



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

August 26 2021

Formal Meeting - 5:00 pm

Carol Kirsch - President

Tom Rocklin - Vice President

Derek Johnk - Secretary

Kellee Forkenbrock

Daniel Keranen

Noa Kim

Robin Paetzold

Hannah Shultz

Dan Stevenson

1. Call Meeting to Order

2. Public Discussion

3. Items to be discussed

A. Johnson County Public Health Updates

Comment: COVID Best Practices Update. Presenter: Susan Vileta

B. 4th Quarter Statistics and Financials

Comment: This is a regularly scheduled agenda item. Board action required.

C. End of Year Report - FY21

Comment: This is a regularly scheduled agenda informational item. Board action not required.

D. Strategic Planning Update

Comment: This is a regularly scheduled agenda item from the July meeting. Board action not required.

E. Policy Review: 801 Circulation and Library Card Policy

Comment: This is a regularly scheduled agenda item. Board action required.

4. Staff Reports:

- A. Director's Report
- B. Departmental Report: Children's; Collections; Information Technology
- C. Development Office Report
- D. Miscellaneous

5. President's Report

6. Announcements from Members

7. Committee Reports

8. Communications

- A. Article *Area libraries welcome patrons back with no restrictions*
- B. Thank you from UI DeGowin Blood Center

9. Consent Agenda:

- A. Approve Minutes of Library Board of Trustees July 22, 2021 regular meeting
- B. Approve Disbursements for July 1 TO July 31 2021

10. Set Agenda Order for September Meeting

11. Adjournment

Iowa City Public Library – Board of Trustee Meetings Agenda Items and Order Schedule FY22		
AUGUST 26 2021	SEPTEMBER 23 2021	OCTOBER 28 2021
<p>Strategic Planning Update & Reporting Discussion</p> <p>Departmental Reports: CH, CLS, IT</p> <p>4th Quarter/Annual Statistics Financials – Review</p> <p>FY EOY Reports</p> <p>Policy Review: 801 Circulation and Library Card Policy (CAS)</p>	<p>Budget Discussion</p> <p>Policy Review: 502 General Library Personnel Policies(AD)</p> <p>Policy Review: 503 Admin/Confidential Policy (AD)</p> <p>Policy Review: 801 Circulation and Library Card Policy (CAS)</p> <p>Departmental Reports: AS, CAS</p> <p>Special Events: 125th Anniversary 9/12 https://www.icpl.org/calendar</p>	<p>Budget Discussion</p> <p>1st Quarter Statistics and Financials - Review</p> <p>Policy Review: 103 Membership in Community & Professional Organizations (CAS)</p> <p>Departmental Reports: CH, CLS, IT</p> <p>Special Events: Pride Parade 10/2 ILA Conference 10/6-10/8 Homecoming Parade 10/15 Book Festival 10/18 https://www.icpl.org/calendar</p>
NOVEMBER 18 2021	DECEMBER 16 2021	
<p>Appoint Committee to Evaluate Director</p> <p>Policy Review: 813 Unattended Children (CH)</p> <p>Policy Review: 817 Alcohol in the Library Policy (CAS)</p> <p>Departmental Reports: AS, CAS</p>	<p>Departmental Reports: CH, CLS, IT</p> <p>Special Events: Staff In-Service 12/10</p>	

JANUARY 27 2022	FEBRUARY 24 2022	MARCH 24 2022
Strategic Planning Update 2 nd Quarter Goals/Statistics Financials - Review Departmental Reports: AS, CAS	<i>Director's Evaluation - PIP</i> Set Hours for Next Fiscal Year Appoint Nominating Committee Departmental Reports: CH, CLS, IT Special Events: Children's Event	<i>Policy Review: 505 Volunteer Policy (CAS)</i> <i>Policy Review: 814 Library Copyright Policy (AS)</i> Departmental Reports: AS, CAS
APRIL 28 2022	MAY 26 2022	JUNE 23 2022
3 rd Quarter Goals/Statistics Financials - Review Departmental Reports: CH, CLS, IT	Appoint Bylaws Committee <i>Policy Review: 806 Meeting Room and Lobby Use</i> Departmental Reports: AS, CAS	Departmental Reports: CH, CLS, IT

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Iowa City							
General Iowa City	78,347	91,172	169,519	102,442	430,978	563,352	-23.5%
Downloads + Streaming	73,265	75,260	148,525	78,485	291,250	269,288	8.2%
Temporary	27	4	31	44	112	315	-64.4%
Public schools	0	0	0	0	0	77	-100.0%
Private schools	0	0	0	0	0	392	-100.0%
Preschool/Daycare	59	160	219	169	744	2,589	-71.3%
Non-profit organizations	0	0	0	0	158	405	-61.0%
Business	0	0	0	0	13	12	8.3%
City departments	2	0	2	15	17	5	240.0%
State/Federal agencies	0	0	0	0	0	1	-100.0%
University of Iowa departments	0	0	0	0	0	0	0.0%
At Home	1,550	1,460	3,010	1,748	6,916	4,401	57.1%
Interlibrary loan	524	486	1,010	538	2,045	1,335	53.2%
Deposit collections/Nursing Homes	99	274	373	478	1,751	553	216.6%
Jail patrons	150	582	732	894	2,311	2,937	-21.3%
Total Iowa City	154,023	169,398	323,421	184,813	736,295	845,662	-12.93%
Local Contracts							
Johnson County							
General	6,826	9,076	15,902	10,791	42,248	53,970	-21.7%
Downloads	7,539	7,232	14,771	8,126	30,563	25,709	18.9%
Preschool/Daycare	0	0	0	0	0	0	0.0%
At Home	12	19	31	15	78	49	59.2%
Total Johnson County	14,377	16,327	30,704	18,932	72,889	79,728	-8.6%
Hills							
General	292	388	680	339	1,394	2,169	-35.7%
Downloads	231	158	389	120	613	739	-17.1%
At Home	0	0	0	18	27	0	0.0%
Total Hills	523	546	1,069	477	2,034	2,908	-30.1%
Lone Tree							
General	528	616	1,144	546	2,543	2,799	-9.1%
Downloads	96	93	189	91	359	383	-6.3%
At Home	0	0	0	2	4	0	0.0%
Total Lone Tree	624	709	1,333	639	2,906	3,182	-8.7%
University Heights							
General	1,064	1,404	2,468	1,925	7,276	8,269	-12.0%
Downloads	1,817	1,277	3,094	1,164	5,434	3,510	54.8%
At Home	0	0	0	0	0	0	0.0%
Total University Heights	2,881	2,681	5,562	3,089	12,710	11,779	7.9%
Total Local Contracts	18,405	20,263	38,668	23,137	90,539	97,597	-7.2%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
State Contract							
Reciprocal/Open Access							
Johnson County Libraries							
Coralville	4,098	4,288	8,386	4,730	23,722	42,662	-44.4%
North Liberty	2,927	3,364	6,291	4,682	17,815	21,396	-16.7%
Oxford	37	27	64	21	180	160	12.5%
Solon	388	362	750	473	2,524	3,281	-23.1%
Swisher	18	0	18	0	31	246	-87.4%
Tiffin	288	560	848	645	2,681	3,678	-27.1%
AIM Downloads (None from North Liberty or Coralville)	5	0	5	0	10	20	-50.0%
All Other Libraries							
Adel	0	1	1	0	20	0	0.0%
Ainsworth	0	3	3	4	8	23	-65.2%
Albia	0	0	0	0	1	0	0.0%
Altoona	0	0	0	0	0	0	0.0%
Ames	0	0	0	0	0	16	-100.0%
Anamosa	18	0	18	6	41	99	-58.6%
Ankeny	15	0	15	0	15	146	-89.7%
Atkins	0	0	0	0	0	56	-100.0%
Belle Plaine	0	0	0	0	0	1	-100.0%
Bennett	0	0	0	0	0	14	-100.0%
Bettendorf	0	0	0	8	12	31	-61.3%
Birmingham	0	0	0	0	0	66	-100.0%
Blairstown	0	0	0	0	0	0	0.0%
Bloomfield	19	116	135	130	349	334	4.5%
Boone	0	0	0	0	6	5	20.0%
Brooklyn	0	0	0	0	0	1	-100.0%
Burlington	1	0	1	0	2	75	-97.3%
Carroll	0	0	0	0	0	0	0.0%
Cascade	0	0	0	0	0	0	0.0%
Cedar Falls	13	5	18	25	73	178	-59.0%
Cedar Rapids	170	147	317	156	1,133	3,644	-68.9%
Center Point	0	0	0	0	0	0	0.0%
Central City	0	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0	0.0%
Charles City	0	0	0	0	0	0	0.0%
Clarence	0	0	0	0	0	23	-100.0%
Clinton	0	0	0	0	0	0	0.0%
Clive	0	2	2	0	2	0	0.0%
Coggon	0	0	0	0	0	0	0.0%
Columbus Jct	8	5	13	0	19	476	-96.0%
Conesville	0	0	0	0	0	92	-100.0%
Cornell College	131	166	297	35	507	1,857	-72.7%
Council Bluffs	0	0	0	0	0	0	0.0%
Crawfordsville	0	0	0	0	0	0	0.0%
Dallas Center	0	0	0	0	0	0	0.0%
Davenport	1	1	2	10	18	150	-88.0%
Decorah	1	0	1	0	2	10	-80.0%
Denison	0	0	0	0	0	0	0.0%
Des Moines	0	0	0	0	0	37	-100.0%
Donnelson	0	0	0	0	0	0	0.0%
Drake Community Library	0	0	0	2	2	0	0.0%
Dubuque	0	0	0	0	0	18	-100.0%
Dunkerton	0	0	0	0	0	34	-100.0%
Earlham	0	0	0	0	0	0	0.0%
Eldon	0	0	0	0	8	40	-80.0%
Elkader	0	0	0	0	0	0	0.0%
Ely	0	0	0	11	36	160	-77.5%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Estherville	0	0	0	0	0	0	0.0%
Fairfax	0	0	0	0	0	233	-100.0%
Fairfield	6	3	9	3	78	883	-91.2%
Fort Dodge	0	0	0	0	0	6	-100.0%
Fort Madison	0	0	0	0	0	3	-100.0%
Gilman	0	0	0	0	0	41	-100.0%
Glenwood	0	0	0	0	0	0	0.0%
Grandview	0	0	0	0	0	0	0.0%
Grimes	0	0	0	0	0	6	-100.0%
Grinnell	0	0	0	0	13	58	-77.6%
Guthrie Center	0	0	0	0	0	0	0.0%
Hedrick	0	0	0	0	0	0	0.0%
Hiawatha	2	0	2	111	609	70	770.0%
Independence	0	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0	0.0%
Johnston	0	0	0	0	0	0	0.0%
Kalona	165	160	325	337	1,224	3,267	-62.5%
Keokuk	0	0	0	0	0	1	-100.0%
Keosauqua	0	0	0	0	0	50	-100.0%
Keota	12	26	38	18	66	261	-74.7%
LeClaire	0	0	0	0	0	0	0.0%
Letts	0	0	0	0	0	0	0.0%
Lisbon	0	4	4	9	22	35	-37.1%
Lowden	37	31	68	0	154	245	-37.1%
Manchester	0	0	0	0	0	5	-100.0%
Maquoketa	0	0	0	0	0	8	-100.0%
Marengo	98	86	184	93	608	837	-27.4%
Marion	28	14	42	38	192	301	-36.2%
Marshalltown	0	0	0	0	0	4	-100.0%
Martelle	0	0	0	0	0	14	-100.0%
Mason City	0	0	0	0	0	21	-100.0%
Mechanicsville	6	34	40	4	78	44	77.3%
Mediapolis	0	0	0	0	0	10	-100.0%
Milford	0	0	0	0	0	0	0.0%
Montezuma	0	0	0	0	0	27	-100.0%
Monticello	0	0	0	0	0	0	0.0%
Montrose	0	0	0	0	0	38	-100.0%
Morning Sun	0	0	0	5	9	26	-65.4%
Mount Pleasant	2	4	6	3	20	100	-80.0%
Muscatine	34	4	38	25	147	457	-67.8%
Nevada	0	0	0	0	0	0	0.0%
New London	0	0	0	0	0	11	-100.0%
Newton	0	0	0	0	0	0	0.0%
North English	10	10	20	3	43	439	-90.2%
Norway	0	0	0	2	3	46	-93.5%
Odebolt	0	0	0	0	0	6	-100.0%
Oelwein	0	0	0	0	0	0	0.0%
Osceola	0	0	0	0	0	0	0.0%
Oskaloosa	0	0	0	0	0	13	-100.0%
Ottumwa	0	0	0	0	0	4	-100.0%
Pella	0	0	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0	0.0%
Richland	0	0	0	0	0	0	0.0%
Riverside	172	251	423	498	1,637	2,028	-19.3%
Robins	0	0	0	0	0	0	0.0%
Rockwell	0	0	0	0	0	0	0.0%
Scott Co (Eldridge)	0	0	0	0	0	14	-100.0%
Scranton	0	3	3	2	8	9	-11.1%
Shellsburg	0	0	0	0	0	0	0.0%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Sigourney	0	0	0	0	3	0	0.0%
Sioux City	8	0	8	0	8	58	-86.2%
Sioux Rapids	0	0	0	0	0	3	-100.0%
South English	4	0	4	0	10	27	-63.0%
Spirit Lake	0	0	0	0	0	5	-100.0%
Springville	0	0	0	0	0	2	-100.0%
Stanwood	0	0	0	0	0	0	0.0%
Tipton	84	114	198	56	394	805	-51.1%
Toledo	0	0	0	0	0	4	-100.0%
Traer	0	0	0	0	0	2	-100.0%
Urbandale	0	1	1	0	8	50	-84.0%
Van Horne	0	0	0	0	0	0	0.0%
Van Meter	0	0	0	0	0	0	0.0%
Victor	0	3	3	18	54	210	-74.3%
Vinton	27	42	69	26	119	0	0.0%
Wapello	0	0	0	0	0	0	0.0%
Washington	150	349	499	577	1,774	1,715	3.4%
Waterloo	0	0	0	0	36	13	176.9%
Waukee	0	0	0	0	0	3	-100.0%
Waukon	0	0	0	0	0	6	-100.0%
Waverly	0	0	0	0	0	2	-100.0%
Wellman	88	79	167	111	501	1,040	-51.8%
West Branch	460	485	945	650	2,451	5,195	-52.8%
West Des Moines	0	0	0	0	3	1	200.0%
West Liberty	358	303	661	434	1,680	2,260	-25.7%
What Cheer	0	0	0	0	3	3	0.0%
Williamsburg	111	193	304	323	851	2,018	-57.8%
Wilton	56	14	70	88	493	1,015	-51.4%
Winfield	0	0	0	0	7	86	-91.9%
Winterset	0	0	0	0	0	5	-100.0%
Winthrop	0	0	0	0	0	0	0.0%
Zearing	0	0	0	0	0	0	0.0%
Undefined Open Access	8	30	38	12	63	74	-14.9%
Total Recip/Open Access	10,064	11,290	21,354	14,384	62,586	103,252	-39.4%
Total Circulation (including E-Downloads, not in-house)	182,496	200,951	383,443	222,335	889,432	1,046,511	-15.0%
Percent Iowa City	84.4%	84.3%	84.3%	83.1%	82.8%	80.8%	2.4%
Percent Hills	0.3%	0.3%	0.3%	0.2%	0.2%	0.3%	-17.7%
Percent Johnson County	7.9%	8.1%	8.0%	8.5%	8.2%	7.6%	7.6%
Percent Lone Tree	0.3%	0.4%	0.3%	0.3%	0.3%	0.3%	7.5%
Percent University Heights	1.6%	1.3%	1.5%	1.4%	1.4%	1.1%	27.0%
Percent Reciprocal/Open Access	5.5%	5.6%	5.6%	6.5%	7.0%	9.9%	-28.7%
	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	
Iowa City	154,023	169,398	323,421	184,813	736,295	845,662	-12.9%
Local Contracts	18,405	20,263	38,668	23,137	90,539	97,597	-7.2%
Open Access	10,064	11,290	21,354	14,384	62,586	103,252	-39.4%
In-house cards (staff use)	1,118	1,546	2,664	2,563	6,351	8,851	-28.2%
Undefined Other	4	0	4	1	12	0	0.0%
Total Spreadsheet	183,614	202,497	386,111	224,898	895,783	1,055,362	

FY21 Circulation by Type & Format

12 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	66,169	10.5%	69,823	9.2%	-5.2%
Mystery	21,278	3.4%	23,237	3.1%	-8.4%
Science Fiction	11,002	1.7%	12,971	1.7%	-15.2%
Book Club Kits (10 items per kit)	47	0.0%	35	0.0%	34.3%
Young Adult Fiction	14,811	2.4%	14,382	1.9%	3.0%
Comics	16,456	2.6%	23,145	3.1%	-28.9%
Large Print	7,556	1.2%	8,335	1.1%	-9.3%
Books in Other Languages	223	0.0%	757	0.1%	-70.5%
Total Fiction	137,542	21.8%	152,685	20.2%	-9.9%
Express/Nonfiction	295	0.0%	2,380	0.3%	-87.6%
Large Print Nonfiction	919	0.1%	1,172	0.2%	-21.6%
000 - General/Computers	1,740	0.3%	2,558	0.3%	-32.0%
100 - Psychology/Philosophy	6,455	1.0%	8,870	1.2%	-27.2%
200 - Religion	3,610	0.6%	5,259	0.7%	-31.4%
300 - Social Sciences	14,508	2.3%	16,094	2.1%	-9.9%
400 - Language	814	0.1%	1,772	0.2%	-54.1%
500 - Science	4,421	0.7%	5,039	0.7%	-12.3%
600 - Applied Technology	25,502	4.0%	28,114	3.7%	-9.3%
700 - Art & Recreation	13,318	2.1%	15,369	2.0%	-13.3%
800 - Literature	6,849	1.1%	6,780	0.9%	1.0%
900 - History & Travel	11,348	1.8%	13,802	1.8%	-17.8%
Biography	6,679	1.1%	5,650	0.7%	18.2%
Total Nonfiction: Adult & Young Adult	96,458	15.3%	112,859	14.9%	-14.5%
Magazines	2,923	0.5%	3,966	0.5%	-26.3%
Total Miscellaneous	2,923	0.5%	3,966	0.5%	-26.3%
Total Adult Print	236,923	37.6%	269,510	35.6%	-12.1%
Art to Go	616	0.1%	1,293	0.2%	-52.4%
DVD (Movies/TV)	76,689	12.2%	146,774	19.4%	-47.8%
Express/DVD	340	0.1%	13,039	1.7%	-97.4%
Nonfiction DVD	6,404	1.0%	10,491	1.4%	-39.0%
Fiction on Disc	3,413	0.5%	7,715	1.0%	-55.8%
Nonfiction on CD	1,515	0.2%	3,687	0.5%	-58.9%
Compact Disc (Music)	12,701	2.0%	25,516	3.4%	-50.2%
Young Adult Video Games	3,402	0.5%	6,071	0.8%	-44.0%
Circulating Equipment	607	0.1%	549	0.1%	10.6%
Discovery Kits	31	0.0%	33	0.0%	-6.1%
Total Nonprint	105,718	16.8%	215,168	28.4%	-50.9%

FY21 Circulation by Type & Format

12 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	87,696	13.9%	78,212	10.3%	12.1%
Adult E-Book # Downloads	111,080	17.6%	97,461	12.9%	14.0%
Adult E-Magazines	22,565	3.6%	20,040	2.6%	12.6%
Adult E-Music # Downloads/Local Music Project	66	0.0%	76	0.0%	-13.2%
Adult E-Newspapers	13,315	2.1%	23,554	3.1%	-43.5%
Adult E-Video Streaming: Library Channel	52,379	8.3%	52,313	6.9%	0.1%
Total Adult E-Downloads	287,101	45.6%	271,656	35.9%	5.7%
Total Adult Circulation	629,742	100.0%	756,334	100.0%	-16.7%

Children's Materials

Fiction	43,792	16.6%	43,538	14.7%	0.6%
Comics	24,087	9.1%	28,131	9.5%	-14.4%
Holiday	5,325	2.0%	5,950	2.0%	-10.5%
jLarge Print Fiction	643	0.2%	219	0.1%	193.6%
Picture: Big, Board, Easy	74,437	28.2%	80,367	27.1%	-7.4%
Readers	23,895	9.1%	30,732	10.4%	-22.2%
Nonfiction & Biography	29,904	11.3%	32,644	11.0%	-8.4%
jLarge Print Nonfiction	23	0.0%	14	0.0%	64.3%
Magazines	0	0.0%	361	0.1%	-100.0%
Total Children's Print	202,106	76.6%	221,956	74.9%	-8.9%

Video/DVD/Blu-Ray	14,316	5.4%	33,547	11.3%	-57.3%
Books on Disc	960	0.4%	2,360	0.8%	-59.3%
Read-Along set	2,596	1.0%	3,848	1.3%	-32.5%
Children's Music	750	0.3%	2,514	0.8%	-70.2%
Children's Video Games	861	0.3%	1,771	0.6%	-51.4%
Read with Me Kits	357	0.1%	348	0.1%	2.6%
Games & Toys	614	0.2%	2,021	0.7%	-69.6%
jDiscovery Kits	51	0.0%	70	0.0%	-27.1%
Total Children's Nonprint	20,505	7.8%	46,479	15.7%	-55.9%

j E-Audio # Downloads	11,396	4.3%	8,876	3.0%	28.4%
j E-Book # Downloads	29,732	11.3%	19,167	6.5%	55.1%
Total Children's E-Downloads	41,128	19.5%	28,043	12.2%	46.7%
Total Children's	263,739	100.0%	296,478	100.0%	-11.0%

All Circulation by Type/Format

All Fiction	211,389	23.6%	230,523	21.8%	-8.3%
All Nonfiction and Biography	126,385	14.1%	145,517	13.8%	-13.1%
Picture books & Readers	98,332	11.0%	111,099	10.5%	-11.5%
Magazines	2,923	0.3%	4,327	0.4%	-32.4%
Total Print	439,029	49.0%	491,466	46.6%	-10.7%

FY21 Circulation by Type & Format

12 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	614	0.1%	2,021	0.2%	-69.6%
Art	616	0.1%	1,293	0.1%	-52.4%
DVD (Fiction, Nonfiction, & Express)	97,749	10.9%	203,851	19.3%	-52.0%
CD (Music)	13,451	1.5%	28,030	2.7%	-52.0%
Books on CD (Fiction & Nonfiction)	5,888	0.7%	13,762	1.3%	-57.2%
Read-Along Set	2,596	0.3%	3,848	0.4%	-32.5%
Video Games	4,263	0.5%	7,842	0.7%	-45.6%
Read with Me Kits	357	0.0%	348	0.0%	2.6%
Discovery Kits	82	0.0%	103	0.0%	-20.4%
Circulating Equipment	607	0.1%	549	0.1%	10.6%
Total Nonprint	126,223	14.1%	261,647	24.8%	-51.8%
Total E-Downloads	328,229	36.6%	299,699	28.4%	9.5%
Total In House/Undefined	2,297	0.3%	2,610	0.2%	-12.0%
Total Adult Materials (including e items)	629,742	70.3%	756,334	71.7%	-16.7%
Total Children's (including e items)	263,739	29.4%	296,478	28.1%	-11.0%
Grand Total (Adult + Children's + Undefined)	895,778	100.0%	1,055,422	100.0%	-15.13%

Materials Added Report

FY21 4th Quarter

ADULT MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
TOTAL FICTION	758	863	1621	1	1182	0.1	46.8
Fiction	535	716	1251	1	647	0.1	42.8
Fiction Express	0	86	86	0	8	0.0	0.0
Large Print Fiction	80	8	88	0	8	0.0	90.9
Young Adult Fiction	143	53	196	0	519	0.0	73.0
TOTAL COMICS	59	151	210	0	29	0.0	28.1
TOTAL NONFICTION	968	454	1422	2	281	0.1	68.1
Nonfiction	950	361	1311	2	236	0.2	72.5
Nonfiction Express	0	54	54	0	4	0.0	0.0
Large Print Nonfiction	12	1	13	0	0	0.0	92.3
Young Adult Nonfiction	0	0	0	0	0	0.0	0.0
Reference	6	38	44	0	41	0.0	13.6
BOOKS IN OTHER LANGUAGES	0	0	0	0	0	0.0	0.0
MAGAZINES	0	0	0	0	0	0.0	0.0
TOTAL PRINT	1785	1468	3253	3	1492	0.1	54.9
TOTAL AUDIO	30	4	34	0	31	0.0	88.2
Music Compact disc	19	3	22	0	15	0.0	86.4
Fiction on disc	7	0	7	0	14	0.0	100.0
Nonfiction On Disc	4	1	5	0	2	0.0	80.0
TOTAL VIDEO	247	152	399	0	83	0.0	61.9
DVD Movie	107	91	198	0	40	0.0	54.0
DVD TV	33	51	84	0	37	0.0	39.3

DVD Nonfiction	107	10	117	0	5	0.0	91.5
DVD Express	0	0	0	0	1	0.0	0.0
ART	0	0	0	0	2	0.0	0.0
BOOK CLUB KITS	2	0	2	0	6	0.0	100.0
YA VIDEO GAMES	2	1	3	0	1	0.0	66.7
CIRCULATING EQUIPMENT	0	0	0	0	4	0.0	0.0
DISCOVERY KITS	0	0	0	0	0	0.0	0.0

TOTAL NONPRINT	281	157	438	0	127	0.0	64.2
-----------------------	------------	------------	------------	----------	------------	------------	-------------

eAUDIO	479	690	1169	0	3	0.0	41.0
eBOOKS	937	248	1185	0	123	0.0	79.1
eMUSIC	0	0	0	0	0	0.0	0.0
eMAGAZINES	0	0	0	0	160	0.0	0.0
ONLINE REFERENCE	2	0	2	0	14	0.0	100.0
DIGITAL VIDEOS	24	0	24	0	0	0.0	100.0

TOTAL DIGITAL	1442	938	2380	0	300	0.0	60.6
----------------------	-------------	------------	-------------	----------	------------	------------	-------------

TOTAL ADULT	3508	2563	6071	3	1919	0.0	57.8
--------------------	-------------	-------------	-------------	----------	-------------	------------	-------------

CHILDREN'S MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
-----------------------------	-------------------	---------------------	--------------------	--------------	-----------	---------------	-------------

jEASY	375	386	761	0	941	0.0	49.3
jBoard Books	31	27	58	0	18	0.0	53.4
jE	295	297	592	0	72	0.0	49.8
jReader	49	62	111	0	23	0.0	44.1
jHoliday	0	0	0	0	828	0.0	0.0
jBig Book	0	0	0	0	0	0.0	0.0
jFICTION	154	178	332	0	57	0.0	46.4

jCOMICS	27	187	214	0	67	0.0	12.6
jNONFICTION	125	81	206	7	83	3.4	60.7
jLARGE PRINT	14	0	14	0	1	0.0	100.0
jPROGRAM COLLECTION	1	9	10	0	0	0.0	10.0
jMAGAZINES	0	0	0	0	0	0.0	0.0
TOTAL jPRINT	696	841	1537	7	1149	0.5	45.3
jAUDIO	238	52	290	0	15	0.0	82.1
jCompact disc	0	0	0	0	1	0.0	0.0
jRead Along Set	238	52	290	0	1	0.0	82.1
jBooks on Disc	0	0	0	0	13	0.0	0.0
jDVD	16	30	46	0	128	0.0	34.8
jTOYS	0	0	0	0	6	0.0	0.0
STORYTIME KITS	0	0	0	0	0	0.0	0.0
jDISCOVERY KITS	0	0	0	0	0	0.0	0.0
jVIDEO GAMES	0	1	1	0	1	0.0	0.0
TOTAL jNONPRINT	254	83	337	0	150	0.0	75.4
jeAUDIO	57	23	80	0	0	0.0	71.3
jeBOOKS	232	11	243	0	28	0.0	95.5
jeMAGAZINES	0	0	0	0	0	0.0	0.0
TOTAL jDIGITAL	289	46	335	0	28	0.0	86.3
TOTAL JUVENILE	1239	970	2209	7	1327	0.3	56.1
TOTAL ADDED	4747	3533	8280	10	3246	0.1	57.3



Library Services: FY21 Compared to FY20

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.							
A. Downtown Building Use							
Total Hours Open	0	578	656	681	1,915	2,370	-19.2%
People into the Building	0	22,135	28,150	52,407	102,692	442,702	-76.8%
Average Number Per Hour	0.0	38.3	42.9	77.0	53.6	187	-71.3%
Bookmobile Use							
Bookmobile Total Hours Open	28	68	33	135	263	524	-49.8%
People on Bookmobile	71	234	170	1,853	2,328	12,847	-81.9%
Average Number per Hour	3	3	5	14	9	25	-63.9%
Total Downtown & Bookmobile Hours Open	28	646	689	816	2,178	2,894	-24.7%
Total People Downtown & on Bookmobile	71	22,369	28,320	54,260	105,020	455,549	-76.9%
Total Average Number per Hour	3	35	41	67	48	157	-69.4%
B. Meeting Rooms							
Number of Non-Library Meetings	0	0	0	0	0	1,173	-100.0%
Estimated Attendance	0	0	0	0	0	18,928	-100.0%
Equipment Set-ups	0	0	0	0	0	0	0.0%
Group Study Room Use	0	0	0	0	0	0	0.0%
Lobby Use	0	0	0	0	0	641	-100.0%
C. Equipment Usage							
Photocopies by Public	318	218	299	1,588	2,423	16,427	-85.3%
Printing by Public	376	862	2,968	5,864	10,070	60,633	-83.4%
% Checkouts by Self-Check	0.0%	0.0%	8.4%	71.4%	20.0%	53.1%	-62.4%
DOT Kiosk Usage	0	101	240	743	1084	1313	-17.4%
<i>* FY20 pay for print copies data in September is an average of July and August due to technical issues.</i>							
D. Downtown Use of Electronic Materials							
Listening/Viewing/Tablets/Laptops Sessions	0	0	0	0	0	6,325	-100.0%
E. Ride 'N' Read							
Bus Passes Distributed Downtown	0	127	104	258	489	2,744	-82.2%
F. Services During Library Closure							
Patrons Using Mail	4,704	3,602	2,174	0	10,480	1,239	745.8%
Patrons Using Curbside	10,137	557	0	0	10,694	1,430	647.8%
Items Checked Out	48,383	63,466	82,330	0	194,179	7,101	2634.5%
Materials Paged	37,177	48,398	52,072	0	137,647	5,859	2249.3%
Missed Curbside Appointments	561	37	0	0	598	49	1120.4%
Hours Assisting Patrons (Curbside)	548	27	0	0	575	350	64.3%
G. Book Bundles							
Children's	0	170	1,216	90	1,476	0	0%
Teen's	0	7	57	0	64	0	0%
Adult's	0	11	111	6	128	0	0%
Total Book Bundles	0	188	1,384	96	1,668	0	0%
H. To Go Kits							
Children's	870	2,165	2,375	2,645	8,055	0	0.0%
Tween's	25	100	92	200	417	0	0.0%
Teen's	0	50	40	98	188	0	0.0%
Adult's	0	24	0	175	199	0	0.0%
Total To Go Kits	895	2,339	2,507	3,118	8,859	0	0.0%
Lending Services: Lend materials for home, school, and office use.							
A. Circulation Downtown	182,350	199,935	221,978	279,797	884,060	1,023,480	-13.6%
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)							
Percent AIM Circulation Downtown	1.40%	1.79%	1.61%	1.50%	1.50%	2.38%	-37.09%
Circulation on Bookmobile	156	1,046	368	3,853	5,423	23,077	-76.5%
Percent AIM Circulation on Bookmobile	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>*Beginning June 19, 2020 the Bookmobile collection was used to fulfill holds downtown.</i>							

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Total Circulation Downtown & Bookmobile	182,506	200,981	222,346	283,650	889,483	1,046,557	-15.0%
Percent AIM Total Circulation Downtown & Bookmobile	1.40%	1.79%	1.61%	1.61%	1.61%	2.38%	-32.35%
Average Total Circulation Downtown & Bookmobile Per Hour	0	346	338	411	462	432	6.9%
B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)							
Adult Materials	137,314	147,079	159,113	186,236	629,742	756,334	-16.7%
Children's Materials	45,880	54,925	65,109	97,825	263,739	296,478	-11.0%
Percent Children's	25.2%	27.5%	29.3%	35.0%	29.8%	29.0%	3.0%
Non-Print	20,367	26,810	27,537	51,509	126,223	261,647	-51.8%
Percent Non-print	11.2%	13.4%	12.4%	18.4%	14.3%	25.6%	-44.2%
Equipment loans	98	91	139	279	607	549	10.6%
Downloads	82,953	84,020	87,986	73,270	328,229	299,699	9.5%
C. Circulation by Residence of User (Downtown & Bookmobile)	182,506	200,981	222,346	283,650	889,483	1,046,557	-15.0%
(Materials plus equipment; includes downloads; does not include items circulated in-house.)							
Iowa City	153,867	168,450	184,545	224,695	731,557	825,839	-11.4%
Local Contracts							
Hills	523	546	477	488	2,034	2,908	-30.1%
Hills as % of All	0.29%	0.3%	0.2%	0.2%	0.23%	0.28%	-17.7%
Johnson County (Rural)	14,377	16,327	18,932	23,253	72,889	79,728	-8.6%
Johnson County as % of All	7.88%	8.1%	8.5%	8.2%	8.19%	7.62%	7.6%
Lone Tree	624	709	639	934	2,906	3,182	-8.7%
Lone Tree as % of All	0.34%	0.35%	0.29%	0.33%	0.33%	0.30%	7.5%
University Heights	2,881	2,681	3,089	4,059	12,710	11,779	7.9%
University Heights as % of All	1.58%	1.33%	1.39%	1.43%	1.43%	1.13%	27.0%
Total Local Contracts	18,405	20,263	23,137	28,734	90,539	97,597	-7.2%
State Contracts - Open Access							
Coralville	4,098	4,288	4,730	10,606	23,722	42,662	-44.4%
Cedar Rapids	170	147	156	660	1,133	3,644	-68.9%
Other Open Access	5,800	6,855	9,498	15,582	37,735	56,946	-33.7%
Total Open Access	10,068	11,290	14,384	26,848	62,590	103,252	-39.4%
Open Access as % of All	5.5%	5.6%	6.5%	9.5%	7.0%	9.9%	-28.7%
D. InterLibrary Loans							
Loaned to Other Libraries	227	195	262	209	893	901	-0.9%
Percent of Requests Filled	31.3%	27.3%	28.5%	27.3%	28.6%	24.6%	16.1%
Total Borrowed From Other Libraries	395	474	716	727	2,312	2,559	-9.7%
Percent of Requests Filled	82.1%	84.0%	86.7%	90.8%	86.5%	88.5%	-2.3%
Books/Periodicals/AV Borrowed	392	465	713	723	2,293	2,521	-9.0%
Photocopy Borrow Requests Filled	3	9	3	4	19	38	-50.0%
E. Reserves Placed - Materials	52,361	64,313	70,299	41,322	228,295	105,567	116.3%
<i>*Overdrive has not reported reserve information since July 2020.</i>							
F. Downloadable Media							
Resident Cards By Area							
Iowa City	71,018	72,371	75,383	61,402	280,174	266,609	5.1%
Hills	229	99	107	94	529	713	-25.8%
Johnson County	7,374	6,813	7,894	7,442	29,523	25,420	16.1%
Lone Tree	96	93	91	79	359	383	-6.3%
University Heights	1,714	1,216	1,092	1,126	5,148	3,408	51.1%
Total	80,431	80,592	84,567	70,143	315,733	296,533	6.5%
Student AIM Cards by Area							
Iowa City	2,247	2,889	3,102	2,838	11,076	2679	313.4%
Hills	165	419	232	224	1,040	289	259.9%
Johnson Count	2	59	13	10	84	26	223.1%
Lone Tree	0	0	0	0	0	0	0.0%
University Heights	103	61	72	50	286	102	180.4%
Open Access	5	0	0	5	10	20	-50.0%
Total	2,522	3,428	3,419	3,127	12,496	3,116	301.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
All Cards by Area							
Iowa City	73,265	75,260	78,485	64,240	291,250	269,288	8.2%
Hills	394	518	339	318	1,569	1,002	56.6%
Johnson Count	7,376	6,872	7,907	7,452	29,607	25,446	16.4%
Lone Tree	96	93	91	79	359	383	-6.3%
University Heights	1,817	1,277	1,164	1,176	5,434	3,510	54.8%
Open Access	5	0	0	5	10	20	-50.0%
Total	82,949	84,020	87,986	73,265	328,220	299,629	9.5%
By Demographic							
Adult	71,309	73,336	77,620	64,836	287,101	271,606	5.7%
Children's	11,644	10,684	10,366	8,434	41,128	28,043	46.7%
Total	82,953	84,020	87,986	73,270	328,229	299,649	9.5%
Number of Items Owned (Cumulative)							
E-Audio Items Available	10,849	11,349	11,841	12,462	12,462	13,043	-4.5%
E-Book Items Available	19,447	24,529	25,315	25,945	25,945	24,168	7.4%
E-Music	47	47	47	47	47	47	0.0%
E-Magazines	121	121	121	12	12	111	-89.2%
E-Newspapers	1	1	2	3	3	1	200.0%
Total Items	30,465	36,047	37,326	38,469	38,469	37,370	2.9%
Information Services: Furnish information, reader advisory, and reference assistance.							
A. Reference Questions Answered							
Reference Questions	2,324	2,439	2,875	4,470	12,108	31,354	-61.4%
Reference Desk	718	744	1,001	1,738	4,201	10,895	-61.4%
Help Desk	0	312	309	376	997	8,588	-88.4%
Curbside Questions	449	120	0	0	569	0	0
Switchboard	1,112	1,147	1,275	885	4,419	3,782	16.8%
Bookmobile	0	17	6	78	101	667	-84.9%
Drop-In Tech Help (Public)	0	0	0	0	0	345	-100.0%
On-Call Tech Help							
Public	0	34	45	24	103	166	-38.0%
Total Tech Help Questions	0	34	45	24	103	255	-59.6%
Children's Desk							
Reference Questions	16	24	154	1,353	1,547	6,782	-77.2%
Request to Pull Books (Community)	29	41	85	16	171	40	327.5%
Total Children's Questions	45	65	239	1,369	1,718	6,822	-74.8%
B. Electronic Access Services							
Computer Services							
Pharos Internet (Downtown In House computer use)	0	189	786	2,575	3,550	48,119	-92.6%
Wifi Internet Use Downtown	0	4,330	5,640	8,002	17,972	731,539	-97.5%
Total Internet Use	0	4,519	6,426	10,577	21,522	779,658	-97.2%
<i>* FY20 Pharos data for September is an average of July and August due to technical issues.</i>							
Website Access							
ICPL Website							
# Pageviews of Homepage	79,278	81,765	87,207	78,890	327,140	350,928	-6.8%
# Pageviews of Entire Site (Doesn't include catalog)	252,103	228,749	249,796	218,691	949,339	855,781	10.9%
# Visits (Does include catalog)	128,997	137,019	140,349	136,527	542,892	537,722	1.0%
Catalog Access							
# Pageviews for ICPL Catalog	459,683	483,254	515,809	419,155	1,877,901	1,436,622	30.7%
# Pageviews for Overdrive	533,485	520,732	512,371	458,164	2,024,752	1,896,625	6.8%
Total Catalog Access	993,168	1,003,986	1,028,180	877,319	3,902,653	3,333,247	17.1%
<i>*Overdrive does not count pageviews through the Libby or Overdrive Apps.</i>							
ICPL Mobile App Use	0	0	0	17,285	17,285	59,857	-71.1%
<i>*Unable to retrieve mobile app data since October 2019</i>							
External Sites							
# Pageviews for Beanstack	12,265	4,639	6,681	16,665	40,250	39,328	2.3%
Total Website Access	1,257,536	1,237,374	1,284,657	1,129,960	4,909,527	4,288,213	14.5%
Subscription Databases Accessed							
Total In-House	445	555	482	516	1,998	5,639	-64.6%
Total Remote	79,151	85,332	96,388	97,747	358,618	331,077	8.3%
TOTAL	79,596	85,887	96,870	98,263	360,616	336,716	7.1%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
C. Total Switchboard Calls Received							
Total Library Calls	4,776	4,073	4,185	3,320	16,354	13,029	25.5%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	6,204	4,646	4,058	3,172	18,080	12,315	46.8%
Transferred Calls	188	520	743	602	2,053	2,265	-9.4%
Pamphlets Distributed Downtown	995	1,215	1,630	3,340	7,180	13,895	-48.3%
Federal Tax Forms Distributed	830	830	600	38.3%
VITA Patrons Assisted	0	0	0	0.0%

Alerting Services: Promote awareness of the library and use of its resources.

A. Publications							
Number of Publications Printed (Jobs)	18	21	24	55	118	292	-59.6%
Copies Printed for Public Distribution	81,271	8,066	11,149	120,606	221,092	263,866	-16.2%
Number of Online Newsletters Subscribers	3,128	3,430	3,324	3,393	3,393	2,971	14.2%
Number of Online Newsletter Distribution	1,912	3,218	898	2,936	2,936	1,788	64.2%
C. Displays	0	4	12	39	55	60	-8.3%
In-House	0	4	12	30	46	47	-2.1%
Other Groups	0	0	0	3	3	13	-76.9%
Off-site locations	0	0	0	6	6	0	0.0%

F. Homepage/ Social Media							
Homepage Banner Posts	39	48	55	40	182	190	-4.2%
Homepage Banner Clicks	386	293	197	174	1,050	1,865	-43.7%
Media Releases Sent	156	206	223	231	816	482	69.3%
Facebook, Twitter, Pinterest Followers (Cumulative)	16,215	16,371	16,572	16,633	16,633	16,083	3.4%
New Facebook, Twitter, and Pinterest Followers	116	84	210	120	530	769	-31.1%

Outreach Services: Provide library service to people who cannot get to the library building.

A. At Home Services							
Packages Sent	383	445	548	747	2,123	1,392	52.5%
Items Loaned (No renewals)	1,562	1,479	1,783	2,201	7,025	4,041	73.8%
Registered At Home Users (Cumulative)	216	219	246	251	251	211	19.0%
New Users Enrolled	16	7	33	12	68	35	94.3%
People Served (Average of monthly count)	48	50	62	74	59	37	56.7%
B. Jail Service							
People Served	39	62	150	128	379	938	-59.6%
Items Loaned (No renewals)	150	582	894	685	2,311	2,937	-21.3%
C. Deposit Collections							
Locations (Cumulative)	3	3	9	0	0	0	0.0%
Items Loaned	90	90	120	420	720	270	166.7%
Items Added to Permanent Collections	90	90	248	624	1,052	1,515	-30.6%
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	0.0%	0.0%	0.0%	12.4%	12.4%	0.0%	0.0%

**Does not include renewals or in-house.*

** The remote bookdrop was used in FY21 but not counted due to COVID-19.*

Group and Community Services: Provide library service to groups, agencies, and organizations.

A. Adult Programs							
Programs	14	15	27	21	77	167	-53.9%
Attendance	194	283	708	206	1,391	3,811	-63.5%
Outreach Programs	0	0	0	0	0	92	-100.0%
Outreach Attendance	0	0	0	0	0	3,879	-100.0%
B. Young Adult Programs							
Programs	0	0	0	4	4	257	-98.4%
Attendance	3	20	13	21	57	4,211	-98.6%
Outreach Programs	6	9	18	19	52	19	173.7%
Outreach Attendance	74	142	265	101	582	63	823.8%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
C. Children's Programs							
Programs	97	93	112	72	374	644	-41.9%
Attendance	36	388	473	1,481	2,378	23,968	-90.1%
Outreach Programs	0	14	25	49	88	201	-56.2%
Outreach Attendance	0	309	484	952	1,745	4,418	-60.5%
D. Library Tours and Classes							
Number	8	8	13	19	48	53	-9.4%
Attendance	82	120	152	133	487	401	21.4%
E. Consulting for Area Groups	0	0	0	2	2	0	0.0%
F. Virtual Program Recordings							
Children's Recordings	75	36	40	32	183	0	0%
Young Adult Recordings	0	1	2	3	6	0	0%
Adult Recordings	6	9	14	17	46	0	0%
All Ages/ Other Recordings	1	1	1	2	5	0	0%
Total Virtual Program Recordings	82	47	57	54	240	0	0%
G. Virtual Program Views							
Instagram	8,109	4,294	4,853	2,199	19,455	0	0%
Facebook	16,384	9,236	6,051	3,957	35,628	0	0%
Youtube	11,617	14,734	14,519	10,750	51,620	0	0%
Total Virtual Program Views	36,110	28,264	25,423	16,906	106,703	0	0%

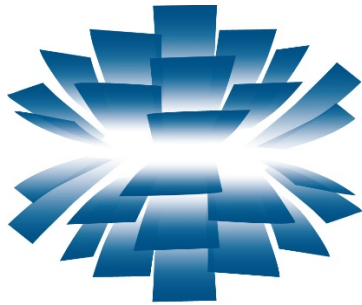
* ICPL began tracking Virtual Programs in FY21.

Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.

A. Library Cards Issued	849	753	868	1,308	3,778	5,178	-27.0%
Iowa City	641	596	695	1,074	3,006	3,922	-23.4%
Percent Iowa City	75.5%	79.2%	80.1%	82.1%	79.6%	75.7%	5.0%
Local Contracts							
Hills	2	3	3	7	15	16	-6.3%
Johnson County (Rural)	34	24	17	48	123	206	-40.3%
Lone Tree	3	2	2	5	12	23	-47.8%
University Heights	5	2	1	5	13	13	0.0%
State Contract - Open Access							
Coralville	35	29	59	75	198	329	-39.8%
Cedar Rapids	8	8	6	12	34	63	-46.0%
Other Open Access	121	89	85	82	377	606	-37.8%
Total Open Access	164	126	150	169	609	998	-39.0%
Open Access as % of All	19.3%	16.7%	17.3%	12.9%	16.1%	19.3%	-16.4%
B. Total Registered Borrowers (Cumulative)	47,470	46,770	46,531	45,755	45,755	49,788	-8.1%
# At Home Users Registered (Cumulative)	216	219	246	251	251	211	19.0%
# AIM Users (Cumulative)	14,420	14,363	14,333	0	0	0	0.0%

*AIM library cards are not counted as registered borrowers, and are not included in total registered borrowers.

C. Overdue Notices							
Items Searched to Verify Claim of Return	91	181	55	72	399	150	166.0%
Total First Notices (Items)	0	8,778	7,581	6,730	23,089	52,635	-56%
Total Second Notices (Items)	0	5,810	3,255	3,040	12,105	16,310	-26%
Bills-Public (Items)	0	3,597	1,613	1,071	6,281	7,347	-14.5%



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: August 26, 2021
Re: End-of-Year Budget Items of Note

FY21 was an unusual year in terms of budgeting. Many budget lines were impacted by the COVID closure or other COVID-related adjustments to service.

As you read through the attached report, it may be difficult to discern what spending trends are meaningful or worth discussion, since so many are over- or under-spent. I will share the lines and trends I feel are most significant from this report and offer some additional context for each. As always, any questions about our budget process or this report are welcome anytime.

Over- and Under-Spending Helped Us Serve the Public Through the Pandemic

- **We spent a lot on mail.** Our Mail & Delivery and Miscellaneous Supplies are prime examples of how we flexed to provide quality, low or no-contact services during the months our community was encouraged to stay home and avoid visiting public places. We track our spending very closely throughout the year, and we knew that we were spending more than we had budgeted on mail and associated expenses (mailing envelopes, boxes, tape, etc.), but recognized that the service was valued by the community. We engaged the Board in conversation about this overspending earlier in the year, so this example should not come as a surprise.

435055 Mail & Delivery	33,155.00	73,609.89	(40,454.89)	222%
469320 Miscellaneous Supplies	10,322.00	30,145.58	(19,823.58)	292%

- **We spent very little on “offsite” activities.** True to our overall approach to working safely during COVID, we held back on off-site training and travel. Associated lines, like Lodging and Meals, were underspent.

436030 Transportation	3,750.00	-	3,750.00	0%
469360 Food and Beverages	3,504.00	382.92	3,121.08	11%
436060 Lodging	3,750.00	-	3,750.00	0%
436080 Meals	750.00	-	750.00	0%

- **The over- and under-spending was intentional.** As a reminder, we had an \$80,000 reduction to the budget early in the fiscal year, as part of a City budget reduction program related to COVID expenses. This reduction was taken out of line 10550220-Adult Materials, since this is a large line and the full amount could be removed. Anne Mangano was directed to overspend this line to make up for the reduction, which was applied elsewhere throughout the budget.

Library Materials	608,764.00	695,562.65	(86,798.65)	114%
-------------------	------------	------------	-------------	------

- **It was hard to predict how much to budget for cleaning supplies and PPE.** We committed early on to approach our work during the pandemic with a safety-first mentality, which included purchasing what we needed when we needed it to keep our staff and patrons safe. Lines like Other Maintenance Supplies were used to purchase some of the products we needed.

466070 Other Maintenance Supplies	3,034.00	5,625.52	(2,591.52)	185%
-----------------------------------	----------	----------	------------	------

Changes in Format Preferences Reflected in Multiple Places

- **Transitions in materials purchasing impacted more than just the direct collections lines.** During FY21, we saw an increase in the use of many of our digital services, including ebooks and e-magazines. In addition to impacting the individual materials lines associated with print books/magazines and digital copies, this had a wider impact on other parts of the budget, for example, Miscellaneous Processing Supplies, which is used to purchase the supplies needed to ready a print item for circulation.

469110 Misc Processing Supplies	24,800.00	9,382.30	15,417.70	38%
---------------------------------	-----------	----------	-----------	-----

Even “Closed” Buildings are Expensive to Run

- **Running a building our size is costly, and being closed to the public for most of the fiscal year did not result in cost savings.** Throughout ICPL’s building closure, I fielded questions from patrons and staff about what we would

do with the “savings” from closing the building. We operate a large facility, and even if we hadn’t had staff working onsite, overall building maintenance heating and cooling cycles remained in place. A look at the Electricity and Heating Fuel/Gas lines shows that FY21 was not a low-cost year for these basic operational expenses.

438030 Electricity	77,769.00	98,351.53	(20,582.53)	126%
438070 Heating Fuel/Gas	16,547.00	19,684.10	(3,137.10)	119%

Our Overall “Underspending” Reflects the COVID-19 Furlough

- **Temporary staff were on unpaid furlough from 5/17/20 to 5/3/21** (these dates are from when the furlough started until the last ICPL staff returned to work; staff were brought back in staggered cohorts starting much earlier than this end date). This had a profound impact on the overall budget, and is the largest reduction in planned spending for the year.

Grand Total	6,591,350.00	5,836,378.84	754,971.16	89%
Personnel	5,184,698.00	4,349,811.60	834,886.40	84%
411000 Perm Full Time	2,744,826.00	2,466,492.59	278,333.41	
412000 Perm Part Time	432,290.00	395,264.50	37,025.50	
413000 Temporary Employees	595,502.00	286,214.34	309,287.66	

Summary

Despite this report reflecting greater than normal over and under-spent lines and an unusually low percentage spent overall, I am proud of the way ICPL approached this year with creativity, ingenuity, and resolve. I believe that every budget tells a story, and the story told here is one of complexity, flexibility, and continued efforts to serve our community, despite the pandemic and other challenges.

Library Expenditures: FY21 End of Year Budget Report

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Library Materials	608,764.00	695,562.65	(86,798.65)	114%
477020 Books (Cat/Cir)	601,764.00	171,487.51	430,276.49	
477030 Books (Uncataloged)	-	1,930.18	(1,930.18)	
477040 Books (Cat/Reference)	-	3,758.28	(3,758.28)	
477070 Downloadable-eBooks	-	182,484.99	(182,484.99)	
477100 Fiction Audio-CD	-	3,817.05	(3,817.05)	
477110 Music-CD	-	1,246.67	(1,246.67)	
477120 Other Audio-CD	-	13,166.47	(13,166.47)	
477160 Video Recordings	-	16,138.67	(16,138.67)	
477190 Puzzles	-	437.95	(437.95)	
477200 Toys	-	150.44	(150.44)	
477210 Non-Fiction Video-DVD	-	4,218.04	(4,218.04)	
477220 Multi-Media/Gaming	-	1,239.04	(1,239.04)	
477230 Non-Fiction Audio-CD	-	624.91	(624.91)	
477250 Downloadable Media	-	161,604.67	(161,604.67)	
477290 Microforms-STO	-	4,431.00	(4,431.00)	
477330 Print/Reference Serials	-	10,516.62	(10,516.62)	
477340 Print/Circulating Serials	-	6,176.73	(6,176.73)	
477350 Online Reference	-	105,433.43	(105,433.43)	
477380 Library-RFI Tags	7,000.00	6,700.00	300.00	
Other Financing Sources	62,422.00	62,300.52	121.48	100%
392300 Sale of Equipment	-	(121.48)	121.48	
490160 Misc Transfers Out	62,422.00	62,422.00	-	
Personnel	5,184,698.00	4,349,811.60	834,886.40	84%
411000 Perm Full Time	2,744,826.00	2,466,492.59	278,333.41	
412000 Perm Part Time	432,290.00	395,264.50	37,025.50	
413000 Temporary Employees	595,502.00	286,214.34	309,287.66	
414100 Overtime Wages	69,500.00	40,658.03	28,841.97	
414300 Term-Vacation Pay	-	4,816.84	(4,816.84)	
414500 Longevity Pay	21,740.00	16,483.00	5,257.00	
421100 Health Insurance	632,593.00	565,009.72	67,583.28	

421200	Dental Insurance	16,080.00	13,886.71	2,193.29	
421300	Life Insurance	6,548.00	5,763.84	784.16	
421400	Disability Insurance	10,049.00	8,883.50	1,165.50	
421500	Unemployment Compensation	4,000.00	398.23	3,601.77	
422100	FICA	286,821.00	237,760.82	49,060.18	
423100	IPERS	364,749.00	308,179.48	56,569.52	
Services		630,256.00	613,105.25	17,150.75	97%
432030	Financial Services & Charges	4,665.00	1,282.75	3,382.25	27%
432060	Consultant Services	18,000.00	11,670.00	6,330.00	65%
432080	Other Professional Services	17,500.00	6,969.30	10,530.70	40%
435010	Data Processing	19,790.00	19,697.00	93.00	100%
435055	Mail & Delivery	33,155.00	73,609.89	(40,454.89)	222%
435059	Advertising	4,500.00	2,774.00	1,726.00	62%
436030	Transportation	3,750.00	-	3,750.00	0%
436050	Registration	5,000.00	5,571.00	(571.00)	111%
436060	Lodging	3,750.00	-	3,750.00	0%
436080	Meals	750.00	-	750.00	0%
438030	Electricity	77,769.00	98,351.53	(20,582.53)	126%
438070	Heating Fuel/Gas	16,547.00	19,684.10	(3,137.10)	119%
438100	Refuse Collection Charges	1,469.00	160.00	1,309.00	11%
438130	Cell Phone/Data Services	3,480.00	4,352.02	(872.02)	125%
438140	Internet Fees	11,000.00	10,760.71	239.29	98%
442010	Other Building R&M Services	68,133.00	56,473.12	11,659.88	83%
442020	Structure R&M Services	6,500.00	6,677.00	(177.00)	103%
442030	Heating & Cooling R&M Services	35,000.00	33,470.19	1,529.81	96%
442050	Furnishing R&M Services	2,000.00	-	2,000.00	0%
442060	Electrical & Plumbing R&M Srvc	6,000.00	1,468.02	4,531.98	24%
443020	Office Equipment R&M Services	2,237.00	137.59	2,099.41	6%
444080	Software R&M Services	131,510.00	121,779.24	9,730.76	93%
444100	Hardware R&M Services	20,000.00	23,240.25	(3,240.25)	116%
445030	Nursery Srvc-Lawn & Plant Care	900.00	536.00	364.00	60%
445140	Outside Printing	29,258.00	26,900.91	2,357.09	92%
445250	Inter-Library Loans	5,250.00	5,636.02	(386.02)	107%
445270	Library Material R&M Services	15,800.00	8,835.57	6,964.43	56%

445290	Book Binding	200.00	-	200.00	0%
445330	Other Waste Disposal	1,008.00	1,954.11	(946.11)	194%
446190	ITS-Software SAAS Chgbk	4,268.00	4,000.00	268.00	94%
446300	Phone Equipment/Line Chgbk	24,018.00	23,628.88	389.12	98%
446320	Mail Chargeback	746.00	-	746.00	0%
446340	Radio Maintenance Chgbk	343.00	246.54	96.46	72%
446350	City Vehicle Replacement Chgbk	20,293.00	19,326.24	966.76	95%
446360	City Vehicle Rental Chargeback	5,251.00	3,427.38	1,823.62	65%
446370	Fuel Chargeback	2,366.00	499.76	1,866.24	21%
446380	Vehicle R&M Chargeback	6,430.00	3,575.07	2,854.93	56%
448030	Community Events Funding	200.00	-	200.00	0%
449055	Permitting Fees	525.00	525.00	-	100%
449060	Dues & Memberships	5,500.00	3,588.50	1,911.50	65%
449090	Land & Building Rental	350.00	-	350.00	0%
449120	Equipment Rental	3,678.00	5,922.01	(2,244.01)	161%
449160	Other Rentals	5,625.00	4,698.06	926.94	84%
449260	Parking	1,842.00	-	1,842.00	0%
449280	Misc Services & Charges	3,900.00	1,677.49	2,222.51	43%
Supplies		105,210.00	115,598.82	(10,388.82)	110%
452010	Office Supplies	8,166.00	8,106.80	59.20	99%
452040	Sanitation & Indust Supplies	20,000.00	20,589.40	(589.40)	103%
452050	Photo Supplies & Equipment	3.00	-	3.00	0%
454020	Subscriptions	539.00	588.00	(49.00)	109%
455110	Software	1,500.00	499.86	1,000.14	33%
455120	Misc Computer Hardware	30,000.00	30,239.95	(239.95)	101%
463040	Water/Sewer Chemicals	1,894.00	723.93	1,170.07	38%
466070	Other Maintenance Supplies	3,034.00	5,625.52	(2,591.52)	185%
469110	Misc Processing Supplies	24,800.00	9,382.30	15,417.70	38%
469190	Minor Equipment	-	8,308.04	(8,308.04)	830804%
469210	First Aid/Safety Supplies	263.00	33.88	229.12	13%
469320	Miscellaneous Supplies	10,322.00	30,145.58	(19,823.58)	292%
469360	Food and Beverages	3,504.00	382.92	3,121.08	11%
469370	Paper Products	1,185.00	972.64	212.36	82%
Grand Total		6,591,350.00	5,836,378.84	754,971.16	89%

Library Revenue: FY21 End of Year Budget Report

	Type	Revised Budget	YTD Revenue	Available Budget	% Used
311160	Libr Levy	-1,115,780	-1,114,880.07	-900	99.9
311270	Delq Libr	0	-16,408.77	16,409	100.0
313100	G&E Excise	-10,842	-11,023.20	181	101.7
313200	MobileHome	-970	-1,078.49	108	111.2
334160	TaxRBReimb	-31,997	-25,933.66	-6,063	81.1
336110	Johnson Co	-511,920	-573,594.29	61,674	112.0
336140	UniHeights	-41,510	-41,509.00	-1	100.0
336190	OthLclGvnt	-31,180	-37,309.29	6,129	119.7
361310	Libr Fines	-10,000	-4,327.68	-5,672	43.3
369300	Cash +/-	0	-1.00	1	100.0
384200	Vndg Comm	-1,910	-89.15	-1,821	4.7
384900	Oth Comm	0	-0.50	1	100.0
Grand Total		-1,801,069	-1,865,784.92	64,716	103.6

FY2021 Fact Sheet

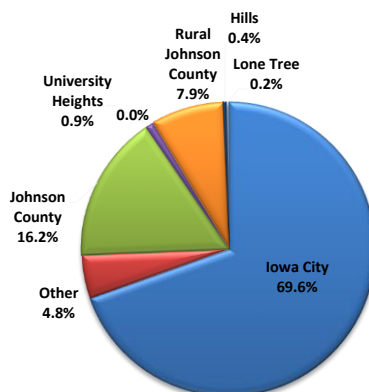
POPULATION SERVED:	Iowa City: 76,608; By contract: Rural Johnson County: 21,654; University Heights: 1,025, Hills: 834; Lone Tree: 1,384	
GOVERNING BOARD:	A nine-member Board of Trustees appointed by the City Council with powers to set policy, employ a Director and staff, expend tax funds allocated by the City Council, contract with other jurisdictions, and receive and spend gift funds and other revenues.	
BOARD MEMBERS:	<div>Wesley Beary, President</div> <div>John Beasley</div> <div>Kellee Forkenbrock</div> <div>Derek Johnk, Secretary</div> <div>Carol Kirsch, Vice President & ICPLFF Board Member</div> <div>Robin Paetzold, County Representative</div> <div>Tom Rocklin</div> <div>Hannah Shultz, ICPLFF Board Member</div> <div>Monique Washington</div>	
STAFF	<div>Librarians:</div> <div>Other Permanent Staff:</div> <div>Hourly Staff:</div> <div>Volunteers:</div>	<div>15.0 FTE</div> <div>28.02 FTE</div> <div>23.88 FTE</div> <div>0 FTE*</div>
	<i>*Due to COVID-19 the volunteer program was not available in FY21.</i>	
COLLECTIONS:	<div>Circulating Books/eBooks:</div> <div>Circulating Non-print Materials/eAudio/eVideo:</div> <div>Print and Electronic Reference/jProgram Collection:</div> <div>Periodicals/Newspapers: current print & e-subscriptions:</div> <div>Total Collection size:</div> <div>Expenditures on Materials</div>	<div>195,425</div> <div>52,606</div> <div>4,739</div> <div>172</div> <div>252,942</div> <div>\$718,748</div>
ANNUAL USERSHIP:	<div>Cardholders:</div> <div>Circulation:</div> <div>Visits to the Library:</div> <div>Information Requests:</div> <div>Program Attendance in Meeting Rooms:</div> <div>Meeting Room Use: non-library meetings:</div>	<div>45,755</div> <div>889,483</div> <div>102,692</div> <div>12,046</div> <div>0*</div> <div>0*</div>
	<i>*Due to COVID-19 meeting rooms were not available in FY21.</i>	
BUDGET:		
Significant Income Sources:	<div>City of Iowa City:</div> <div>Contracts (County, Cities):</div> <div>State:</div> <div>Gifts / Grants:</div> <div>Total:</div>	<div>*</div> <div>*</div> <div>*</div> <div>*</div> <div>*</div>
	<i>*Final data is not yet available.</i>	
PHYSICAL FACILITIES:	81,276 sq. ft. building includes 5 meeting rooms	
WEB PAGE:	www.icpl.org Home of the Iowa City UNESCO City of Literature	

Receipts

FY21 compared to FY20 YTD

	Q4 FY20	Q4 FY21	% Change	FY21 Budget	% Received
General Fund					
Fines, Fees, etc.	\$59,931	\$4,150	-93.1%	\$50,000	8.3%
Vending, etc.	\$1,695	\$90	-94.7%	\$1,910	4.7%
General Fund Total	\$61,626	\$4,240	-93.1%	\$51,910	8.2%
Enterprise Fund					
Photocopies	\$2,060	\$130	-93.7%	\$3,100	4.2%
Electronic Printing/Debit Card	\$8,297	\$707	-91.5%	\$11,550	6.1%
Counter/Cloth bag/Misc	\$998	\$30	-97.0%	\$1,630	1.8%
Recycle	\$1,010	\$84	-91.7%	\$220	38.0%
Enterprise Fund Total	\$12,365	\$951	-92.3%	\$16,500	5.8%
Lost & Damaged	\$10,241	\$9,374	-8.5%	\$0	0.0%
Lost & Damaged Total	\$10,241	\$9,374	-8.5%	\$0	0.0%
State Funds					
Open Access / Access Plus	\$44,621.00	\$40,388.93	-9.5%	\$48,240	83.7%
Enrich Iowa/Direct State Aid	\$22,362	\$21,460	-4.0%	\$21,340	100.6%
State Fund Total	\$66,983	\$61,849	-7.7%	\$69,580	88.9%

Cardholders by Place of Residence
As of July 1, 2021



Location	Number of Cards	Total	% of Total
Iowa City		45,426	69.6%
Residents	36,860		
AIM	7,962		
Homebound	243		
Institutions	36		
Temporary	325		
LOCAL CONTRACTS			
Rural Johnson County		5,165	7.9%
Residents	3,998		
AIM	1,161		
Homebound	5		
Institutions	1		
Hills		239	0.4%
Residents	171		
AIM	66		
Homebound	2		
Institutions	0		
University Heights		604	0.9%
Residents	520		
AIM	84		
Homebound	0		
Institutions	0		
Lone Tree		155	0.2%
Residents	153		
AIM	1		
Homebound	1		
Institutions	0		
Johnson County Open Access		10,558	16.2%
Coralville Resident	3,326		
Coralville AIM	2,343		
North Liberty	1,674		
North Liberty AIM	2,565		
Oxford	59		
Oxford AIM	0		
Solon	186		
Solon AIM	3		
Swisher	18		
Swisher AIM	0		
Tiffin	371		
Tiffin AIM	10		
Institutions	3		
		3,117	4.8%
Open Access	3,068		
Open Access AIM	49		
Total Cards		65,264	100.0%

Materials Added Report

FY21 Cumulative

ADULT MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
TOTAL FICTION	2930	2699	5629	3	4895	0.1	52.1
Fiction	2136	2432	4568	3	3553	0.1	46.8
Fiction Express	0	87	87	0	234	0.0	0.0
Large Print Fiction	256	36	292	0	35	0.0	87.7
Young Adult Fiction	538	144	682	0	1073	0.0	78.9
TOTAL COMICS	247	420	667	3	124	0.4	37.0
TOTAL NONFICTION	3080	1536	4616	5	1608	0.1	66.7
Nonfiction	3022	1425	4447	5	1355	0.1	68.0
Nonfiction Express	0	54	54	0	171	0.0	0.0
Large Print Nonfiction	42	6	48	0	8	0.0	87.5
Reference	16	51	67	0	74	0.0	23.9
BOOKS IN OTHER LANGUAGES	28	1	29	4	4	13.8	96.6
MAGAZINES	6	0	6	0	1	0.0	100.0
TOTAL PRINT	6291	4656	10947	15	6632	0.1	57.5
TOTAL AUDIO	211	73	284	0	207	0.0	74.3
Music Compact disc	123	55	178	0	131	0.0	69.1
Fiction on disc	63	12	75	0	64	0.0	84.0
Nonfiction On Disc	25	6	31	0	12	0.0	80.6
TOTAL VIDEO	901	901	1802	0	1939	0.0	50.0
DVD Movie	482	552	1034	0	1124	0.0	46.6
DVD TV	166	330	496	0	507	0.0	33.5
DVD Nonfiction	253	19	272	0	56	0.0	93.0
DVD Express	0	0	0	0	252	0.0	0.0
ART	0	0	0	0	8	0.0	0.0

BOOK CLUB KITS	8	0	8	0	6	0.0	100.0
YA VIDEO GAMES	30	22	52	0	75	0.0	57.7
CIRCULATING EQUIPMENT	1	25	26	0	20	0.0	3.8
DISCOVERY KITS	0	0	0	0	0	0.0	0.0

TOTAL NONPRINT	1151	1021	2172	0	2255	0.0	53.0
-----------------------	-------------	-------------	-------------	----------	-------------	------------	-------------

eAUDIO	1799	690	2489	0	3	0.0	72.3
eBOOKS	3676	202	3878	0	294	0.0	94.8
eMUSIC	0	0	0	0	0	0.0	0.0
eMAGAZINES	0	0	0	0	160	0.0	0.0
ONLINE REFERENCE	5	0	5	0	16	0.0	100.0
DIGITAL VIDEOS	60	0	60	0	0	0.0	100.0

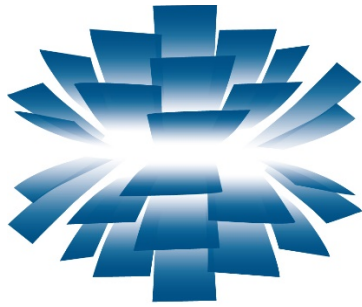
TOTAL DIGITAL	5540	892	6432	0	473	0.0	86.1
----------------------	-------------	------------	-------------	----------	------------	------------	-------------

TOTAL ADULT	12982	6569	19551	15	9360	0.1	66.4
--------------------	--------------	-------------	--------------	-----------	-------------	------------	-------------

CHILDREN'S MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
-----------------------------	-------------------	---------------------	--------------------	--------------	-----------	---------------	-------------

jEASY	1443	1568	3011	3	5993	0.1	47.9
jBoard Books	86	102	188	1	102	0.5	45.7
jE	1096	1101	2197	2	2876	0.1	49.9
jReader	214	297	511	0	1219	0.0	41.9
jHoliday	47	68	115	0	1793	0.0	40.9
jBig Book	0	0	0	0	3	0.0	0.0
jFICTION	571	542	1113	2	1875	0.2	51.3
jCOMICS	142	521	663	0	325	0.0	21.4
jNONFICTION	548	211	759	10	2456	1.3	72.2

jLARGE PRINT	22	2	24	1	2	4.2	91.7
jPROGRAM COLLECTION	1	11	12	0	5	0.0	8.3
TOTAL jPRINT	2727	2855	5582	16	10656	0.3	48.9
jAUDIO	367	64	431	0	858	0.0	85.2
jCompact disc	1	4	5	0	133	0.0	20.0
jRead Along Set	365	58	423	0	402	0.0	86.3
jBooks on Disc	1	2	3	0	323	0.0	33.3
jDVD	102	703	805	0	496	0.0	12.7
jTOYS	5	6	11	0	39	0.0	45.5
STORYTIME KITS	0	0	0	0	1	0.0	0.0
jDISCOVERY KITS	0	0	0	0	1	0.0	0.0
jVIDEO GAMES	0	1	1	0	103	0.0	0.0
TOTAL jNONPRINT	474	774	1248	0	1498	0.0	38.0
jeAUDIO	142	0	142	0	0	0.0	100.0
jeBOOKS	968	25	993	0	28	0.0	97.5
jeMAGAZINES	0	0	0	0	0	0.0	0.0
TOTAL jDIGITAL	1110	0	1110	0	28	0.0	100.0
TOTAL JUVENILE	4311	3629	7940	16	12182	0.2	54.3
TOTAL ADDED	17293	10198	27491	31	21542	0.1	62.9



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
From: Elsworth Carman
Date: August 26, 2021
Re: Strategic Plan One-Year Update

I am pleased to present a One-Year update to ICPL's Strategic Plan, which was implemented in July, 2020.

We are now one year into our current, three-year strategic plan. This plan asked staff to think and work differently than previous plans, both because it was the first plan developed under my leadership and because it was crafted during the early stages of the COVID-19 pandemic.

A year and a half into the pandemic, we are nowhere near "typical" library operations. We continue to explore new ways to engage with our community and learn how to best serve our patrons, even as their needs change and shift.

The three goals the plan is built around continue to steer our collective work: Recovery and Renewal following the COVID-19 closure, Focus on Community Aspirations, and Resource Management. The attached update includes all established tactics; more may be added throughout the life of the plan (unlike the objectives, which we anticipate will be unchanged). This is a representation of what work has been done and underway.

I am proud of the commitment to community engagement the update reflects, and the work represented throughout the document. It is exciting to see the progress that has been made, and energizing to see how much work remains. I am consistently amazed by the work staff produce, and have been impressed by the way many staff have embraced this plan and worked hard to align their daily projects and tasks with our shared goals and objectives, even when this takes intentionality and effort.

801: CIRCULATION and LIBRARY CARD POLICY Memo

During the June 24, 2021 Library Board of Trustees meeting, Fines and Fees was an item of discussion. Director Carman provided an update to fines and fees data for Board review and discussion.

President Beary recommended at the May meeting sorting through the specifics of extending for however many months and setting a time frame, with a concrete proposal for Board approval.

Staff recommended extending the current library-wide fine free model through June 30, 2022.

Carol Kirsch made the motion to approve the model as written. Tom Rocklin seconded. Motion carried on a recorded vote.

Point	Change Requested
801.2	Replace "June 30, 2021" with "June 30, 2022"

Staff Recommendations:

Adopt change as proposed.

Action Required:

Review policy and adopt as amended.

801: CIRCULATION and LIBRARY CARD POLICY

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

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

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

801.1 Library Cards

General Information: These policies apply to all types of cardholders:

- a. Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.19 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b. Cardholders are responsible for all materials checked out on the card and for payment of fines and replacement fees assigned to the card, except as noted.
- c. The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d. Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e. Cardholders are limited to 75 checked-out items, except Institutional cards, which are limited to 100 checked-out items and Student AIM (Access to Information and Materials) Cards which have a limit based on the Memorandum of Agreement with the participating school districts and public libraries.
- f. Library cards expire regularly to confirm address and other contact information.
- g. Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.

h. Cardholders are limited to one library card with the exception of students who are issued Student AIM Cards. Privileges for use are set according to the library card presented for checkout and services. With the permission of their parent/guardian, students with Student AIM cards may also apply for a Resident or Open Access card.

801.12 Resident Cards: Resident cards are issued to residents and property owners of Iowa City and contract areas.

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

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

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

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

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

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

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

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

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

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

801.19 Student AIM Cards: Issued to all students grades K-12 enrolled in the Iowa City Community School District and other participating school districts. Services may be limited based on the Memorandum of Agreement with the participating school districts and public libraries.

- a. Student AIM Cards may only be used by the student the card was issued to.
- b. Students may receive a Student AIM Card in addition to another type of library card.
- c. Students may not use Student AIM Cards to place Interlibrary Loan requests.
- d. Student AIM Cards may not be used to check out equipment valued over \$250.

801.2 Fines and Replacement Fees 801.21

Fines are temporarily suspended until June 30, 202~~4~~².

801.22 Lost or Damaged Materials

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

801.23 Suspension of Circulation and Remote Access Privileges

- a. Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fines or for materials not returned and billed.
- b. Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fines or for materials not returned and billed.

c. Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for long overdue or lost materials.

d. Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.

e. Special At Home cards: Access privileges are suspended for materials not returned that have been billed.

f. Student AIM Cards: Access privileges are suspended based on the guidelines in the Memorandum of Agreement with the participating school districts and public libraries.

801.24 Holds (Reserves)

a. Registered borrowers with no delinquency status may place up to twelve free holds.

b. Institutional cards may have up to fifteen free holds.

c. Beyond the twelve free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.

801.25 Charges for Interlibrary Loan:

a. When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.

b. Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material

801.26 Fines and Replacement Fees for Special Cards:

a. No fines are charged for late returns of materials from outreach collections, At Home patrons, Interlibrary Loan libraries, or jail patrons.

b. At Home patrons, Interlibrary Loan libraries, and the outreach sites are responsible for paying the replacement fee for cost of lost materials.

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

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

801.3 Retrieval of Overdue Materials

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

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a collection agency and/or to a local law enforcement agency for further action. An additional processing charge of \$10.00 will be added to each account sent to collections. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

Director's Report: August 2021

Back into the Uncertainty of COVID-19 (and Masking Update)

After a brief moment when it seemed like we were functionally nearly finished with the pandemic, we are back in a time of uncertainty related to COVID-19. We are having conversations reminiscent of those we had in the very beginning of the pandemic; trying to decide how to plan future programs and events (In-person or virtual? Can we require masks outside? Should we provide outreach to locations that are not requiring masks?), use of the building (When do we pull back on meeting room access? Are study rooms safe?), and how our communication should be crafted for internal and external customers. We have learned much about service design and delivery during a pandemic over the past year and a half, providing a path to follow, but the current variants have put a damper on staff morale.

At this point, we are looking carefully at our plans and weighing the options we have. We will continue to seek guidance from the City, the Board, Johnson County Public Health, and the CDC. The Leadership Team will be revisiting the Reopening Guidelines document next week, with the intention of updating content to reflect current practice and establishing new benchmarks more appropriate for where we are in the pandemic.

ICPL reinstated our mask requirement on Friday, August 6, in alignment with all other government buildings in Iowa City. I was away from the library that day, but Coordinators scheduled themselves to be present in the lobby during open hours, welcoming patrons and explaining the change. I anticipated this change resulting in significant pushback, but thus far, most patrons are wearing masks in the building. Those who refuse are still allowed in the facility, but staff will not engage with them unless they mask up. This is working for now. All frontline staff deserve recognition for contributing to this successful transition; I am so appreciative of the way folks rolled with the changing expectations and approached this challenge with open minds.

Mayor Teague issued an order requiring face masks in public spaces effective at 11.59pm, Thursday, August 19. The Library will share this message as appropriate via social media and in-house signage.

Board Annual Report Update

After the July Board meeting, I did some exploring with other City departments to verify where the Board Annual Report is submitted. This report was previously used as part of a larger document called the Fiscal Year Annual Report of Boards, Commissions, and Committees, which is no longer compiled. After checking with the City Clerk's Office, the Assistant City Manager, and the Finance Department, I am confident that this specific document is no longer needed.

The process to craft this report is fairly tedious, with significant back-and-forth between library administration and the Board over several meetings. I would like to respectfully

suggest we no longer produce the outmoded version of this report, and instead, come up with a format that allows the Board to more proactively craft an annual report that reflects their work authentically. I verified with Mandy Easter, a Law Librarian at the State Library of Iowa, that there are no specific requirements for Library Board annual reports, which means the Board could explore a narrative, statistical, infographic-based, or other format report.

Block Party

The Downtown Block Party was held Saturday, July 24. The Library kept the lobby open until 9.00pm to provide a cool space, restrooms, and water to participants. Patty McCarthy, Brent Palmer, Sam Helmick, Jason Paulios, and I staffed the lobby and reminded visitors to leave alcohol outside. Though modest, our offerings were very well received, with many people returning multiple times. One overheated young man commented “this library has the best air conditioning I have ever felt in my life.”

Postponing Board Recognition Dinner

Kellie Kerns and I spent some time this month exploring venues for the annual board dinner, and found that several local locations have changed their procedures due to COVID-19, making them less suitable for our needs. After discussing options with Board President Carol Kirsch, we agreed that we should postpone the dinner and reschedule for a later month. We also believe more people will be willing to attend if COVID numbers are lower than currently are.

Strategic Plan Updates

I’m looking forward to discussing our one-year strategic plan update with the board this month. I would also like to hear from the group whether or not you would like to get more frequent strategic plan updates. We currently provide two updates a year (one in or around July and one in or around August). We also do periodic updates if a relevant initiative is underway or we want to draw the Board’s attention to something specific that aligns with the plan. At least one trustee has expressed interest in quarterly strategic plan updates, and I am hopeful the we can discuss options and preferences at the August meeting.

Respectfully submitted,

Elsworth Carman

Children's Services Report

Prepared for the Iowa City Public Library Board of Trustees, August 2021 Meeting
By Angie Pilkington, Children's Services Coordinator

Summer Reading Update:

This year we continued with our all ages, one program for the community with 1,801 sign ups! Thus far, 841 babies-adults have completed the program, with 29,400 books read toward our 125,000 books community goal. In contrast, we had 1,060 signups in 2020 for SRP and only 471 completions. 2019, as a whole library, had 4,412 signups and 2,482 completions. This year we extended the Summer Reading Program through Sept 1, in order to have a few more sign ups and completions. The pandemic has definitely impacted SRP over the last two years and I believe it will take years to reach our pre-pandemic SRP numbers.

Summer Programming and ABC Day:

With school beginning, our larger scale programs have slowed down. We provided a mix of virtual and outdoor-in-person programming throughout the summer. Outdoor programs took place in four different parks each week: Willow Creek, Wetherby, Mercer, and North Market Square. All of these were well attended, seeing an average of 50-plus attendees each day. Our live virtual programs were less attended; however, the kits that accompanied the program were always claimed. These events were recorded so attendees could watch at a later time instead of doing the activity along with us live. June through August, Children's Staff made and distributed over 3,800 activity kits, or Kits to Go, for kids this summer. This was a huge undertaking for staff; the ease, efficiency, ingenuity, and speed at which these were processed was quite remarkable. As we move into the fall, we will continue to offer our Kits-To-Go, on a much smaller scale, for those who do not wish to participate in in-person programs.

ABC Day took place on the Ped Mall Saturday, August 14. Typically, this event is our Kick-Off to Summer. It was moved by the Summer of The Arts Committee this year, so it became our End of Summer event. We have co-hosted this day for many years with SOTA to bring musical, dancing and acrobatic acts to the family stage and community organizations, and to host hands on kid activity booths near the library. The fun-filled day was smaller in scale than past years; nearly 500 families enjoyed the stage and booths.

We continue to watch and listen to local and state guidance pertaining to our upcoming fall season of programming and outreach. We have adopted a flexible model of programming that can be done outdoors or virtually if need be. For in-person programming, we are aiming to keep attendance low, provide plenty of space for social distancing, and requiring masks.

Collection Services Department Report

Prepared for the August 26, 2021 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Fiscal year 2021 was like no other and it is difficult to evaluate the collection and how it performed. Library services were limited. From the number of open hours to how patrons accessed collection items, the pandemic impacted collection use. Here are a few themes that emerged from managing the collection in FY21:

1. Access to the Collection is Important

This year, our statistics demonstrated that access to the collection is essential to collection use. Once we opened for limited browsing (at the end of March), our circulation significantly increased. Circulation of children's print collections alone increased by 58%. However, some collections rely on browsing more than others. The collections that increased the most in circulation since reopening are:

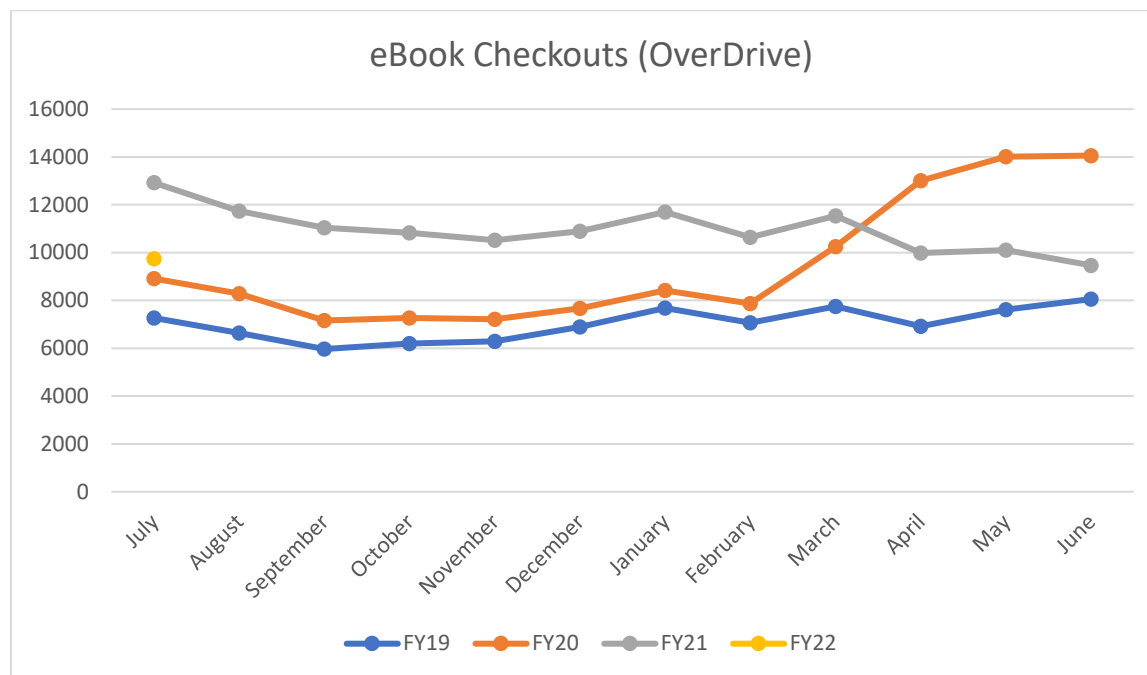
Collection	FY21 3 rd Quarter Circulation	FY21 4 th Quarter Circulation	Percent Change Increase
DVDs	18,759	31,933	70%
Comics	2,836	6,883	142%
jComics	4,415	11,109	151%
Music on Compact Disc	2,328	6,100	162%
jRead Along (book w/ digital reader)	606	1,651	172%
World Languages	41	116	183%
Read with Me Kits (storytime kits)	51	165	224%
Magazines	423	2,069	389%

Although the 4th quarter usually accounts for more circulation than the 3rd quarter, these changes are not comparable to normal quarter-to-quarter fluctuations. It may be that a collection is "out of sight, out of mind", that there are barriers to placing and picking up holds, or that user behavior is different for some collections. There is more to learn about how our patrons browse collections and select materials for check out. What we do know is that FY21 circulation statistics are difficult to interpret when planning collection management strategies. Every number will need to be taken into context when we approach weeding, purchasing, and budgeting.

2. Digital Collection Circulation Slowed, But Gained Overall

As predicted, this year continued to see an increase in the use of digital collections. Yet, the rapid rise in use significantly slowed as the fiscal year progressed. For example, in April of 2020, during the library's shutdown, eBook use was up 88% from the previous year with 13,012 eBooks checked out. However, in April 2021, eBook check outs were down 23%. Granted, the situation in April of 2021 was vastly different than in April 2020. In 2020, in the best of circumstances, activities were more solitary or family-based and limited to homes.

Reading was a perfect activity to pass the time. As the pandemic progressed and the City began to reopen, patron behavior also responded. eBook use peaked in June 2020 (FY20).



Even though digital collections declined over the course of the year, they are up, overall, for FY21. Adult eBooks were up 14%, while digital magazines and audiobooks were up 12%. Children's eBooks (28%) and audiobooks (55%) saw significant gains. At the end of FY19, digital collections accounted for 18.3% for our entire circulation. It is now 36.6%. Going forward, we need to assess if this change is long-term, and if so, what the impacts will be to our budget, title availability, and overall collection accessibility.

3. Rapid Decline of Physical Audio-Visual Materials

It is no surprise the collections hurt the most by the pandemic have been audiovisual collections. Compact discs, DVDs, and video games saw decreases in use by over 50%. Some of this is our closure. The pandemic did not just limit access to library collections, it disrupted an already fragile industry. With the closures of movie theaters, motion picture studios turned to streaming services to get their films out in the marketplace. This change is here to stay. We now see major movie releases not available on DVD with no plans to make them so. Many recording artists are abandoning album releases on compact disc. Compact disc sales are now comparable to when the format was introduced in the 1980's. We have plans to offer more streaming services for movies and music, but there are drawbacks. Like other digital collections, they are more expensive than the physical counterpart. Also, there are issues with accessibility to ensure we have options for all patrons we serve.

We will continue to monitor and respond to these trends this fiscal year and in the years to come. It will be interesting to see how COVID-19 permanently shifts collection use and availability.

Security Cameras Added

The Library recently added two new security cameras near the area encompassing the staff entrance, book drops, and bike racks area. These are the first cameras to be added to the outside of our building. The area has been on our wish list for some time because of staff leaving the building in the evenings. There have also been a few minor security-related incidents around the bike racks in recent months. Although there haven't been any incidents related to our in-building book drops that I know of, we have had some problems with our remote book drops in the past.

About: Video Security System

The Library has about forty cameras around the building. Not all of the building is covered. These are centered around public service desks, ingresses, and areas where we tend to have conduct issues. Access to the cameras is limited to a few senior staff positions. These cameras are not monitored in real time. They are used for searching or grabbing images after an incident has been reported. Recorded footage is also used for detecting theft of materials or disputes about whether materials were checked out on a certain patron card. For that reason, video from certain cameras is retained longer than others to account for the time it takes for items to be billed. In FY20, the library finalized the migration of older analog cameras to IP-based equipment, and at the same time began contracting from the City of Iowa City IT department for the video storage and server maintenance. Data collected by the cameras are subject to FOIA; the public can request footage from the Library (although there may be a service charge for requests that involve large amounts of staff time).

Library Channel Equipment Replacement

The Library is in the process of replacing some of the equipment in our control room which is used for recording programs in the meeting rooms. This equipment was part of a meeting room A/V overhaul that we completed about five years ago, and is used to monitor and switch between the different streams of video coming into the system. The current one has become outdated because the underlying operating system is no longer supported for security updates. The installation of the new equipment will require roughly a week in which programs cannot be recorded in the meeting rooms. The installation has not been scheduled yet as we are waiting for some back-ordered equipment to arrive.

About: Library Channel

The Library Channel began and remained for many years as a local access cable channel. The Channel moved to completely online streaming in FY19. The Channel uses YouTube as its online streaming platform. These videos are also embedded into our website [<https://www.icpl.org/video>]. One of the main activities of the Channel is to record programs in our meeting rooms, as well as, remote and online programs. The control room is set up so that one staff member can record programs by controlling the four cameras and sound equipment in Meeting Room A. Programs in the story time room can also be recorded from the control room. The Library Channel staff also produces several videos each year to promote services or collections, such as the Bookmobile or a new digital service. To support the Channel, the Library employs a 75%-time permanent A/V Specialist and a part-time temporary Intern.

Development Office Report
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
August 26, 2021



Book End Update

There has been a wonderful energy at the Book End since it reopened on July 26. Volunteers and customers have let us know they are grateful it's back after the pandemic closure began in March 2020.

For now, the store is open Monday through Friday, 10:30am-4:30pm. We are recruiting new volunteers with hopes of restoring consistent evening and weekend hours.

Volunteers are fans of the library who are trained to sell items from the store including books and audiobooks for all ages as well as DVDs. Training is provided. A typical volunteer helps in the store for about two hours, two or three times a month.

The Book End has been a fundraising project of the Iowa City Public Library Friends Foundation since September 1998. Before the pandemic, the only time it was closed for an extended period of time, was for one week in June 2007 when it moved into the library from a rented space next door to the library on Linn Street.



In addition to the Book End, the ICPL Friends Foundation operates the Book Nook on the first floor of the library. That's a special shelving unit located near the Help Desk and audio books. Books, CDs, and DVDS are sold on the honor basis for a free-will donation. The Book Nook is open during all library hours and is a helpful alternative supplement to the Book End when it's closed.

Already in just a month, the store and Book Nook have generated \$775 for the ICPL Friends Foundation. Those funds help fuel the library's Summer Reading Program prize books as well as the popular Art-to-Go project.

The starting place for volunteers is to submit a Volunteer Application. It's available to download and more information about becoming a library volunteer can be found at <https://www.icpl.org/about/volunteer>

125th Anniv Party on September 12

Come celebrate Iowa City Public Library's 125th Anniversary on Sunday September 12 at Big Grove Brewery, Iowa City! The fun will begin at Noon with jazzy foot stompin' music by Iowa City's Dandelion Stompers band, followed by mystical magic by illusionist Troy Peters, and bubbling good times with Big Bang Bubbles.

The family friendly, all ages party will also be a fundraiser for the library with Big Grove generously donating a percentage of food sales to the ICPL Friends Foundation. Save room for some free special 125th anniversary cake from Deluxe Bakery for dessert.

Everyone is welcome at the Big Grove 'Brary Birthday Bash. We hope to see you and yours there!

Area libraries welcome patrons back with no restrictions

Cedar Rapids, Iowa City branches went from full closure to curbside service to grab-and-go amid coronavirus pandemic



Lee Hermiston

Jul. 16, 2021 8:00 am



Iowa City Public Library (Gazette file photo)



Area libraries have been no strangers to the impacts of the COVID-19 pandemic.

Both the Cedar Rapids and Iowa City public libraries closed their doors to patrons when the pandemic arrived in Iowa in March 2020.

As conditions changed, the libraries each offered curbside service initially before welcoming patrons into their lobbies for grab-and-go checkouts. However, both libraries also were forced to scale back services last fall in response to a surge in COVID-19 cases.

What's happened since

Now, for the first time since the pandemic began, both libraries have lifted restrictions and are eyeing a return to a pre-pandemic service model.

In February, the Cedar Rapids Public Library allowed patrons back into the building for up to 30 minutes of browsing and up to one hour on the computer. On June 21, all restrictions were lifted.

"People are just tremendously grateful and excited to be back in our spaces again," said Amber McNamara, community relations manager for the Cedar Rapids library. "We've definitely felt the love from our community."

On July 1, the Iowa City library lifted the time limits on browsing that had been in place since allowing patrons to explore the stacks back in March. Time limits on computer access and Building and Bookmobile capacity restrictions also were lifted.

Both libraries have meeting and study spaces available to the public, as well.

"Folks are welcome to come in, in any number, for as long as they'd like," said Sam Helmick, community and access services coordinator for the Iowa City library.

Helmick joined the library in September. She said it's been a delight to see the community return to the library and watch how it's used as a gathering space.

"We just had this joyful reunion feeling," she said. "To hear those stories about how the library helped folks get through the pandemic ... has just been heartwarming."

"There have been happy tears" from the staff and public, Helmick said.

Both libraries have continued with virtual programming and have offered outdoor programming this summer. McNamara and Helmick said their facilities are hoping to have programming return in the coming weeks and months.

That said, Helmick said the pandemic has taught libraries valuable lessons about how to best reach their patrons. Staff have realized that not everyone has the ability to make it to an in-person story time or similar event and that Zoom might be a better option, she said.

"We're not forgetting those lessons," she said. "We're actually something more than we were in February 2020."

Comments: (319) 339-3155; lee.hermiston@thegazette.com

Good Morning,

I wanted to personally thank the library for allowing us to use the meeting rooms to put on a blood drive. We were able to register 12 donors and collected 9 units. Those units will go to our patients here at University of Iowa Hospitals & Clinics and UI Stead Family Children's Hospital and help save lives! Being a hospital-based blood center, we aren't big enough to own a mobile bus. It is because of places like yours, that are willing to open up their doors and host a blood drive, that we are able to continue carrying out our mission to collect life-saving products. During a pandemic, that need is intensified so we really appreciate you approving our reservation 😊

Please let me know if there is anything we missed or could do better for next time. We want to ensure that the library is always taken care of when we come to use it. If you have other questions or concerns, don't hesitate to reach out.

Thanks again for helping us with our drive. Enjoy the rest of your summer and stay safe!

Sincerely,

Jessie Cunningham (Hinrichs), MSED

Blood Drive Coordinator | UI DeGowin Blood Center
Advisor | UI DeGowin Student Organization
University of Iowa Health Care
200 Hawkins Drive, C250 GH, Iowa City, IA 52242



BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting

July 22 2021

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: Noa Kim, Robin Paetzold, Hannah Shultz, Derek Johnk, Tom Rocklin, Dan Stevenson, Daniel Keranen

Members Absent: Carol Kirsch, Kellee Forkenbrock

Staff/Others Present: Elsworth Carman, Sam Helmick, Kellie Kerns, Patty McCarthy, Jason Paulios, Brent Palmer, Alyssa Hanson, Melody Dworak

Call Meeting to Order: Vice President Rocklin called the meeting to order at 5:01 p.m. A quorum was present.

Public Discussion: Introductions of the newly appointed and standing board members took place.

Items to be discussed:

Annual Board Report - This is a regularly scheduled agenda item presented to the Board for approval. Specific sections about the report and 14 goals within the document were highlighted by Director Carman. The Board discussed reviewing the goals sequentially. The Board discussed the complexity of creating a goals document that specified goals for the Board rather than directives for the Director. Vice President Rocklin advised the Board has asked the staff to do these things; the board can evaluate progress and motion for approval. Rocklin suggested crafting a preamble that would provide context for the goals. Director Carman will re-work the report and bring back to the Board at the August meeting. Motion is tabled to the August meeting.

NOBU Budget - Summary of NOBU Requests FY15-21 - This is a discussion item from the June meeting. Specific sections about the report were highlighted by Director Carman and an offer to answer any questions was made. Historical data from the past seven years was collected for the document; this included support of fiscal year initiatives, the value of the NOBU budget, and categorical spending from past years.

NOBU Budget - FY22 - This is a regularly scheduled agenda item presented to the Board for approval. Specific sections about the report and future of State Aid funds were highlighted by Director Carman. An addition to the request in June includes new 125th Anniversary library cards. Derek Johnk made the motion to approve the model as written. Hannah Shultz seconded. Motion carried on a recorded vote: 6 AYES Kim, Keranen, Paetzold, Stevenson, Shultz, Johnk; 0 NAYS 0 Abstain; 1 Absent Forkenbrock

Board & Commissions ARPA Funds Input - This is an item for discussion as all City Boards, Commissions, and Committees were invited to submit their ideas for how the 18.3 million in funds can be spent within a specified date. Sections of the information were highlighted by Director Carman. The City has asked for input from Boards to survey how the funds should be spent. Director Carman asked how the Board would prefer to submit the information. Trustee Johnk recommended each member submit a survey. If done individually, each member would be counted as a community member. Vice President asked, collectively, if Trustees would like to follow the process; members did agree to submit the survey individually. No motion was made as vote was not required for this item.

Staff Reports:

Director's Report – Director Carman fielded questions by members.

In-Person Meetings - Old business item to discuss resuming in-person Board meetings. Staff advised Board will move to in-person at the August 26, 2021 meeting; meetings will be recorded via Zoom platform. Director Carman asked which meeting room would members like to use and fielded questions regarding logistics. Members asked if Johnson County Public Health representative could attend during public comment. Variance was discussed.

Departmental Reports:

Community & Access Services - Helmick provided a report included in the board packet. Vice President advised he is looking forward to the Welcome Desk opening.

Development Office Report - McCarthy provided a report included in the board packet, and highlighted an update pertaining to reopening of the BookEnd. An overview was provided with thank you to new trustees for contributing and members continuing to provide generous support. Events were highlighted including the annual Block Party and at the end of October members were encouraged to look up at pole banners to celebrate the 125th Anniversary. August 5th is new Friends' board member orientation.

Miscellaneous - Administrative Coordinator Kerns followed up with Board members to submit member-related items by next week for the Fall Window our PR/Marketing Dept.

President's Report:

Vice President Rocklin presented the report on behalf of President Kirsch.

Announcements from Members: Nothing to Report

Committee Reports:

FY2022 Memo of Understanding between the ICPL and ICPL Friends Foundation - This is a regularly scheduled agenda item which outlines the amount from ICPL Friends Foundation to be paid to the Library. Vice President Rocklin advised Board action not required as this is informational only.

Communications: Nothing to Report

Consent Agenda: Derek Johnk made the motion to approve the model as written. Dan Keranen seconded. Motion carried on a recorded vote: 6 AYEs Kim, Keranen, Paetzold, Stevenson, Shultz, Johnk; 0 NAYs 0 Abstain; 1 Absent Forkenbrock

Set Agenda Order for August Meeting - Vice President Rocklin communicated items for the August agenda:

Strategic Plan Update

Review 4th Quarter/Annual Statistics and Financials

Policy Review: 503 Admin/Confidential Policy

Departmental Reports: CH, CLS, IT

Public Health Update from Johnson County Public Health Staff

Director Carman advised staff will be monitoring entrance doors while the Library is open during the Block Party.

Adjournment. Vice President Rocklin closed the meeting at 6:08 p.m.

Respectfully submitted,
Kellie Kerns
Administrative Services Coordinator

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 1
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 435055			Mail & Delivery			
010468 U S POST OFFICE ACCT	62021	0	2022 1 INV P	245.00 070921	258623	Admin/USPS Marketin
010522 COPY SYSTEMS INC	IN417475	0	2022 1 INV P	184.50 073021	25686	Admin/ Ink Cartridg
			ACCOUNT TOTAL	429.50		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS	9883807902	0	2022 1 INV P	373.60 073021	259676	Admin/ Cell Phone M
015845 THE SPYGLASS GROUP	20897-2	0	2022 1 INV P	150.90 070921	258618	voice/data services
			ACCOUNT TOTAL	524.50		
10550110 449060			Dues & Memberships			
010229 IOWA CITY AREA BUSIN	1986	0	2022 1 INV P	439.00 071621	258693	Admin/Annual Member
013258 IOWA CITY NOON ROTAR	70221PM	0	2022 1 INV P	300.00 070221	258346	Admin/ Patty McCart
014831 AMERICAN LIBRARY ASS	ST 21-1	0	2022 1 INV P	199.00 072321	258910	Admin/ Video subs-
014831 AMERICAN LIBRARY ASS	ST21-1e	0	2022 1 INV P	298.00 073021	259403	Admin/ Trustee Acad
				497.00		
			ACCOUNT TOTAL	1,236.00		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN	73135680	0	2022 1 INV P	114.30 073021	259466	Admin/Lease
			ACCOUNT TOTAL	114.30		
10550110 449280			Misc Services & Charges			
000111 WESTEFELD, JOHN	70821JW	0	2022 1 INV P	12.00 072321	258974	Admin/ Found Librar
			ACCOUNT TOTAL	12.00		
			ORG 10550110 TOTAL	2,316.30		
10550121			Library Bldg Maint - Public			
10550121 442010			Other Building R&M Services			
010060 BLACKHAWK AUTOMATIC	107305	0	2022 1 INV P	62.10 073021	259411	FAC/ 3- 1/2" 155 HS
010981 JOE'S QUALITY WINDOW	19912	0	2022 1 INV P	140.00 072321	258967	FAC/ Window Cleanin
			ACCOUNT TOTAL	202.10		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4089533105	0	2022 1 INV P	135.76 072321	258921	FAC/ Sanitary Suppl
			ACCOUNT TOTAL	135.76		

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 2
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550121 452040 010627 CINTAS CORPORATION	4089533105	0	Sanitation & Indust Supplies 2022 1 INV P	135.76 072321	258921	FAC/ Sanitary Suppl
			ACCOUNT TOTAL	135.76		
10550121 466070 011399 ELECTRIC EQUIPMENT S 8811		0	Other Maintenance Supplies 2022 1 INV P	148.93 073021	25690	FAC/ 1 Ballast 6 LE
			ACCOUNT TOTAL	148.93		
			ORG 10550121 TOTAL	622.55		
10550140 10550140 438140			Library Computer Systems Internet Fees			
011937 AUREON COMMUNICATION	0789007015.07.21	0	2022 1 INV P	300.00 071621	258649	Internet Services
			ACCOUNT TOTAL	300.00		
10550140 444080 010537 INNOVATIVE INTERFACE INV-INC28684 010537 INNOVATIVE INTERFACE INV-INC28725 010537 INNOVATIVE INTERFACE INV-INC28823		0 0 0	Software R&M Services 2022 1 INV P 2022 1 INV P 2022 1 INV P	5,105.68 070921 67,498.47 073021 10,186.70 070921	258555 259458 258555	IT/Sierra Content C IT/ Sierra Annual R IT/Encore Discovery
				82,790.85		
011068 OVERDRIVE INC	H-0077052	0	2022 1 INV P	8,208.00 073021	259492	IT/Digital Johnson
			ACCOUNT TOTAL	90,998.85		
			ORG 10550140 TOTAL	91,298.85		
10550152 10550152 432080			Lib Public Services - Children Other Professional Services			
013120 BLANK PARK ZOO FOUND	1093185SRP	0	2022 1 INV P	238.88 070921	258515	CHI/ SRP Outdoor Sp
013703 CHAMPAGNE ACADEMY OF	71521	0	2022 1 INV P	250.00 073021	259417	CHI/Thursday Outdoo
014444 BALLET QUAD CITIES	7121	0	2022 1 INV P	150.00 070221	258283	CHI/Thursday Outdoo
			ACCOUNT TOTAL	638.88		
			ORG 10550152 TOTAL	638.88		
10550159 10550159 435059			Lib Public Srvs-Comm Access Advertising			
011328 LITTLE VILLAGE MAGAZ	9332	0	2022 1 INV P	350.00 073021	259470	CAS/ Full Page Ad &
			ACCOUNT TOTAL	350.00		
			ORG 10550159 TOTAL	350.00		

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 3
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550160	Library Collection Services					
10550160 435010	Data Processing					
011068 OVERDRIVE INC	MR0137021281183	0	2022 1 INV P	188.00 073021	259491	LIBRARY MATERIALS
	ACCOUNT TOTAL			188.00		
10550160 445270	Library Material R&M Services					
010509 BAKER & TAYLOR INC C	200055062021V	0	2022 1 INV P	943.71 072321	258915	LIBRARY MATERIALS
	ACCOUNT TOTAL			943.71		
	ORG 10550160 TOTAL			1,131.71		
10550210	Library Children's Materials					
10550210 477020	Books (Cat/Cir)					
010509 BAKER & TAYLOR INC C	2035975352	0	2022 1 INV P	214.79 072321	258915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035977410	0	2022 1 INV P	1,044.67 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035981118	0	2022 1 INV P	194.10 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035981225	0	2022 1 INV P	20.76 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035981274	0	2022 1 INV P	31.80 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035984148	0	2022 1 INV P	64.89 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035992894	0	2022 1 INV P	54.52 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036011331	0	2022 1 INV P	159.99 072321	258915	LIBRARY MATERIALS
				1,785.52		
010536 INGRAM LIBRARY SERVI	53642689	0	2022 1 INV P	205.40 072321	258963	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53701612	0	2022 1 INV P	72.05 073021	259457	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53775456	0	2022 1 INV P	161.70 073021	259457	LIBRARY MATERIALS
				439.15		
	ACCOUNT TOTAL			2,224.67		
10550210 477040	Books (Cat/Reference)					
010536 INGRAM LIBRARY SERVI	53701612	0	2022 1 INV P	7.45 073021	259457	LIBRARY MATERIALS
	ACCOUNT TOTAL			7.45		
10550210 477070	Downloadable-eBooks					
011068 OVERDRIVE INC	01370CO21281665	0	2022 1 INV P	495.25 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21281666	0	2022 1 INV P	233.96 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21288415	0	2022 1 INV P	150.89 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21293371	0	2022 1 INV P	57.50 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21293374	0	2022 1 INV P	203.47 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21293513	0	2022 1 INV P	16.99 073021	259491	LIBRARY MATERIALS
				1,158.06		
	ACCOUNT TOTAL			1,158.06		

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 4
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550210 477120			Other Audio-CD			
015457 LIBRARY IDEAS LLC	83389	0	2022 1 INV P	41.95 072321	258973	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	355760	0	2022 1 INV P	49.99 072321	258938	LIBRARY MATERIALS
			ACCOUNT TOTAL	91.94		
10550210 477160			Video Recordings			
010546 MIDWEST TAPE	500694380	0	2022 1 INV P	20.99 072321	258984	LIBRARY MATERIALS
			ACCOUNT TOTAL	20.99		
10550210 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21281669	0	2022 1 INV P	701.08 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21293368	0	2022 1 INV P	38.00 073021	259491	LIBRARY MATERIALS
				739.08		
			ACCOUNT TOTAL	739.08		
			ORG 10550210 TOTAL	4,242.19		
10550220			Library Adult Materials			
10550220 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035975352	0	2022 1 INV P	1,111.99 072321	258915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035981155	0	2022 1 INV P	59.51 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035984148	0	2022 1 INV P	5.98 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035984209	0	2022 1 INV P	96.23 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035984215	0	2022 1 INV P	141.92 072321	258915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035984526	0	2022 1 INV P	361.39 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035993140	0	2022 1 INV P	209.24 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035993301	0	2022 1 INV P	63.31 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035993303	0	2022 1 INV P	307.66 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036004382	0	2022 1 INV P	299.10 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036011331	0	2022 1 INV P	389.88 072321	258915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036017018	0	2022 1 INV P	273.81 073021	259408	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036029488	0	2022 1 INV P	349.55 072321	258915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017086751	0	2022 1 INV P	127.54 072321	258914	LIBRARY MATERIALS
				3,797.11		
010518 BLACKSTONE AUDIOBOOK	1233259	0	2022 1 INV P	40.00 073021	25676	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1860664	0	2022 1 INV P	134.82 073021	259416	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53642689	0	2022 1 INV P	283.16 072321	258963	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53701612	0	2022 1 INV P	258.73 073021	259457	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53775456	0	2022 1 INV P	209.36 073021	259457	LIBRARY MATERIALS
				751.25		
			ACCOUNT TOTAL	4,723.18		

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 5
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550220 477040 011706 DATA AXLE	10003864276	0	Books (Cat/Reference) 2022 1 INV P	550.00 072321	25292	LIBRARY MATERIALS
ACCOUNT TOTAL				550.00		
10550220 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21281641	0	2022 1 INV P	145.00 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21281668	0	2022 1 INV P	897.90 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21283058	0	2022 1 INV P	284.99 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21283063	0	2022 1 INV P	1,880.50 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21288414	0	2022 1 INV P	2,006.59 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21290615	0	2022 1 INV P	44.97 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21295297	0	2022 1 INV P	723.92 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21287582	0	2022 1 INV P	27.00 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21291041	0	2022 1 INV P	60.00 073021	259491	LIBRARY MATERIALS
				6,070.87		
ACCOUNT TOTAL				6,070.87		
10550220 477100			Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	1231421	0	2022 1 INV P	80.00 072321	25280	LIBRARY MATERIALS
ACCOUNT TOTAL				80.00		
10550220 477110			Music-CD			
010546 MIDWEST TAPE	500675058	0	2022 1 INV P	11.99 073021	259483	LIBRARY MATERIALS
ACCOUNT TOTAL				11.99		
10550220 477160			Video Recordings			
010509 BAKER & TAYLOR INC C	H55917710	0	2022 1 INV P	21.71 072321	258916	LIBRARY MATERIALS
010546 MIDWEST TAPE	500656019	0	2022 1 INV P	286.35 072321	258984	LIBRARY MATERIALS
010546 MIDWEST TAPE	500694009	0	2022 1 INV P	79.46 072321	258984	LIBRARY MATERIALS
010546 MIDWEST TAPE	500720817	0	2022 1 INV P	281.13 073021	259483	LIBRARY MATERIALS
				646.94		
ACCOUNT TOTAL				668.65		
10550220 477220			Multi-Media/Gaming			
010509 BAKER & TAYLOR INC C	2035977460	0	2022 1 INV P	262.84 072321	258915	LIBRARY MATERIALS
ACCOUNT TOTAL				262.84		
10550220 477230			Non-Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	1231421	0	2022 1 INV P	40.00 072321	25280	LIBRARY MATERIALS
ACCOUNT TOTAL				40.00		

08/17/2021 09:55
kkerns

CITY OF IOWA CITY
LIBRARY DISBURSEMENTS JULY 1 TO JULY 31 2021

P 6
apinvgl

YEAR/PERIOD: 2022/1 ACCOUNT/VENDOR	TO 2022/1 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550220 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21281653	0	2022 1 INV P	523.31 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21281671	0	2022 1 INV P	685.44 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21281938	0	2022 1 INV P	1,229.99 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21282739	0	2022 1 INV P	388.38 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21283059	0	2022 1 INV P	2,560.21 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21283062	0	2022 1 INV P	320.93 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21288414	0	2022 1 INV P	679.98 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21295303	0	2022 1 INV P	577.46 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21278097	0	2022 1 INV P	98.25 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21278098	0	2022 1 INV P	74.98 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21286513	0	2022 1 INV P	78.99 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21287582	0	2022 1 INV P	218.00 073021	259491	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21292609	0	2022 1 INV P	67.48 073021	259491	LIBRARY MATERIALS
				7,503.40		
			ACCOUNT TOTAL	7,503.40		
10550220 477330			Print/Reference Serials			
010524 EBSCO	1627711	0	2022 1 INV P	4,383.86 072321	25295	LIBRARY MATERIALS
			ACCOUNT TOTAL	4,383.86		
10550220 477340			Print/Circulating Serials			
010524 EBSCO	1627711	0	2022 1 INV P	6,029.50 072321	25295	LIBRARY MATERIALS
010524 EBSCO	2107205	0	2022 1 INV P	10.55 072321	25295	LIBRARY MATERIALS
				6,040.05		
			ACCOUNT TOTAL	6,040.05		
			ORG 10550220 TOTAL	30,334.84		
=====						
FUND 1000 General			TOTAL:	130,935.32		
=====						

** END OF REPORT - Generated by kellie kerns **

X _____

Carol Kirsch, President

X _____

Derek Johnk, Secretary