community.

#### Goal 2: Focus on Community Aspirations

| Objectives  | Tactics   |
|---|---|
| 1. By FY2021, dedicate at least 30% of resources allocated to programming, outreach, and collections to services for and with BIPOC | 1.1 Create infrastructure for identifying and tracking spending from programming, outreach, and collections budgets for services for and with BIPOC<br>1.2 Explore FY18-FY20 spending on initiatives and services for and with BIPOC to gain understanding of past practice<br>1.3 Work with community groups and individuals to navigate intersectionality within local BIPOC populations and identify specific groups in need of intentionally-designed services (i.e. seniors, queer youth, parents, new college graduates)<br>1.4 Establish plan for identifying Community Reads titles for “always available” status |

### Leadership Team Training

The Leadership Team spent two mornings in June working with professional trainer Terry Whitson. Terry created a curriculum for us that focused on identifying personality types, communication preferences, and work styles, and lead us in discussion to explore how we relate to each other in different work environments. Taking on this work felt important since the Leadership Team has changed significantly in the last eighteen months and we want to invest in our strength as we move forward in this challenging time. It was great to have a chance to step away from everyday work and focus on the Leadership Team; I think we all learned some new things and came away with a renewed appreciation for the different roles we play at ICPL.

### Signage for Curbside Parking

At the July 7<sup>th</sup> City Council meeting, Council unanimously voted to support changing the signage on library parking spots from 20-minute spaces to 10-minute spaces. This change will allow us to enforce the shorter time limits and ensure we can accommodate patrons using curbside pickup. If/when we transition away from curbside services, we

can petition to change the signage back as needed. Brad will work with the sign shop to create new signs and oversee installation.

### **Budget Update**

The full financial impact of COVID-19-related closures, unexpected expenses, and reduced revenue streams is yet to be seen, but the City's early projections already show a need for budget reductions across departments. Geoff Fruin recently asked department heads to submit possible reductions and delayed expenditures for the remaining FY20 budget and the FY21 budget. In consultation with Coordinators, I submitted an overall reduction in FY20 expenditures of \$22,424 and a projected reduction for FY21 of \$453,977, which included pushing the second-floor flooring project into a future year (that project will use CIP funds and is estimated at \$400,000). After all departmental submissions were evaluated, the Library's FY20 budget was reduced by \$22,424 (as submitted), and the FY21 budget was reduced by \$142,693. While at first glance that seems like less of a reduction than was submitted, the CIP flooring project was not delayed, so the reduction reflects our submission of \$53,977 (after removal of the CIP project) plus \$88,716 of additional lost funding.

Budget reductions are rarely a positive thing, but I believe this reduction was made after fair consideration from City administration and budget specialists. We have the opportunity to shift the reductions around within the Library's budget, and while staff will feel this change, it should not have a significant impact on our public services. That said, this year will probably bring more budget reductions, and I expect to have difficult discussions about impacts of budget changes throughout the year. I will continue to advocate for the Library's funding and ensure City administration understands how library budget reductions will impact the community as we move forward.

### **Strategic Plan**

I am pleased to share a final draft of the strategic plan in this packet. Since we last met, Coordinators have facilitated departmental discussions with their direct reports and we have had time to talk about the plan at two all staff Zoom meetings. This plan is not a true departure from previous ICPL plans, but does represent some changes. I welcome more discussion about process if you are interested, and am looking forward to hearing your thoughts about the draft. I believe the goals and objectives outlined in the document will allow us to work through the COVID-19 closure and rebuild services in a way that engages the whole community and invites conversation about what our community needs from us now and in the future.

### **CAS Job**

The CAS Coordinator job posting closed on July 7<sup>th</sup>, and we received applications from across the country. Five finalists will be invited for Zoom interviews later in the month. I am pleased with the caliber of the candidates and look forward to interfacing with them.

Respectfully Submitted,  
Elsworth Carman

## Adult Services Department Report

Prepared for the July 23, 2020 Meeting of the Iowa City Public Library Board of Trustees

Jason Paulios, Adult Services Coordinator

### Update on Remote Reference / Help

The introduction of curbside services in June has had a big impact on the amount of work for remote reference staff. Calls, chats, and email have increased dramatically due to assistant patrons with their curbside needs such as: placing holds, renewing expired cards, altering curbside appointments, and directing to remote drops. Most questions are not strictly reference questions, instead we seem to be filling the gap that would have normally been addressed in-person at the Help Desk.

In a pre-Covid month (average of 284 hours of staffed service) we would receive about 1,350 phone calls, in June (308 hours of service) we tallied 906 calls to Switchboard and an additional 390 calls picked up by Info Desk staff. We know that these conversations are taking longer than normal because we're seeing many calls go to voicemail even though we have more hours of service with two staff answering. In the first sixteen days of July we've received 88 voicemail messages from missed calls as staff were helping others, this is something we'll keep monitoring. Info Desk staff are also seeing a precipitous rise in chat questions, going from 86 in May to 281 in June. There were reports of as many as four chat sessions at once, in response, we altered the settings to only allow two to be active at any time. 385 new library accounts for residents and Open Access borrowers have also been created during the closure, with patrons starting the process online and staff emailing them a temporary barcode.

|                           | Normal average | Per/Hour | June 2020 | Per/Hour |
|---------------------------|----------------|----------|-----------|----------|
| Calls                     | 1,350          | 4.7      | 1,296     | 4.2      |
| Chats                     | 46             | 0.1      | 281       | 1.6      |
| Reference questions       | 1,648          | 2.1      | 550       | 1.8      |
| Other / Account questions | 1,344          | 1.7      | 1,240     | 4.0      |

### Interlibrary Loan

ILL services resumed on June 15<sup>th</sup>, resident cardholders can again request items and journal articles. Phil and Tyler devised a system for contacting patrons with pre-closure ILLs in order to get them returned to us. Many University libraries are not yet fulfilling ILL requests, so it has been harder to locate items this way. We only received one item from OCLC in June which normally would have been closer to 40. We had 55 items from SILO libraries in the shortened June period which is about half of our normal volume. All ILL items are mailed to the patrons, this was an easier solution than trying to organize curbside pickup since the items are not included in our catalog.

### Remote Programming

Adult Summer Reading Program events and classes have been well attended. Tuesday evenings have been dedicated to interactive book discussions on the Zoom platform, either genre chat or title specific. We held a lecture on Zoom from a Midwest native bee expert about identification and the natural history of Iowa bumblebees and solitary bee species, a timely event as our ICPL pollinator garden hits peak bloom out on the Ped Mall.

We receive many positive online and in-person curbside comments regarding services, an email highlight came recently to Info Desk staff from a parent (accompanied by a photo of her son reading in bed): "We picked up our holds today and I wanted to share this candid pic of my 8yo at bedtime tonight. While electronic books have filled the void during the day, he said, 'Now I don't have to read the same books over and over and over again!' Thank you so much the joy you brought him today. We miss coming and seeing you all, but having books again is such a treat! Thank you!"



**Development Office Report**  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
July 23, 2020

**Business Partners Make a Difference**

Thanks to the generosity of area business owners in recent years, the library was well prepared to add so many digital options for our community when ICPL closed in March. Please join us in thanking these library Business Partners for their donations to the Iowa City Public Library Friends Foundation:

|   |   |
|---|---|
| <p><u><i>Partner of the Month \$5,000+</i></u><br/>GreenState Credit Union (June)<br/>Hills Bank (August)<br/>Lensing Funeral &amp; Cremation Service (July)</p> <p><u><i>Library Visionary \$2,500-\$4,999</i></u><br/>Scheels</p> <p><u><i>Library Legend \$1,000-\$2,499</i></u><br/>MidWestOne Bank<br/>Pearson</p> | <p><u><i>Collection Champion \$250-\$499</i></u><br/>A Bella Vista B &amp; B<br/>Deborah Hoffman, cabi clothing<br/>Goosetown Cafe<br/>Hudson's Tap<br/>HyVee Drugstore<br/>Pagliai's Pizza<br/>Pear Deck<br/>TruArt<br/>US Bank<br/>Chris Vincent, Turning Point Counseling &amp; Psychotherapy<br/>Whitedog Import Auto</p>   |
| <p><u><i>Literary Leader \$500-\$999</i></u><br/>Big Grove Brewery<br/>Prairie Lights Books<br/>Jeff Rudolph, Edward Jones Investments<br/>Fern Investments<br/>Simmons Perrine Moyer Bergman PLC<br/>Steindler Orthopedic<br/>The Tuesday Agency, LLC</p>  | <p><i>Thank you for investing in experiences<br/>for everyone through the<br/>Iowa City Public Library</i></p> <p>The logo for the Iowa City Public Library Friends Foundation. It features the text "IOWA CITY PUBLIC LIBRARY" in a small, stacked font to the left of the word "Friends" in a large, red, cursive script. Below "Friends" is the word "FOUNDATION" in a bold, black, sans-serif font.</p> |

**ICPLFF in Giving Guide 2020**

Instead of publishing in November, the Corridor Business Journal moved this year's Giving Guide to late June, saying, "The CBJ is publishing its 2020 Giving Guide early to elevate awareness of local nonprofits, whose services are relied on now more than ever. We hope this publication helps to connect nonprofits with the resources of the business community and beyond."

Look for the Iowa City Public Library Friends Foundation on page 75 at <https://lnkd.in/eQNPdXP>. Thanks to the CBJ's Giving Guide sponsors, the full-page was offered free of charge to nonprofits!

**A Treat for Book End Volunteers**

A peek inside the University of Iowa's Center for the Book was offered during a special program on July 8. [Click on this to reach the online link](#) to Tim Barrett's fascinating presentation. Barrett is a world renowned paper maker and retired Director of the Center for the Book. Barb McFadden, a member of the Book End Committee of the ICPL Friends Foundation Board arranged for the program as a way to show appreciation for her fellow Book End volunteers. Thank you to Barb for her generosity! Tim invites emails at [timothy-barrett@uiowa.edu](mailto:timothy-barrett@uiowa.edu) to learn more about the opportunity mentioned at the end of the program.

## **Programming Committee Update**

July 16, 2020

**Committee Members:** Anne Wilmoth, Mari Redington, Stacey McKim, Brian Visser, Beth Fisher, Angie Pilkington. Shawna Riggins is on leave. Jason Paulios attended the meeting.

### **Meeting Room Update**

On April 29, 2020, the Library announced to the public it would suspend all in person programming and meeting room use through August 2020. It is our recommendation to extend this closure indefinitely, with the intent to monitor on a month-by-month basis, and with the expectation to resume meeting room use by January 2021.

The factors we used to reach this decision were based on rising COVID numbers in our community and the use of meeting rooms ABC for public computer access. Meeting Room D is used for curbside pickup, and the study rooms on the second floor are occupied by staff who cannot work socially distanced in their regularly designated work areas.

### **In Person Programming (all ages)**

We have decided to continue with our current model of virtual programming for the foreseeable future. We are currently offering recorded programs that we post to our Facebook, YouTube, and Instagram accounts. We are also doing online live programs through our Zoom accounts that are or can be recorded and posted to our social media accounts and website. We started popular Craft-To-Go kits that may be picked up curbside for children that we hope to expand to adults. We expect to resume in-person programming in January 2021.

The factors we used to reach this decision were based on rising COVID numbers in our community, safety for staff and patrons who would attend our programs. Meeting rooms and the storytime room are currently being used for other library needs.

Iowa City Public Library's Pandemic Service  
Report for Board of Trustees  
July 23,2020

Mission: The Iowa City Public Library is a center of community life that *connects* people of all ages with information, *engages* them with the world of ideas and with each other, and *enriches* the community by supporting learning, promoting literacy, and encouraging creativity.

That mission remains at the heart of library staff work to reinvent service for our community during the COVID-19 pandemic. The work plan has been revised many times since the library closed to the public on March 15, 2020. This report presents a look at its impact through July 13, 2020.

Connect People with Information

The leadership team prioritized connection through communication with our community as the top service priority when the building closed. Staff were rescheduled to assist people weekdays during telephone calls and online emails, or online 'chat.'

Initial hours were weekdays 10am-5pm with calls answered by Info Desk staff. After it was determined that staff desk phones would also work from employees' homes, equipment was dispatched and hours were expanded to 10am-6pm with Switchboard staff added to answer calls. Information is available through phone calls to 319-356-5200 or through email or chat online at [www.icpl.org/ask](http://www.icpl.org/ask)

A resource guide for people impacted by COVID-19 was first posted on the library website two days after the library building closed. It is updated as information changes. Signs posted on library windows and doors provide similar information.

Public use of ICPL phone/chat connections has increased each month since the service began. The nature of the calls has changed as service options increased. In the beginning, patrons were asked not to return any library materials, and only digital access to collection materials was available.

Most inquiries requested help to renew library cards or asked questions about their card account or library services in March and April. This month, most content has been about whether there is a reopening date, book return and due dates, placing holds, and the logistics of curbside contactless pick up of materials.

| Contact source | Other Questions | Reference Questions* |
|----------------|-----------------|----------------------|
| Switchboard    | 2,473           | 495                  |
| Info Desk      | 1,581           | 494                  |

\*Reference questions: staff recommend/interpret/evaluate information resources to help answer user's information needs.

Database usage was highest for these topics from April through June, 2020:

### **Genealogy / Local History**

NewspaperArchive – 16,006-page requests

HeritageQuest – 4,263-page requests

Ancestry – 732 visits

### **Newspaper/Magazine resources**

Proquest – 4,087-page requests

NewsBank – 1,293-page requests

And *Consumer Reports* use increased over average with 5,160-page requests. *Mango Languages* also grew with 605 visits; an average of 40 additional users compared to previous months.

### Engage with the World of Ideas and with Each Other

Engagement with the library occurs through patron library cards, which open access to the many online databases as well as through programs and classes offered by trained library staff.

Staff involved in programming reinvented their work with production of recorded programs available through the Library's Facebook page.

Children's staff began presenting online storytimes on March 23. Since then, 86 storytimes have been offered. After 262 replies were received to ICPL's "How Can We Serve You Better?" online survey conducted April 1-9, 2020, programming for all ages was added in online live and recorded formats. These programs have received many positive social media comments. Online adult "Craft and Chat" and book discussion offerings have attracted unique audiences excited to connect with each other.

The Summer Reading Program with its "Imagine Your Story" theme shifted to all ages with registration online. A special edition of the library's periodic *Window* newsletter was mailed to all households in Iowa City in early June. It contained information about the reading program and a completion tracking form for those without online access. The tracking forms and online completion enable participants to be entered in a prize drawing at the end of the program.

| <b>Reading Challenge</b>                  | <b>Registrations</b> | <b>Completions</b> | <b>Books Read</b> |
|---|----------------------|--------------------|-------------------|
| Spring: March 23-May 23                   | 142                  | 24                 | 1,747             |
| Summer, June 1-August 8 (data to July 13) | 938                  | 209                | 6,256             |
| Read Woke, June 26-ongoing                | 147                  | 2                  |                   |

Since June 14, 224 children's craft kits designed to complement activities traditionally offered onsite during the Summer Reading Program have been distributed. They may be picked up from the library or mailed. Approximately 90% have been mailed.

Patrons have also been engaging with the world of ideas through the library digital collections. 385 self-registration library cards have been created through the website, presumably by people eager to access materials online.

Digital branch use has skyrocketed as collection development staff focused on lowering wait times and deepening the Library's back list of eBooks and eAudio titles. From April to June, 190% more eBooks and 109% more audiobooks were added to our collection than the same time during FY19. For the year, eBooks use was up 28.3% for adults and 132.9% for children from last year, while audiobook use was up 74%.

Access to Kanopy, ICPL's streaming video service, also increased. Previously, patrons could stream ten videos per month; this has increased to 15 during the closure. The number of Kanopy uses was up 142.7% from last year.

Beginning in May, staff evaluated and experimented with a cost-per-use model for eBooks, focusing on in-demand social justice titles and eBooks that supported book group programming. For the cost per use experiment alone, 1,889 patrons checked out eBooks from a list of 20 titles, costing \$6,684.61 or \$3.54 per checkout overall.

When COVID-19 cases in Johnson County were declining, the decision was made to offer access to items on the shelves in the library. Beginning June 3, patrons were able receive their months-earlier reserved items using contactless pick up from a table outside the library's five parking spaces, or by requesting the items be mailed.

Curbside pick up hours have been expanded to Monday-Friday 2-6pm and Saturday 10am-2pm. And one can now reserve *any* item available in the library catalog for pickup or mailing. In addition, the library's remote collection bins at the First Avenue HyVee and GreenState Credit Union on Mormon Trek are open again. Patrons are returning items borrowed before the building closed, as well as those borrowed more recently.



The number of appointments available for curbside pickup has increased to 15 every 30 minutes as the number of people using the option grows, now 2,208 appointments. Many packages are being mailed; 1,728 since June 3 at a cost of \$5,191.50. This is increasing as the number of COVID-19 cases is again growing in Johnson County. Actions by the Library Board of Trustees decided all items borrowed since January 1, 2020 are now fine free.

#### Enrich the Community by Supporting Learning, Promoting Literacy and Encouraging Creativity

Library staff are committed to offering service as safely as possible. A new service to provide personalized recommendations (reader's advisory) to patrons has just been unveiled. When it is safe, the building will reopen for limited access as outlined in ICPL's six-phase reopening plan. Until then, we appreciate our community's patience and continued support as demonstrated through growing use of available services.

## **BOARD OF TRUSTEES**

### **Minutes of the Electronic Regular Meeting**

**June 25, 2020**

**DRAFT**

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#### **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, Derek Johnk, Carol Kirsch Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington (in at 5:20).

**Members Absent:** Kellee Forkenbrock.

**Staff Present:** Elsworth Carman, Karen Corbin, Bond Drager, Melody Dworak, Beth Fisher, Alyssa Hanson, Heidi Kuchta, Kara Logsdon, Anne Mangano, Patty McCarthy, Stacey McKim, Elyse Miller, Brent Palmer, Jason Paulios, Shawna Riggins, Angela Pilkington.

**Guests Present:** Maeve Clark.

**Call Meeting to Order.** President Beary called the meeting to order at 5:02 pm.

**Public Discussion.** None.

#### **Items for Discussion/Action.**

Policy Modification #801: Circulation and Library Card Policy. This is a special policy review to modify section 801.21, Fine and Replacement Fees of the Circulation and Library Card policy. This clarifies the terms and specifics about previous action taken about fines. Paetzold said the Board asked staff to recommend language. Carman said the recommendation is to strike the current policy language, but keep the strikeout viewable to indicate the section is suspended for now. Rocklin asked what will happen after January 1, 2021. Carman believes the policy would revert. Beasley said he is confused about the status of fines from January 1, 2020 to the day the library closed. Beary said this is a different discussion. A motion to formalize the suspension of fines in Policy #801 was made by Rocklin and seconded by Johnk. Motion carried 7/0. Beary would like a proposal from staff for forgiveness of fines from January 1, 2020 until the library closing date. Beary and Carman will discuss.

Election of Officers. Beasley said the Nominating Committee thought keeping the current officers in place, with the exception of Secretary, in this difficult time was appropriate. Derek Johnk has been

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nominated for Secretary of the Board. A motion to approve the slate of officers as presented, Beary, President, Kirsch, Vice-President, and Johnk, Secretary of the Library Board of Trustees was made by Rocklin and seconded by Shultz. Motion carried 7/0.

Board Annual report. This is the regular time to review the Board annual report. Kirsch said the goals for 2021 were not included; Carman said this is part of what this discussion is about. Paetzold said there needs to be a plan in place for next month. Rocklin agreed and proposed a goal around adaptability. Paetzold said it could be in response to community priorities. Kirsch likes the word adaptability; she acknowledged we have no idea what library services are going to look like in the fall. Paetzold thinks we could work on responding to community priorities, like Black Lives Matter and COVID-19. The building as well as buildings around us and the impact this has on managing our services also needs to be addressed. Paetzold said this might need to be tweaked depending on who is responsible, the City or the library. Beary said soliciting more/broader community input is not COVID-compatible, but he believes we ought to know what the community wants/needs. Beasley thinks the report should be tailored toward our goals in the current environment, not like in a "normal" year. The library is in crisis management now, he said, the building next door is crumbling, COVID cases are on the uptick, and the report should reflect this. Carman appreciates these thematic suggestions from the Board. Carman said we can focus on this at the next special meeting. Beary says what may be appropriate is how we expect to proceed rather than what we expect to accomplish. He said It is difficult to be strategic at this point. Paetzold said the Board is required to have annual training, and suggested open meetings rules. There will be a draft report in two weeks for the Board to discuss.

### **Staff Reports.**

Director's Report. Carman said nothing has changed with the building next door. Technology access has been postponed. We decided to pull back because of the increasing number of COVID-19 cases and we need to adequately train staff, particularly when communicating and working with patrons in an unusual environment. The leadership team worked on a phasing document and it is difficult to include dates. The document will be sent to the Board and Carman will write a blog post. Graphics for the phasing plan should be ready next week.

Paetzold asked about a timeline for the building next door. Carman said the building is old brick, and the engineers on site said it probably just shifted, which created a crack. The City's engineers as well the engineer from the landlord went into damage control mode. They are going to remove the back wall; it is supposedly not as unstable as it looks. Machinery has been brought in to take it down brick by brick. There have already been two unexpected structural changes. So far, it doesn't appear that our building is any more at risk than it was yesterday. Paetzold asked if we have prevented access to places in the alley; Carman said any areas that could be affected have been taken care of. We do not have overnight staff scheduled right now, in response to a question from Paetzold who worries that if it rains a lot the Children's Room will suffer damage. If the drain is not full of debris, Building Manager, Brad Gehrke, believes it will not be like when a drain is blocked. For safety, the whole area is blocked off; having staff there in any capacity is risky. There is a cover for the transformer, which might help withstand some damage. We are prepared to have staff come in overnight if needed. Tenants are not in the building.

Carman discussed the phases in response to a question by Beasley. Computer access will not begin until the number of cases comes down. Beasley proposed that the Board should decide when to open the

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meeting rooms to computer access. Carman hopes the Board will have a good framework from which to work when they receive the phasing document. Beasley said consent and approval of Board needs to be in place, not just staff making decision about when to open. Beary said it makes sense to see the document so there is less speculation. Carman said the phasing document will be ready for discussion at the next two-week special meeting, in response to a question by Beary.

#### Departmental Reports:

**Adult Services.** It was noted that adult programs are challenging and reaching new audiences is always difficult. Teaching people how to use Zoom has been popular, according to Stacey McKim. Online book discussions are also going well. Kirsch asked if Heidi Lauritzen's replacement has arrived; Paulios said Amanda Mae Monson started on June 8 as our Supervising Librarian. Beary said to share our welcome and hope the transition goes smoothly for her.

**Children's Services.** Pilkington said AIM Card information was included to provide a six-month update, despite students' lack of access to materials for the past three months. All of the AIM Card partners decided to continue the program. Paetzold asked about fees; Pilkington said fees are just to ICPL. Pilkington said there are many books still in the community. Paetzold thinks this is expensive for three months and is interested to see what the annual update will look like. Beary said he and his daughter really appreciate the storytimes and virtual programming offered by the library. Kirsch said the Craft-to-Go is great programming. Pilkington said it is a surprise hit and we will continue to add more offerings.

**Collection Services.** Johnk asked if the public knows about Flipster. Right now, there are many more magazines available to patrons than there will be in July.

**IT.** Kirsch asked for a summary of MS Teams. Palmer said it is an online platform and productivity tool for staff to work together. Staff can chat with each other, have different spaces identified for different kinds of work. Staff can work on documents and projects together and have ongoing conversations with each other while not physically together in the building. It is a more immediate experience than the Zoom electronic platform.

**Development Office.** McCarthy said this was a \$820 week.

**President's Report.** No comments.

**Announcements from Members.** None.

**Committee Reports.** The Friends Foundation Board met; officers were elected and budget passed. Laura Ebinger, President, Catherine Erickson, President-elect, Jeff Rudolph, Treasurer, Erin Dougherty, Secretary, David J. Bright, Past President.

**Communications.** None.

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**Consent Agenda.**

- A. Approve Minutes of the May 28, 2020 Regular Meeting of the Library Board of Trustees.
- B. Approve Minutes of the June 11, 2020 Special Meeting of the Library Board of Trustees.
- C. Approve Disbursements for May, 2020.

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

Paetzold asked about feedback from the community. Carman and Paulios said communication from the community has been mixed all along; some people appreciate having any services, others feel we should be open for all services. Paetzold asked if it would be helpful for the Board to make a public statement supporting the library. Carman thinks public Board support might be more beneficial at a more difficult moment in the future for the library. Paetzold said public Board support should be included in our strategies for reopening.

**Set Agenda Order for July Meeting.**

Special Meeting in two weeks.

Suspending fines from January staff proposal.

Annual report draft, phasing document.

**Adjournment.** A motion to adjourn the meeting was made by Beary. President Beary closed the meeting at 6:11 pm.

Respectfully submitted,  
Elyse Miller

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## BOARD OF TRUSTEES

### Minutes of the Electronic Special Meeting July 9, 2020

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**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, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz.

**Members Absent:** Kellee Forkenbrock, Derek Johnk, Monique Washington.

**Staff Present,** Elsworth Carman, Melody Dworak, Alyssa Hanson, Patty McCarthy, Anne Mangano, Elyse Miller, Jason Paulios, Candice Smith.

**Guests Present:** Maeve Clark.

**Call Meeting to Order.** President Beary called the meeting to order at 5:08 pm.

**Public Discussion.** None.

**Board Annual Report.** Carman said this document was introduced at the last regular Board meeting. It is an annual document that goes to the City and identifies accomplishments for FY2020 and goals for FY21. Beasley thinks COVID-19 related items should be grouped together for clarity. Shultz agrees, as does Beary. Beary said this is still a draft and will be presented at the regular July 2020 meeting. Beasley asked if the document assumes business as usual or is attempting to bridge the gap for FY21. Carman said the document considers what is happening right now and includes the current COVID-19 environment. Paetzold wondered if there needs to be a goal to reestablish our traditional service model. Paetzold said the phasing document might be helpful for this and for assessing how we are doing now. She also wonders if there should be something about the financial changes that may come with this, both from the government and private sector. Carman asked if the Board is comfortable with 30% of resources used for BIPOC or if this needs to be framed in a different way. Beary said currently there is no existing dedicated percentage of work and Carman agreed it has not been identified this way in the past. We have used resources but we have never called it out specifically. Rocklin applauds it as a goal. Carman said we will present goal language at the next regular meeting but the tactics that make those

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goals happen are not typically brought to the Board. Rocklin was struck by the word "with". Paetzold is concerned about qualifying this when we don't know how the budget will be impacted. She understands it is a priority but is uncomfortable with an unknown budget. Carman said it is 30% of whatever budget we have. Rocklin said he is leaning towards making this commitment. Beasley agrees with Paetzold and does not want to commit to a specific percentage. Paetzold suggested changing the word "dedicate." Budget reductions are more of a reason to put the percentage there, said Carman, to show the commitment, but he understands these concerns. Carman believes if we are going to change the scope of this, perhaps it needs to be changed or moved off as a goal. Beasley needs more information to determine the appropriate amount to dedicate.

Shultz asked if the Bookmobile fits in as part of the 30% in response to Paetzold's point about the Bookmobile going to under-resourced areas of the community. Carman said it does include the Bookmobile. He is willing to bring back a few iterations of this goal to the next meeting for the Board to look at. He thinks if we remove the 30%, it may not rise to the level of a Board report goal. Paetzold wants to know what expenses would fall under here, for example, the Bookmobile and outreach, in particular. Paetzold wants to see more about outreach and programming. Carman said he could list examples in collections, too. Rocklin asked if expenditures are tracked this way or would we need to track this in a new way. Carman said it will be new but dovetails with other planning changes we are hoping to introduce. Paetzold asked if we can we reach out to the community to help us defray costs for these measures. Carman thinks it is hard to tell right now. Carman said we think this is critical to the development of our community even in this limited resource environment. Rocklin said this coming year is going to be a challenge, but doesn't want this to mean it is a way we change our goals. Beasley wants to make sure basic work and services are able to be covered.

Beary pointed out the budgetary changes that happened this year due to COVID and wonders if our flexibility would be reduced by allocating a specific amount. Carman said, for example, after core bills are paid, if there are 10 programs for the year, 3 would be BIPOC. Beary said we prioritized purchasing eBooks when COVID happened and wonders if we would we have done this in this way? Paetzold asked if getting hotspots into the community would fall into this? Paetzold is primarily concerned with the service delivery model.

Beary said there is a desire to have more context/clarification/scope on the 30%; what are the things that are sacrosanct before the 30%. Carman asked if members want the strategic plan in the regular Board packet; Paetzold said if there aren't any surprises, it can be in the packet. Paetzold asked if there are other parts of the community that are not being receiving attention. Carman said there are many other groups that have been traditionally underserved and it is always a challenge to balance resource allocation. Carman said this goal is about reaching into everything we do.

**Fines.** Staff recommend that fines be waived from January 1 to March 15, 2020. A motion to accept the staff recommendation and waive fines from January 1, 2020 to March 15, 2020 was made by Paetzold and seconded by Rocklin. Motion carries 7/0.

**Director's Report.** Beary said COVID-19 related items should be the topics at the special meetings and all other topics saved for the regular monthly Board meeting.

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Shultz noted there are no indicators for moving through the phases. Carman said initially there were two weeks of declining cases as the first indicator at each phase. Risk is minimal during the early phases; leadership weighed the importance of library service with the desire for harder benchmarks. Staff wondered how long we could keep resources from the community as we see our peer agencies open. The solution was to base phasing on things that we can control. External people cannot make the determination about whether the building or staff are ready for the public to be back in the building. Carman said we can put specific benchmarks back in the document. Beasley said staff need to make a recommendation to the Board about changing phases and then bring it to the Board for approval.

Beary felt drawn to a metric but understands the two-weeks of declining cases is not workable. Other metrics such as a moving average over the last week per 100,000 population, were discussed. Tying action to a benchmark makes things easier said Beary, but reduces flexibility. Paetzold said we should identify the epidemiologic expertise in the community we are using. Shultz said she is concerned that without a metric we have no justification for moving through phases. Rocklin said he thinks the Director of the Johnson County Department of Public Health should be our expert. Paetzold suggested this might be a training topic for the Board in a short session.

Beasley asked if other Board members want to take responsibility for opening the building instead of staff having to do this alone. Paetzold thinks the Board should support the staff and approve the phased changes. Rocklin agrees. Beasley would like an expert at the next meeting in July. Members would like an expert to speak about COVID-19 at the next Special Meeting. Phase 3 involves patrons coming into Meeting Room A for computer access and Beasley is not comfortable having anyone come into the building without a recommendation from public health. The plan reflects the information we have that is available now. Paetzold asked about whether we are in conflict with the State regarding opening the building. Carman said he took Reynolds statement to mean that libraries may open. Paetzold asked if our accreditation will be jeopardized; Carman said the State Library supports what we are doing. Carman said we are truly committed to safety and appreciates the support we receive from the Board. Beasley wants the library to address the challenges we will face when schools open. Beary wanted to clarify if the Board needs to be consulted if the library needs to go back a phase. Rocklin said approval does not need to be sought but notification would be warranted.

**President's Report.** Beary said three to five hours of continuing education each year is recommended for trustees. Beary asked members to let him know topics in which they might be interested. He said he believes we have been compliant with appropriate laws but feels he has not been as careful about sunlight laws and open meeting standards, and want the Board to be more mindful about items on the agenda. If an item comes up in a meeting that is not on the agenda, it needs to be moved to an agenda item at the next meeting. Paetzold asked for training about issues related to social justice and inclusion.

**Adjournment.** President Beary closed the meeting at 6:33 pm.

Respectfully submitted,  
Elyse Miller

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CITY OF IOWA CITY  
Library Disbursements: June 1 to June 30, 2020

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| ACCOUNT/VENDOR                                | INVOICE    | PO | YEAR/PR TYP S               | WARRANT         | CHECK  | DESCRIPTION         |
|---|------------|----|-----------------------------|-----------------|--------|---------------------|
| 10550110                                      |            |    | Library Administration      |                 |        |                     |
| 10550110 432080                               |            |    | Other Professional Services |                 |        |                     |
| 014353 ONE SOURCE THE BACKG PLUS4649-20200531 |            | 0  | 2020 12 INV P               | 40.00 060520    | 17443  | BACKGROUND CHECKS F |
|   |            |    | ACCOUNT TOTAL               | 40.00           |        |                     |
| 10550110 438130                               |            |    | Cell Phone/Data Services    |                 |        |                     |
| 010889 U S CELLULAR                           | 0371974215 | 0  | 2020 12 INV P               | 98.58 061220    | 244911 | Admin/Monthly Charg |
| 010889 U S CELLULAR                           | 0377373590 | 0  | 2020 12 INV P               | 98.58 062620    | 245269 | Admin/ Monthly Char |
|   |            |    |                             | 197.16          |        |                     |
|   |            |    | ACCOUNT TOTAL               | 197.16          |        |                     |
| 10550110 449060                               |            |    | Dues & Memberships          |                 |        |                     |
| 013258 ROTARY CLUB OF IOWA 61520RC            |            | 0  | 2020 12 INV P               | 300.00 062620   | 245252 | Admin/ Patty McCart |
|   |            |    | ACCOUNT TOTAL               | 300.00          |        |                     |
| 10550110 449120                               |            |    | Equipment Rental            |                 |        |                     |
| 011736 KONICA MINOLTA BUSIN 266177589         |            | 0  | 2020 12 INV P               | 195.27 061220   | 244854 | Admin/ Quarterly Ma |
| 011736 KONICA MINOLTA BUSIN 68336933          |            | 0  | 2020 12 INV P               | 114.30 062620   | 245217 | Admin/Lease Payment |
|   |            |    |                             | 309.57          |        |                     |
|   |            |    | ACCOUNT TOTAL               | 309.57          |        |                     |
| 10550110 449260                               |            |    | Parking                     |                 |        |                     |
| 000111 REDEKER, JUDY 52920JR                  |            | 0  | 2020 12 INV P               | 18.00 061920    | 245016 | Admin/ JRedker Volu |
|   |            |    | ACCOUNT TOTAL               | 18.00           |        |                     |
|   |            |    | ORG 10550110 TOTAL          | 864.73          |        |                     |
| 10550121                                      |            |    | Library Bldg Maint - Public |                 |        |                     |
| 10550121 438100                               |            |    | Refuse Collection Charges   |                 |        |                     |
| 013663 REPUBLIC SERVICES OF 0897-000896117    |            | 0  | 2020 12 INV P               | 40.00 061220    | 244895 | WASTE & RECYCLING P |
|   |            |    | ACCOUNT TOTAL               | 40.00           |        |                     |
| 10550121 442010                               |            |    | Other Building R&M Services |                 |        |                     |
| 010019 AERO RENTAL 248749                     |            | 0  | 2020 12 INV P               | 294.00 061220   | 17480  | FAC/ Equipment Rent |
| 010392 RMB CO INC 5524                        |            | 0  | 2020 12 INV P               | 2,263.00 061220 | 17508  | FAC/ Drinking Water |
| 010392 RMB CO INC 5555                        |            | 0  | 2020 12 INV P               | 187.58 061220   | 17508  | FAC/ Temperature Se |
|   |            |    |                             | 2,450.58        |        |                     |
| 010981 JOE'S QUALITY WINDOW 18906             |            | 0  | 2020 12 INV P               | 140.00 061220   | 244847 | FAC/ Lower Outside  |
| 014366 ORKIN LLC 197211198                    |            | 0  | 2020 12 INV P               | 1,212.00 062620 | 245236 | FAC/ Quarterly Bed  |

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CITY OF IOWA CITY  
Library Disbursements: June 1 to June 30, 2020

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| ACCOUNT/VENDOR              | INVOICE          | PO | YEAR/PR | TYP | S | WARRANT                      | CHECK     | DESCRIPTION         |
|-----------------------------|------------------|----|---------|-----|---|------------------------------|-----------|---------------------|
| 014457 A TECH INC           | 467735           | 0  | 2020 12 | INV | P | 72.00 061920                 | 17523     | FAC/ Monitoring     |
| 014457 A TECH INC           | 470049           | 0  | 2020 12 | INV | P | 80.00 062620                 | 17577     | FAC/ Security Servi |
|                             |                  |    |         |     |   | 152.00                       |           |                     |
| 015241 ALL WINDOW CLEANING  | 41066            | 0  | 2020 12 | INV | P | 3,200.00 060520              | 17409     | Window Cleaning Ser |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 7,448.58  |                     |
| 10550121 442020             |                  |    |         |     |   | Structure R&M Services       |           |                     |
| 010823 SCHUMACHER ELEVATOR  | 90494641         | 0  | 2020 12 | INV | P | 607.00 060520                | 17452     | Elevator Maintenanc |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 607.00    |                     |
| 10550121 449160             |                  |    |         |     |   | Other Rentals                |           |                     |
| 010627 CINTAS CORPORATION   | 4051828815       | 0  | 2020 12 | INV | P | 191.87 061220                | 244817    | FAC/ Mat Rentals &  |
| 010627 CINTAS CORPORATION   | 4053059513       | 0  | 2020 12 | INV | P | 191.87 062620                | 245182    | FAC/ Sanitary Suppl |
|                             |                  |    |         |     |   | 383.74                       |           |                     |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 383.74    |                     |
| 10550121 452040             |                  |    |         |     |   | Sanitation & Indust Supplies |           |                     |
| 010570 CENTRAL IOWA DISTRIB | 195398           | 0  | 2020 12 | INV | P | 56.00 061920                 | 17532     | FAC/ Vacuum Bags    |
| 010627 CINTAS CORPORATION   | 4051828815       | 0  | 2020 12 | INV | P | 163.76 061220                | 244817    | FAC/ Mat Rentals &  |
| 010627 CINTAS CORPORATION   | 4053059513       | 0  | 2020 12 | INV | P | 224.93 062620                | 245182    | FAC/ Sanitary Suppl |
|                             |                  |    |         |     |   | 388.69                       |           |                     |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 444.69    |                     |
| 10550121 452040 906         |                  |    |         |     |   | Sanitation & Indust Supplies |           |                     |
| 010290 LENOCH AND CILEK ACE | 368493/3         | 0  | 2020 12 | INV | P | 622.60 062620                | 245218    | FAC/Sanitary Suppli |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 622.60    |                     |
| 10550121 463040             |                  |    |         |     |   | Water/Sewer Chemicals        |           |                     |
| 010689 AQUA TECHNOLOGIES OF | 9596             | 0  | 2020 12 | INV | P | 473.50 061220                | 244808    | FAC/ 5 Grease Trap  |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 473.50    |                     |
|                             |                  |    |         |     |   | ORG 10550121 TOTAL           | 10,020.11 |                     |
| 10550140                    |                  |    |         |     |   | Library Computer Systems     |           |                     |
| 10550140 438140             |                  |    |         |     |   | Internet Fees                |           |                     |
| 011937 AUREON COMMUNICATION | 0789007015.20.06 | 0  | 2020 12 | INV | P | 300.00 061220                | 244809    | Internet Services   |
|                             |                  |    |         |     |   | ACCOUNT TOTAL                | 300.00    |                     |
| 10550140 455120             |                  |    |         |     |   | Misc Computer Hardware       |           |                     |
| 012823 MNJ TECHNOLOGIES DIR | 0003727756       | 0  | 2020 12 | INV | P | 1,118.00 061220              | 244867    | IT/ 2 Staff Laptops |

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 CITY OF IOWA CITY  
 Library Disbursements: June 1 to June 30, 2020

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| ACCOUNT/VENDOR              | INVOICE         | PO | YEAR/PR TYP S                  | WARRANT         | CHECK  | DESCRIPTION         |
|-----------------------------|-----------------|----|--------------------------------|-----------------|--------|---------------------|
|                             |                 |    | ACCOUNT TOTAL                  | 1,118.00        |        |                     |
|                             |                 |    | ORG 10550140 TOTAL             | 1,418.00        |        |                     |
| 10550151                    |                 |    | Lib Public Services - Adults   |                 |        |                     |
| 10550151 432080             |                 |    | Other Professional Services    |                 |        |                     |
| 013120 BLANK PARK ZOO FOUND | 1071513         | 0  | 2020 12 INV P                  | 32.50 061220    | 244812 | CHIAD/SRP Virtual A |
|                             |                 |    | ACCOUNT TOTAL                  | 32.50           |        |                     |
|                             |                 |    | ORG 10550151 TOTAL             | 32.50           |        |                     |
| 10550152                    |                 |    | Lib Public Services - Children |                 |        |                     |
| 10550152 432080             |                 |    | Other Professional Services    |                 |        |                     |
| 012922 BRAMMER, RICK        | 61020SRP        | 0  | 2020 12 INV P                  | 250.00 061920   | 244969 | CHI/ SRP Bigger Ban |
| 013120 BLANK PARK ZOO FOUND | 1071513         | 0  | 2020 12 INV P                  | 32.50 061220    | 244812 | CHIAD/SRP Virtual A |
| 014198 STEVE'N TV           | 61220SRP        | 0  | 2020 12 INV P                  | 250.00 061920   | 245049 | CHI/ 3 Virtual SRP  |
| 014753 BP CREATIVE ENTERPRI | 61820SRP        | 0  | 2020 12 INV P                  | 442.00 062620   | 245178 | CHI/ SRP Tween Pain |
| 014934 RIEMER, NOAH         | 61220SRP        | 0  | 2020 12 INV P                  | 375.00 061920   | 245044 | CHI/ SRP Virtual Pr |
| 015080 SMITH, ASHLEY        | 6220SRP         | 0  | 2020 12 INV P                  | 25.00 061220    | 244901 | CHI/ 1 Jazzercise V |
| 015628 BOLTANOVA, YEKATERIN | 60220SRP        | 0  | 2020 12 INV P                  | 50.00 061220    | 244813 | CHI/ 2 SRP Videos:  |
|                             |                 |    | ACCOUNT TOTAL                  | 1,424.50        |        |                     |
| 10550152 445140             |                 |    | Outside Printing               |                 |        |                     |
| 010050 TRU ART              | 108809011SRP    | 0  | 2020 12 INV P                  | 2,827.50 061920 | 245056 | CHI/ SRP Window Env |
|                             |                 |    | ACCOUNT TOTAL                  | 2,827.50        |        |                     |
|                             |                 |    | ORG 10550152 TOTAL             | 4,252.00        |        |                     |
| 10550160                    |                 |    | Library Collection Services    |                 |        |                     |
| 10550160 445270             |                 |    | Library Material R&M Services  |                 |        |                     |
| 010509 BAKER & TAYLOR INC C | 200055052020V   | 0  | 2020 12 INV P                  | 509.07 062620   | 245173 | LIBRARY MATERIALS P |
| 011068 OVERDRIVE INC        | MR0137020163238 | 0  | 2020 12 INV P                  | 472.00 061220   | 244875 | LIBRARY MATERIALS   |
|                             |                 |    | ACCOUNT TOTAL                  | 981.07          |        |                     |
|                             |                 |    | ORG 10550160 TOTAL             | 981.07          |        |                     |
| 10550210                    |                 |    | Library Children's Materials   |                 |        |                     |
| 10550210 477020             |                 |    | Books (Cat/Cir)                |                 |        |                     |
| 010509 BAKER & TAYLOR INC C | 2035006167      | 0  | 2020 12 INV P                  | 145.16 062620   | 245173 | LIBRARY MATERIALS   |
| 010509 BAKER & TAYLOR INC C | 2035068694      | 0  | 2020 12 INV P                  | 247.54 070320   | 245619 | LIBRARY MATERIALS   |



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| ACCOUNT/VENDOR              | INVOICE             | PO | YEAR/PR | TYP | S | WARRANT       | CHECK  | DESCRIPTION       |
|-----------------------------|---------------------|----|---------|-----|---|---------------|--------|-------------------|
| 010509 BAKER & TAYLOR INC C | 2035130854          | 0  | 2020 12 | INV | P | 75.51 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035138841          | 0  | 2020 12 | INV | P | 461.55 061220 | 244810 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035179565          | 0  | 2020 12 | INV | P | 28.44 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035183187          | 0  | 2020 12 | INV | P | 27.98 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035183484          | 0  | 2020 12 | INV | P | 235.59 062620 | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035185732          | 0  | 2020 12 | INV | P | 72.86 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035186952          | 0  | 2020 12 | INV | P | 330.08 062620 | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254081          | 0  | 2020 12 | INV | P | 20.76 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254291          | 0  | 2020 12 | INV | P | 112.79 062620 | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254318          | 0  | 2020 12 | INV | P | 64.22 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254371          | 0  | 2020 12 | INV | P | 75.12 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254591          | 0  | 2020 12 | INV | P | 113.11 062620 | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035254650          | 0  | 2020 12 | INV | P | 9.49 062620   | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035255174          | 0  | 2020 12 | INV | P | 30.21 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035257904          | 0  | 2020 12 | INV | P | 50.41 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258743          | 0  | 2020 12 | INV | P | 19.02 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258754          | 0  | 2020 12 | INV | P | 10.05 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258776          | 0  | 2020 12 | INV | P | 30.20 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258782          | 0  | 2020 12 | INV | P | 227.70 070320 | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258790          | 0  | 2020 12 | INV | P | 4.19 070320   | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258796          | 0  | 2020 12 | INV | P | 21.26 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258804          | 0  | 2020 12 | INV | P | 12.30 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035258815          | 0  | 2020 12 | INV | P | 19.02 062620  | 245173 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035262572          | 0  | 2020 12 | INV | P | 46.42 070320  | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035262800          | 0  | 2020 12 | INV | P | 132.75 070320 | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035271326          | 0  | 2020 12 | INV | P | 8.39 070320   | 245619 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | 2035287080          | 0  | 2020 12 | INV | P | 153.23 070320 | 245619 | LIBRARY MATERIALS |
|                             |                     |    |         |     |   | 2,785.35      |        |                   |
| 010536 INGRAM LIBRARY SERVI | 43865491            | 0  | 2020 12 | INV | P | 137.78 061220 | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44031362            | 0  | 2020 12 | INV | P | 241.84 061220 | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44174941            | 0  | 2020 12 | INV | P | 109.16 061220 | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44224573            | 0  | 2020 12 | INV | P | 67.49 061220  | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44288429            | 0  | 2020 12 | INV | P | 106.85 061220 | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44304685            | 0  | 2020 12 | INV | P | 62.04 061220  | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44327099            | 0  | 2020 12 | INV | P | 29.28 061220  | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44375393            | 0  | 2020 12 | INV | P | 29.31 061220  | 244843 | LIBRARY MATERIALS |
|                             |                     |    |         |     |   | 783.75        |        |                   |
| ACCOUNT TOTAL               |                     |    |         |     |   | 3,569.10      |        |                   |
| 10550210 477030             | Books (Uncataloged) |    |         |     |   |               |        |                   |
| 010509 BAKER & TAYLOR INC C | 2035179565          | 0  | 2020 12 | INV | P | 20.14 062620  | 245173 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 43865491            | 0  | 2020 12 | INV | P | 80.40 061220  | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44174941            | 0  | 2020 12 | INV | P | 187.30 061220 | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44288429            | 0  | 2020 12 | INV | P | 62.04 061220  | 244843 | LIBRARY MATERIALS |
| 010536 INGRAM LIBRARY SERVI | 44375393            | 0  | 2020 12 | INV | P | 37.92 061220  | 244843 | LIBRARY MATERIALS |
|                             |                     |    |         |     |   | 367.66        |        |                   |



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|---------------------------------------|-----------------|----|---------------------|-----|---|----------|--------|--------------------------|
| ACCOUNT TOTAL                         |                 |    |                     |     |   | 387.80   |        |                          |
| 10550210 477070                       |                 |    | Downloadable-eBooks |     |   |          |        |                          |
| 011068 OVERDRIVE INC                  | 01370CO20159465 | 0  | 2020 12             | INV | P | 30.36    | 061220 | 244875 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20164240 | 0  | 2020 12             | INV | P | 209.95   | 061920 | 245035 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20174548 | 0  | 2020 12             | INV | P | 673.93   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20177971 | 0  | 2020 12             | INV | P | 203.33   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20177979 | 0  | 2020 12             | INV | P | 263.85   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20179175 | 0  | 2020 12             | INV | P | 579.47   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370DA20140416 | 0  | 2020 12             | INV | P | 86.03    | 061220 | 244875 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370DA20155303 | 0  | 2020 12             | INV | P | 34.45    | 061220 | 244875 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370DA20166369 | 0  | 2020 12             | INV | P | 61.98    | 061920 | 245035 LIBRARY MATERIALS |
|                                       |                 |    |                     |     |   | 2,143.35 |        |                          |
| ACCOUNT TOTAL                         |                 |    |                     |     |   | 2,143.35 |        |                          |
| 10550210 477110                       |                 |    | Music-CD            |     |   |          |        |                          |
| 010509 BAKER & TAYLOR INC C H44714310 |                 | 0  | 2020 12             | INV | P | 8.81     | 061920 | 244962 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H45308520 |                 | 0  | 2020 12             | INV | P | 7.34     | 061920 | 244962 LIBRARY MATERIALS |
|                                       |                 |    |                     |     |   | 16.15    |        |                          |
| ACCOUNT TOTAL                         |                 |    |                     |     |   | 16.15    |        |                          |
| 10550210 477160                       |                 |    | Video Recordings    |     |   |          |        |                          |
| 010509 BAKER & TAYLOR INC C H44636960 |                 | 0  | 2020 12             | INV | P | 348.22   | 061920 | 244962 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H44671480 |                 | 0  | 2020 12             | INV | P | 10.85    | 061920 | 244962 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H44920320 |                 | 0  | 2020 12             | INV | P | 14.49    | 062620 | 245174 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H46299850 |                 | 0  | 2020 12             | INV | P | 43.42    | 062620 | 245174 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H47138080 |                 | 0  | 2020 12             | INV | P | 255.64   | 061920 | 244962 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H47284900 |                 | 0  | 2020 12             | INV | P | 28.98    | 070320 | 245620 LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C H47424430 |                 | 0  | 2020 12             | INV | P | 10.85    | 070320 | 245620 LIBRARY MATERIALS |
|                                       |                 |    |                     |     |   | 712.45   |        |                          |
| 010546 MIDWEST TAPE                   | 98941599        | 0  | 2020 12             | INV | P | 91.43    | 061920 | 245026 LIBRARY MATERIALS |
| 010546 MIDWEST TAPE                   | 98942130        | 0  | 2020 12             | INV | P | 106.43   | 061920 | 245026 LIBRARY MATERIALS |
| 010546 MIDWEST TAPE                   | 98942131        | 0  | 2020 12             | INV | P | 31.98    | 061920 | 245026 LIBRARY MATERIALS |
|                                       |                 |    |                     |     |   | 229.84   |        |                          |
| ACCOUNT TOTAL                         |                 |    |                     |     |   | 942.29   |        |                          |
| 10550210 477250                       |                 |    | Downloadable Media  |     |   |          |        |                          |
| 011068 OVERDRIVE INC                  | 01370CO20159466 | 0  | 2020 12             | INV | P | 42.00    | 061920 | 245035 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20174547 | 0  | 2020 12             | INV | P | 168.24   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20177980 | 0  | 2020 12             | INV | P | 137.47   | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20177981 | 0  | 2020 12             | INV | P | 29.98    | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370CO20179174 | 0  | 2020 12             | INV | P | 60.94    | 062620 | 245237 LIBRARY MATERIALS |
| 011068 OVERDRIVE INC                  | 01370DA20140416 | 0  | 2020 12             | INV | P | 67.48    | 061220 | 244875 LIBRARY MATERIALS |

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| ACCOUNT/VENDOR              | INVOICE         | PO | YEAR/PR | TYP | S | WARRANT                 | CHECK    | DESCRIPTION       |
|-----------------------------|-----------------|----|---------|-----|---|-------------------------|----------|-------------------|
| 011068 OVERDRIVE INC        | 01370DA20155303 | 0  | 2020 12 | INV | P | 27.48 061220            | 244875   | LIBRARY MATERIALS |
|                             |                 |    |         |     |   | 533.59                  |          |                   |
|                             |                 |    |         |     |   | ACCOUNT TOTAL           | 533.59   |                   |
| 10550210 477350             |                 |    |         |     |   | Online Reference        |          |                   |
| 013093 TUMBLEWEED PRESS INC | 99031           | 0  | 2020 12 | INV | P | 659.00 061220           | 244909   | LIBRARY MATERIALS |
|                             |                 |    |         |     |   | ACCOUNT TOTAL           | 659.00   |                   |
|                             |                 |    |         |     |   | ORG 10550210 TOTAL      | 8,251.28 |                   |
| 10550220                    |                 |    |         |     |   | Library Adult Materials |          |                   |
| 10550220 477020             |                 |    |         |     |   | Books (Cat/Cir)         |          |                   |
| 010509 BAKER & TAYLOR INC   | C 0003209582    | 0  | 2020 12 | CRM | P | -28.49 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035006167    | 0  | 2020 12 | INV | P | 589.96 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035068694    | 0  | 2020 12 | INV | P | 235.07 070320           | 245619   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035130854    | 0  | 2020 12 | INV | P | 181.88 070320           | 245619   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035138841    | 0  | 2020 12 | INV | P | 1,979.86 061220         | 244810   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035177713    | 0  | 2020 12 | INV | P | 382.22 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035179565    | 0  | 2020 12 | INV | P | 376.60 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035183187    | 0  | 2020 12 | INV | P | 601.98 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035184862    | 0  | 2020 12 | INV | P | 104.62 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035185732    | 0  | 2020 12 | INV | P | 569.67 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035186714    | 0  | 2020 12 | INV | P | 354.94 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035186742    | 0  | 2020 12 | INV | P | 126.84 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035187015    | 0  | 2020 12 | INV | P | 61.54 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254081    | 0  | 2020 12 | INV | P | 269.81 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254260    | 0  | 2020 12 | INV | P | 227.67 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254291    | 0  | 2020 12 | INV | P | 243.38 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254318    | 0  | 2020 12 | INV | P | 253.63 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254371    | 0  | 2020 12 | INV | P | 882.74 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254570    | 0  | 2020 12 | INV | P | 204.82 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254591    | 0  | 2020 12 | INV | P | 467.11 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035254650    | 0  | 2020 12 | INV | P | 259.89 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255146    | 0  | 2020 12 | INV | P | 319.50 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255158    | 0  | 2020 12 | INV | P | 78.31 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255178    | 0  | 2020 12 | INV | P | 146.16 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255211    | 0  | 2020 12 | INV | P | 348.32 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255229    | 0  | 2020 12 | INV | P | 233.31 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255233    | 0  | 2020 12 | INV | P | 142.72 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255240    | 0  | 2020 12 | INV | P | 243.15 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255269    | 0  | 2020 12 | INV | P | 47.04 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255271    | 0  | 2020 12 | INV | P | 32.46 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255278    | 0  | 2020 12 | INV | P | 45.89 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255327    | 0  | 2020 12 | INV | P | 45.27 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255354    | 0  | 2020 12 | INV | P | 176.31 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255366    | 0  | 2020 12 | INV | P | 75.60 062620            | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035255439    | 0  | 2020 12 | INV | P | 172.48 070320           | 245619   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035259008    | 0  | 2020 12 | INV | P | 392.30 062620           | 245173   | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC   | C 2035259129    | 0  | 2020 12 | INV | P | 146.16 062620           | 245173   | LIBRARY MATERIALS |

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|----------------|--------------------|---------------------|----|---------|----|-----|-----|-----------|---------|--------|-------------|-----------|
| 010509         | BAKER & TAYLOR INC | C 2035261378        | 0  | 2020    | 12 | INV | P   | 28.00     | 062620  | 245173 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 2035262558        | 0  | 2020    | 12 | INV | P   | 102.94    | 062620  | 245173 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 2035262638        | 0  | 2020    | 12 | INV | P   | 341.02    | 070320  | 245619 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 2035271299        | 0  | 2020    | 12 | INV | P   | 62.72     | 070320  | 245619 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 2035274657        | 0  | 2020    | 12 | INV | P   | 258.60    | 070320  | 245619 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 5016009733        | 0  | 2020    | 12 | INV | P   | 132.34    | 061920  | 244961 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 5016040801        | 0  | 2020    | 12 | INV | P   | 210.08    | 061920  | 244961 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 5016072651        | 0  | 2020    | 12 | INV | P   | 167.60    | 062620  | 245172 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 5016100735        | 0  | 2020    | 12 | INV | P   | 83.85     | 061920  | 244961 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC | C 5016180082        | 0  | 2020    | 12 | INV | P   | 243.62    | 062620  | 245172 | LIBRARY     | MATERIALS |
|                |                    |                     |    |         |    |     |     | 12,621.49 |         |        |             |           |
| 010536         | INGRAM LIBRARY     | SERVI 44031362      | 0  | 2020    | 12 | INV | P   | 49.78     | 061220  | 244843 | LIBRARY     | MATERIALS |
| 010536         | INGRAM LIBRARY     | SERVI 44174941      | 0  | 2020    | 12 | INV | P   | 100.21    | 061220  | 244843 | LIBRARY     | MATERIALS |
| 010536         | INGRAM LIBRARY     | SERVI 44224573      | 0  | 2020    | 12 | INV | P   | 67.14     | 061220  | 244843 | LIBRARY     | MATERIALS |
| 010536         | INGRAM LIBRARY     | SERVI 44288429      | 0  | 2020    | 12 | INV | P   | 33.34     | 061220  | 244843 | LIBRARY     | MATERIALS |
| 010536         | INGRAM LIBRARY     | SERVI 44327099      | 0  | 2020    | 12 | INV | P   | 21.85     | 061220  | 244843 | LIBRARY     | MATERIALS |
| 010536         | INGRAM LIBRARY     | SERVI 44375393      | 0  | 2020    | 12 | INV | P   | 282.26    | 061220  | 244843 | LIBRARY     | MATERIALS |
|                |                    |                     |    |         |    |     |     | 554.58    |         |        |             |           |
| 011068         | OVERDRIVE INC      | 01370DA20173449     | 0  | 2020    | 12 | INV | P   | 65.00     | 061920  | 245035 | LIBRARY     | MATERIALS |
| ACCOUNT TOTAL  |                    |                     |    |         |    |     |     | 13,241.07 |         |        |             |           |
| 10550220       | 477070             | Downloadable-eBooks |    |         |    |     |     |           |         |        |             |           |
| 011068         | OVERDRIVE INC      | 01370CO20157903     | 0  | 2020    | 12 | INV | P   | 927.92    | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20157914     | 0  | 2020    | 12 | INV | P   | 15.99     | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20159468     | 0  | 2020    | 12 | INV | P   | 899.95    | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20167333     | 0  | 2020    | 12 | INV | P   | 412.50    | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20171459     | 0  | 2020    | 12 | INV | P   | 121.97    | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20174545     | 0  | 2020    | 12 | INV | P   | 682.21    | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20174564     | 0  | 2020    | 12 | INV | P   | 4.99      | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20174566     | 0  | 2020    | 12 | INV | P   | 470.85    | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20174568     | 0  | 2020    | 12 | INV | P   | 55.00     | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CO20187168     | 0  | 2020    | 12 | INV | P   | 712.40    | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370CP20162658     | 0  | 2020    | 12 | INV | P   | 407.00    | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20140416     | 0  | 2020    | 12 | INV | P   | 669.97    | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20153493     | 0  | 2020    | 12 | INV | P   | 23.98     | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20155303     | 0  | 2020    | 12 | INV | P   | 839.80    | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20159922     | 0  | 2020    | 12 | INV | P   | 64.99     | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20161190     | 0  | 2020    | 12 | INV | P   | 37.99     | 061220  | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20164590     | 0  | 2020    | 12 | INV | P   | 3.99      | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20166369     | 0  | 2020    | 12 | INV | P   | 893.88    | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20166370     | 0  | 2020    | 12 | INV | P   | 65.00     | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20169931     | 0  | 2020    | 12 | INV | P   | 27.99     | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20173449     | 0  | 2020    | 12 | INV | P   | 65.00     | 061920  | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20175131     | 0  | 2020    | 12 | INV | P   | 123.75    | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20175132     | 0  | 2020    | 12 | INV | P   | 60.00     | 062620  | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC      | 01370DA20187329     | 0  | 2020    | 12 | INV | P   | 42.95     | 062620  | 245237 | LIBRARY     | MATERIALS |

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| ACCOUNT/VENDOR              | INVOICE   | PO | YEAR/PR | TYP | S     | WARRANT       | CHECK  | DESCRIPTION       |
|-----------------------------|-----------|----|---------|-----|-------|---------------|--------|-------------------|
|                             |           |    |         |     |       | 7,630.07      |        |                   |
|                             |           |    |         |     |       | ACCOUNT TOTAL |        | 7,630.07          |
| 10550220 477100             |           |    |         |     |       |               |        | Fiction Audio-CD  |
| 010518 BLACKSTONE AUDIOBOOK | 1169918   | 0  | 2020    | 12  | INV P | 40.00 062620  | 17588  | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE         | 98944058  | 0  | 2020    | 12  | INV P | 44.99 061920  | 245026 | LIBRARY MATERIALS |
|                             |           |    |         |     |       | ACCOUNT TOTAL |        | 84.99             |
| 10550220 477110             |           |    |         |     |       |               |        | Music-CD          |
| 010509 BAKER & TAYLOR INC C | H44637810 | 0  | 2020    | 12  | INV P | 196.06 061920 | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44873320 | 0  | 2020    | 12  | INV P | 10.28 061920  | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H45308520 | 0  | 2020    | 12  | INV P | 26.44 061920  | 244962 | LIBRARY MATERIALS |
|                             |           |    |         |     |       | 232.78        |        |                   |
| 010546 MIDWEST TAPE         | 98944055  | 0  | 2020    | 12  | INV P | 33.72 061920  | 245026 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE         | 98944056  | 0  | 2020    | 12  | INV P | 34.32 061920  | 245026 | LIBRARY MATERIALS |
|                             |           |    |         |     |       | 68.04         |        |                   |
|                             |           |    |         |     |       | ACCOUNT TOTAL |        | 300.82            |
| 10550220 477160             |           |    |         |     |       |               |        | Video Recordings  |
| 010509 BAKER & TAYLOR INC C | H44507390 | 0  | 2020    | 12  | INV P | 14.46 061920  | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44616690 | 0  | 2020    | 12  | INV P | 21.71 061920  | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44636960 | 0  | 2020    | 12  | INV P | 185.28 061920 | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44692990 | 0  | 2020    | 12  | INV P | 5.07 061920   | 244962 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44798150 | 0  | 2020    | 12  | INV P | 43.42 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44905530 | 0  | 2020    | 12  | INV P | 21.71 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H44984380 | 0  | 2020    | 12  | INV P | 21.71 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H45057420 | 0  | 2020    | 12  | INV P | 36.17 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H45246940 | 0  | 2020    | 12  | INV P | 61.53 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H46162410 | 0  | 2020    | 12  | INV P | 21.71 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H46353720 | 0  | 2020    | 12  | INV P | 18.09 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H46603090 | 0  | 2020    | 12  | INV P | 43.42 062620  | 245174 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H46867170 | 0  | 2020    | 12  | INV P | 43.42 070320  | 245620 | LIBRARY MATERIALS |
| 010509 BAKER & TAYLOR INC C | H47361750 | 0  | 2020    | 12  | INV P | 21.71 070320  | 245620 | LIBRARY MATERIALS |
|                             |           |    |         |     |       | 559.41        |        |                   |
| 010546 MIDWEST TAPE         | 98941599  | 0  | 2020    | 12  | INV P | 670.92 061920 | 245026 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE         | 98942130  | 0  | 2020    | 12  | INV P | 67.47 061920  | 245026 | LIBRARY MATERIALS |
| 010546 MIDWEST TAPE         | 98942131  | 0  | 2020    | 12  | INV P | 119.96 061920 | 245026 | LIBRARY MATERIALS |
|                             |           |    |         |     |       | 858.35        |        |                   |
|                             |           |    |         |     |       | ACCOUNT TOTAL |        | 1,417.76          |

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| ACCOUNT/VENDOR |                      | INVOICE         |   | PO   | YEAR/PR TYP S           |       | WARRANT   |        | CHECK  | DESCRIPTION |           |
|----------------|----------------------|-----------------|---|------|-------------------------|-------|-----------|--------|--------|-------------|-----------|
| 10550220       | 477210               |                 |   |      | Non-Fiction Video-DVD   |       |           |        |        |             |           |
| 010509         | BAKER & TAYLOR INC C | H44636960       | 0 | 2020 | 12                      | INV P | 223.37    | 061920 | 244962 | LIBRARY     | MATERIALS |
| 010509         | BAKER & TAYLOR INC C | H44873370       | 0 | 2020 | 12                      | INV P | 21.71     | 062620 | 245174 | LIBRARY     | MATERIALS |
|                |                      |                 |   |      |                         |       | 245.08    |        |        |             |           |
| 010546         | MIDWEST TAPE         | 98697639        | 0 | 2020 | 12                      | INV P | 247.45    | 061920 | 245026 | LIBRARY     | MATERIALS |
| 010546         | MIDWEST TAPE         | 98723751        | 0 | 2020 | 12                      | INV P | 108.73    | 061920 | 245026 | LIBRARY     | MATERIALS |
|                |                      |                 |   |      |                         |       | 356.18    |        |        |             |           |
| ACCOUNT TOTAL  |                      |                 |   |      |                         |       | 601.26    |        |        |             |           |
| 10550220       | 477220               |                 |   |      | Multi-Media/Gaming      |       |           |        |        |             |           |
| 010536         | INGRAM LIBRARY SERVI | 44327099        | 0 | 2020 | 12                      | INV P | 113.98    | 061220 | 244843 | LIBRARY     | MATERIALS |
| ACCOUNT TOTAL  |                      |                 |   |      |                         |       | 113.98    |        |        |             |           |
| 10550220       | 477250               |                 |   |      | Downloadable Media      |       |           |        |        |             |           |
| 011068         | OVERDRIVE INC        | 01370CO20159467 | 0 | 2020 | 12                      | INV P | 1,209.39  | 061220 | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20167681 | 0 | 2020 | 12                      | INV P | 427.50    | 061920 | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20169638 | 0 | 2020 | 12                      | INV P | 69.98     | 061920 | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20171449 | 0 | 2020 | 12                      | INV P | 705.13    | 061920 | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20174546 | 0 | 2020 | 12                      | INV P | 1,663.15  | 062620 | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20174563 | 0 | 2020 | 12                      | INV P | 498.12    | 062620 | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20174565 | 0 | 2020 | 12                      | INV P | 41.96     | 062620 | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20174567 | 0 | 2020 | 12                      | INV P | 30.55     | 062620 | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370CO20187169 | 0 | 2020 | 12                      | INV P | 941.24    | 062620 | 245237 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20140416 | 0 | 2020 | 12                      | INV P | 692.44    | 061220 | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20155303 | 0 | 2020 | 12                      | INV P | 487.91    | 061220 | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20158467 | 0 | 2020 | 12                      | INV P | 95.00     | 061220 | 244875 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20166369 | 0 | 2020 | 12                      | INV P | 1,210.82  | 061920 | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20172050 | 0 | 2020 | 12                      | INV P | 35.70     | 061920 | 245035 | LIBRARY     | MATERIALS |
| 011068         | OVERDRIVE INC        | 01370DA20175131 | 0 | 2020 | 12                      | INV P | 128.25    | 062620 | 245237 | LIBRARY     | MATERIALS |
|                |                      |                 |   |      |                         |       | 8,237.14  |        |        |             |           |
| 015034         | KANOPY INC           | 199791 - PPU    | 0 | 2020 | 12                      | INV P | 3,689.00  | 061220 | 244851 | LIBRARY     | MATERIALS |
| ACCOUNT TOTAL  |                      |                 |   |      |                         |       | 11,926.14 |        |        |             |           |
| 10550220       | 477330               |                 |   |      | Print/Reference Serials |       |           |        |        |             |           |
| 010114         | DAILY IOWAN          | 0018416320      | 0 | 2020 | 12                      | INV P | 60.00     | 061920 | 244985 | LIBRARY     | MATERIALS |
| 010114         | DAILY IOWAN          | 0018426320      | 0 | 2020 | 12                      | INV P | 60.00     | 061920 | 244985 | LIBRARY     | MATERIALS |
| 010114         | DAILY IOWAN          | 0018436320      | 0 | 2020 | 12                      | INV P | 60.00     | 061920 | 244985 | LIBRARY     | MATERIALS |
|                |                      |                 |   |      |                         |       | 180.00    |        |        |             |           |
| 010169         | GAZETTE COMMUNICATIO | 102751FY20      | 0 | 2020 | 12                      | INV P | 347.86    | 061920 | 244998 | LIBRARY     | MATERIALS |
| 010169         | GAZETTE COMMUNICATIO | 437299FY20      | 0 | 2020 | 12                      | INV P | 400.25    | 061920 | 244998 | LIBRARY     | MATERIALS |
|                |                      |                 |   |      |                         |       | 748.11    |        |        |             |           |

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 Library Disbursements: June 1 to June 30, 2020

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| ACCOUNT/VENDOR                     | INVOICE | PO | YEAR/PR TYP S      | WARRANT         | CHECK  | DESCRIPTION       |
|------------------------------------|---------|----|--------------------|-----------------|--------|-------------------|
|                                    |         |    | ACCOUNT TOTAL      | 928.11          |        |                   |
| 10550220 477350                    |         |    | Online Reference   |                 |        |                   |
| 010533 NEWSPAPER ARCHIVE IN 265345 |         | 0  | 2020 12 INV P      | 3,558.33 061220 | 244871 | LIBRARY MATERIALS |
|                                    |         |    | ACCOUNT TOTAL      | 3,558.33        |        |                   |
|                                    |         |    | ORG 10550220 TOTAL | 39,802.53       |        |                   |
| =====                              |         |    |                    |                 |        |                   |
| FUND 1000 General                  |         |    | TOTAL:             | 65,622.22       |        |                   |
| =====                              |         |    |                    |                 |        |                   |

 \_\_\_\_\_  
 Wesley Beary, President

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 Derek Johnk, Secretary