



# IOWA CITY PUBLIC LIBRARY

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

## LIBRARY BOARD OF TRUSTEES

August 27, 2020

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

**ZOOM MEETING PLATFORM**

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### **Electronic Meeting**

*(Pursuant to Iowa Code section 21.8)*

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

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

[https://zoom.us/meeting/register/tJArdUGqT0sGNJl96Drs3TR\\_BrpPK2M40zP](https://zoom.us/meeting/register/tJArdUGqT0sGNJl96Drs3TR_BrpPK2M40zP)

If you are asked for a meeting ID, enter Meeting ID: **946 1827 6626**

to enter a "Waiting Room" for the meeting.

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

When prompted, enter the **meeting ID: 946 1827 6626**

Providing comments in person is not an option.

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

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Wesley Beary, President

John Beasley

Kellee Forkenbrock

Derek Johnk, Secretary

Carol Kirsch, Vice-President

Robin Paetzold

Tom Rocklin

Hannah Shultz

Monique Washington

### 1. Call Meeting to Order.

### 2. Public Discussion.

### 3. Items to be discussed.

A. Reader's Advisory Demonstration.

Comment: A demonstration of the new reader's advisory service, Staff Picks...Just for You, will be provided.

B. FY21 Strategic Plan.

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

C. NOBU Budget.

Comment: The FY21 NOBU budget requires Board approval.

D. Library Annual Report.

Comment: Director's report, fact sheet, statistical output. Financial reports are not yet available.

### 4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Children's Services, Collection Services, IT.

C. Development Office Report.

D. Facilities Services Report.

E. Business Office Report.

F. Miscellaneous.

### 5. President's Report.

### 6. Announcements from Members.

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**7. Committee Reports.**

- A. Foundation Members.

**8. Communications.**

**9. Consent Agenda.**

- A. Approve Minutes of the Special Meeting of the Library Board of Trustees, July 9, 2020.
- B. Approve Regular Minutes of Library Board of Trustees July 23, 2020 meeting.
- C. Approve Disbursements for July, 2020.

**10. Set Agenda Order for September Meeting.**

**11. Adjournment.**

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Iowa City Public Library Meeting Agendas and Other Significant Events		
AUGUST 27, 2020	SEPTEMBER 24, 2020	OCTOBER 22, 2020
Review Annual Staff Report  Adopt NOBU Budget  Review 4 <sup>th</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT	Memorandum of Agreement between ICPLFF and ICPL  Budget Discussion  Departmental Reports: AS, CAS	Budget Discussion  <b>Policy Review:</b> 501: Statement of Authority 502: General Personnel policies 503: Rights & Benefits of Administrative & Confidential Staff 504: AFSCME Contract  Review 1 <sup>st</sup> Quarter Statistics and Financials  Departmental Reports: CH, CLS, IT  OTHER: <b>Looking Forward:</b> 10/15, 7pm online
NOVEMBER 19, 2020	DECEMBER 17, 2020	JANUARY 28, 2021
Appoint Committee to Evaluate Director  <b>Policy Review:</b> 808: Art Advisory Committee 809: Library Use 810: Discussion Rooms  Departmental Reports: AS, CAS	<b>Policy Review:</b> 704: Cardholder Database 811: Theft, Defacement, or Alteration of Library Materials  Departmental Reports: CH, CLS, IT	6-month Strategic Planning Update  Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials  Departmental Reports: AS, CAS
FEBRUARY 25, 2021	MARCH 25, 2021	APRIL 22, 2021
Director Evaluation  <b>Policy Review:</b> 700: Community Relations 701: Public Relations 706: Outreach  Set Calendar for Next Fiscal Year  Appoint Nominating Committee  Departmental Reports: CH, CLS, IT	<b>Policy Review:</b> 702: Library Programming 812: Hours of Service  Departmental Reports: AS, CAS	Review 3 <sup>rd</sup> Quarter Statistics and Financials  <b>Policy Review:</b> 803: Event Board 804: Free Materials Distribution 805: Display 816: Library Access for Sex Offenders Convicted of Sex Offense Against a Minor  Departmental Reports: AS, CH, CLS, IT
MAY 27, 2021	JUNE 24, 2021	JULY 28, 2022
<b>Policy Review:</b> 806: Meeting Room and Lobby Use  Departmental Reports: AS, CAS	Election of Officers  President Appoints to Foundation Board  Develop Ideas for Board Annual Report  Departmental Reports: CH, CLS, IT	Review Board Annual Report  Strategic Planning Update  Departmental Reports: AS, CAS



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

### **Context**

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

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

### **Mission**

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

### **Values**

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

**Belonging:** ICPL is for everyone.

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

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

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

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

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

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

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

### Goal 2: Focus on Community Aspirations

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

### Goal 3: Resource Management

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



TO: Library Board of Trustees

FROM: Elsworth Carman, Director

DATE: August 18, 2020

RE: FY21 NOBU/Direct State Aid Budget

Each year, the Board approves expenditures for the upcoming year from **Non-Operating Budget** accounts (referred to as NOBU). These funds are Board controlled and carry over a balance from one year to the next, unlike the operating budget. The two largest sources of income for NOBU are undesignated gift money, including the annual unrestricted payment from the Friends Foundation, which will be \$117,500 in FY21, and undesignated passthrough gifts. These funds are complemented by state funding through Enrich Iowa and Open Access, which totaled \$67,983 in FY20. Additional, smaller revenue sources include interest income, earned income beyond expenses (sales accounts, lost and paid library materials and reimbursements). These accounts are shown specifically in the year-end financial statements.

Income generally accumulates one year and is spent the next, although the requirements of some parts of state funding—including Enrich Iowa—call for expenditure in the year received. Foundation funds may also be spent in the year received, as may funds allocated for library collections. The City will not have finalized FY20 reporting before the Board meeting. The budget may be amended at any time.

The Library Board authorizes expenditures from NOBU funds for ongoing and one-time, project-related expenses.

### **Ongoing/Annual Expenses, \$123,500**

Personnel, Development Office: Historically, a permanent, half-time position in the Development Office (DO) has been funded through Open Access state funds. This position allows the DO to lead efforts in fundraising, discarded and donated bookselling, grant writing, and solicitation of support for Summer Reading program incentives.

FY21 NOBU Budget: \$34,000

Personnel, Children's Services: The Board agreed that if the City approved an additional full-time position to be funded through tax sources, part of the Foundation's annual gift would be used to support 16 hours a week of additional staffing in Children's Services to support bookmobile service. A part-time position was transitioned to full-time in February, FY18. Gift funds are needed to keep these hours in place. FY21 budget reflects forty percent (40%) of the position's expenses (wages and benefits).

FY21 NOBU Budget: \$28,000

Iowa City Book Festival: The Library has donated space, furnishings, and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. The nonprofit also receives funding from the City of Iowa City, in addition to other funding sources. The Library also, specifically, has supported the Iowa City Book Festival because of the many literary events it hosts that align with our mission, but could not fund on our own. This year, the Iowa City Book Festival will be held virtually. The change in format will reduce some associated fees and expenses, and our contribution reflects this change.

FY21 NOBU Budget: \$500

Collection Support: Non-operating funds are used to support collection needs that cannot be met through the City's operating budget allocation.

FY21 NOBU Budget: \$40,000

Third Issue of the Window: We have used gift funding to support a third edition of the library's newsletter since FY16. The newsletter is a valuable and effective tool to keep people informed about what is going on at the Library. The Board has continued to approve this expense from NOBU funds. The third Window will be distributed in December, and will also serve as the Foundation's annual report and appeal.

FY21 NOBU Budget: \$9,000

Library Programming: One of the hallmarks of ICPL's service is offering relevant, high-interest programming and events, often designed to complement initiatives from the library's strategic plan, City Council work, or projects from City of Iowa City administration. Additional funding will ensure ICPL staff remain empowered to build enriching experiences about climate change awareness and climate action culture, social justice, equity, and other important topics.

FY21 NOBU Budget: \$10,000

LibCon Support: ICPL's annual LibCon draws guests from across the state, including individuals and families who have never been to our facility before. This year, we plan to offer a virtual experience celebrating the connection between libraries and comics/graphic novels and highlight ways fans can interact with each other while physically distanced.

FY21 NOBU Budget: \$2,000

### **Art Appraisal, \$12,000**

Last year's NOBU budget included \$5,000 to have the Hazel Westgate Collection professionally appraised. This project began just before the building closure and was not completed. To move our preservation of the art collection—a shared, community resource—forward, an appraisal of the entire ICPL art collection will be conducted.

FY21 NOBU Budget: \$12,000

### **Facilities Enhancements, \$33,000**

As the building ages, opportunities to enhance and improve the physical library experience for patrons and staff emerge. Adding external signage, visible from Linn Street and the Ped Mall will enhance the findability of our facility. Furniture in the well-used staff lounge needs to be replaced. An easy-to-clean, safe replacement for the "Book House" in the Children's Department is needed. All baby changing stations need to be replaced to ensure they are safe and functional, and, if possible, adding an adult-



sized changing station would be a community asset. The staff lactation space needs improvement.

FY21 NOBU Budget: \$27,000

**Space Changes:** Engaging a local architect to redesign staff work areas to maximize social distancing while working at individual and shared workstations, with an emphasis on reusing current moveable walls and modular systems is needed.

FY21 NOBU Budget: \$6,000

#### **Hearing Augmentation System, \$10,000**

Continuing to build on ICPL's accessibility improvements, a modern hearing augmentation system is needed in Meeting Room A to ensure all patrons may engage in library programs and events. Additional public meeting spaces (Story Time Room and Room D) will be assessed for compatibility with the new system.

FY21 NOBU Budget: \$10,000

#### **125<sup>th</sup> Anniversary Celebration, Part 1, \$15,000**

To recognize ICPL's 125<sup>th</sup> anniversary, we are planning a series of events, programs, giveaways, and promotions (possibly including a wrap for the bookmobile, and new card design). If practical, these events will coincide with re-opening the building. The celebration will continue into FY22.

FY21 NOBU Budget: \$15,000

#### **Marketing/PR Enhancement, \$3,500**

Our new Community and Access Services Coordinator is starting their position in mid-September. This is an opportunity to provide extra resources for this staff member to take on a special project of their choosing their first year at ICPL. This will allow the new coordinator to engage fully with the community and their team quickly.

FY21 NOBU Budget: \$3,500

**Total FY20 NOBU Budget: \$197,000**



## Director's Annual Report: FY20

At ICPL, we pride ourselves in providing access; it is one of the seven values we use in designing our work and is an idea we focus on daily. While we hold the idea dear, even in the most predictable years, “access” is an unwieldy and complex concept. In a year like this one, the word access takes on new meanings and becomes more of a puzzle than usual. FY20 brought numerous opportunities to assess the ways we have championed access in the past, how we prioritize access in challenging times, and how we aspire to provide access in the future.

### July 1, 2019-March 13, 2020

The first eight and a half months of the year, we were able to focus on access in largely traditional ways, and we made strides in reducing barriers to our spaces and services in a multitude of ways.

- The AIM Student Card was issued to 15,283 learners. Working with Iowa City Community School District, North Liberty Community Library, and Coralville Public Library to offer a no-barrier card for youth allowed more students more access across the region. By the end of the fiscal year, 727 student borrowers had checked out a combined 5,152 materials.
- We made building enhancements to ensure all patrons have access to amenities and services. We added a power-assist door in the Admin suite and a water bottle filling station on the second floor. Aging, damaged shelving was fixed in the Children's area, and soft furniture from multiple high-use areas of the building was reupholstered. The well-loved Book House from the Children's area was so well used, it outlived its usefulness and was removed.
- Throughout the summer, Children's and Teen services staff provided meals and snacks to young patrons, helping meet the basic needs of our community and allowing youth to enjoy the library without the added stress of hunger.
- Collection Services staff presented information about eBook publishing at the Iowa Library Association's annual Johnson County Legislative Reception, focusing on new publishing practices obstructing access to library eBook users.
- ICPL was recognized by *Little Village* as having the “Best Public Restroom” and as being the “Best Library” in the CRANDIC, recognition that speaks directly to our commitment to access for all.
- We tried some new programming with a twelve-week, lecture-based course on *The Odyssey*, which drew such a diverse, enthusiastic audience that we started a similar course on *The Iliad* almost immediately following it. It was the brainchild of Janet Freeman, former Library Board of Trustee member and professor.
- In partnership with the Pilot Club of Iowa City, staff curated a new collection of large print books to ensure the children's collection is accessible to all young readers.

- The jDVD collection was reorganized into a single, browsable collection, making these resources more user-friendly and easier to navigate.
- Library administration gathered community and staff aspirations and ideas for the future of ICPL through facilitated conversations focused on the next strategic plan.
- Staff worked with Maureen Sullivan to develop the framework for a new, five-year strategic plan.
- Multiple changes were made to the Board of Trustee meeting packets—including the ongoing development of a graphic overview of quarterly financials, the addition of a consent agenda, and a written director's report—in an effort to simplify the delivery of information to the trustees and provide information in multiple ways to accommodate preferences in formats.

In addition to these projects and initiatives, the first part of the year provided some opportunities to think about ICPL's legacy of access and how that has impacted the community. We celebrated the Library's 123<sup>rd</sup> anniversary (123 years at 123 S. Linn Street) with an all-ages cookie reception, children's programming, and displays throughout the building. We wished some long-serving staff well as they shifted into retirement (Maeve Clark, Heidi Lauritzen, Mary Estle-Smith, and Juanita Walker had a combined 112 years of service to ICPL). We welcomed enthusiastic new staff into the open roles (Jason Paulios, Jeffrey Guentert, and Amanda Mae Monson Ray all brought fresh ideas and passion to their positions).

### **March 14, 2020-June 30, 2020**

Despite a strong start, the year did not continue as planned. In mid-March, ICPL abruptly closed the physical building in response to the increased number of COVID-19 cases in Johnson County. All events and programs were suspended, all staff and volunteers were sent home, and we were faced with reevaluating our priorities and redefining what access looked like at ICPL. Some decisions were relatively easy; we knew immediately that our focus had to be on staff and community safety. We knew we needed to establish a way to continue phone and chat service quickly, since this would keep us in communication with the community. We knew we needed a new plan, both for right now and for the future.

Quickly, we worked together to create and implement remote technology solutions and work-from-home practices that allowed uninterrupted phone and chat public services. We made the difficult decision to furlough half of our staff. We transitioned from a building-based, in-person service model to a virtual service model. This included producing and promoting virtual programming for all ages and a focus on digital media formats. We crafted, communicated, and implemented a phased re-opening plan; we're currently in Phase Two of Six, which means we offer curbside pickup of materials and we mail materials to patrons. Collections Services staff pivoted to quickly select and purchase digital resources to supplement our existing collections, and patrons responded immediately. Funding support from the Friends Foundation allowed us flexibility in purchasing the formats and titles our users requested. We all learned how to use Zoom.

Our users have responded positively to our new services. Use of digital resources is up, and the number of patrons we serve each week via curbside and mail show consistent high use. As of August 20, we have sent 3,751 mailers of materials and had 6,858 patron pick-ups via curbside. In total, more than 30,500 items have been checked out since we began offering curbside pickup.

The murder of George Floyd by a Minneapolis police officer in late May brought systemic and institutionalized racism into focus on a national level. Black Lives Matter activism increased in many communities, including Iowa City. Witnessing the testimony of Black, Indigenous, and People of Color (BIPOC) in our community—often directly in front of the library building on the Ped Mall—served as a call to action for the Library. We took immediate steps to support learning about racism and ways to be an antiracist, including offering an “always available” curated resources list - for all ages and all card holders. We began working on explicit equity language and equity goals into our future plans.

Throughout these challenges, the leadership team continued to discuss and work on the strategic plan. We realized that, despite putting in considerable effort to its creation, our original version would no longer work for us. Stepping back and assessing the framework, community group responses, and staff work related to futurecasting and goal setting, we saw a way to maintain the core of our first plan but shift into a “bridge plan” model. We transitioned our thinking from a five-year plan to a three-year plan, and kept the focus on community input and rebuilding from the COVID closure. As we work through the new plan, we will continue to seek opportunities to remove service barriers and provide access to all.

The year was a good reminder of how fortunate we are to have an exceptional staff, a supportive and engaged Board of Trustees, an active and dedicated Friends Foundation, an amazing group of volunteers, and a community that champions their library. The hardest part of the building closure has been getting used to doing our work without regular contact with the people we are here to serve. The absence of colleagues, volunteers, and patrons will never feel normal.

It has been a year of peaks and valleys, and staff have been asked to do new things and work together in new ways. I am tremendously proud of the resiliency, creativity, passion, and humor ICPL staff demonstrate every day. This is a group that can take on anything.

While it wasn't what I expected, I am proud of the work that was done this year. I am excited about our strategic plan and eager to continue to rebuild ICPL with the community.

With gratitude,

Elsworth Carman

## FY2020 Fact Sheet

POPULATION SERVED:	Iowa City: 78,214; By contract: Rural Johnson County: 22,523; University Heights: 1,125, Hills: 806; Lone Tree: 1,408	
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:	Wesley Beary, President John Beasley, Secretary      Robin Paetzold, County Representative Kellee Forkenbrock      Tom Rocklin Derek Johnk      Hannah Shultz Carol Kirsch, Vice-President      Monique Washington	
STAFF	Librarians:	13.0
	Other Permanent Staff:	27.77 FTE
	Hourly Staff:	15.3 FTE
	Volunteers:	2.89 FTE
COLLECTIONS:	Circulating Books/eBooks:	191,739
	Circulating Non-print Materials/eAudio/eVideo:	50,234
	Print and Electronic Reference/jProgram Collection:	4,720
	Periodicals/Newspapers: current print & e-subscriptions:	305
	Total Collection size:	246,998
ANNUAL USERSHIP:	Cardholders:	49,788
	Circulation:	1,023,480
	Visits to the Library:	442,702
	Information Requests:	31,354
	Program Attendance in Meeting Rooms:	31,990
	Meeting Room Use: non-library meetings:	1,173
BUDGET:		
Income Sources:	City of Iowa City:	N/A
	Contracts (County, Cities):	N/A
	State:	N/A
	Fines / Fees / Sales:	N/A
	Gifts / Grants:	N/A
	Other:	N/A
	Total:	N/A
	Expenditures on Materials	N/A
PHYSICAL FACILITIES:	81,276 sq. ft. building includes 5 meeting rooms	
SUPPORT GROUP:	Iowa City Public Library Friends Foundation	
WEB PAGE:	<a href="http://www.icpl.org">www.icpl.org</a> Home of the Iowa City UNESCO City of Literature	


**FY20 Circulation by Type & Format**

13 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
<b>Adult Materials</b>					
General Fiction/Fiction Express	69,823	9.2%	90,609	9.8%	-22.9%
Mystery	23,237	3.1%	32,437	3.5%	-28.4%
Science Fiction	12,971	1.7%	16,886	1.8%	-23.2%
Book Club Kits (10 items per kit)	35	0.0%	65	0.0%	-46.2%
Young Adult Fiction	14,382	1.9%	21,354	2.3%	-32.6%
Comics	23,145	3.1%	31,548	3.4%	-26.6%
Large Print	8,335	1.1%	10,032	1.1%	-16.9%
Books in Other Languages	757	0.1%	1,214	0.1%	-37.6%
<b>Total Fiction</b>	<b>152,685</b>	<b>20.2%</b>	<b>204,145</b>	<b>22.0%</b>	<b>-25.2%</b>
Express/Nonfiction	2,380	0.3%	3,634	0.4%	-34.5%
Large Print Nonfiction	1,172	0.2%	1,596	0.2%	-26.6%
000 - General/Computers	2,558	0.3%	3,682	0.4%	-30.5%
100 - Psychology/Philosophy	8,870	1.2%	11,625	1.3%	-23.7%
200 - Religion	5,259	0.7%	7,273	0.8%	-27.7%
300 - Social Sciences	16,094	2.1%	21,674	2.3%	-25.7%
400 - Language	1,772	0.2%	2,620	0.3%	-32.4%
500 - Science	5,039	0.7%	7,401	0.8%	-31.9%
600 - Applied Technology	28,114	3.7%	40,674	4.4%	-30.9%
700 - Art & Recreation	15,369	2.0%	22,110	2.4%	-30.5%
800 - Literature	6,780	0.9%	10,009	1.1%	-32.3%
900 - History & Travel	13,802	1.8%	19,876	2.1%	-30.6%
Biography	5,650	0.7%	7,374	0.8%	-23.4%
<b>Total Nonfiction: Adult &amp; Young Adult</b>	<b>112,859</b>	<b>14.9%</b>	<b>159,548</b>	<b>17.2%</b>	<b>-29.3%</b>
Magazines	3,966	0.5%	6,061	0.7%	-34.6%
<b>Total Miscellaneous</b>	<b>3,966</b>	<b>0.5%</b>	<b>6,061</b>	<b>0.7%</b>	<b>-34.6%</b>
<b>Total Adult Print</b>	<b>269,510</b>	<b>35.6%</b>	<b>369,754</b>	<b>39.9%</b>	<b>-27.1%</b>
Art to Go	1,293	0.2%	1,725	0.2%	-25.0%
DVD (Movies/TV)	146,774	19.4%	213,518	23.1%	-31.3%
Express/DVD	13,039	1.7%	22,833	2.5%	-42.9%
Nonfiction DVD	10,491	1.4%	15,848	1.7%	-33.8%
Fiction on Disc	7,715	1.0%	13,022	1.4%	-40.8%
Nonfiction on CD	3,687	0.5%	5,849	0.6%	-37.0%
Compact Disc (Music)	25,516	3.4%	43,106	4.7%	-40.8%
Young Adult Video Games	6,071	0.8%	8,350	0.9%	-27.3%
Circulating Equipment	549	0.1%	1,086	0.1%	-49.4%
Discovery Kits	33	0.0%	36	0.0%	-8.3%
<b>Total Nonprint</b>	<b>215,168</b>	<b>28.4%</b>	<b>325,373</b>	<b>35.1%</b>	<b>-33.9%</b>

**FY20 Circulation by Type & Format**

13 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	78,212	10.3%	64,659	7.0%	21.0%
Adult E-Book # Downloads	97,461	12.9%	75,962	8.2%	28.3%
Adult E-Magazines	20,040	2.6%	16,762	1.8%	19.6%
Adult E-Music # Downloads/Local Music Project	76	0.0%	100	0.0%	-24.0%
Adult E-Newspapers	23,554	3.1%	16,731	1.8%	40.8%
Adult E-Video Streaming: Library Channel	52,313	6.9%	56,750	6.1%	-7.8%
<b>Total Adult E-Downloads</b>	<b>271,656</b>	<b>35.9%</b>	<b>230,964</b>	<b>24.9%</b>	<b>17.6%</b>
<b>Total Adult Circulation</b>	<b>756,334</b>	<b>100.0%</b>	<b>926,091</b>	<b>100.0%</b>	<b>-18.3%</b>

**Children's Materials**

Fiction	43,538	14.7%	69,562	17.0%	-37.4%
Comics	28,131	9.5%	34,758	8.5%	-19.1%
Holiday	5,950	2.0%	6,878	1.7%	-13.5%
jLarge Print Fiction	219	0.1%	0	0.0%	0.0%
Picture: Big, Board, Easy	80,367	27.1%	115,831	28.3%	-30.6%
Readers	30,732	10.4%	44,794	11.0%	-31.4%
Nonfiction & Biography	32,644	11.0%	47,071	11.5%	-30.6%
jLarge Print Nonfiction	14	0.0%	0	0.0%	0.0%
Magazines	361	0.1%	676	0.2%	-46.6%
<b>Total Children's Print</b>	<b>221,956</b>	<b>74.9%</b>	<b>319,570</b>	<b>78.2%</b>	<b>-30.5%</b>
Video/DVD/Blu-Ray	33,547	11.3%	55,716	13.6%	-39.8%
Books on Disc	2,360	0.8%	4,104	1.0%	-42.5%
Read-Along set	3,848	1.3%	5,517	1.3%	-30.3%
Children's Music	2,514	0.8%	3,735	0.9%	-32.7%
Children's Video Games	1,771	0.6%	2,625	0.6%	-32.5%
Read with Me Kits	348	0.1%	534	0.1%	-34.8%
Games & Toys	2,021	0.7%	2,882	0.7%	-29.9%
jDiscovery Kits	70	0.0%	54	0.0%	29.6%
<b>Total Children's Nonprint</b>	<b>46,479</b>	<b>15.7%</b>	<b>75,167</b>	<b>18.4%</b>	<b>-38.2%</b>
j E-Audio # Downloads	8,876	3.0%	5,808	1.4%	52.8%
j E-Book # Downloads	19,167	6.5%	8,230	2.0%	132.9%
<b>Total Children's E-Downloads</b>	<b>28,043</b>	<b>12.2%</b>	<b>14,038</b>	<b>4.5%</b>	<b>99.8%</b>
<b>Total Children's</b>	<b>296,478</b>	<b>100.0%</b>	<b>408,775</b>	<b>100.0%</b>	<b>-27.5%</b>

**All Circulation by Type/Format**

All Fiction	230,523	21.8%	315,343	23.6%	-26.9%
All Nonfiction and Biography	145,517	13.8%	206,619	15.4%	-29.6%
Picture books & Readers	111,099	10.5%	160,625	12.0%	-30.8%
Magazines	4,327	0.4%	6,737	0.5%	-35.8%
<b>Total Print</b>	<b>491,466</b>	<b>46.6%</b>	<b>689,324</b>	<b>51.5%</b>	<b>-28.7%</b>

**FY20 Circulation by Type & Format**

13 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	2,021	0.2%	2,882	0.2%	-29.9%
Art	1,293	0.1%	1,725	0.1%	-25.0%
DVD (Fiction, Nonfiction, & Express)	203,851	19.3%	307,915	23.0%	-33.8%
CD (Music)	28,030	2.7%	46,841	3.5%	-40.2%
Books on CD (Fiction & Nonfiction)	13,762	1.3%	22,975	1.7%	-40.1%
Read-Along Set	3,848	0.4%	5,517	0.4%	-30.3%
Video Games	7,842	0.7%	10,975	0.8%	-28.5%
Read with Me Kits	348	0.0%	534	0.0%	-34.8%
Discovery Kits	103	0.0%	90	0.0%	14.4%
Circulating Equipment	549	0.1%	1,086	0.1%	-49.4%
Total Nonprint	261,647	24.8%	400,540	29.9%	-34.7%
Total E-Downloads	299,699	28.4%	245,002	18.3%	22.3%
Total In House/Undefined	2,610	0.2%	3,715	0.3%	-29.7%
Total Adult Materials (including e items)	756,334	71.7%	926,091	69.2%	-18.3%
Total Children's (including e items)	296,478	28.1%	408,775	30.5%	-27.5%
Grand Total (Adult + Children's + Undefined)	1,055,422	100.0%	1,338,581	100.0%	-21.15%




**FY20 Circulation by Area & Agency**

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
<b>Iowa City</b>									
General Iowa City	209,960	184,778	394,738	157,381	552,119	11,233	563,352	813,581	-30.8%
Downloads + Streaming	56,718	58,641	115,359	62,163	177,522	91,766	269,288	221,598	21.5%
Temporary	172	71	243	72	315	0	315	463	-32.0%
Public schools	13	35	48	29	77	0	77	66	16.7%
Private schools	56	212	268	124	392	0	392	615	-36.3%
Preschool/Daycare	598	972	1,570	1,019	2,589	0	2,589	2,891	-10.4%
Non-profit organizations	186	116	302	103	405	0	405	360	12.5%
Business	6	4	10	2	12	0	12	43	-72.1%
City departments	2	1	3	2	5	0	5	8	-37.5%
State/Federal agencies	0	0	0	1	1	0	1	0	0.0%
University of Iowa departments	0	0	0	0	0	0	0	0	0.0%
At Home	1,504	1,376	2,880	1,118	3,998	403	4,401	5,571	-21.0%
Interlibrary loan	420	437	857	407	1,264	71	1,335	1,805	-26.0%
Deposit collections/Nursing Homes	189	181	370	183	553	0	553	532	3.9%
Jail patrons	1,268	885	2,153	784	2,937	0	2,937	4,471	-34.3%
<b>Total Iowa City</b>	<b>271,092</b>	<b>247,709</b>	<b>518,801</b>	<b>223,388</b>	<b>742,189</b>	<b>103,473</b>	<b>845,662</b>	<b>1,052,004</b>	<b>-19.61%</b>
<b>Local Contracts</b>									
<b>Johnson County</b>									
General	20,012	18,390	38,402	14,657	53,059	911	53,970	82,937	-34.9%
Downloads	6,116	5,561	11,677	6,238	17,915	7,794	25,709	20,789	23.7%
Preschool/Daycare	0	0	0	0	0	0	0	0	0.0%
At Home	21	10	31	12	43	6	49	228	-78.5%
<b>Total Johnson County</b>	<b>26,149</b>	<b>23,961</b>	<b>50,110</b>	<b>20,907</b>	<b>71,017</b>	<b>8,711</b>	<b>79,728</b>	<b>103,954</b>	<b>-23.3%</b>
<b>Hills</b>									
General	825	733	1,558	546	2,104	65	2,169	3,304	-34.4%
Downloads	120	154	274	182	456	283	739	422	75.1%
At Home	0	0	0	0	0	0	0	0	0.0%
<b>Total Hills</b>	<b>945</b>	<b>887</b>	<b>1,832</b>	<b>728</b>	<b>2,560</b>	<b>348</b>	<b>2,908</b>	<b>3,726</b>	<b>-22.0%</b>
<b>Lone Tree</b>									
General	1,055	952	2,007	766	2,773	26	2,799	4,078	-31.4%
Downloads	96	118	214	94	308	75	383	454	-15.6%
At Home	0	0	0	0	0	0	0	0	0.0%
<b>Total Lone Tree</b>	<b>1,151</b>	<b>1,070</b>	<b>2,221</b>	<b>860</b>	<b>3,081</b>	<b>101</b>	<b>3,182</b>	<b>4,532</b>	<b>-29.8%</b>
<b>University Heights</b>									
General	2,964	2,977	5,941	2,107	8,048	221	8,269	14,779	-44.0%
Downloads	538	552	1,090	657	1,747	1,763	3,510	1,739	101.8%
At Home	0	0	0	0	0	0	0	0	0.0%
<b>Total University Heights</b>	<b>3,502</b>	<b>3,529</b>	<b>7,031</b>	<b>2,764</b>	<b>9,795</b>	<b>1,984</b>	<b>11,779</b>	<b>16,518</b>	<b>-28.7%</b>
<b>Total Local Contracts</b>	<b>31,747</b>	<b>29,447</b>	<b>61,194</b>	<b>25,259</b>	<b>86,453</b>	<b>11,144</b>	<b>97,597</b>	<b>128,730</b>	<b>-24.2%</b>
<b>Reciprocal/Open Access</b>									
<b>Johnson County Libraries</b>									
Coralville	16,850	13,763	30,613	11,441	42,054	608	42,662	57,296	-25.5%
North Liberty	8,651	7,195	15,846	5,316	21,162	234	21,396	31,913	-33.0%
Oxford	29	56	85	67	152	8	160	319	-49.8%
Solon	1,665	1,061	2,726	515	3,241	40	3,281	2,835	15.7%
Swisher	66	52	118	128	246	0	246	381	-35.4%
Tiffin	1,203	1,244	2,447	1,171	3,618	60	3,678	3,469	6.0%
AIM Downloads (None from North Liberty or Coralville)	0	0	0	3	3	17	20	0	0.0%

## FY20 Circulation by Area &amp; Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
<b>All Other Libraries</b>									
Ainsworth	0	2	2	21	23	0	23	11	109.1%
Albia	0	0	0	0	0	0	0	0	0.0%
Altoona	0	0	0	0	0	0	0	0	0.0%
Ames	1	2	3	13	16	0	16	5	220.0%
Anamosa	10	58	68	31	99	0	99	248	-60.1%
Ankeny	66	50	116	30	146	0	146	134	9.0%
Atkins	13	43	56	0	56	0	56	24	133.3%
Belle Plaine	0	0	0	1	1	0	1	0	0.0%
Bennett	0	9	9	5	14	0	14	0	0.0%
Bettendorf	15	14	29	2	31	0	31	79	-60.8%
Birmingham	12	31	43	23	66	0	66	0	0.0%
Blairstown	0	0	0	0	0	0	0	18	-100.0%
Bloomfield	90	152	242	92	334	0	334	341	-2.1%
Boone	0	5	5	0	5	0	5	0	0.0%
Brooklyn	0	0	0	1	1	0	1	0	0.0%
Burlington	25	27	52	23	75	0	75	34	120.6%
Carroll	0	0	0	0	0	0	0	5	-100.0%
Cascade	0	0	0	0	0	0	0	37	-100.0%
Cedar Falls	46	42	88	90	178	0	178	292	-39.0%
Cedar Rapids	1,809	1,166	2,975	623	3,598	46	3,644	4,428	-17.7%
Center Point	0	0	0	0	0	0	0	2	-100.0%
Central City	0	0	0	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0	0	0	0.0%
Charles City	0	0	0	0	0	0	0	3	-100.0%
Clarence	2	12	14	9	23	0	23	24	-4.2%
Clinton	0	0	0	0	0	0	0	11	-100.0%
Clive	0	0	0	0	0	0	0	0	0.0%
Columbus Jct	120	183	303	167	470	6	476	74	543.2%
Conesville	0	0	0	92	92	0	92	105	-12.4%
Cornell College	771	647	1,418	417	1,835	22	1,857	3,056	-39.2%
Council Bluffs	0	0	0	0	0	0	0	0	0.0%
Crawfordsville	0	0	0	0	0	0	0	0	0.0%
Dallas Center	0	0	0	0	0	0	0	0	0.0%
Davenport	41	52	93	57	150	0	150	72	108.3%
Decorah	0	2	2	8	10	0	10	1	900.0%
Denison	0	0	0	0	0	0	0	0	0.0%
Des Moines	8	27	35	2	37	0	37	81	-54.3%
Donnelson	0	0	0	0	0	0	0	2	-100.0%
Dubuque	3	7	10	8	18	0	18	60	-70.0%
Dunkerton	0	25	25	9	34	0	34	0	0.0%
Earlham	0	0	0	0	0	0	0	0	0.0%
Eldon	22	18	40	0	40	0	40	56	-28.6%
Elkader	0	0	0	0	0	0	0	0	0.0%
Ely	108	38	146	12	158	2	160	66	142.4%
Estherville	0	0	0	0	0	0	0	0	0.0%
Fairfax	107	61	168	65	233	0	233	275	-15.3%
Fairfield	355	303	658	225	883	0	883	1,721	-48.7%
Fort Dodge	0	6	6	0	6	0	6	1	500.0%
Fort Madison	3	0	3	0	3	0	3	0	0.0%
Gilman	41	0	41	0	41	0	41	0	0.0%
Glenwood	0	0	0	0	0	0	0	1	-100.0%
Grandview	0	0	0	0	0	0	0	0	0.0%
Grimes	0	0	0	6	6	0	6	0	0.0%
Grinnell	48	10	58	0	58	0	58	176	-67.0%
Guthrie Center	0	0	0	0	0	0	0	6	-100.0%
Hedrick	0	0	0	0	0	0	0	0	0.0%
Hiawatha	24	23	47	23	70	0	70	114	-38.6%
Independence	0	0	0	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0	0	0	0.0%

## FY20 Circulation by Area &amp; Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Johnston	0	0	0	0	0	0	0	12	-100.0%
Kalona	1,320	1,068	2,388	838	3,226	41	3,267	5,107	-36.0%
Keokuk	0	0	0	1	1	0	1	0	0.0%
Keosauqua	10	24	34	16	50	0	50	10	400.0%
Keota	20	145	165	94	259	2	261	56	366.1%
LeClaire	0	0	0	0	0	0	0	0	0.0%
Letts	0	0	0	0	0	0	0	3	-100.0%
Lisbon	29	0	29	6	35	0	35	194	-82.0%
Lowden	37	101	138	107	245	0	245	234	4.7%
Manchester	5	0	5	0	5	0	5	1	400.0%
Maquoketa	8	0	8	0	8	0	8	12	-33.3%
Marengo	490	179	669	167	836	1	837	2,010	-58.4%
Marion	120	105	225	76	301	0	301	604	-50.2%
Marshalltown	0	2	2	2	4	0	4	0	0.0%
Martelle	0	4	4	10	14	0	14	0	0.0%
Mason City	0	4	4	17	21	0	21	9	133.3%
Mechanicsville	19	15	34	4	38	6	44	105	-58.1%
Mediapolis	4	4	8	2	10	0	10	19	-47.4%
Milford	0	0	0	0	0	0	0	0	0.0%
Montezuma	3	12	15	12	27	0	27	58	-53.4%
Monticello	0	0	0	0	0	0	0	0	0.0%
Montrose	7	27	34	4	38	0	38	8	375.0%
Morning Sun	4	19	23	3	26	0	26	45	-42.2%
Mount Pleasant	47	35	82	18	100	0	100	506	-80.2%
Muscatine	180	143	323	130	453	4	457	1,070	-57.3%
Nevada	0	0	0	0	0	0	0	0	0.0%
New London	5	4	9	2	11	0	11	8	37.5%
Newton	0	0	0	0	0	0	0	18	-100.0%
North English	265	105	370	69	439	0	439	768	-42.8%
Norway	44	2	46	0	46	0	46	0	0.0%
Odebolt	6	0	6	0	6	0	6	0	0.0%
Oelwein	0	0	0	0	0	0	0	0	0.0%
Osceola	0	0	0	0	0	0	0	2	-100.0%
Oskaloosa	0	5	5	8	13	0	13	2	550.0%
Ottumwa	4	0	4	0	4	0	4	74	-94.6%
Pella	0	0	0	0	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0	0	0	0.0%
Richland	0	0	0	0	0	0	0	0	0.0%
Riverside	820	604	1,424	604	2,028	0	2,028	2,704	-25.0%
Robins	0	0	0	0	0	0	0	83	-100.0%
Rockwell	0	0	0	0	0	0	0	1	-100.0%
Scott Co (Eldridge)	0	14	14	0	14	0	14	22	-36.4%
Scranton	0	9	9	0	9	0	9	10	-10.0%
Shellsburg	0	0	0	0	0	0	0	0	0.0%
Sigourney	0	0	0	0	0	0	0	10	-100.0%
Sioux City	12	19	31	27	58	0	58	4	1350.0%
Sioux Rapids	3	0	3	0	3	0	3	0	0.0%
South English	22	0	22	5	27	0	27	43	-37.2%
Spirit Lake	4	0	4	1	5	0	5	0	0.0%
Springville	2	0	2	0	2	0	2	2	0.0%
Stanwood	0	0	0	0	0	0	0	9	-100.0%
Tipton	272	258	530	258	788	17	805	1,241	-35.1%
Toledo	0	0	0	4	4	0	4	0	0.0%
Traer	1	0	1	1	2	0	2	17	-88.2%
Urbandale	44	6	50	0	50	0	50	594	-91.6%
Van Horne	0	0	0	0	0	0	0	0	0.0%
Van Meter	0	0	0	0	0	0	0	8	-100.0%
Victor	51	101	152	58	210	0	210	407	-48.4%

## FY20 Circulation by Area &amp; Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Vinton	0	0	0	0	0	0	0	0	0.0%
Wapello	0	0	0	0	0	0	0	0	0.0%
Washington	611	625	1,236	446	1,682	33	1,715	3,647	-53.0%
Waterloo	12	1	13	0	13	0	13	21	-38.1%
Waukee	0	0	0	3	3	0	3	0	0.0%
Waukon	6	0	6	0	6	0	6	7	-14.3%
Waverly	0	2	2	0	2	0	2	115	-98.3%
Wellman	304	360	664	374	1,038	2	1,040	2,951	-64.8%
West Branch	1,978	1,711	3,689	1,399	5,088	107	5,195	6,927	-25.0%
West Des Moines	1	0	1	0	1	0	1	8	-87.5%
West Liberty	856	767	1,623	597	2,220	40	2,260	3,442	-34.3%
What Cheer	2	1	3	0	3	0	3	5	-40.0%
Williamsburg	853	690	1,543	467	2,010	8	2,018	4,187	-51.8%
Wilton	444	347	791	214	1,005	10	1,015	1,505	-32.6%
Winfield	10	35	45	41	86	0	86	95	-9.5%
Winterset	1	4	5	0	5	0	5	22	-77.3%
Winthrop	0	0	0	0	0	0	0	0	0.0%
Zearing	0	0	0	0	0	0	0	0	0.0%
Undefined Open Access	9	19	28	42	70	4	74	134	-44.8%
Total Recip/Open Access	41,149	33,962	75,111	26,823	101,934	1,318	103,252	146,932	-29.7%
Total Circulation (including E-Downloads, not in-house)	343,988	311,118	655,106	275,470	930,576	115,935	1,046,511	1,327,690	-21.2%
Percent Iowa City	78.8%	79.6%	79.2%	81.1%	79.8%	89.3%	80.8%	79.2%	2.0%
Percent Hills	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	-1.0%
Percent Johnson County	7.6%	7.7%	7.6%	7.6%	7.6%	7.5%	7.6%	7.8%	-2.7%
Percent Lone Tree	0.3%	0.3%	0.3%	0.3%	0.3%	0.1%	0.3%	0.3%	-10.9%
Percent University Heights	1.0%	1.1%	1.1%	1.0%	1.1%	1.7%	1.1%	1.2%	-9.5%
Percent Reciprocal/Open Access	12.0%	10.9%	11.5%	9.7%	11.0%	1.1%	9.9%	11.1%	-10.8%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	0.0%	
Iowa City	271,092	247,709	518,801	223,388	742,189	103,473	845,662	1,052,004	-19.6%
Local Contracts	31,747	29,447	61,194	25,259	86,453	11,144	97,597	128,730	-24.2%
Open Access	41,149	33,962	75,111	26,823	101,934	1,318	103,252	146,932	-29.7%
In-house cards (staff use)	3,000	2,210	5,210	2,429	7,639	1,212	8,851	10,888	-18.7%
Undefined Other	0	0	0	0	0	0	0	24	-100.0%
Total Spreadsheet	346,988	313,328	660,316	277,899	938,215	117,147	1,055,362	1,338,578	


**Library Services: FY20 Compared to FY19**

*\*The building closed March 15th, 2020 indefinitely due to COVID-19. Curbside services began June 1st, 2020.*

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>Library Services: Provide library facilities, materials, and equipment.</b>							
<b>A. Downtown Building Use</b>							
Total Hours Open	860	817	693	0	2,370	3,376	-29.8%
People into the Building	168,890	151,867	121,945	0	442,702	676,237	-34.5%
Average Number Per Hour	196.4	185.9	176.0	0.0	186.8	201	-7.0%
<b>Bookmobile Use</b>							
Bookmobile Total Hours Open	217	176	130	0	524	759	-30.9%
People on Bookmobile	5,257	4,437	3,153	0	12,847	16,324	-21.3%
Average Number per Hour	24	25	24	0	25	22	14.0%
Total Downtown & Bookmobile Hours Open	1,077	993	823	0	2,894	4,135	-30.0%
Total People Downtown & on Bookmobile	174,147	156,304	125,098	0	455,549	692,561	-34.2%
Total Average Number per Hour	162	157	152	0	157	168	-6.0%
<b>B. Meeting Rooms</b>							
Number of Non-Library Meetings	393	426	347	7	1,173	1,461	-19.7%
Estimated Attendance	5,362	7,041	6,525	0	18,928	30,101	-37.1%
Equipment Set-ups	29	51	29	0	109	128	-14.8%
Group Study Room Use	1,403	1,480	1,346	0	4,229	6,015	-29.7%
Lobby Use	2	1	1	2	6	8	-25.0%
<b>C. Equipment Usage</b>							
Photocopies by Public	6,945	5,502	3,980	0	16,427	25,861	-36.5%
Pay for Print Copies	25,082	19,200	16,351	0	60,633	88,169	-31.2%
% Checkouts by Self-Check	71.7%	71.2%	69.3%	0.0%	53.1%	71.7%	-26.0%
DOT Kiosk Usage	325	512	476	0	1313	2922	-55.1%
<i>* FY20 pay for print copies data in September is an average of July and August due to technical issues.</i>							
<b>D. Downtown Use of Electronic Materials</b>							
Listening/Viewing/Tablets/Laptops Sessions	2,789	1,758	1,778	0	6,325	11,309	-44.1%
<b>E. Ride 'N' Read</b>							
Bus Passes Distributed Downtown	1,369	672	703	0	2,744	3,942	-30.4%
<b>F. Services During Library Closure</b>							
Patrons Using Mail	0	0	0	1,239	1,239	0	0.0%
Patrons Using Curbside	0	0	0	1,430	1,430	0	0.0%
Items Checked Out	0	0	0	7,101	7,101	0	0.0%
Materials Paged	0	0	0	5,859	5,859	0	0.0%
Missed Curbside Appointments	0	0	0	49	49	0	0.0%
Curbside Questions	0	0	0	78	78	0	0.0%
Hours Assisting Patrons (Curbside, Chat, & Switchboard)	0	0	0	350	350	0	0.0%
<b>Lending Services: Lend materials for home, school, and office use.</b>							
A. Circulation Downtown	335,890	302,700	268,994	115,896	1,023,480	1,292,526	-20.8%
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)							
Percent AIM Circulation Downtown	0.00%	0.20%	0.75%	2.38%	2.38%	0.00%	0.00%
Circulation on Bookmobile	8,098	8,418	6,518	43	23,077	35,164	-34.4%
Percent AIM Circulation on Bookmobile	0.00%	0.01%	0.15%	0.00%	0.00%	0.00%	0.00%
<i>*Beginning June 19, 2020 the Bookmobile collection was used to fulfill holds. The Bookmobile was not in use during this time.</i>							
Total Circulation Downtown & Bookmobile	343,988	311,118	275,512	115,939	1,046,557	1,327,690	-21.2%
Percent AIM Total Circulation Downtown & Bookmobile	0.00%	0.20%	0.88%	2.38%	2.38%	0.00%	0.00%
Average Total Circulation Downtown & Bookmobile Per Hour	391	371	388	0	432	383	12.8%
<b>B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)</b>							
Adult Materials	234,966	219,273	199,346	102,749	756,334	924,739	-18.2%
Children's Materials	111,041	93,178	74,540	17,719	296,478	408,775	-27.5%
Percent Children's	33.1%	30.8%	27.7%	15.3%	29.0%	31.6%	-8.4%
Non-Print	97,095	88,692	72,725	3,135	261,647	400,540	-34.7%
Percent Non-print	28.9%	29.3%	27.0%	2.7%	25.6%	31.0%	-17.5%
Equipment loans	203	169	169	8	549	1,086	-49.4%
Downloads	63,588	65,026	66,076	105,009	299,699	245,002	22.3%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
C. Circulation by Residence of User (Downtown & Bookmobile)	343,988	311,118	275,512	115,939	1,046,557	1,327,690	-21.2%
(Materials plus equipment; includes downloads; does not include items circulated in-house.)							
<b>Iowa City</b>	264,028	240,497	217,884	103,430	825,839	1,023,218	-19.3%
<b>Local Contracts</b>							
Hills	945	887	728	348	2,908	3,726	-22.0%
Hills as % of All	0.27%	0.3%	0.3%	0.3%	0.28%	0.28%	-1.0%
Johnson County (Rural)	26,149	23,961	20,907	8,711	79,728	103,954	-23.3%
Johnson County as % of All	7.60%	7.7%	7.6%	7.5%	7.62%	7.83%	-2.7%
Lone Tree	1,151	1,070	860	101	3,182	4,532	-29.8%
Lone Tree as % of All	0.33%	0.34%	0.31%	0.09%	0.30%	0.34%	-10.9%
University Heights	3,502	3,529	2,764	1,984	11,779	16,518	-28.7%
University Heights as % of All	1.02%	1.13%	1.00%	1.71%	1.13%	1.24%	-9.5%
Total Local Contracts	31,747	29,447	25,259	11,144	97,597	128,730	-24.2%
<b>State Contracts - Open Access</b>							
Coralville	16,850	13,763	11,441	608	42,662	57,296	-25.5%
Cedar Rapids	1,809	1,166	623	46	3,644	4,428	-17.7%
Other Open Access	22,490	19,033	14,759	664	56,946	85,208	-33.2%
Total Open Access	41,149	33,962	26,823	1,318	103,252	146,932	-29.7%
Open Access as % of All	12.0%	10.9%	9.7%	1.1%	9.9%	11.1%	-10.9%
<b>D. InterLibrary Loans</b>							
Loaned to Other Libraries	299	298	262	42	901	1,287	-30.0%
Percent of Requests Filled	24.5%	25.9%	23.0%	28.6%	24.6%	27.2%	-9.7%
Total Borrowed From Other Libraries	900	804	783	72	2,559	3,660	-30.1%
Percent of Requests Filled	87.0%	89.5%	88.5%	98.6%	88.5%	88.5%	0.1%
Books/Periodicals/AV Borrowed	892	791	768	70	2,521	3,637	-30.7%
Photocopy Borrow Requests Filled	8	13	15	2	38	23	65.2%
<b>E. Reserves Placed - Materials</b>	33,579	32,396	29,567	10,025	105,567	225,251	-53.1%
<i>*Overdrive did not report reserve information in FY20.</i>							
<b>F. Downloadable Media</b>							
<b>Resident Cards By Area</b>							
Iowa City	56,718	58,612	61,686	89,593	266,609	221,598	20.3%
Hills	120	154	161	278	713	422	69.0%
Johnson County	6,116	5,561	6,173	7,570	25,420	20,789	22.3%
Lone Tree	96	118	94	75	383	454	-15.6%
University Heights	538	552	657	1,661	3,408	1,739	96.0%
Total	63,588	64,997	68,771	99,177	296,533	245,002	21.0%
<b>Student AIM Cards by Area</b>							
Iowa City	0	29	477	2,173	2,679	0	0.0%
Hills	0	0	65	224	289	0	0.0%
Johnson Count	0	0	21	5	26	0	0.0%
Lone Tree	0	0	0	0	0	0	0.0%
University Heights	0	0	0	102	102	0	0.0%
Open Access	0	0	3	17	20	0	0.0%
Total	0	29	566	2,521	3,116	0	0.0%
<b>All Cards by Area</b>							
Iowa City	56,718	58,641	62,163	91,766	269,288	221,598	21.5%
Hills	120	154	226	502	1,002	422	137.4%
Johnson Count	6,116	5,561	6,194	7,575	25,446	20,789	22.4%
Lone Tree	96	118	94	75	383	454	-15.6%
University Heights	538	552	657	1,763	3,510	1,739	101.8%
Open Access	0	0	3	17	20	0	0.0%
Total	63,588	65,026	69,334	101,681	299,629	245,002	22.3%
<b>By Demographic</b>							
Adult	59,332	60,999	63,461	87,814	271,606	230,964	17.6%
Children's	4,256	4,027	5,876	13,884	28,043	14,038	99.8%
Total	63,588	65,026	69,337	101,698	299,649	245,002	22.3%
<b>Number of Items Owned (Cumulative)</b>							
E-Audio Items Available	10,977	11,482	11,479	13,043	13,043	10,488	24.4%
E-Book Items Available	20,253	20,603	21,718	24,168	24,168	19,982	20.9%
E-Music	45	45	47	47	47	45	4.4%
E-Magazines	112	112	111	111	111	120	-7.5%
E-Newspapers	1	1	1	1	1	1	0.0%
Total Items	31,388	32,243	33,356	37,370	37,370	30,636	22.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>Information Services: Furnish information, reader advisory, and reference assistance.</b>							
A. Reference Questions Answered	11,437	10,542	8,445	930	31,354	43,735	-28.3%
Reference Questions							
Reference Desk	3,850	3,481	3,005	559	10,895	15,466	-29.6%
Help Desk	3,202	3,245	2,141	0	8,588	11,360	-24.4%
Switchboard	1,200	1,247	964	371	3,782	5,752	-34.2%
Bookmobile	293	210	164	0	667	837	-20.3%
Drop-In Tech Help (Public)	114	115	116	0	345	453	-23.8%
On-Call Tech Help							
Staff	43	35	11	0	89	140	-36.4%
Public	72	57	37	0	166	252	-34.1%
Total Tech Help Questions	115	92	48	0	255	392	-34.9%
Children's Desk							
Reference Questions	2,649	2,138	1,995	0	6,782	9,440	-28.2%
Request to Pull Books (Community)	14	14	12	0	40	35	14.3%
Total Children's Questions	2,663	2,152	2,007	0	6,822	9,475	-28.0%
<b>B. Electronic Access Services</b>							
Computer Services							
Pharos Internet (Downtown In House computer use)	19,749	14,913	13,457	0	48,119	68,613	-29.9%
Wifi Internet Use Downtown	264,751	265,523	175,894	25,371	731,539	1,146,005	-36.2%
Total Internet Use	284,500	280,436	189,351	25,371	779,658	1,214,618	-35.8%
<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	100,928	93,425	95,961	60,614	350,928	411,897	-14.8%
# Pageviews of Entire Site (Doesn't include catalog)	228,002	214,941	229,969	182,869	855,781	922,152	-7.2%
# Visits (Does include catalog)	148,210	156,750	137,182	95,580	537,722	580,922	-7.4%
Catalog Access							
# Pageviews for ICPL Catalog	426,443	434,262	398,061	177,856	1,436,622	1,670,787	-14.0%
# Pageviews for Overdrive	412,543	370,582	471,406	642,094	1,896,625	1,758,988	7.8%
Total Catalog Access	838,986	804,844	869,467	819,950	3,333,247	3,429,775	-2.8%
<i>*Overdrive does not count pageviews through the Libby or Overdrive Apps.</i>							
ICPL Mobile App Use	46,291	13,566	0	0	59,857	142,324	-57.9%
<i>*Unable to retrieve mobile app data since October 2019</i>							
External Sites							
# Pageviews for Beanstack	14,228	3,299	4,136	17,665	39,328	46,245	-15.0%
Total Website Access	1,127,507	1,036,650	1,103,572	1,020,484	4,288,213	4,540,496	-5.6%
Subscription Databases Accessed							
Total In-House	1,373	1,355	1,421	434	4,583	5,862	-21.8%
Total Remote	73,543	75,492	85,540	32,464	267,039	288,602	-7.5%
TOTAL	74,916	76,847	86,961	32,898	271,622	294,464	-7.8%
<b>C. Total Switchboard Calls Received</b>							
Total Library Calls	4,090	3,974	3,611	1,354	13,029	16,962	-23.2%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,430	3,095	2,972	1,818	12,315	14,200	-13.3%
Transferred Calls	750	771	626	118	2,265	3,394	-33.3%
Pamphlets Distributed Downtown	4,625	4,370	4,900	0	13,895	23,226	-40.2%
State/Federal Tax Forms Distributed	· · ·	· · ·	600	· · ·	600	984	-39.0%
<b>Alerting Services: Promote awareness of the library and use of its resources.</b>							
A. Publications							
Number of Publications Printed (Jobs)	91	91	41	69	292	365	-20.0%
Copies Printed for Public Distribution	91,829	103,999	11,165	56,873	263,866	271,634	-2.9%
Number of Online Newsletters Subscribers	2,600	2,747	0	2,971	2,971	2,339	27.0%
Number of Online Newsletter Distribution	12,960	7,204	1,590	1,788	1,788	12,237	-85.4%
C. Displays	15	22	23	0	60	95	-36.8%
In-House	12	19	16	0	47	68	-30.9%
Other Groups	3	3	7	0	13	25	-48.0%
Off-site locations	0	0	0	0	0	2	-100.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>E. The Library Channel</b>							
Total ICPL Productions	22	30	20	99	171	68	151.5%
Programs Cablecast	24	25	21	99	169	5,256	-96.8%
<i>*ICPL stopped airing library programs on cable television April 4th, 2019.</i>							
<b>F. Homepage/ Social Media</b>							
Homepage Banner Posts	46	50	56	38	190	151	25.8%
Homepage Banner Clicks	537	341	411	576	1,865	1,385	34.7%
Media Releases Sent	12	133	191	146	482	57	745.6%
Facebook, Twitter, Pinterest Followers (Cumulative)	14,890	15,469	15,665	16,083	16,083	14,696	9.4%
New Facebook, Twitter, and Pinterest Followers	196	232	147	194	769	1,287	-40.2%
<b>Outreach Services: Provide library service to people who cannot get to the library building.</b>							
<b>A. At Home Services</b>							
Packages Sent	450	412	398	133	1,392	2,014	-30.9%
Items Loaned (No renewals)	1,525	1,386	1,130	0	4,041	5,799	-30.3%
Registered At Home Users (Cumulative)	210	219	0	211	211	194	8.8%
New Users Enrolled	16	7	8	4	35	20	75.0%
People Served (Average of monthly count)	47	44	42	16	37	47	-21.3%
<b>B. Jail Service</b>							
People Served	400	349	189	0	938	1,385	-32.3%
Items Loaned (No renewals)	1,268	885	784	0	2,937	4,471	-34.3%
<b>C. Deposit Collections</b>							
Locations (Cumulative)	14	14	4	0	0	14	-100.0%
Items Loaned	90	90	0	0	180	270	-33.3%
Items Added to Permanent Collections	677	506	332	0	1,515	2,346	-35.4%
<b>D. Remote Bookdrop Use</b>							
Remote as Percent of All Items Checked In	18.0%	14.9%	13.9%	0.0%	0.0%	14.5%	-100.0%
<i>*Does not include renewals or in-house.</i>							
<b>E. Holds Notified Using Automated Phone</b>							
	6	0	0	0	6	3,480	-99.8%
<i>*This service was discontinued in July, 2019.</i>							
<b>Group and Community Services: Provide library service to groups, agencies, and organizations.</b>							
<b>A. Adult Programs</b>							
In-House Programs	52	57	39	19	167	215	-22.3%
In-House Attendance	850	1,814	955	192	3,811	4,625	-17.6%
Outreach Programs	43	25	24	0	92	109	-15.6%
Outreach Attendance	481	3,222	176	0	3,879	5,485	-29.3%
<b>B. Young Adult Programs</b>							
In-House Programs	93	90	72	2	257	356	-27.8%
In-House Attendance	2,078	1,246	881	6	4,211	5,589	-24.7%
Outreach Programs	4	9	6	0	19	16	18.8%
Outreach Attendance	12	27	24	0	63	82	-23.2%
<b>C. Children's Programs</b>							
In-House Programs	225	187	154	78	644	775	-16.9%
In-House Attendance	11,104	7,309	5,522	33	23,968	35,272	-32.0%
Outreach Programs	68	72	61	0	201	280	-28.2%
Outreach Attendance	1,503	1,553	1,362	0	4,418	10,231	-56.8%
<b>D. Library Tours and Classes</b>							
Number	10	17	19	7	53	46	15.2%
Attendance	48	109	123	121	401	407	-1.5%
<b>E. Consulting for Area Groups</b>							
	0	0	0	0	0	1	-100.0%
<b>Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.</b>							
<b>A. Library Cards Issued</b>							
Iowa City	2,007	1,334	1,301	536	5,178	6,686	-22.6%
Percent Iowa City	1,548	990	1,014	370	3,922	5,137	-23.7%
<b>Local Contracts</b>	77.1%	74.2%	77.9%	69.0%	75.7%	76.8%	-1.4%
Hills	3	5	8	0	16	21	-23.8%
Johnson County (Rural)	61	54	58	33	206	262	-21.4%
Lone Tree	11	2	4	6	23	37	-37.8%
University Heights	4	4	4	1	13	41	-68.3%



	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
<b>State Contract - Open Access</b>							
Coralville	120	100	80	29	329	381	-13.6%
Cedar Rapids	24	16	19	4	63	73	-13.7%
Other Open Access	236	163	114	93	606	734	-17.4%
Total Open Access	380	279	213	126	998	1,188	-16.0%
Open Access as % of All	18.9%	20.9%	16.4%	23.5%	19.3%	17.8%	8.5%
<hr/>							
B. Total Registered Borrowers (Cumulative)	51,293	51,513	0	49,788	49,788	52,872	-5.8%
# At Home Users Registered (Cumulative)	210	219	0	211	211	194	8.8%
# AIM Users (Cumulative)	0	15,121	0	0	0	0	0.0%
<i>*AIM library cards are not counted as registered borrowers, and are not included in total registered borrowers.</i>							
<hr/>							
<b>C. Overdue Notices</b>							
Items Searched to Verify Claim of Return	48	46	52	4	150	234	-35.9%
Total First Notices (Items)	19,365	18,770	14,500	0	52,635	4,616	10
Total Second Notices (Items)	6,228	5,220	4,862	0	16,310	343	47
Bills-Public (Items)	2,389	2,472	2,486	0	7,347	6,575	11.7%



## **Director's Report: August 2020**

### **First Cohorts of Staff Returning from Furlough**

We are strategically bringing hourly staff back to active work. Late last month, four Library Aides returned to work; one week later, two materials Processors came back to the building. This is significant for two reasons. First, it indicates that all permanent ICPL employees are working their full hours each pay period and have transitioned away from COVID Admin pay. Second, it shows that our workflow is expanding and our current services are requiring more people hours. Welcoming Melissa Osvald, Mimi Blankenship Copeland, Hanna Busse, Claire Bryant, Morgan Parker, Matthew Dubberke, and Natalie Holmes back to ICPL feels amazing. It's so great to see their faces and acclimate them to the changes we have implemented since they've been gone. We will continue assessing the need for additional staff, and I look forward to our onsite numbers growing in a systematic, safe manner.

### **Space Changes**

As more staff report for onsite work, we have continued to explore ways to accommodate physical needs throughout the building. We have reconfigured the furnishings in the staff lounge area to allow full access to food storage and preparation equipment and we identified places for eating that maintain social distancing. We have also created new areas throughout the building for staff to eat and take breaks on the second floor.

### **Derecho Impact and Bookmobile Deployment**

We were very fortunate that the library building did not sustain damage from the August 10<sup>th</sup> derecho. There was significant damage throughout the community, and Angie Pilkington conceptualized taking the Bookmobile out to a number of community spots, including grocery stores, parks, and parking lots to serve the community during this difficult time. Beginning Friday, August 14<sup>th</sup>, the Bookmobile was deployed to serve as a temporary mobile hotspot and technology hub, with an emphasis on providing the tools needed to apply for state storm recovery resources. Staff were excited to provide these services and our PPE and safety precautions helped everyone feel safe. Community response was positive, as well.

### **CAS Coordinator Hiring Update**

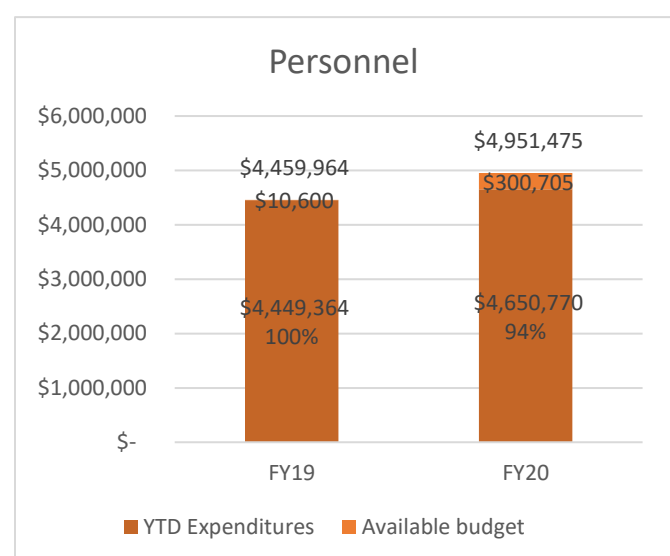
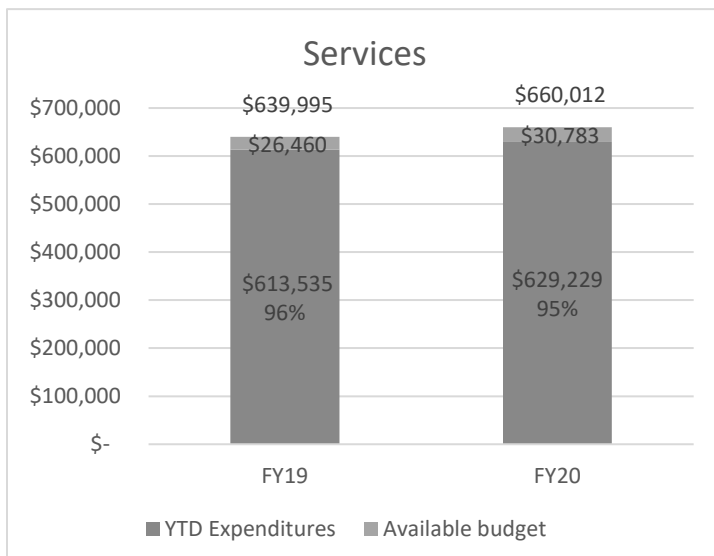
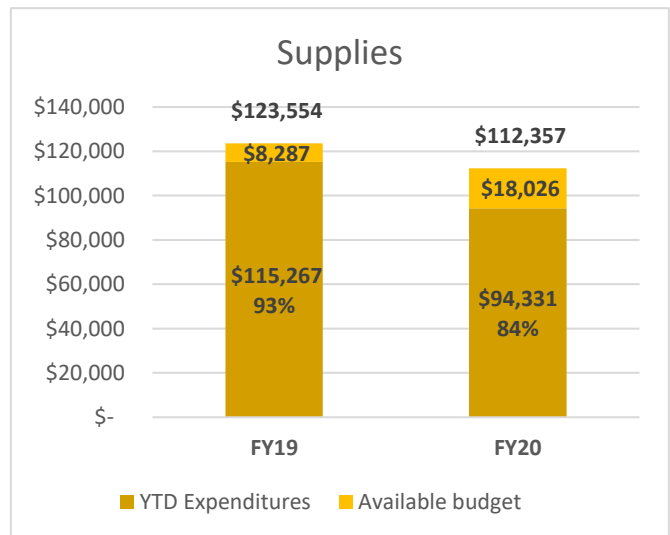
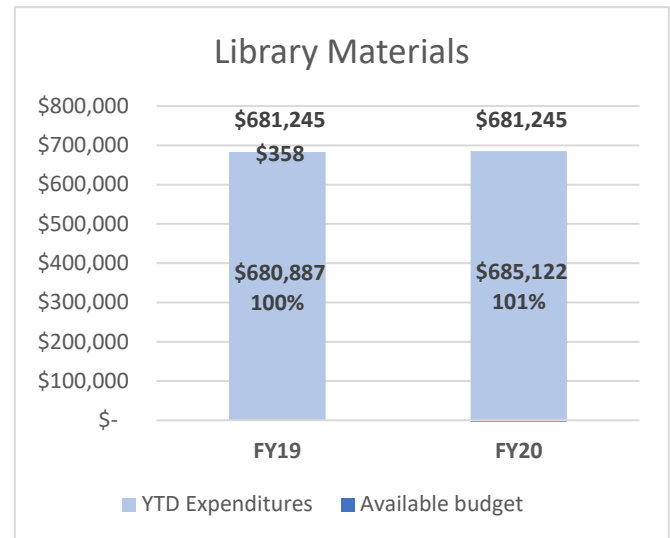
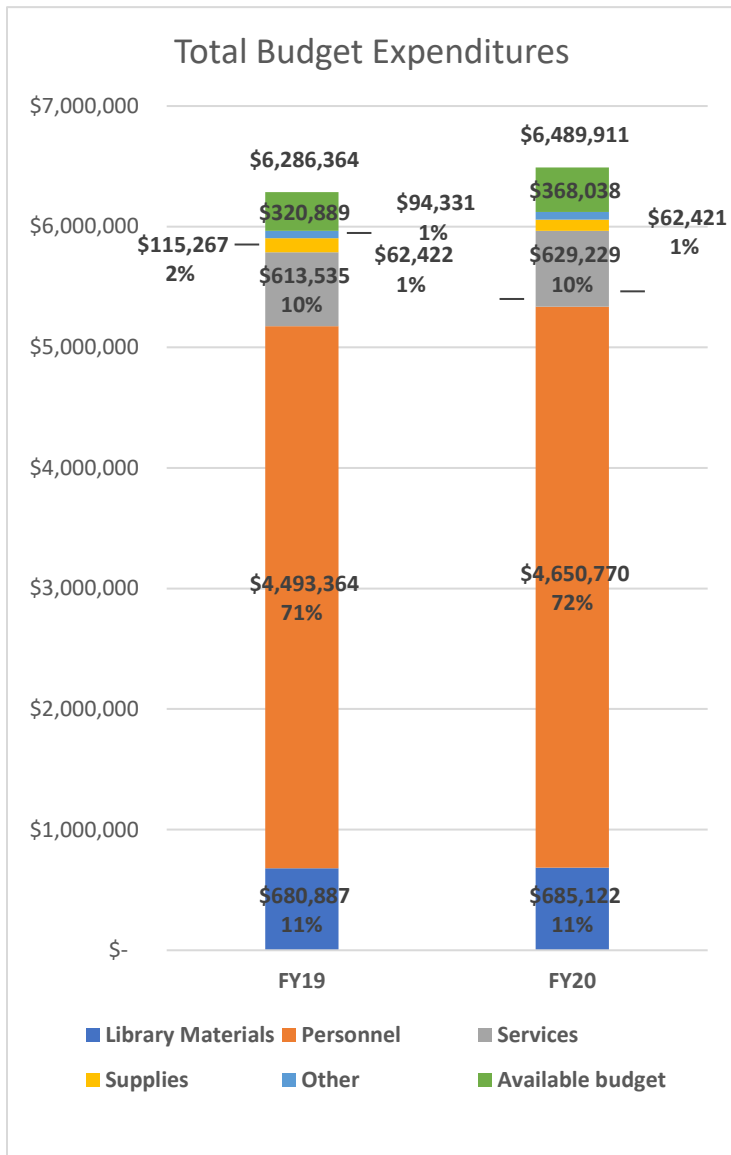
I am pleased to announce that Samantha Helmick will be joining the ICPL team as Coordinator, Community and Access Services (CAS). Sam will begin work on September 14<sup>th</sup>. Her strong experience in public library leadership, marketing and public relations expertise, and management skills will be an asset to our shared work moving forward.

### **Budget Reporting**

At the end of last quarter—which feels like a lifetime ago—I included a set of graphs with the traditional budget reports. In this packet, I am including another set that show both the value and relational percentage of expenditures by category, as requested when we last discussed budget visuals. I look forward to feedback on this version and will plan to continue adjusting until we find a dashboard that serves our needs.

Respectfully Submitted,  
Elsworth Carman

# FY20 Quarter 4 Financials



Children's Services Board Report  
For the August 27, 2020 Library Board of Trustees meeting  
Submitted by Angela Pilkington

Summer is coming to a close, and as I walk through the eerily quiet Ellen Buchanan Children's Room, I can't help but miss the loud excitement that usually greets me daily throughout the summer months.

This year, we switched our Summer Reading Program to an all ages, all virtual format. We have extended our program through September 7<sup>th</sup> to coincide with the start of the Iowa City Community School District's first day of classes. We currently have 1,042 signups and 438 people have completed the program.

Our Children's virtual programs started out strong, but by the end, I feel and have heard that people have online fatigue. We had some wonderful feedback with our programs and will continue with daily online storytimes through the fall with a few special virtual programs intermixed.

### **Bookmobile Update**

As the secondary supervisor of the Bookmobile, I was thrilled that we were able to take the Bookmobile out and into the community in the days following the derecho to help our community access the internet and forms they may have needed in response to the storm. We talked with about 100 individuals in our one-week service (August 14-August 20). People were happy to see us and use our laptops and wifi while they were still without power and internet. Important to note, the Bookmobile was emptied of books in June to add to the downtown collection, so the service we offered was just tech access.



## Collection Services Department Report

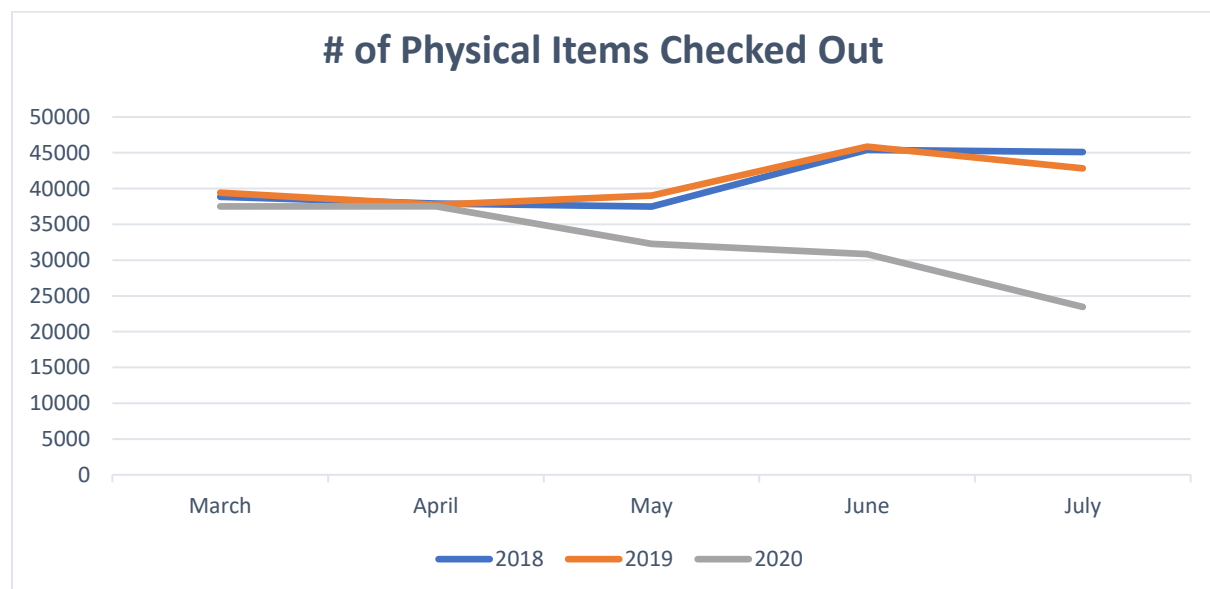
Prepared for the August 27<sup>th</sup>, 2020 Meeting of the Iowa City Public Library Board of Trustees  
Anne Mangano, Collection Services Coordinator

### Managing a Collection with Limited Access

A few months ago, I discussed the unprecedented use of our digital collections during the first few months of our COVID-19 closure. An equal and opposite reaction is occurring in our physical collections. Our physical circulating collection consists of books, DVDs, Blu-rays, compact discs, magazines, toys, art, laptops, hotspots, AV equipment, and Discovery and Read with Me kits. From March 15<sup>th</sup> to June 2<sup>nd</sup>, these collections were completely inaccessible to patrons. Limited access was restored in June through curbside and mailing. However, limited access means that checkouts are down and more items are on the shelf. In response, our staff has had to manage these collections differently.

On the first day of every month, we take a snapshot of our collection. We collect data on the number of items we own and the number of items checked out. This data gives us a sense of how the collection cycles month to month and year to year. We know that far more children's fiction books go out in the summer. Travel and gardening books go out in the spring, while knitting and quilting are popular in winter. We use this data to plan our spaces—how much shelving do we need to accommodate the collection at its fullest, while ensuring we have enough materials at the point of need? The best way to describe it is that the collection breathes. Sometimes it is exhaling and more of the collection is in use by our patrons. When it is inhaling, most of the collection is on the shelf. The breathing was always relatively steady.

Right now, the collection is starting to take a deep breath in. At the end of July, only 13.4% of the collection was checked out. This number is shocking. To put this into context, the average for the previous five years for the month of July was 20.4%. In July of 2019, 21.3% of the collection was checked out, meaning we now have 20,000 more items on the shelves.



Those items have to go somewhere. Since June, we've added several shelving units, modified display units to act as traditional shelving, and removed most of the face-out display shelving and replaced it with regular shelves. Our Facilities department is fantastic; they are quick and responsive when more space is needed.

Aside from adding shelving, we have also focused on removing duplicate copies from the shelves, beginning with our packed new shelves. Our demand on new titles significantly dropped and moving some of these copies to the regular shelf didn't seem like a good use of precious space.



*More shelving was added to accommodate all of the science fiction/fantasy books on the shelves.*

Our parameters for our routine weeding will also have to change. We normally look at use data to make decisions on what titles to keep and what to remove from the collection. If access is limited, our use data isn't a true reflection of demand for any given title. It doesn't mean we won't take the opportunity to replace items in poor condition or scale back multiple copies, but we do need to rethink well-established guidelines during this pandemic.

We are working to find new ways to get library materials in the hands of patrons. Last month, we released a new reader's advisory service: Staff Picks...Just for You. Patrons fill out a form indicating their reading interests and library staff respond with 3-5 recommendations. At the end of August, we will expand this service to include a book bundle option, where staff will forego the email recommendations and pull the items for you to pick up through curbside or send through the mail. Our staff are also working on new ways to display our collection through social media and the website. We hope these services will help readers find new books.





## INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(August, 2020) Brent Palmer, IT Coordinator

### Covid-19 Closure Activities

We introduced a few ways to increase the efficiency of processing holds. When processing mailed holds, staff were hand writing addresses. Now, mailing addresses may be printed on mailing labels. Similarly, our receipt printers were repurposed for printing "pick slips" to be used for labeling curbside pickup bags that include the patron's name and time slot. This has saved significant staff time in processing these holds. We have also introduced curbside reminders so patrons will receive a reminder of their upcoming appointment. We hope this will reduce the number of people who miss their curbside appointment. Checkout receipts were changed to include info about quarantine and overdue notices; information about the Bookmobile was removed.

### Virtual Server Infrastructure Changes

The Library is working on several upcoming technology infrastructure replacements. Typically, these replacements occur on a 5-7-year cycle, which is based on a standard IT hardware lifecycle refresh. Software refreshes have also been done on a similar cycle due to the way software companies produced major updates to their products in the past. Changes in the IT world mean many of the products we used to "purchase" on these cycles are now provided as subscription or service-based models.

We "virtualize" most of our servers and even some non-server resources on premises which utilizes a fairly complicated array of hardware. There are now many options for taking advantage of cloud-based virtual platforms that eliminate the need for small or medium sized organizations such as the Library from having to purchase and maintain these hardware systems. Because of the scale of cloud computing options, there are opportunities for significant savings. In addition to "cloud" providers, we also have opportunities to use services provided by the City IT department.

It has been very difficult to accurately compare these options because the way costs are computed for each option are so completely different. Despite the fact that estimating the costs is not very precise, it is clear that replacing the hardware stack is by far the most expensive option. There is a mechanism for allocating funds on a yearly basis for replacing parts of our infrastructure. However, this mechanism has focused on the replacement of equipment and does not take into account modern options for cloud-based services. Given the possible budget ramifications of the pandemic, increasing operating expenses, even if it means a net savings, presents an obvious difficulty. We are currently working on ways to mitigate this difficulty.

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



**Iowa City Public Library Friends Foundation  
 Presents:**

**Looking Forward:  
 Maureen Corrigan in conversation with  
 Lisa Scottoline**

Thursday, October 15, 2020 at 7pm

Plan to reserve your online spot for this dynamic discussion to benefit the Iowa City Public Library.

Your donation will provide a link to Maureen Corrigan, Book Critic for National Public Radio's *Fresh Air*, and Lisa Scottoline, Award-winning and #1 Bestselling novelist.

Save the date and watch for details soon at [icpl.org](http://icpl.org)



**Item Donations on Hold**

Please help us spread the word that we are not encouraging donations of books, DVDs, and CDs while the library building is closed.

People are delivering donations in the book returns at the library and in the two collection bins in Iowa City. With the Book End and Book Nook closed, our wonderful volunteers who usually sort and sell the items cannot do that right now, and we are running out of space to store the items.

We understand that it is inconvenient for some to keep the items until the library reopens and suggest that they give them to other organizations instead of the ICPL Friends Foundation.

If you receive questions about this, please recommend that the prospective donor contact me at [patty-mccarthy@icpl.org](mailto:patty-mccarthy@icpl.org) or leave a message at 319-356-5249. I will return the call as soon as possible. Thank you for your help.

**Big Read: Into the Beautiful North**

It was exciting to learn that the Center for Worker Justice's (CWJ) application was approved for a Big Read project funded by the National Endowment for the Arts (NEA). The Library is one of the CWJ partners for the Big Read and will distribute copies of *Into the Beautiful North* by Luis Alberto Urrea to the community and host a book talk about it. CWJ staff are making plans for an online program with the Chicago-area author in January, in addition to the discussions about the book.

*Into the Beautiful North*, Urrea's third book, features memorable characters on a remarkable journey from Mexico to, and then back from, the US, to save their village. It's a funny, poignant, and unforgettable story which received a citation of excellence from the American Library Association Rainbow Project, and is "magical," says *Vanity Fair*.

The NEA website describes the Big Read as "a partnership with Arts Midwest, [which] broadens our understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of titles that reflects many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery."



The year has been a challenge from the Maintenance side.

#### The Great Second Floor Flood.

A faulty valve on the second-floor restroom toilet caused a massive clean water flow that caused us to shut down for an afternoon. Much clean-up was needed. Areas on the second and first floors were blocked off while fans and dehumidifiers were in use.

#### Ped Mall Improvement.

The last phase was along our south side and was an all-summer-into-fall project. The challenges we had were the closing of our main entrance doors; first the west doors then the east doors for months at time. We had continual dust and dirt coming into the library during this time. The new surface is nice, but it has taken time to figure out the new step outside of the west crash bar doors that was needed for drainage. It is not part of the library, but everyone who had trouble navigating it thought it was ours. Flower boxes and signs helped identify the new step. A new graphic "blue" library sign was installed next to the step.

LED lights were installed in the sconce light in the Magazine high area and in the lobby. With emphasis on the green Initiative that the City of Iowa City has recommended, another 17 new LEDs have replaced the HID lights. Also, a new high efficiency hot water heater was installed in the building to replace the failing original one.

New this year to the second floor is a bottle filling station similar to the very popular one in the lobby. It was installed next to the vending room. An ADA door opener is now working on the administration door from the public side. Facilities staff were also on site for the replacement of the Speaker/intercom upgrade during the pandemic shutdown.

#### Covid-19 Response.

Since the closure in March, my staff has been working hard to make the building as safe as possible. Extra cleaning of the high touch areas has been our primary focus. Cleaning supplies have been in short supply, but we have been able to keep supplies in the building for use. Permanent Facilities staff have been in the building every day, checking the HVAC, flushing toilets, checking the lift stations, boilers and the safety of the building during the protests.

Book return bins have to be emptied every day; remote book drop bins were added to "open" in June. This required more volume and time. We also organized the books for the required 72-hour quarantine. We checked on the bookmobile daily, and moved it to a remote location during the protests. Plexiglas barriers were installed in 18 different locations. All sit-down library furniture and tables were put into storage in anticipation of limited reopening. Painting walls and dusting light fixtures were accomplished. With the return of most of the collection, 160 rows of shelving and many display shelves were converted to normal shelving; a total of 334 shelves were added. This is 1,002 running feet of shelving to accommodate all of the materials returns. Every day at 6 am we put out five cones with signs, put up paper no-parking signs with the date and time for the curbside holds pick up service. The permanent, 20-minute signs were changed to 10-minute spots while curbside service is in place. The interior area near the emergency doors staff use to stage curbside service was modified so curbside would work more smoothly. Meeting Room A,B,C has been emptied of all chairs and is set up for computer access when that service is deemed safe to do.

#### Retirement.

Juanita Walker, a +25-year city employee, 15 years with Facilities at the library, retired and we wish her happy times.

## **FY20 BUSINESS OFFICE ANNUAL REPORT**

### **HIGHLIGHTS:**

- The first eight months
- Staff
- Other duties as assigned

### **THE FIRST EIGHT MONTHS**

The first eight months of the fiscal year in the Business Office were uneventful. In July, we welcomed new Board members, Derek Johnk, Tom Rocklin, and Hannah Shultz to the Library Board. As the Board meeting minute taker, I have, ostensibly, more contact with Board members than other library staff, and I particularly make myself available to new Board members as they orient to their new roles.

We invited Maureen Sullivan, a consultant who has worked with us before, to work with us again on our upcoming, new strategic plan. To gather data and prepare for Inservice Day, when staff worked together on the strategic plan with Maureen, gatherings were held to canvass our community members, business leaders, coworkers at other City departments, and all ages of patrons, at all times of the day and evening, for which I took notes. It was an energetic and uplifting task, not to mention essential to our strategic planning work.

Another regular, new assignment is reporting the library's social justice and racial equity efforts (SJRE) to the City Equity Director. ICPL offered ways to explore diverse ideas, exercise imagination, and express creativity through a SJRE lens. Our efforts included displays, programs, reading lists and other opportunities. These quarterly reports help keep these goals top of mind as we create new displays, new programs, new ways of bringing people into the fold.

Other regular endeavors this year included participation in a City-wide job fair and having a table at the renovated Longfellow elementary school ice cream social.

### **STAFF**

Ben Facio joined us as our Library Aide this year. Until he was furloughed in May, Ben was responsible for putting our sturdy Hasler mail machine through its paces, and of course, other duties as assigned. A statewide process change caused a reduction in the number of items Ben mailed as ICPL joined with others in the State Library of Iowa's shared delivery system.

Last year, I talked about most Administrative/Confidential and librarians transitioning to the City's online timekeeping system, Kronos. I am happy to report that all library staff now use Kronos and their timesheets are in the cloud.

### **OTHER DUTIES AS ASSIGNED**

The last job duty in the list of job duties in our job descriptions is "Performs other duties as assigned." This has been a catchall for tasks that are infrequent, and often ancillary to regular work. The pandemic caused all of us to have "other duties as assigned" be "the duty we are assigned." Staff handwrote addresses on mailing envelopes so patrons were able to receive holds by mail. Likewise, staff prepared bagsful of materials for patrons using our curbside pickup service. The amount of work it takes to get materials into a bag or envelope is surprising, and permanent staff, working together on teams, did this for hours each day. Going to a daycare to do an outreach storytime, or answering a challenging

reference question, or assisting someone with a computer problem, or teaching someone how to use the catalog or a scanner in the Digital Media Lab are responsibilities staff could no longer perform. Thus, other duties as assigned.

When the building closed in March, the management team figured out a number of ways staff would continue to do their work while 123 S Linn St. was closed. Our prime directive, from the beginning, was safety. I deactivated staff badges so we could keep the building as safe as possible. Badges are not activated until a staff person is returning to the building to work.

Elsworth and I worked from the library building, with a Facilities Services person performing a building checkup once each day. Early on I received calls from co-workers asking me to turn on their computer in the building so the computer they were using at home would function. Signs were made, personal protective equipment (PPE) and disinfectant for the building and all staff work areas were ordered, received and deployed. My office looked (and still does) like a little PPE warehouse.

As time has passed, badges have been activated and more permanent staff have returned to the building to do the work previously described. While wearing masks and keeping socially distant can be frustrating if you're a hugger like me, I know that these measures have kept us safe, and continue to keep us safe.

Elyse Miller,  
Administrative Coordinator

# DIY videos, Black Lives Matter reading lists and laptop checkouts buoy local libraries' summer programs during COVID-19 closure

**LV** [littlevillagemag.com/libraries-summer-reading-programs-go-virtual-covid-19](https://littlevillagemag.com/libraries-summer-reading-programs-go-virtual-covid-19)

Sophie Stephens

Jul 27, 2020

CRPL: End of Summer Dare Celebration



Teen Advisory Board alumni Harry and Anna visit the Coralville Public Library during their 2020 summer reading program. — Coralville Public Library Teens on Facebook

When local libraries closed their doors in March due to COVID-19, it was unclear what would happen to their popular summer reading programs. With the duration of COVID-19-related closures unknown and summer reading program plans nearly solidified, local libraries had limited time and information to decide if summer programs would continue this year, and if so, what they would look like.

Angela Pilkington, children's services coordinator at the Iowa City Public Library, said the decision to move their summer reading program online felt drastic, but says it's one she's proud of. Going virtual kept both the staff and community safe, she said, noting a normal summer day at ICPL pre-pandemic could bring upwards of 3,000 people through the doors.



Watch Video At: <https://youtu.be/mDhZhHQ6cls>

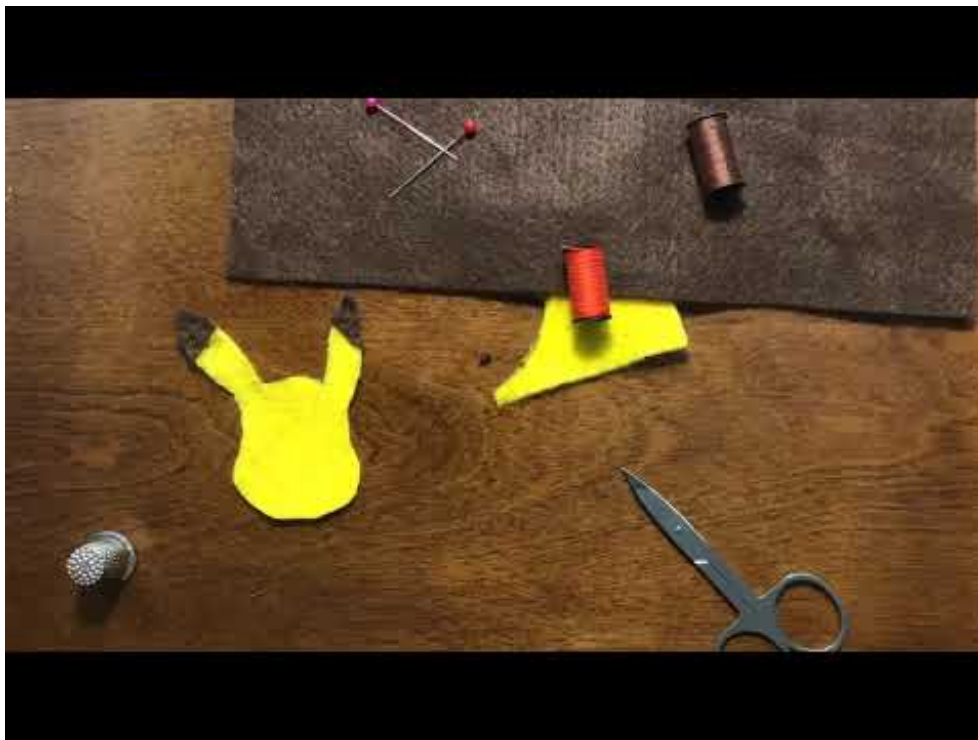
#### Advertisement

“It was a gamble that we took with everything in this pandemic, not knowing,” Pilkington said. “I am positive that I had people that didn’t agree with it at the time and that’s OK. Right now it’s paid off ... that everyone was safe and we weren’t scrambling at the last minute to switch everything over to virtual.”

For many local libraries, summer reading program planning begins several months in advance. At ICPL, it starts as early as September; when COVID-19 was first detected in Iowa in early March, summer reading program plans were nearly finished.

ICPL had roughly two and a half weeks to completely remake their program; Pilkington said changes included getting new artwork and fliers and adapting aspects like reading logs and in-person events to make the virtual switch. Cedar Rapids Public Library and Coralville Public Library were in similar situations, both having just a couple weeks to revamp their programs.

Kevin Delecki, programming manager at the Cedar Rapids Public Library, said the library had three weeks to reimagine their summer reading program, Summer Dare, which he described as “an experiential, intergenerational program.” Summer Dare combines traditional summer reading program elements like reading logs paired with experiences which get people out of their “usual bubble,” according to Delecki. Summer Dare is designed for all ages, which encourages people to participate as a family.



Watch Video At: <https://youtu.be/yBdUUOIf7DA>

Revamping Summer Dare included changing or canceling the nearly 400 in-person programs that had been planned and finalized by February. (CRPL also moved their summer camps, which were new this summer, online.) Delecki noted several challenges in making the quick switch, such as producing virtual programs with a team that had limited video production experience and increasing their social media usage.

On top of the technical challenges, library staffs worried about what engagement with the programs would look like.

#### Advertisement

“The big thing, and this has been a discussion we’ve had since the library buildings have closed, is really focusing as much as we can on providing equitable service,” Delecki said. “We know that our community does not all have the same access to resources, and so ensuring that we can get as much of the library out to the community as we can even if we can’t physically go out there ... that’s still been a thing we’ve been highly aware of.”

## BECOME A SUPPORTER

---

July 2020 marks Little Village’s 19th anniversary. With our community of readers alongside us, we’ll be ready for what the next 19 has in store.

#### SUBSCRIBE

Worries over access to stable internet or internet-accessible devices were at the forefront of the discussion when making the virtual switch across the region. Coralville Public Library bought more hotspots and laptops to help with accessibility; CPL recently opened a small computer lab in the library basement that operates with social distancing rules.



Access aside, library staffs were still concerned about whether a program with no in-person activities held any draw for the community.

Karen Stierler, youth services assistant at CPL, has found it difficult to engage teens on Zoom. The teen summer reading program, which includes students in grades seven through 12, usually has three in-person events a week throughout the summer, made up of guests like Coralville Police officers or hands-on activities like painting pottery with Fired Up. Because of the hands-on aspect, Stierler said a lot of the programs originally planned couldn't transfer to virtual.

This summer, the teen program has weekly Zoom programs and challenges that work towards prizes. Stierler said what she misses most about going virtual is not being able to see kids around the library. She said she tries to hand-deliver prizes to the weekly challenge winners that live nearby to keep that connection.

"There's a lot of fun things but it's just different [this summer]. We don't get to see the teens, and that's my favorite part of the program, meeting especially all of the seventh graders," Stierler said. "I try and keep in touch with them just so they feel like there's a person out there."

Annabel Hendrickson, a volunteer with the CPL Teen Advisory Board, was surprised when told the summer reading program would go virtual, but has been happy with how it's turned out. Teen Advisory Board members are teen volunteers in grades seven through 12 that help with the planning and execution of the teen summer reading program. Although plans to expand the program were hindered by the virtual platform, Hendrickson said she was determined to keep the reading program going in some capacity.

"It's especially important right now because everybody's bored and it gives people something to do," Hendrickson said.



Iowa City Public Library employee Mari Redington reads 'Black is a Rainbow Color' in a virtual storytime video, July 22, 2020. — ICPL on Facebook

“We kind of promote this ‘We don’t want people in front of screens all the time’ so it’s quite a conundrum,” said Pilkington, ICPL’s children’s services coordinator. “It’s like, ‘Here watch our story time,’ but we really want you reading the books and we really want kids to avoid the screens. We would rather be in-person doing our story times with the kids and the programming with the kids and doing the hands-on with them.”

Though going virtual was more a necessity than a choice, Pilkington said aspects of the new program have been well received by audiences old and new, such as the online reading logs and livestreamed adult crafts and book talks.

Sara Glenn, youth services coordinator at CPL, agreed that much is lost in the transition to virtual.

“With things online, there is a bit of detachment, both on their part and on ours,” Glenn wrote in an email. “Much relies on parent/caregiver involvement, which has always been the case, but with things being online, it is even more so. Additionally, because so many things are online now, we think there has been a saturation point reached. For younger children, there may also be the desire to limit all the screen time.”

However, Glenn appreciates that this summer has allowed CPL to take a step back and look into aspects of the summer reading program they may want to change in the future.

Delecki noted that while the shift to virtual caused changes to the program overall, reading is at the heart of the summer programs, and can be done safely from home.

“We really just want reading and learning to be a major focus this summer,” Delecki said, “even though we aren’t really encouraging it in person like we usually do, and just to keep people excited about reading and learning, about their library, about having those experiences as a family.”

CPL, in addition to curbside pick-up and the virtual reading program, have also provided reading lists online to recommend books related to current events, such as the Black Lives Matter movement. The “Own Voices” reading list on [ReadSquared](#), the online summer reading program website, is a curated list of books from authors representing a range of voices. The [library’s catalog](#) also has books related to Black Lives Matter and LGBTQ+ issues listed for various ages.

“The books you read when you’re younger can shape your perspective,” Hendrickson said.

“The library is such a big part of the community,” volunteer Maddy Ephraim added. “It’s necessary to reflect what’s going on and how people feel.”

ICPL has also shared [Black Lives Matter reading recommendations](#), and offers [Try It Out Tuesdays](#), [World Wednesdays](#) and Sunday Fun Days provide kids with events throughout the week to engage with the library, including discussions and craft how-tos. Additionally, Pilkington said a story walk-up is being added to the children’s garden to engage kids without them going inside the library.

While summer reading programs look different this summer, Pilkington hopes kids remember that the public library is always there for them, no matter what.

“I hope they take away that the library is still fun and exciting and engaging, even when we can’t be in person,” Pilkington said. “Even though we’re not in person, we’re still thinking about them and still want to be their library.”



# ICPL Bookmobile will help people fill out forms for food replacement assistance

LV [littlevillagemag.com/icpl-bookmobile-will-assist-people-fill-out-forms-for-food-replacement-assistance](http://littlevillagemag.com/icpl-bookmobile-will-assist-people-fill-out-forms-for-food-replacement-assistance)

Aug 17, 2020

Advertisement

Posted on by Paul Brennan



Iowa City Public Library Bookmobile — ICPL photo

Families currently enrolled in the state’s food assistance program can apply to the Iowa Department of Human Services for help covering the cost of replacing food spoiled by damage from the Aug. 10 derecho. Applications must be submitted within 10 days of a member of the household discovering the food is spoiled or damaged.

To make the application process easier, the Iowa City Public Library Bookmobile will go to four different locations around town from Monday to Thursday. The bookmobile will “provide access to the internet and technical tools to fill out the ‘Request for Replacement

of Spoiled Food' form required to begin the reimbursement process.”

In addition to wi-fi access and help with the forms, the bookmobile will have charging stations and laptops available to use, but it won't have any books or other library materials.

**Monday, August 17:**

10 a.m.-noon, Waterfront Hy-Vee, 1720 Waterfront Dr.

1-3 p.m., Mercer Park, 2701 Bradford Dr.

**Tuesday, August 18:**

10 a.m.-Noon, GreenState Credit Union, 825 Mormon Trek

1-3 p.m., Grant Wood Elementary, 1930 Lakeside Dr.

**Wednesday, August 19:**

10 a.m.-noon, Waterfront Hy-Vee, 1720 Waterfront Dr.

1-3 p.m., Mercer Park, 2701 Bradford Dr.

**Thursday, August 20:**

10 a.m.-noon, GreenState Credit Union, 825 Mormon Trek

1-3 p.m., Grant Wood Elementary, 1930 Lakeside Dr.

“Masks and social distancing are mandatory,” ICPL said in a news release. “Free masks will be available for people who do not have one.”



## President's Report

### Continuing Education

I recently completed the Creating a Culture of Learning course from the State Library of Iowa and had a few ideas from it I'd like to discuss. I would love for you to consider the following ideas and give me feedback during our meeting.

First, the course suggested including the education requirement in the Board Bylaws. Otherwise, it remains somewhat buried in accreditation standards, and I personally didn't even realize it existed until Robin mentioned it. I think bylaw inclusion could give it more focus and help set a clear expectation for incoming members.

Next, it suggested including educational items in the schedule itself, to occur alongside normal business when we are already gathered. This could include things like demos of new tools/platforms, for instance. We have occasionally had things like this, but not as much in the virtual setting. Is this something we should work to make more regular? Are there particular things people would like to learn more about?

As a sort of bridge between this section and the next, I'd love to view and discuss one of the newest additions to the archived webinars for the State Library of Iowa with others. The webinar is called *The Art of the Board Meeting*, and centers around lessons from Priya Parker's book *The Art of Gathering: How We Meet and Why It Matters* (which I have been meaning to read). If you would be interested, please let me know and we can schedule some time.

Finally, the Creating a Culture of Learning course took me about an hour (though I watched the videos at an accelerated pace), and if you would like to complete and discuss it you can find it here: <https://statelibraryofiowa.lmscheckout.com/Course/view/the-boardroom-2018-creating-a-culture-of-learning-1>

### Iterating on Meetings

I would like for us to be continually improving how we do meetings.

A critical part of improvement is getting and giving good feedback. So first, I welcome any and all feedback you may have. Second, I'd love suggestions about how we can more consistently collect feedback to see how we are trending over time. I have some experience with surveys in this regard, but they didn't feel particularly successful. Do you have ideas or experiences with this you could share?

I am also interested in helping to give more opportunities for deeper engagement to members. As a starting point, I am interested in delegating particular agenda items. The responsible member would do any necessary legwork to prepare and then lead the discussion. I hope this could provide for deeper individual engagement, leadership experience, and a more equitable distribution of workload. To start, I'd like to ask for volunteers when we discuss the upcoming agenda items at the end of the meeting.

For those interested in better meetings, I recommend reading *The Surprising Science of Meetings: How You Can Lead Your Team to Peak Performance* by Steven G. Rogelberg, which did a lot to inform my ideas about the value of meetings and how to improve them.



## BOARD OF TRUSTEES

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

**DRAFT**

#### **Electronic Meeting (Pursuant to Iowa Code section 21.8)**

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

**Members Present:** Wesley Beary, John Beasley, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz.

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

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

**Guests Present:** Maeve Clark.

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

**Public Discussion.** None.

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully submitted,  
Elyse Miller

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## BOARD OF TRUSTEES

### Minutes of the Electronic Regular Meeting July 23, 2020

**DRAFT**

#### **Electronic Meeting (Pursuant to Iowa Code section 21.8)**

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

**Members Present:** Wesley Beary, John Beasley (in at 5:02 pm), Kellee Forkenbrock (in at 5:08 pm), Derek Johnk, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz.

**Members Absent:** None.

**Staff Present,** Paul Bethke, Elsworth Carman, Mara Cole, Karen Corbin, Melody Dworak, Alyssa Hanson, Patty McCarthy, Anne Mangano, Elyse Miller, Brent Palmer, Angela Pilkington.

**Guests Present:** Maeve Clark.

**Call Meeting to Order.** President Beary called the meeting to order at 5:01 pm.

**Public Discussion.** None.

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

Policy Review: 809: Library Use. This policy is under review to update it to comply with the Governor's order to permit weapons in the building. A motion to approve the update to Policy 809, Library Use, was made by Washington and seconded by Rocklin. Motion carried 8/0.

Board Annual Report. Kirsch asked about Goal 6; is there any reason why Board members are not listed in the group of people. Carman said he considered them included. Shultz asked about Goal 7, the flooring project, and whether it was pushed back. Carman said it is still on the books to be funded. Beary would like to clarify and add the Board specifically Goal 6. A motion to approve the Board Annual Report with the change suggested by Kirsch was made by Rocklin and seconded by Shultz. Motion carried 9/0.

FY20 Strategic Plan Review. This should be a familiar looking document. Because there were so many things happening toward the end of the year, Carman is pleased with all of the things we were able to

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accomplish. Forkenbrock asked about the frequency of AIM card usage; Pilkington said it was in the June packet; Forkenbrock will check there. Pilkington said in the first 6 months, we checked out 2,313 physical items, 2,751 e-format items, 400 more than physical items. There were 19 cards blocked (owe more than \$10). Kirsch thinks it is amazing how profound the effects of COVID-19 have been. Kirsch asked about Goal 3, 7, membership in the Digital Media Lab (DML). Carman said patrons receive an orientation to the space and training on the equipment to become a member. Kirsch asked if you stay a member once you are a member. Kirsch asked about Goal 5, new Reader's Advisory service. Mangano said it was a soft opening and it is on the website scroller and is called Staff Picks for You. Kirsch asked about funding under Goal 8. McCarthy said we were trying to be more prepared; it is a strategy to pursue as competition for dollars increases.

FY21 Strategic Plan. Carman explained that Coordinators started a plan and realized we needed to address where we are right now in a new plan. We consider it a bridge plan; it is a little shorter than our customary plan. Johnk's initial reaction is that the library space is consistently presented as the people's house and he appreciates the plan. Beary suggested the values be prioritized instead of in alphabetical order. Carman said this makes sense and we will reorder it. Carman reached out to the Interim Superintendent at Iowa City Community School District but has not heard back. Washington asked if we are going to do anything to work with the school system. Carman said we will do our best to help if we can. Rocklin thinks the plan is a really consistent statement of the values the library holds and will be very helpful. He thinks BIPOC should be spelled out and likes the idea of alternatives to calling the police, but keeping the police as an option. Carman reached out to Interim Police Chief Brotherton with the language in the plan and she said it made sense and felt it is where we are moving as a community, where policing fits, and where other strategies fit. Carman noted we changed the language of the 30% goal to make sure everyone felt good about the goal, giving ourselves extra time to create the framework. Shultz asked if we wanted to change the values statement that says reading is the gateway instead of a gateway. Carman said this predates him, so this will go back to the leadership team. Beary asked for clarification for the process before it goes public. Carman said Coordinators have had a chance to meet with their teams and received feedback, which was included in the document. We consider it a final draft. When the Board approves, it will be our official strategic plan and then staff will begin to work on tactics to achieve the goal. It was decided to bring FY21 Strategic Plan back next month, **with the requested edits**, when the Board will be ready to vote on it.

### **Staff Reports.**

Director's Report. Carman said there is a typo in his report; FY21 should be FY22. Carman did a community connection interview with Mayor Teague. It is available on City and Library social media. Carman thinks it was a good time to do the interview and get the word out about library services. Carman reached out to Johnson County Department of Public Health JCD{H}. Susan Vileta is available 8/13 at 5:00 pm. Other Boards & Commissions have also had Ms. Vileta speak to them.

### **Departmental Reports.**

Adult Services. None.

Development Office. McCarthy gave kudos to all of the Library's business partners and her report salutes them all. Carmen was on KCJJ; they give us 15-20 minutes of airtime every month, which is another way in kind giving happens. Thank you to the Book End volunteers and Center for the Book.

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\$3,501 was raised this month. McCarthy hopes 100% of Friends Foundation Board and the Library Board members will contribute to the library.

Programming Committee. None.

Library Pandemic Service Report. Kirsch really appreciated this report. She said analyzing how things are going and coming up with measurements for how things are going reflect lots of work. Johnk echoed this and it helped to explain the context in which we are all working. .

**President's Report.** Looking into the State Library's Trustee offerings. He will continue to explore training options for the Board. These offerings will be recorded and available to view on the State Library website.

**Announcement from Members.** Beasley extended an apology to Kirsch for not checking in with her before the Nominating Committee's slate was presented to the Board to see if she wished to continue as Vice President. Kirsch is happy to continue to as Vice President.

**Committee Reports.** No meeting.

**Communications.** None.

**Miscellaneous.** None.

**Consent Agenda.** A motion to approve the consent agenda was made by Kirsch and seconded by Johnk. Motion carried.9/0.

**Set Agenda for August meeting.**

Special Meeting on August 13.

Annual Staff report.

Quarterlies.

FY21Strategic plan.

**Adjournment.** President Beary closed the meeting at 5:52 pm.

Respectfully submitted,  
Elyse Miller

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ACCOUNT /VENDOR		INVOICE		PO	YEAR/PR TYP S			WARRANT	CHECK	DESCRIPTION	
10550110				Library Administration							
10550110 435055				Mail & Delivery							
010468	U S POST OFFICE ACCT 62020			0	2021	1	INV P	240.00	071020	245866	Admin/ USPS Marketi
010468	U S POST OFFICE ACCT 73020			0	2021	1	INV P	10,000.00	080720	246907	Admin/ Replenish Po
								10,240.00			
ACCOUNT TOTAL								10,240.00			
10550110 438130				Cell Phone/Data Services							
010482	VERIZON WIRELESS	9858431066		0	2021	1	INV P	198.20	073120	246789	Admin/ Cell Phone S
010889	U S CELLULAR	0382727131		0	2021	1	INV P	99.14	073120	246612	Admin/ Cell Phone S
ACCOUNT TOTAL								297.34			
10550110 449060				Dues & Memberships							
010229	IOWA CITY AREA BUSIN 2778683			0	2021	1	INV P	439.00	071720	245945	Admin/ Membership D
ACCOUNT TOTAL								439.00			
10550110 449120				Equipment Rental							
011736	KONICA MINOLTA BUSIN 68647246			0	2021	1	INV P	114.30	073120	246563	Admin/ Lease Paymen
ACCOUNT TOTAL								114.30			
10550110 469320				Miscellaneous Supplies							
010522	COPY SYSTEMS INC	IN381567		0	2021	1	INV P	53.90	072420	18131	Admin/ 4 pkg Meter
ACCOUNT TOTAL								53.90			
ORG 10550110 TOTAL								11,144.54			
10550121				Library Bldg Maint - Public							
10550121 442010				Other Building R&M Services							
010981	JOE'S QUALITY WINDOW 18972			0	2021	1	INV P	140.00	080720	246858	FAC/Lower Outside W
011399	ELECTRIC EQUIPMENT S 8309			0	2021	1	INV P	479.88	071720	245905	FAC/ 12 Advance Bal
ACCOUNT TOTAL								619.88			
10550121 445030				Nursery Srvc-Lawn & Plant Care							
010181	GREENERY DESIGNS	3291		0	2021	1	INV P	67.00	080720	246844	FAC/ July Plantscap
ACCOUNT TOTAL								67.00			
10550121 449160				Other Rentals							
010627	CINTAS CORPORATION	4055573896		0	2021	1	INV P	191.87	073120	246517	FAC/ Sanitary Suppl
010627	CINTAS CORPORATION	4056810639		0	2021	1	INV P	191.87	080720	246829	FAC/ Sanitary Suppl
								383.74			

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 CITY OF IOWA CITY  
 Library Disbursements: July 1 to July 31, 2020

 P 2  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL				383.74		
10550121 452040			Sanitation & Indust Supplies			
010627 CINTAS CORPORATION	4055573896	0	2021 1 INV P	224.93 073120		246517 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4056810639	0	2021 1 INV P	163.76 080720		246829 FAC/ Sanitary Suppl
				388.69		
ACCOUNT TOTAL				388.69		
ORG 10550121 TOTAL				1,459.31		
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC	10361	0	2021 1 INV P	987.00 073120		18474 IT/IT Essentials &
ACCOUNT TOTAL				987.00		
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION	0789007015.20.07	0	2021 1 INV P	300.00 073120		246507 Internet Services
ACCOUNT TOTAL				300.00		
10550140 444080			Software R&M Services			
011068 OVERDRIVE INC	H-0067410	0	2021 1 INV P	8,208.00 073120		246580 IT/ Digital Johnson
ACCOUNT TOTAL				8,208.00		
ORG 10550140 TOTAL				9,495.00		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
015657 STUCK, WILLIAM JOSEP	71620SRP	0	2021 1 INV P	350.00 072420		246229 CHI/2 SRP Prg. Figm
015660 BECKYS MINDFUL KITCH	72120SRP	0	2021 1 INV P	75.00 073120		246512 CHI/ SRP World Wedn
015662 PRAIRIE KITCHEN STOR	81120SRP	0	2021 1 INV P	125.00 080720		246886 CHI/ SRP Cooking De
ACCOUNT TOTAL				550.00		
10550152 449280			Misc Services & Charges			
015082 COLTRAIN, FRITHA	72920SRP	0	2021 1 INV P	75.00 080720		246831 CHI/ Egyptian Dance
ACCOUNT TOTAL				75.00		
10550152 469320			Miscellaneous Supplies			
015342 OSMAN, MIKAYLA	327SRP	0	2021 1 INV P	200.00 080720		246881 CHI/ Virtual Magic
ACCOUNT TOTAL				200.00		
ORG 10550152 TOTAL				825.00		

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 CITY OF IOWA CITY  
 Library Disbursements: July 1 to July 31, 2020

 P 3  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550160								Library Collection Services
10550160 435010								Data Processing
010509 BAKER & TAYLOR INC C NS20060550		0	2021	1	INV P	750.00 073120	246510	FIRST LOOK
						ACCOUNT TOTAL		750.00
						ORG 10550160 TOTAL		750.00
10550210								Library Children's Materials
10550210 477020								Books (Cat/Cir)
010509 BAKER & TAYLOR INC C 2035288590		0	2021	1	INV P	15.96 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035291013		0	2021	1	INV P	41.97 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297130		0	2021	1	INV P	78.10 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297532		0	2021	1	INV P	22.34 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297585		0	2021	1	INV P	31.74 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297869		0	2021	1	INV P	108.64 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297939		0	2021	1	INV P	41.97 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035297993		0	2021	1	INV P	78.71 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035306475		0	2021	1	INV P	265.52 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035322035		0	2021	1	INV P	12.76 080720	246819	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035322383		0	2021	1	INV P	251.87 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035340243		0	2021	1	INV P	173.83 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035359228		0	2021	1	INV P	20.70 080720	246819	LIBRARY MATERIALS
						1,144.11		
010536 INGRAM LIBRARY SERVI 46678861		0	2021	1	INV P	10.34 073120	246556	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 46924088		0	2021	1	INV P	74.10 073120	246556	LIBRARY MATERIALS
						84.44		
						ACCOUNT TOTAL		1,228.55
10550210 477040								Books (Cat/Reference)
010536 INGRAM LIBRARY SERVI 46589664		0	2021	1	INV P	20.68 073120	246556	LIBRARY MATERIALS
						ACCOUNT TOTAL		20.68
10550210 477070								Downloadable-eBooks
011068 OVERDRIVE INC 01370CO20220480		0	2021	1	INV P	58.84 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20226679		0	2021	1	INV P	351.98 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20227871		0	2021	1	INV P	200.77 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20241440		0	2021	1	INV P	25.97 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20241444		0	2021	1	INV P	22.98 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370DA20219362		0	2021	1	INV P	52.98 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370DA20225243		0	2021	1	INV P	34.49 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370DA20231547		0	2021	1	INV P	12.99 073120	246579	LIBRARY MATERIALS
						761.00		
						ACCOUNT TOTAL		761.00

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Library Disbursements: July 1 to July 31, 2020P 4  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550210 477160								
010509 BAKER & TAYLOR INC C	H48595690	0	2021	1	INV P	21.74 080720	246820	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H48681510	0	2021	1	INV P	21.01 080720	246820	LIBRARY MATERIALS
						42.75		
010546 MIDWEST TAPE	99080503	0	2021	1	INV P	89.94 072420	246193	LIBRARY MATERIALS
						132.69		
10550210 477250								
011068 OVERDRIVE INC	01370DA20219362	0	2021	1	INV P	33.50 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20225243	0	2021	1	INV P	52.48 080720	246882	LIBRARY MATERIALS
						85.98		
						85.98		
						2,228.90		
10550220								
10550220 477020								
010509 BAKER & TAYLOR INC C	2035287067	0	2021	1	INV P	46.48 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297246	0	2021	1	INV P	61.01 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297261	0	2021	1	INV P	20.14 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297472	0	2021	1	INV P	40.89 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297474	0	2021	1	INV P	21.82 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297499	0	2021	1	INV P	9.58 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297589	0	2021	1	INV P	53.67 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297676	0	2021	1	INV P	30.22 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297763	0	2021	1	INV P	10.63 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035297892	0	2021	1	INV P	10.18 072420	246141	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035306446	0	2021	1	INV P	60.48 080720	246819	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035313579	0	2021	1	INV P	41.96 080720	246819	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035313596	0	2021	1	INV P	37.46 080720	246819	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035322383	0	2021	1	INV P	137.45 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035340243	0	2021	1	INV P	148.96 073120	246510	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035351141	0	2021	1	INV P	228.40 080720	246819	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5016266470	0	2021	1	INV P	166.46 073120	246509	LIBRARY MATERIALS
						1,125.79		
010531 GALE GROUP	70783707	0	2021	1	INV P	26.99 073120	246532	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	46924088	0	2021	1	INV P	25.50 073120	246556	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	46962574	0	2021	1	INV P	11.99 073120	246556	LIBRARY MATERIALS
						37.49		
011068 OVERDRIVE INC	01370CO20226667	0	2021	1	INV P	30.86 073120	246579	LIBRARY MATERIALS

08/13/2020 13:40  
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 CITY OF IOWA CITY  
 Library Disbursements: July 1 to July 31, 2020

 P 5  
 apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
012405 REGENT BOOK CO	58889	0	2021	1	INV P	17.09 080720	18558	LIBRARY MATERIALS
					ACCOUNT TOTAL	1,238.22		
10550220 477040					Books (Cat/Reference)			
010509 BAKER & TAYLOR INC C	5016266470	0	2021	1	INV P	276.98 073120	246509	LIBRARY MATERIALS
					ACCOUNT TOTAL	276.98		
10550220 477070					Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO20214577	0	2021	1	INV P	1,994.14 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20220481	0	2021	1	INV P	17.98 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20220495	0	2021	1	INV P	167.52 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20220793	0	2021	1	INV P	55.00 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20226671	0	2021	1	INV P	57.96 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20226685	0	2021	1	INV P	131.97 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20228473	0	2021	1	INV P	125.98 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20233764	0	2021	1	INV P	800.38 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20234702	0	2021	1	INV P	73.97 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20241443	0	2021	1	INV P	115.98 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20241447	0	2021	1	INV P	40.00 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20214751	0	2021	1	INV P	19.99 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20218131	0	2021	1	INV P	45.00 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20219362	0	2021	1	INV P	568.97 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20219363	0	2021	1	INV P	60.00 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20222927	0	2021	1	INV P	55.00 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20225243	0	2021	1	INV P	612.93 080720	246882	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20225244	0	2021	1	INV P	84.98 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20231547	0	2021	1	INV P	15.99 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20231548	0	2021	1	INV P	125.00 073120	246579	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20233140	0	2021	1	INV P	65.00 080720	246882	LIBRARY MATERIALS
						5,233.74		
					ACCOUNT TOTAL	5,233.74		
10550220 477100					Fiction Audio-CD			
010546 MIDWEST TAPE	99159523	0	2021	1	INV P	39.99 080720	246872	LIBRARY MATERIALS
					ACCOUNT TOTAL	39.99		
10550220 477160					Video Recordings			
010509 BAKER & TAYLOR INC C	H48316060	0	2021	1	INV P	21.71 073120	246511	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H48489510	0	2021	1	INV P	21.71 073120	246511	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H48681510	0	2021	1	INV P	21.71 080720	246820	LIBRARY MATERIALS
						65.13		
010546 MIDWEST TAPE	99067036	0	2021	1	INV P	5.24 072420	246193	LIBRARY MATERIALS
010546 MIDWEST TAPE	99080503	0	2021	1	INV P	44.98 072420	246193	LIBRARY MATERIALS
010546 MIDWEST TAPE	99088844	0	2021	1	INV P	9.74 073120	246572	LIBRARY MATERIALS
010546 MIDWEST TAPE	99123626	0	2021	1	INV P	19.49 073120	246572	LIBRARY MATERIALS

08/13/2020 13:40  
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Library Disbursements: July 1 to July 31, 2020P 6  
apinvgl

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	99159445	0	2021	1	INV P	112.45	080720	246872 LIBRARY MATERIALS
						191.90		
					ACCOUNT TOTAL	257.03		
10550220 477230					Non-Fiction Audio-CD			
010546 MIDWEST TAPE	99060603	0	2021	1	INV P	39.99	072420	246193 LIBRARY MATERIALS
					ACCOUNT TOTAL	39.99		
10550220 477250					Downloadable Media			
011068 OVERDRIVE INC	01370CO20214607	0	2021	1	INV P	75.00	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20215619	0	2021	1	INV P	16.69	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20220794	0	2021	1	INV P	85.50	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20228756	0	2021	1	INV P	163.92	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20234697	0	2021	1	INV P	63.00	080720	246882 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20234703	0	2021	1	INV P	590.97	080720	246882 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20219362	0	2021	1	INV P	437.39	080720	246882 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20219363	0	2021	1	INV P	65.00	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20221718	0	2021	1	INV P	95.00	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20225243	0	2021	1	INV P	635.68	080720	246882 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20225244	0	2021	1	INV P	204.00	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20228080	0	2021	1	INV P	75.00	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20231548	0	2021	1	INV P	79.99	073120	246579 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20241513	0	2021	1	INV P	92.00	080720	246882 LIBRARY MATERIALS
					ACCOUNT TOTAL	2,679.14		
					Print/Reference Serials			
10550220 477330								
010524 EBSCO	1597193	0	2021	1	INV P	5,090.37	071720	18080 LIBRARY MATERIALS
012323 WEST BRANCH COMMUNIC	6162701FY21	0	2021	1	INV P	39.00	080720	246927 SE RENEWAL
012323 WEST BRANCH COMMUNIC	6162999FY21	0	2021	1	INV P	39.00	080720	246927 NLL RENEWAL
						78.00		
					ACCOUNT TOTAL	5,168.37		
10550220 477340					Print/Circulating Serials			
010524 EBSCO	1597193	0	2021	1	INV P	6,149.73	071720	18080 LIBRARY MATERIALS
					ACCOUNT TOTAL	6,149.73		
10550220 477350					Online Reference			
010524 EBSCO	1000127400-1	0	2021	1	INV P	6,769.00	073120	18471 LIBRARY MATERIALS
					ACCOUNT TOTAL	6,769.00		
					ORG 10550220 TOTAL	27,852.19		
					FUND 1000 General TOTAL:	53,754.94		

Wesley Beary, President

Derek Johnk, Secretary