



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

October 22, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

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

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

<https://zoom.us/meeting/register/tJUuduCvrzssE9cPe-kQoh6wH0Z2vCTD9GVK>

If you are asked for a meeting ID, enter Meeting ID: **913 1971 0693**

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: 913 1971 0693**

Providing comments in person is not an option.

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

LIBRARY BOARD OF TRUSTEES

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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. Budget.

Comment: The FY22 operating budget will be discussed. The last day for budget entry is October 23, 2020. Board action required.

4. Staff Reports.

A. Director's Report.

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

C. Development Office Report.

D. Miscellaneous

5. President's Report.

6. Announcements from Members.

7. Committee Reports.

A. Foundation Members.

8. Communications.

9. Quarterly Financial Reports.

A. First quarter (Q1) Receipts and Expenditures.

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10. Quarterly Use Reports.

- A. Q1 Output Measures.
- B. Q1 Circulation by Area and Agency.
- C. Q1 Circulation by Type and Format.

11. Consent Agenda.

- A. Approve Regular Minutes of Library Board of Trustees September 24, 2020 meeting.
- B. Approve Minutes of the Special Meeting of the Library Board of Trustees, October 8, 2020.
- C. Approve Disbursements for September, 2020.

12. Set Agenda Order for November Meeting.

13. Adjournment.

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

Iowa City Public Library Meeting Agendas and Other Significant Events		
OCTOBER 22, 2020	NOVEMBER 19, 2020	DECEMBER 17, 2020
Budget Discussion Review 1 st Quarter Statistics and Financials Departmental Reports: CH, CLS, IT OTHER: Looking Forward: 10/15, 7pm online	Appoint Committee to Evaluate Director Policy Review: 808: Art Advisory Committee 809: Library Use 810: Discussion Rooms Departmental Reports: AS, CAS	Policy Review: 704: Cardholder Database 811: Theft, Defacement, or Alteration of Library Materials Departmental Reports: CH, CLS, IT
JANUARY 28, 2021	FEBRUARY 25, 2021	MARCH 25, 2021
6-month Strategic Planning Update Review 2 nd Quarter Goals/Statistics and Financials Departmental Reports: AS, CAS	Director Evaluation Policy Review: 700: Community Relations 701: Public Relations 706: Outreach Set Calendar for Next Fiscal Year Appoint Nominating Committee Departmental Reports: CH, CLS, IT	Policy Review: 702: Library Programming 812: Hours of Service Departmental Reports: AS, CAS
APRIL 22, 2021	MAY 27, 2021	JUNE 24, 2021
Review 3 rd Quarter Statistics and Financials Policy Review: 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	Policy Review: 806: Meeting Room and Lobby Use Departmental Reports: AS, CAS	Memorandum of Agreement between ICPLFF and ICPL Budget Discussion Departmental Reports: AS, CAS
JUNE 24, 2021	JULY 28, 2022	AUGUST 25, 2022
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	Review Annual Staff Report Adopt NOBU Budget Review 4 th Quarter Statistics and Financials Departmental Reports: CH, CLS, IT

FY22 Proposed Operating Budget: Changes of Note

Capital Expenses/Operating Budget

Continuing education and ancillary costs (travel, registration, lodging, etc.)

Almost every service we offer is designed and facilitated by library staff. Intentional funding of continuing education and training is critical to our success. As we implement a new strategic plan—a plan that calls for staff to think and work in new, dynamic ways—we must offer the appropriate support. To prepare and support library staff in confronting the complex issues we have committed to addressing in both the Library's strategic plan and the City Council's areas of focus, I am requesting an additional \$6,000 for a membership to the Urban Libraries Council (ULC). The ULC is an "innovation and action tank" that connects public library leaders from around the country and offers many opportunities for high-quality, relevant learning for all levels of library staff.

\$6,000 in "Dues and Memberships" line (449060)

City Capital Improvement Project (CIP) Requests

As my tenure at ICPL grows, I feel better prepared to identify large-scale needs in the agency's future. This budget cycle, I prepared three CIP requests, as follows. Full CIP forms are included in this packet.

FY2022: Automated Material Handler/Sorter

The Library was built to accommodate an Automated Material Handler (AMH) in the returns area/circulation workroom on the first floor. Our circulation system includes use of RFID tagging. Adding an AMH to ICPL's workflow would significantly reduce the number of times a material is handled throughout the circulation process by automating several parts of circulation procedures. It would also allow for more accurate data collection related to physical collection use and, most importantly, allow staff hours to be allocated to other critical services. Combined, this would result in increased access to materials for library users.

To design and install an AMH—specifically a six-bin sorter with two (2) internal patron inlets and one (1) staff inlet—would cost approximately \$150,000, including all shipping, installation, and staff training.

FY2023: First Floor Flooring and Furnishings Replacement

Since the building opened in 2004, more than 9,500,000 people have come through the doors. The Library is a heavily visited public space in the heart of downtown; ongoing investment in the building is necessary to ensure a safe and attractive space is maintained. While this project falls under the "aesthetic improvement" priority right now, failure to complete this work in a timely manner will result in safety and efficiency issues in the future.

This project will include replacing carpeting and some furnishings on the first floor of the Library. The first floor has 31,000 square feet of carpet and second floor has 39,000. This project includes updates for carpet, demolition and floor preparation, moving, general contractor, insurance, fees, bonds, and contingency. In addition, some of the original

furnishings, including casual seating and gallery furnishings, will be replaced. An emphasis on sustainable, durable materials and flexible space-making will steer this project.

FY2025+: Facility Studies (Space Needs and Environmental Impact)

This project will encompass two initiatives. First, a deep dive into the energy efficiency and environmental impact of our building will help us identify ways to keep an aging building from using and wasting unnecessary environmental resources. Findings may lead to inhouse changes managed by our Facilities team or to larger-scale adjustments requested through the CIP process in future years. Adjacent space (MERGE) will be included in the assessments.

A general space needs assessment will address the changing ways our public and staff spaces are used and assist us in maximizing the space we have.

This project will reflect an emphasis on flexible spaces and sustainable practices. Expected costs for project include 2025: \$25,000 for planning and initial assessments; 2026: \$350,000 for staff space adjustments; 2027: \$500,000 for public space/environmental impact adjustments; and--if expansion into MERGE space is part of the plan, additional funding and probably a capital campaign.

FY22 BUDGET IN BRIEF: October 22, 2020

		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 PROPOSED	Compare with FY20 Budget	COMMENTS
PERSONNEL									
411000	Permanent Full Time	2,364,008	2,501,612	2,584,540	2,827,490	2,916,543		0.00%	Library does not enter Personnel expenditures
412000	Perm Part Time	446,532	422,932	432,189	449,429	459,456		0.00%	Library does not enter Personnel expenditures
413000	Temporary	484,912	471,219	505,865	578,642	624,932		0.00%	Library does not enter Personnel expenditures
414100	Overtime	68,778	71,689	70,564	68,750	69,750		0.00%	Library does not enter Personnel expenditures
414300 & 414400	Termination	2,862	10,157		0	0		0.00%	Library does not enter Personnel expenditures
414500	Longevity	17,759	19,178	22,695	22,709	22,390		0.00%	Library does not enter Personnel expenditures
421100 to 424800	Benefits	1,031,511	1,075,403	1,142,577	1,309,868	1,407,362		0.00%	Library does not enter Personnel expenditures
Total Personnel		4,416,362	4,572,190	4,758,430	5,256,888	5,500,433	0	0.00%	

SUPPLIES

452010	Office Supplies/Printing/Graphics/Paper	7,536	7,749	7,089	7,551	9,859	7,900	4.62%	
452030	Minor Equip & Furniture	13,138	0	0	0	0	0	0.00%	Combined w/ 469190 in FY19
452040	Sanitation Supplies	20,248	18,634	20,644	19,043	20,000	22,851	20.00%	Claening procedures/materials/equipment changes due to COVID will continue
452050	Photo Supplies	643	451	656	461	3	0	0.00%	
454020	Subscriptions	480	528	489	540	539	550	1.85%	
455110 & 455120	Misc Computer Software & hardware	36,369	42,276	38,946	36,478	34,640	32,000	-12.28%	FY20 reported as \$83,317 last year; corrected here
463040, 463100 & 465020	Sewer & Ice Control Chemicals/ Gasoline	1,563	2,376	1,641	2,466	1,894	1,242	-49.64%	Ice control well-stocked from end of last winter
466030 to 466070	Building Repair Supplies	6,525	6,496	6,164	5,000	3,034	5,000	0.00%	
467020	Equip repair/maint supply	0	0		0	0	0	0.00%	
469110	Misc processing supply	27,020	25,813	27,549	26,380	24,800	24,000	-9.02%	
469190	Minor Equip & Furniture	0	18,995	5,000	16,670	0	0	0.00%	Combined w/ 452030 in FY19
469200 to 469370	Misc Commodities	18,073	18,634	20,376	16,751	34,872	40,288	140.51%	FY20 reported as \$49,961 last year; corrected here; expense number combined in FY21 with 469370
Total Supplies		131,595	141,952	128,554	131,340	129,641	133,831	1.90%	

FY22 BUDGET IN BRIEF: October 22, 2020

		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 PROPOSED	Compare with FY20 Budget	COMMENTS
CHARGES & SERVICES									
432030	Financial Svc / Charges	7,295	4,553	8,200	6,044	4,665	0	0.00%	
432060 to 432080	Consultants, other	27,317	29,685	36,500	48,500	35,500	33,000	-31.96%	FY20 included director search consultant
435010	Data Processing	21,022	42,169	21,413	22,790	19,790	27,650	21.33%	Reflects increased rates
435055 & 446320	Mail & Delivery	54,181	43,819	56,474	52,252	33,901	115,194	120.46%	Postage and supplies increases to mail holds to patrons; new service developed after COVID closure
435059 & 435060	Advertising/ Legal Pub	5,003	4,496	5,102	4,595	4,500	4,500	-2.07%	
436030 to 436090	Training & Education	13,713	15,627	13,000	13,000	13,250	15,000	15.38%	
438030 & 438070	Gas/Electric	107,838	128,651	114,019	137,270	94,316	137,270	0.00%	
438050 & 445330	Refuse/ Landfill / other waste disposal	1,655	2,371	1,688	2,423	2,477	2,423	0.00%	
438110 to 438130	Long Distance / Cell Phones	2,871	3,096	2,902	3,164	3,480	3,480	9.99%	
438140	Internet	13,789	16,019	18,000	18,000	11,000	17,000	-5.56%	
442010 to 442070	Bldg. Repair & Maint	95,019	96,768	91,035	96,653	124,069	108,604	12.36%	
443020	Equip Repair & Maint	3,055	3,292	2,645	3,364	2,801	2,000	-40.55%	FY20 reported as \$5,380 last year; corrected here
444010 to 444120	IT Repair & Maintenance	146,419	137,840	134,335	148,515	154,988	140,500	-5.40%	
445030	Plant Care	804	829	820	847	900	720	-14.99%	
445140	Printing	34,536	34,199	29,111	40,008	54,864	31,720	-20.72%	Working on reducing printing output in conjunction with environmental sustainability efforts
445250	Interlibrary Loan	287	195	293	199	5,250	5,250	2538.19%	Formerly purchased from Collection Services budget
445270 to 445290	Materials processing & maintenance	19,578	7,742	14,561	19,352	16,639	17,000	-12.15%	Department does not enter chargebacks
446010 & 446200 & 449055	City Chargebacks	681	972	1,560	525	525	0	0.00%	Department does not enter chargebacks
446220 to 446300	Phone Chargebacks	26,483	25,087	26,772	26,772	24,018	0	0.00%	Department does not enter chargebacks
446350	Vehicle Replace Fund	5,690	19,326	21,689	20,293	20,293	0	0.00%	Department does not enter chargebacks
446360, 446370, 446380	City Vehicle Rental, Fuel, R&M	6,197	11,230	19,309	11,907	14,047	0	0.00%	Department does not enter chargebacks
449030	Property Tax	0	0	0	0	0	0	0.00%	Now paid from rental account.
449060 & 448030	Dues, Membership, Permits, Community Events	4,152	4,389	3,647	4,600	5,700	12,700	176.09%	Includes \$6000 for membership to Urban Libraries Council which provides training, education, and networking
449090 to 449160	Rent / Equipment	8,888	8,285	7,468	9,479	10,755	9,750	2.86%	

FY22 BUDGET IN BRIEF: October 22, 2020

		FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 PROPOSED	Compare with FY20 Budget	COMMENTS
449260 to 449350	Misc / Park 'n' Read / Meals	8,560	22,744	3,447	7,690	6,032	12,849	67.09%	Reflects popularity and increase in crafts-to-go for children, tweens, teens, and families
Total Charges & Services		615,033	663,384	633,990	698,242	663,760	696,610	-0.23%	
CAPITAL EXPEND									
472010	Bldg. Improvements	6,843	0	0	0	0	0	0.00%	
474360 to 474420	Operating equipment	0	0	10,600	22,400	0	0	0.00%	
475010	Furniture / Office Equip	0	0	0	18,500	0	0	0.00%	
476050 to 476130	IT hardware / software	0	0	0	0	0	0	0.00%	
Subtotal Equip/Improve		6,843	0	10,600	40,900	0	0	0.00%	
490040	GO Bond Abatement	0	0	0	0	0	0	0.00%	
393190	Equip Replace Fund	62,422	62,422	62,422	62,422	62,422	62,422	0.00%	
Subtotal Transfers		62,422	62,422	62,422	62,422	62,422	62,422	0.00%	
477020 to 477350	Library Materials	667,176	667,595	674,245	759,845	641,764	759,845	0.00%	
477380	RFI Tags	6,000	0	7,000	7,000	7,000	7,000	0.00%	
Subtotal Materials		673,176	667,595	681,245	766,845	648,764	766,845	0.00%	
TOTAL Capital Expend		742,441	730,017	754,267	870,167	711,186	829,267	-4.70%	
TOTAL WITHOUT PERSONNEL		1,489,069	1,535,353	1,516,811	1,699,749	793,401	1,659,708	-2.36%	
TOTAL BUDGET		5,905,431	6,107,543	6,275,241	6,956,637	7,005,020	1,659,708	-76.14%	

FY21 Budget Proposal
Project Sheet: Hotspot Data Costs

Description:

ICPL has received a grant from the Johnson County Community Foundation for expanding Internet Access to patrons through increased use of circulating hotspots. The grant will pay for the first year. The library will need to continue to provide funding for the data for successive years. The data is provided at a reduced rate by mobilebeacon.org.

Relation to values:

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

Goal: Recovery and Renewal following the COVID-19 Closure

Need

The ongoing costs of supporting the hotspots.

Items to be funded:

Equipment provided by grant from the Community Foundation.

Description of ongoing costs:

The ongoing costs are data charges for supporting the hotspots.

Fund number:	Item:	Amount:
438140	Data Charges	\$3000

City of Iowa City CIP Request Form
Capital Improvement Program 2021 - 2025

General Project Information

Department: Library

New or Revised Request: New

Project Title: Automated Material Handler/Sorter

Project Number:

Submitted By: Elsworth Carman, Library Director

Project Description

Design and install an Automated Material Handler; specifically a six-bin sorter with 2 internal patron inlets and 1 staff inlet. Estimated cost includes all shipping, installation, and staff training.

Project Justification

The Library was built to accommodate an Automated Material Handler (AMH) in the returns area/circulation workroom on the first floor. Our circulation system includes use of RFID tagging. Adding an AMH to ICPL's workflow would significantly reduce the number of times a material is handled throughout the circulation process by automating several parts of check-in and check-out procedures. It would also allow for more accurate data collection related to physical collection use and allow staff hours to be allocated to other critical services.

Urban Renewal Area (if applicable): Not Applicable

Planning Procees (if applicable): Not Applicable

Project Priority: Efficiency Improvement (3)

Estimated Project Cost Breakdown

Calendar Year		2021	2022	2023	2024	2025
Project Cost Breakdown		Re-estimated	\$ Amount	\$ Amount	\$ Amount	\$ Amount
Design		\$ -		\$ -	\$ -	\$ -
Right-of-Way/Site		\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ 150,000		\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Administration		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify)		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Cost		\$ -	\$ 150,000	\$ -	\$ -	\$ -
Cost Estimated by: AMH Vendor and library staff			Multi-Year Project Cost		\$ 150,000	

Operating Budget Impact

Annual Staffing Cost	N/A	Annual Revenue Generated:	\$ -
Annual Utilities/Maint Cost	13,500 annually after year 2		
Annual Supplies Cost	No different than current	Life Expectancy (Years):	30

Operating Budget Impact Discussion:

Despite a significant up-front cost, AMHs lead to a reduction in staff hours related to check-in and check-out procedures and increased efficiency overall (reducing costs related to manually managing material searching and locating).

External Funding

Minority Impact

Description	Source	\$ Amount	Summarize Positive/Negative Impacts: By automating parts of circulation, we could reallocate staff hours to increase work with minority populations and IC residents who would benefit from increased staff support.
	State/Federal	\$0	
	County	\$0	
	Other Grants	\$0	
	Donations	\$0	
	Other (Specify)	\$0	Census Tract Minority Population (Choose From Below:)
Estimated Outside Funding		\$0	

City of Iowa City CIP Request Form
Capital Improvement Program 2021 - 2025

General Project Information

Department: Library

New or Revised Request: New

Project Title: First Floor Flooring and Furnishings Replacement

Project Number:

Submitted By: Elsworth Carman, Library Director

Project Description

A multi-year project to replace carpeting and some furnishings in large areas of the Library. First floor has 31,000 square feet of carpet and second floor has 39,000. Project includes updates for carpet, demo and floor prep, moving, GC, insurance, fees, bonds, and contingency. In addition, some of the original furnishings, including casual seating and gallery furnishings will be replaced. An emphasis on sustainable, durable materials and flexible space-making will steer this project.

Project Justification

Since the building opened in 2004, more than 9,500,000 people have come through the doors. The Library is a heavily visited public space in the heart of downtown; ongoing investment in the building is necessary to ensure a safe and attractive space is maintained. While this project falls under the "Aesthetic Improvement" priority right now, failure to complete this work in a timely manner will result in safety and efficiency issues in the future.

Urban Renewal Area (if applicable): Not Applicable

Planning Procees (if applicable): Not Applicable

Project Priority: Aesthetic Improvement (4)

Estimated Project Cost Breakdown

<i>Calendar Year</i>		2021	2022	2023	2024	2025
Project Cost Breakdown		Re-estimated	\$ Amount	\$ Amount	\$ Amount	\$ Amount
Design		\$ -	\$ -	\$ -	\$ -	\$ -
Right-of-Way/Site		\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -		\$ 325,000	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Administration		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify)		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Cost		\$ -	\$ -	\$ 325,000	\$ -	\$ -
Cost Estimated by:			Multi-Year Project Cost		\$ 325,000	

Operating Budget Impact

Annual Staffing Cost	\$ -	Annual Revenue Generated:	\$ -
Annual Utilities/Maint Cost	No change from current.		
Annual Supplies Cost	No change from current.	Life Expectancy (Years):	15-20 years

Operating Budget Impact Discussion:

Will reduce maintenance/repair costs slightly.

External Funding

Minority Impact

Description	Source	\$ Amount	Summarize Positive/Negative Impacts:
	State/Federal	\$0	
	County	\$0	
	Other Grants	\$0	
	Donations	\$0	
	Other (Specify)	\$0	
Estimated Outside Funding		\$0	
Census Tract Minority Population			(Choose From Below:)

City of Iowa City CIP Request Form
Capital Improvement Program 2021 - 2025

General Project Information

Department: Library

New or Revised Request: New

Project Title: Facility Studies: Space Needs & Environmental Impact

Project Number:

Submitted By: Elsworth Carman, Library Director

Project Description

Engage qualified experts to assess and evaluate the efficiency of work and public spaces in the Library building as well as environmental impacts. Project will reflect an emphasis on flexible spaces and sustainable practices. Expected costs for project include 2025: \$25,000 for planning and initial assessments; 2026: \$350,000 for staff space adjustments; 2027: \$500,000 for public space/environmental impact adjustments; and--if expansion into MERGE space is part of the plan, additional funding and probably a capital campaign.

Project Justification

As the library building ages, we want to ensure we are taking all necessary steps to maintain energy efficiency and mitigate our impact on the environment while providing the most efficient work spaces for staff and usable spaces for the public. Findings may lead to inhouse changes managed by our Facilities team or to larger-scale adjustments requested through the CIP Process in future years. Adjacent space (MERGE) will be included in the assessments.

Urban Renewal Area (if applicable): Not Applicable

Planning Procees (if applicable): Not Applicable

Project Priority: Efficiency Improvement (3)

Estimated Project Cost Breakdown

<i>Calendar Year</i>		2021	2022	2023	2024	2025
Project Cost Breakdown		Re-estimated	\$ Amount	\$ Amount	\$ Amount	\$ Amount
Design		\$ -	\$ -		\$ -	\$ -
Right-of-Way/Site		\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Administration		\$ -	\$ -	\$ -	\$ -	\$ 25,000
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify)		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Cost		\$ -	\$ -	\$ -	\$ -	\$ 25,000
Cost Estimated by:			Multi-Year Project Cost		\$ 25,000	

Operating Budget Impact

Annual Staffing Cost	\$ -	Annual Revenue Generated:	\$ -
Annual Utilities/Maint Cost	-		
Annual Supplies Cost	-	Life Expectancy (Years):	30

Operating Budget Impact Discussion:

Operating budget impacts will depend on the findings of initial studies.

External Funding

Minority Impact

Description	Source	\$ Amount	Summarize Positive/Negative Impacts:	
	State/Federal	\$0		
	County	\$0		
	Other Grants	\$0		
	Donations	\$0		
	Other (Specify)	\$0		
Estimated Outside Funding		\$0	Census Tract Minority Population	(Choose From Below:)

Director's Report: October 2020

Budget Update

On October 1, Elyse Miller and I attended the City's FY2022 Budget kick off. This annual meeting provides an opportunity for department directors and administrative staff to hear about projections and changes going into the next budget cycle from City leadership and the Finance Department. You will find more information about where we are in budget development elsewhere in this packet.

Reopening Guidelines

Since we closed in response to COVID-19, we have been discussing how to decide when to move from one phase of service delivery to another. After considering several models and engaging in innumerable (and often circular) conversations, the leadership team has developed a simple decision guidelines document that we feel brings together a solid external measure (COVID-19 positivity rates as reported by the State of Iowa) and a number of internal indicators (building and staff readiness, availability of cleaning supplies and PPE, etc.). This document is included in your packet with this report. Depending on Board feedback and interest, we can edit this draft and/or bring the document back to the November Special Meeting for a vote.

Library Services on University of Iowa Football Saturdays

As we discussed at the October Special Meeting, the leadership team is concerned about how game-day activity on the Ped Mall will impact service delivery. Generally, we welcome the extra traffic and high-energy, first-time visitors on game days, but with our limited current offerings, we face deciding what represents better service: to repeatedly turn people away during the pre-game and game-time activities (since we will not be able to accommodate requests to "warm up" in the library, wait for/meet up with friends, sit down and rest, take the much loved "shortcut" through the lobby from Linn Street to the playground, etc.), or to suspend our current services and make holds, print jobs, and tech access unavailable for the day. This is a frustrating mental exercise because we do not know what to expect this year on game days. After multiple conversations, we elected to offer a modified holds pick-up model. The service point will be at the Linn Street doors. Patrons may walk up, provide their name, and staff will retrieve their holds. This will allow continued access to holds while simplifying other building issues. A coordinator will be on site to manage unexpected issues. We will experiment with this model for the first game (October 24th, kickoff 2:30 pm) and evaluate thereafter.

Damages to Dock Garage Door...

On September 29, a SkyTrak (operated by an employee of Fuessel Masonry of Davenport) backed into the large garage door on the library dock. The two lower door panels were damaged and the door no longer closes adequately. Brad Gehrke and Tyler Harapat were painting just inside these doors when the damage occurred, so they were able to quickly collect relevant information from the SkyTrak operator. Brad filed the appropriate accident/damage form to the City.

...and Bookmobile

On October 12, staff discovered the external step on the Bookmobile would not stay in position once retracted. Measures are being taken to evaluate and repair the issue; this is not the first time this problem has occurred. I hope this can be addressed in-house with Library/City resources.

Lobby Grab & Go, Tech Access, and Bookmobile Services Update

We began Lobby Grab & Go service on Tuesday, October 6th. This involved shifting from an appointment-based, curbside model to an in-the-lobby, no-appointment system. Patrons enter through the Linn Street lobby doors, stop at the Welcome Desk (where they are updated on new expectations as needed) and directed to the appropriate place. As of Friday, October 16th, we have served 2,590 patrons in the lobby. The vast majority of patrons have been pleasant, efficient, and completely compliant with our expectations of masking and social distancing, in addition to being pleased to be able to come back into the building and see staff. Coordinators staffed the Welcome Desk the first week, then double-staffed for training with a wider staff pool the second week. Limited tech access began on Tuesday, October 13th, with computer stations set up in the meeting room hallway. This service is available to patrons for 30-minute shifts, no registration required. The service is quite new and I look forward to sharing a more substantial update at the Board meeting. Similarly, Bookmobile service began on October 13th; I will have more to share about the early days of the service when we meet.

Public Relations Specialist Posted

We posted the Public Relations Specialist position; it is scheduled to close on November 13th. This 26-hour position has been vacant since November 2019. During this interim period, staff from multiple departments stepped in and maintained our social media, press releases, and general PR and marketing activities. These staff members did an impressive job and I am thankful for their extra efforts. This is a mission-critical position, and the vacancy has been a pain point at times, but I elected to hold it as we considered making changes to this and other, related positions. Once Samantha Helmick joined us as the CAS Coordinator, we revisited the position, made some adjustments to the position description language, and posted it. Sam and I have similar visions for how this position will fit into larger library work. I am excited to see what our candidate pool will look like.

University of Iowa Homecoming Parade 2020

ICPL is proud to once again participate in the University of Iowa Homecoming Parade. This virtual celebration of homecoming and Iowa City spirit is viewable online at <https://www.youtube.com/watch?v=3hyl9k3OAW>. For those who wish to skip directly to the library's entry, it is located at 14:55 of the video. Big special thanks to Bond Drager for pulling our homecoming entry together quickly.

Respectfully submitted,
Elsworth Carman

ICPL COVID-19 Reopening Guidelines

The Iowa City Public Library takes the health of our patrons and staff seriously and takes great care in providing our services in the safest way possible. To help us determine what library services to make available, we will use the following external measurement:

- COVID-19 positivity rates as reported by the State of Iowa. The positivity rate reflects the average percentage of positive cases in Johnson County over the past 14 days.

This measure will be considered in cooperation with the following internal indicators of readiness:

- Building readiness. Cleaning schedule established, adequate supply of appropriate cleaning supplies, appropriate spaces developed for staff and public use, (including social distancing space), and clear guidelines created and posted for entering the building or service location.
- Staffing level conducive to managing onsite and mobile service delivery.
- Adequate PPE for staff. Appropriate volume of face masks, shields, gloves, and other protective equipment available for all staff.
- Plans in place to implement next phase(s), including staff schedules.
- Sufficient staff training. All staff fully trained and prepared to transition to a new phase.

Overall phase and readiness to move forward or backward evaluated regularly.

PHASE	SERVICES	TRANSMISSION RATE
PHASE 1	• Library building closed • Phone, Chat, Web-based services available	Community Stay at Home Order in Place
PHASE 2	• Contactless Curbside Holds pickup • Mail Holds delivery • Remote Book Drops available	% Positivity Rate > 10%
PHASE 3	• Lobby Grab & Go • Bookmobile Holds pickup • Technology Access	% Positivity Rate 5%-10%
PHASE 4	• Express Access to Library Building and Bookmobile	% Positivity Rate < 5%
PHASE 5	• Full Access to Library Services	No community transmission

Children's Services Report**October 2020**

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

Summer Reading Final Numbers

This summer we had 1,063 patrons sign up for our all ages Summer Reading Program (SRP) with 473 completing the program. Overall, 13,850 books were read and logged from June 1 through September 8. Most participants (774) chose to do the program online through our Summer Reading software, Beanstack, to log their own books. Staff logged 339 paper logs that were either mailed back to us or placed in our book drops.

Further breakdown of the numbers by age:

83 babies and toddlers registered; 54 completed the program

482 children, grades 3 through 6 registered; 229 completed the program

124 teens, grades 7 through 12, registered; 44 completed the program

374 adults registered; 146 completed the program

Overall, I am happy with the turnout for this year's program. Staff did an amazing job turning out a program that usually takes eight months to plan and produced the program in three weeks' time. I am happy we were able to still connect with more than 1,000 community members in some way during our closure.

Virtual Programs & Craft-To-Go Kits

Our Craft-To-Go (CTG) kits continue to grow in popularity. We have added Family Night kits and Tween kits. The CTG kits are offered weekly; Family Night and tween kits are a once-a-month activity. We hope to add a STEM kit to our monthly line up as well.

Monthly BINGO sheets are a new offering and included in every kit. Bingo sheets are also available for kids to pick up at Lobby Grab and Go.

Since we did not see many participants in our virtual programs, we paused on offering any in September and will offer one in October.

Looking ahead

We are looking at more partnerships, including offering online tutoring after school for children with the University of Iowa's College of Education students.

Collection Services Department Report

Prepared for the October 22nd, 2020 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Through the stages of our reopening plan, we have worked to share our collection with our patrons, especially since our stacks are closed to the public. Although we cannot completely substitute a patron's experience browsing the shelves, we hope that some of our approaches allow our community to explore books (and other materials) and find new favorites. In addition to our *Staff Picks* page and our *Staff Picks...for You* readers advisory service, here are a few other tools we currently provide:

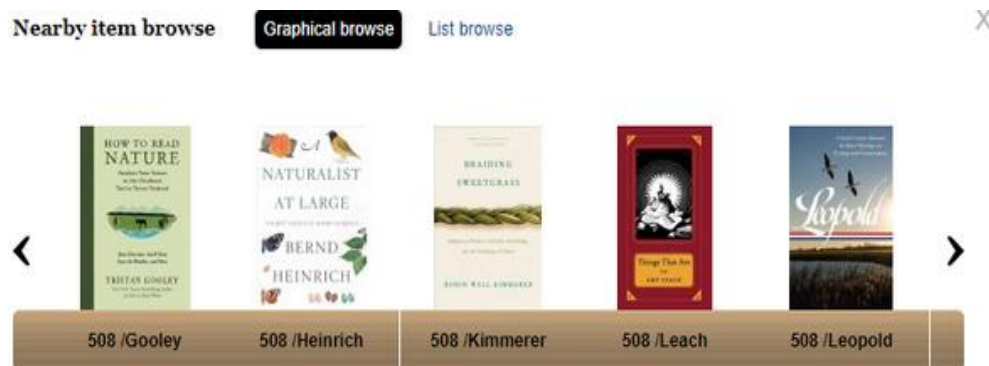
Tips on using the catalog

Our library catalog has a number of features to help patrons find their next read. To share these features, we are writing a series of "how-to" blog posts highlighting the best of these features.

Current blog posts include:

- All About Series
- See What's on Order
- See What's on the Shelf

Find these articles and more on our blog at icpl.org.



Browse on our website

Explore the collection on our website with our virtual browsing tools. You can browse the covers of new books and recently returned items. These tools allow you to narrow the results by collection from fiction to mystery and young adult to kids. Clicking on the cover will bring you to the catalog where you can request the material. We also recently introduced our new *Surprise Me!* tool. With *Surprise Me!*, a patron chooses a collection, clicks on "Surprise Me!" and a random title from our collection is displayed. We are hoping that this will provide a way for patrons to stumble upon an item like they would walking through the stacks or by a display. These tools are all located in "Browse the Shelves" under the "Books and More" tab at icpl.org.



Spy : a novel

Steel, Danielle, author.

FICTION Steel Danielle

"At eighteen, Alexandra Wickham is presented to King George V and Queen Mary in an exquisite white lace and satin dress her mother has ordered from Paris. With her delicate blond looks, she is a stunning beauty who seems destined for a privileged life. But fate, a world war, and her own quietly rebe... [more](#)

INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(October, 2020) Brent Palmer, IT Coordinator

Covid-19 Closure Activities

The transition to our Lobby Grab & Go model mostly involved moving technology and setting up some new desks. Even moving equipment around inevitably involves some troubleshooting and testing, but otherwise it has gone smoothly. Limited Tech Access service began on Tuesday, October 13. Because of early voting, Tech Access has been moved temporarily to the meeting room hallway, with fewer available computers. At the time of writing, we have noticed some patrons are using this service for job searches and job training videos. People also love the free printing. We hope to continue to offer the first ten pages for free after the pandemic ends. Eventually, the DOT Kiosk will be available in Meeting Room D. We are waiting for the DOT to arrange for the kiosk to be moved. We also expect to have the express scanner and fax service set up in the Tech Access area after early voting is over.

AIM Imports Resumed

This month, imports for ICCSD student AIM cards resumed. In the interest of doing more frequent imports, we streamlined the process a bit by eliminating a time-consuming step where the imported data was manually validated by staff members. This continues to be a success in terms of inter-institutional cooperation. ICCSD provides data snapshots as often as we want them. The City of Iowa City provide GIS geocoding services as part of the process. ICPL passes updates to the data to North Liberty and Coralville. The first update of the school year in September has been completed; the October update is being processed now.

New Catalog Update Work Resumed

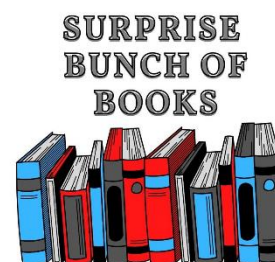
As reported previously, there is a new version of the catalog under development. This new version is built on an open source base with many customizations for ICPL. During the last six months, work on this project fell off as we concentrated on other tasks associated with the pandemic. We resumed our efforts and hope to begin testing the new catalog with patrons shortly after the new year.

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 October 22, 2020

Surprise—It's a Bunch of Books!

The Book End is back in business—taking online requests for items and selling them a bunch at a time to give customers a surprise.

It works like this: message us on the Book End's Facebook page <https://www.facebook.com/TheBookEnd> or email thebookend@icpl.org with a brief description of what to include in your book bunch. Fiction? Nonfiction? Children's? Young Adult? It's just \$20 for 5 books, or 10 children's books!



We'll create your surprise bundle and arrange for you to pick up curbside from the Iowa City Public Library or your surprise can now be delivered, free of charge, in Iowa City, Coralville, and North Liberty thanks to the Iowa City Downtown District.

Two convenient payment options are offered. Use your credit card at <https://icplff.ejoinme.org/surprisebunchofbooks> or PayPal us at paypal.me/helpIowaCityLibrary

This new option to support the library was introduced last month to a limited group of supporters who generously gave \$240 for their surprises! Help us spread the word by looking for announcements about it in library social media posts.

Prairie Lights Book Gala November 15

Reimagining Friends Foundation fundraising is resulting in fun new twists for our long-standing events such as the annual *Book Gala* with Prairie Lights Books.

It is exciting to announce that this 27-year-old partnership will move online on **Sunday, November 15** and will be 'open' for 24 hours! During those 24 hours, a generous percentage of online orders with the words "ICPL library sale" noted in the comments box, will be donated to the ICPL Friends Foundation! What a fabulous opportunity to help two of our most beloved Iowa City treasures—Prairie Lights Books *and* the Iowa City Public Library.

Create your wish list, place the orders online at on November 15, type "ICPL library sale" in the comment box, select curbside pickup or delivery, and you'll feel great knowing you will receive some fabulous reads and benefit Prairie Lights and ICPL at the same time. <http://www.prairielightsbooks.com>

Fundraising Events Move Online

The Friends Foundation's annual signature event, Looking Forward, was a success on October 15.

While most of the nearly 80 guests were from the Corridor, one from Maryland and another from Missouri also generously donated to be able to enjoy the online conversation between Maureen Corrigan and Lisa Scottoline. Nearly \$10,000 was raised for ICPL!

Thank you to the Tuesday Agency for its sponsorship of the event.



Iowa City library changes checkout procedure

 [thegazette.com/subject/news/community/cedar-rapids-public-library-lobby-open-coronavirus-20200930](https://www.thegazette.com/subject/news/community/cedar-rapids-public-library-lobby-open-coronavirus-20200930)

Lee Hermiston

September 30, 2020



IOWA CITY — The Iowa City Public Library is welcoming patrons back into the facility — into the lobby, at least.

Beginning Tuesday, the library will roll out a “Lobby Grab and Go” service allowing patrons into the facility for the first time since the COVID-19 pandemic began, according to a news release. Patrons wishing to use the service need only to place a hold through the library catalog and they’ll be notified when those items are ready to be picked up.

The library had been relying on a similar, curbside pickup service this summer. The key difference is that no appointment will be necessary to use grab-and-go.

“This will allow us to serve more patrons than the initial curbside site did, as well as being more sustainable as a service location,” said Library Director Elsworth Carman in a statement. “I’m pleased to continue expanding services and am eager to welcome patrons

back into the lobby.”

Patrons using the grab and go service will need to wear masks when they enter the library and maintain 6 feet of social distance. Hand sanitizer and masks will be available and staff will be behind plexiglass barriers.

When patrons arrive in the library, they’ll give their library card or card number to a staff member, who will then pull the materials from the hold shelf, check them out and place them on a table for pickup. The entire process is contactless, the library said.

“The user experience will continue to be very different than before the COVID-19 closure, and I would like to thank our patrons in advance for their patience and flexibility as we try something new,” Carman’s statement said. “I look forward to hearing from users about how the new service model works for them and using collected feedback in future changes.”

The grab-and-go service will be available 10 a.m. to 6 p.m. weekdays and Saturdays. The curbside service will end on Monday, the library said.

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

□

Publishers Worry as Ebooks Fly off Libraries' Virtual Shelves

 [wired.com/story/publishers-worry-ebooks-libraries-virtual-shelves](https://www.wired.com/story/publishers-worry-ebooks-libraries-virtual-shelves)

Aarian Marshall

10.01.2020 07:00 AM

Checkouts of digital books from a popular service are up 52 percent since March. Publishers say their easy availability hurts sales.

Before Sarah Adler moved to Maryland last week, she used library cards from her Washington, DC, home and neighboring counties in Virginia and Maryland to read books online. The Libby app, a slick and easy-to-use service from the company OverDrive, gave her access to millions of titles. When she moved, she picked up another card, and access to another library's e-collection, as well as a larger consortium that the library belongs to. She does almost all of her reading on her phone, through the app, catching a page or two between working on her novels and caring for her 2-year-old. With her husband also at home, she's been reading more books, mostly historical romance and literature, during the pandemic. In 2020, she estimates, she's read 150 books.

Adler buys books "rarely," she says, "which I feel bad about. As someone who hopes to be published one day, I feel bad not giving money to authors."

Borrowers like Adler are driving publishers crazy. After the pandemic closed many libraries' physical branches this spring, checkouts of ebooks are up 52 percent from the same period last year, according to OverDrive, which partners with 50,000 libraries worldwide. Hoopla, another service that connects libraries to publishers, says 439 library systems in the US and Canada have joined since March, boosting its membership by 20 percent.

Some public libraries, new to digital collections, delight in exposing their readers to a new kind of reading. The library in Archer City, Texas, population 9,000, received a grant to join OverDrive this summer. The new ebook collection "has really been wonderful," says library director Gretchen Abernathy-Kuck. "So much of the last few months has been stressful and negative." The ebooks are "something positive. It was something new."

But the surging popularity of library ebooks also has heightened longstanding tensions between publishers, who fear that digital borrowing eats into their sales, and public librarians, who are trying to serve their communities during a once-in-a-generation crisis. Since 2011, the industry's big-five publishers—Penguin Random House, Hachette Book Group, HarperCollins, Simon and Schuster, and Macmillan—have limited library lending

of ebooks, either by time—two years, for example—or number of checkouts—most often, 26 or 52 times. Readers can browse, download, join waiting lists for, and return digital library books from the comfort of their home, and the books are automatically removed from their devices at the end of the lending period.

The result: Libraries typically pay between \$20 and \$65 per copy—an industry average of \$40, according to one recent survey—compared with the \$15 an individual might pay to buy the same ebook online. Instead of owning an ebook copy forever, librarians must decide at the end of the licensing term whether to renew.

The rising demand for digital materials has prompted some librarians to shift what they buy, even as they fear shrinking budgets amid the economic downturn. A recent survey of 400 librarians in the US and Canada found that one-third are spending less on physical books, audiobooks, and DVDs, and more on digital versions since the pandemic began. Twenty-nine percent have had their budgets frozen or reduced.

Publishers' licensing terms make it “very difficult for libraries to be able to afford ebooks.”

Michelle Jeske, president, Public Library Association

But the publishers' licensing terms make it “very difficult for libraries to be able to afford ebooks,” says Michelle Jeske, director of the Denver Public Library and president of the Public Library Association. “The pricing models don't work well for libraries.” Between January and July, the Denver system saw 212,000 more books downloaded than the same period last year, a 17 percent increase.

Last year, Macmillan took an additional step, limiting each library system to only a single digital copy of a new title—at half its usual price—until it had been on the market for two months. Macmillan CEO John Sargent said he worried there was too *little* friction in library ebook lending. “To borrow a book in [the pre-digital days] days required transportation, returning the book, and paying those pesky fines when you forgot to get them back on time,” he wrote in a letter announcing the policy. “In today's digital world there is no such friction in the market.” Many librarians, arguing the Macmillan policy hurt large urban systems that already struggle to keep up with demand for new and noteworthy books, organized to boycott the publisher.

But in mid-March, days after libraries around the country began to close, Macmillan dropped the policy. “There are times in life when differences should be put aside,” Sargent wrote in a memo. A spokesperson for Macmillan declined to comment.

Librarians argue that digital lending promotes sales in the long run, by introducing readers to authors whose books they might not have bought otherwise. Research by the OverDrive-funded organization Panorama Project suggests that library book clubs, and the marketing that goes with them, boost or don't affect sales of the same book title. This year, for example, ebook sales were up 7.6 percent through June, according to the NPD Group. The Panorama Project is conducting more thorough research on the issue.

“I think one of the things we’ll see in the postmortem of this year is that the importance of libraries is going to stand out,” says Guy LeCharles Gonzalez, the project leader for the Panorama Project. “Any publisher that gets out of 2020 not missing their budgets too much—they’re going to owe that to libraries” (also, he says, Amazon).

Some publishers have made changes during the pandemic. Penguin Random House just extended through the end of the year a program that allows libraries to license ebooks and audiobooks for a year at half the price they usually pay. That makes it easier for a library to, say, load up on licenses for a popular bestseller and then let them go when patrons no longer demand as many copies. (A Random House spokesperson didn’t respond to a request for comment.) Many publishers have also created one-off pandemic- or social-justice-related programs, freeing up titles for newly curious readers. Some smaller publishers still allow libraries to license ebooks in perpetuity. Amazon’s publishing arm does not sell digital copies of its books to public libraries.

But the tension between libraries and publishers remains. Libraries want more flexibility, and to assure that they’ll have their collections for a long time, says Michael Blackwell, the director of St. Mary’s County Library in Maryland and the program director for the advocacy group Readers First. “Whether or not [the pandemic] is going to convince the publishers to work better with us, I don’t know,” he says. “Frankly, I am skeptical.”

At the same time, Jeske and others worry about shifting too much of their collections online, because some residents don’t have access to ebook readers, laptops, or Wi-Fi. Librarians in Denver have taken their laptop and free Wi-Fi program outside, where they hope ventilation and distance will protect everyone against the virus. They wipe down borrowed laptops between uses.

The debate has attracted attention in Washington. The House Antitrust Subcommittee last year launched an investigation of competition in the digital marketplace, and subcommittee chair Representative David Cicilline (D–Rhode Island) has met with library advocates. “The whole issue of this negotiation [between libraries and publishers] over the last decade derives from a place where libraries have almost no rights in the digital age,” says Alan Inouye, the senior director of public policy and government relations at the American Library Association. “In the longer run, there needs to be a change in the environment or in the game. That means legislation or regulation.”

Iowa City Public Library to focus on DEI, alternatives to police intervention in new strategic plan

[DI dailyiowan.com/2020/10/04/iowa-city-public-library-to-focus-on-dei-alternatives-to-police-intervention-in-new-strategic-plan](https://www.dailyiowan.com/2020/10/04/iowa-city-public-library-to-focus-on-dei-alternatives-to-police-intervention-in-new-strategic-plan)

The plan commits to more resources dedicated to underrepresented populations and an intention to rely less on police for library policy violations.



Hannah Kinson

The Iowa City Public Library is seen on Monday, September 16, 2019. The new energy kits available at the library are encouraging efforts towards an energy-efficient home.

Brian Grace, News Reporter

October 4, 2020

The Iowa City Public Library is working toward committing 30 percent of library resources to BIPOC communities by fiscal 2022 and looking for alternatives to police intervention for library policy violations.

The Iowa City Public Library released its strategic plan for 2021-23 on Sept. 23, which outlined these objectives.

Director Elsworth Carman said the objective to commit a certain percentage of resources for and with BIPOC populations was a response to the Black Lives Matter movement and an acknowledgement that public libraries can do more to represent their communities.

He said this objective would be difficult to measure, but that it was important to name the objective's intention from the beginning.

"The key word to me in that whole statement is the 'with,'" Carman said. "It's not the idea that we'll have a bunch of librarians thinking, 'Oh, what program can I do that will draw more people of color?' It's more thinking about how can we engage community members in the creation of our programs, and in the decision-making around our collections to make sure that those voices are heard and amplified."

Carman said the plan gives the library a year to develop a framework for how it will measure progress on the objective.

"We track a tremendous amount of data at the library about what we spend our money on, who we serve, and how we serve them," Carman said. "So, some pieces of this will be much easier than others ... I think programming and other non-physical item-based services will be much trickier."

President of the Library Board of Trustees Wesley Beary said the search for alternatives to involving police for Library Use Policy violations comes from an understanding that police involvement can sometimes unnecessarily escalate situations that can be resolved in other ways.

"Trying to do what we can to resolve things in a way that will avoid that escalation seems like a good way to better keep the peace and avoid potential issues," Beary said. "There are already issues happening, so just trying to make sure that we do what we can to resolve them in a way that is not worse than the problem itself."

Carman said the point of this objective was to move police intervention further down on the library's list of issue-resolution strategies, but that the objective does not mean the library is cutting ties with the police.

"When I was writing it, I was very aware that it could read as if we're trying to make a departure from partnering with the police or something like that, and that's not the case," Carman said.

Iowa Freedom Riders organizer Raneem Hamad said she was glad to see parts of the community addressing and taking action on the future of police intervention, but was disappointed the library wasn't ending its partnership with the police entirely.

"I wish it was more confident action in terms of completely cutting ties, but I also appreciate the work that folks are doing," Hamad said.

Carman said the library was originally slated to create a five-year plan but shifted to a three-year framework when COVID-19 caused it to close earlier this year.

Though recent events, such as the Black Lives Matter movement, highlighted the need to include objectives that focused on social justice, Carman said significant community feedback as early as the fall of 2019 had already pointed the library in that direction.

"We heard a lot of comments from the community about interest in social justice, interest in equity, interest in diversity, and making sure that community resources were used in a way that all people felt welcome," Carman said, "and that it would speak to everyone in the community and not just a specific group."

President's Report
October 22, 2020
Regular Meeting of the Library Board of Trustees

Greetings everyone, I hope this finds you well. I wanted to share a debrief from my ILA Vision 2020 conference experience.

First, I wanted to highlight our own representation at the conference. Thanks to Robin Paetzold for helping with the speaker's committee and congratulations to both Elsworth and Hannah who were selected as speakers. Elsworth presented *(Trans)gender-Affirming Library Practices: From Patron Records to Restrooms, and Beyond* and Hannah co-presented *Fostering Public Health - Public Library Collaborations*. It was great to see and hear you representing us so well.

In addition to Elsworth and Hannah's content, I also took time over the last few days to watch these sessions: *Virtual Programming in the Age of Social Distancing; Libraries and Fitbits and Board Games, Oh My!; So Really: What *is* Intellectual Freedom*; and *Little Leaders Everywhere: How to Teach Leadership through Picture Books*. I'd love to discuss takeaways with others if anyone is interested.

Next month, we will be appointing this year's Director's evaluation committee. The appointment begins at the November meeting and will culminate in delivering the evaluation during the February meeting. If you have any questions, and especially if you would be interested in participating, please reach out to me soon



Receipts

FY21 compared to FY20 YTD

	Q1 FY20	Q1 FY21	% Change	FY21 Budget	% Received
General Fund					
Fines, Fees, etc.	\$22,687	\$1,186	-94.8%	\$50,000	2.4%
Vending, etc.	\$675	\$0	0.0%	\$1,910	0.0%
General Fund Total	\$23,363	\$1,186	-94.9%	\$51,910	2.3%
Enterprise Fund					
Photocopies	\$848	\$13	-98.4%	\$3,100	0.4%
Electronic Printing/Debit Card	\$3,174	\$2	-99.9%	\$11,550	0.0%
Counter/Cloth bag/Misc	\$426	\$0	0.0%	\$1,630	0.0%
Recycle	\$0	\$0	0.0%	\$220	0.0%
Enterprise Fund Total	\$4,448	\$15	-99.7%	\$16,500	0.1%
Lost & Damaged	\$4,024	\$572	-85.8%	\$0	0.0%
Lost & Damaged Total	\$4,024	\$572	-85.8%	\$0	0.0%
State Funds					
Open Access / Access Plus	\$0	\$0.0	0.0%	\$48,240	0.0%
Enrich Iowa/Direct State Aid	\$0	\$21,460	100.0%	\$21,340	100.6%
State Fund Total	\$0	\$21,460	0.0%	\$69,580	30.8%

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 CITY OF IOWA CITY
 Library Revenues: July 1 to September 30, 2020

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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
FA CURRENT TAXES						
311160 Library Levy						
10550110 Library Administration						
10550110 311160 Library Levy	-1,115,780	0	-1,115,780	-77,596.67	-1,038,183.33	7.0%*
FB DELINQUENT TAXES						
311270 Delq Library Levy						
10550110 Library Administration						
10550110 311270 Delq Library Le	0	0	0	-2,635.02	2,635.02	100.0%
FD OTHER CITY TAXES						
313100 Gas/Electric Excise Tax						
10550110 Library Administration						
10550110 313100 Gas/Electric Ex	-10,842	0	-10,842	.00	-10,842.00	.0%*
313200 Mobile Home Tax						
10550110 Library Administration						
10550110 313200 Mobile Home Tax	-970	0	-970	-223.84	-746.16	23.1%*

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CITY OF IOWA CITY
 Library Revenues: July 1 to September 30, 2020

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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
HB PROPERTY TAX CREDITS						
334160 C&I Prop Tax Rollback Reimb						
10550110 Library Administration						
10550110 334160 C&I Prop Tax Ro	-31,997	0	-31,997	.00	-31,997.00	.0%*
HI LOCAL 28E AGREEMENTS						
336110 Johnson County						
10550110 Library Administration						
10550110 336110 Johnson County	-511,920	0	-511,920	-178,436.90	-333,483.10	34.9%*
336140 University Heights						
10550110 Library Administration						
10550110 336140 University Heig	-41,510	0	-41,510	-10,377.25	-31,132.75	25.0%*
336190 Other Local Governments						
10550110 Library Administration						
10550110 336190 Other Local Gov	-31,180	0	-31,180	-10,299.43	-20,880.57	33.0%*
JC LIBRARY FINES & FEES						
361310 Library Fines						

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CITY OF IOWA CITY
Library Revenues: July 1 to September 30, 2020

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FOR 2021 03

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
10550110 Library Administration						
10550110 361310 Library Fines	-100,000	50,000	-50,000	-1,648.54	-48,351.46	3.3%*
KG OTHER MISC REVENUE						
369100 Reimb of Expenses						
10550121 Library Bldg Maint - Public						
10550121 369100 Reimb of Expens	-12,460	0	-12,460	-4,308.50	-8,151.50	34.6%*
LB RENTS						
382200 Building/Room Rental						
10550122 Library Bldg Maint - Commercia						
10550122 382200 Building/Room R	-32,500	0	-32,500	-8,000.00	-24,500.00	24.6%*
LG ROYALTIES & COMMISS						
384200 Vending Machine Commission						
10550110 Library Administration						
10550110 384200 Vending Machine	-1,910	0	-1,910	.00	-1,910.00	.0%*
GRAND TOTAL	-1,891,069	50,000	-1,841,069	-293,526.15	-1,547,542.85	15.9%

Q1 FY21 Library Expenditures
Operating Budget

9A-5

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Library Materials	\$ 608,764.00	\$ 134,828.75	\$ 473,935.25	22%
477020 Books (Cat/Cir)	\$ 601,764.00	\$ 32,632.68	\$ 569,131.32	5%
477030 Books (Uncataloged)	\$ -	\$ 27.98	\$ (27.98)	
477040 Books (Cat/Reference)	\$ -	\$ 759.39	\$ (759.39)	
477070 Downloadable-eBooks	\$ -	\$ 25,583.60	\$ (25,583.60)	
477100 Fiction Audio-CD	\$ -	\$ 1,126.32	\$ (1,126.32)	
477110 Music-CD	\$ -	\$ 479.26	\$ (479.26)	
477160 Video Recordings	\$ -	\$ 2,289.71	\$ (2,289.71)	
477210 Non-Fiction Video-DVD	\$ -	\$ 34.45	\$ (34.45)	
477220 Multi-Media/Gaming	\$ -	\$ 456.36	\$ (456.36)	
477230 Non-Fiction Audio-CD	\$ -	\$ 170.97	\$ (170.97)	
477250 Downloadable Media	\$ -	\$ 22,571.12	\$ (22,571.12)	
477330 Print/Reference Serials	\$ -	\$ 5,904.42	\$ (5,904.42)	
477340 Print/Circulating Serials	\$ -	\$ 6,149.73	\$ (6,149.73)	
477350 Online Reference	\$ -	\$ 36,642.76	\$ (36,642.76)	
477380 Library-RFI Tags	\$ 7,000.00	\$ -	\$ 7,000.00	
Other	\$ 62,422.00	\$ 15,605.44	\$ 46,816.56	25%
490160 Misc Transfers Out	\$ 62,422.00	\$ 15,605.44	\$ 46,816.56	25%
Personnel	\$ 5,184,698.00	\$ 883,236.48	\$ 4,301,461.52	
411000 Perm Full Time	\$ 2,744,826.00	\$ 524,938.33	\$ 2,219,887.67	
412000 Perm Part Time	\$ 432,290.00	\$ 84,780.77	\$ 347,509.23	
413000 Temporary Employees	\$ 595,502.00	\$ 23,055.85	\$ 572,446.15	
414100 Overtime Wages	\$ 69,500.00	\$ 463.49	\$ 69,036.51	
414500 Longevity Pay	\$ 21,740.00	\$ -	\$ 21,740.00	
421100 Health Insurance	\$ 632,593.00	\$ 137,569.56	\$ 495,023.44	
421200 Dental Insurance	\$ 16,080.00	\$ 3,487.51	\$ 12,592.49	
421300 Life Insurance	\$ 6,548.00	\$ 1,404.26	\$ 5,143.74	
421400 Disability Insurance	\$ 10,049.00	\$ 2,165.97	\$ 7,883.03	
421500 Unemployment Compensation	\$ 4,000.00	\$ -	\$ 4,000.00	
422100 FICA	\$ 286,821.00	\$ 46,813.26	\$ 240,007.74	
423100 IPERS	\$ 364,749.00	\$ 58,557.48	\$ 306,191.52	

Q1 FY21 Library Expenditures
Operating Budget

9A-6

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Services	\$ 630,256.00	\$ 196,667.11	\$ 433,588.89	31%
432030 Financial Services & Charges	\$ 4,665.00	\$ 195.55	\$ 4,469.45	4%
432060 Consultant Services	\$ 18,000.00	\$ 2,961.00	\$ 15,039.00	16%
432080 Other Professional Services	\$ 17,500.00	\$ 1,217.50	\$ 16,282.50	7%
435010 Data Processing	\$ 19,790.00	\$ 17,000.00	\$ 2,790.00	86%
435055 Mail & Delivery	\$ 33,155.00	\$ 22,227.92	\$ 10,927.08	67%
435059 Advertising	\$ 4,500.00	\$ -	\$ 4,500.00	
436030 Transportation	\$ 3,750.00	\$ -	\$ 3,750.00	
436050 Registration	\$ 5,000.00	\$ 299.00	\$ 4,701.00	6%
436060 Lodging	\$ 3,750.00	\$ -	\$ 3,750.00	
436080 Meals	\$ 750.00	\$ -	\$ 750.00	
438030 Electricity	\$ 77,769.00	\$ 16,859.61	\$ 60,909.39	22%
438070 Heating Fuel/Gas	\$ 16,547.00	\$ 752.67	\$ 15,794.33	5%
438100 Refuse Collection Charges	\$ 1,469.00	\$ 160.00	\$ 1,309.00	11%
438130 Cell Phone/Data Services	\$ 3,480.00	\$ 922.62	\$ 2,557.38	27%
438140 Internet Fees	\$ 11,000.00	\$ 1,603.41	\$ 9,396.59	15%
442010 Other Building R&M Services	\$ 68,133.00	\$ 9,642.48	\$ 58,490.52	14%
442020 Structure R&M Services	\$ 6,500.00	\$ 1,214.00	\$ 5,286.00	19%
442030 Heating & Cooling R&M Services	\$ 35,000.00	\$ -	\$ 35,000.00	
442050 Furnishing R&M Services	\$ 2,000.00	\$ -	\$ 2,000.00	
442060 Electrical & Plumbing R&M Svc	\$ 6,000.00	\$ 406.31	\$ 5,593.69	7%
443020 Office Equipment R&M Services	\$ 2,237.00	\$ -	\$ 2,237.00	
444080 Software R&M Services	\$ 131,510.00	\$ 94,996.89	\$ 36,513.11	72%
444100 Hardware R&M Services	\$ 20,000.00	\$ 3,890.90	\$ 16,109.10	19%
445030 Nursery Svc-Lawn & Plant Care	\$ 900.00	\$ 201.00	\$ 699.00	22%
445140 Outside Printing	\$ 29,258.00	\$ 549.00	\$ 28,709.00	2%
445250 Inter-Library Loans	\$ 5,250.00	\$ 5,032.69	\$ 217.31	96%
445270 Library Material R&M Services	\$ 15,800.00	\$ 2,159.04	\$ 13,640.96	14%
445290 Book Binding	\$ 200.00	\$ -	\$ 200.00	
445330 Other Waste Disposal	\$ 1,008.00	\$ -	\$ 1,008.00	
446190 ITS-Software SAAS Chgbk	\$ 4,268.00	\$ -	\$ 4,268.00	
446300 Phone Equipment/Line Chgbk	\$ 24,018.00	\$ 5,865.55	\$ 18,152.45	24%
446320 Mail Chargeback	\$ 746.00	\$ -	\$ 746.00	

Q1 FY21 Library Expenditures

9A-7

Operating Budget

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
446340 Radio Maintenance Chgbk	\$ 343.00	\$ 54.15	\$ 288.85	16%
446350 City Vehicle Replacement Chgbk	\$ 20,293.00	\$ 4,831.56	\$ 15,461.44	24%
446360 City Vehicle Rental Chargeback	\$ 5,251.00	\$ 791.63	\$ 4,459.37	15%
446370 Fuel Chargeback	\$ 2,366.00	\$ 37.08	\$ 2,328.92	2%
446380 Vehicle R&M Chargeback	\$ 6,430.00	\$ 0.12	\$ 6,429.88	
448030 Community Events Funding	\$ 200.00	\$ -	\$ 200.00	
449055 Permitting Fees	\$ 525.00	\$ -	\$ 525.00	
449060 Dues & Memberships	\$ 5,500.00	\$ 439.00	\$ 5,061.00	8%
449090 Land & Building Rental	\$ 350.00	\$ -	\$ 350.00	
449120 Equipment Rental	\$ 3,678.00	\$ 1,101.21	\$ 2,576.79	30%
449160 Other Rentals	\$ 5,625.00	\$ 1,151.22	\$ 4,473.78	20%
449260 Parking	\$ 1,842.00	\$ -	\$ 1,842.00	
449280 Misc Services & Charges	\$ 3,900.00	\$ 104.00	\$ 3,796.00	3%
Supplies	\$ 105,210.00	\$ 11,365.78	\$ 93,844.22	11%
452010 Office Supplies	\$ 8,166.00	\$ 179.82	\$ 7,986.18	2%
452040 Sanitation & Indust Supplies	\$ 20,000.00	\$ 1,697.46	\$ 18,302.54	8%
452050 Photo Supplies & Equipment	\$ 3.00	\$ -	\$ 3.00	
454020 Subscriptions	\$ 539.00	\$ -	\$ 539.00	
455110 Software	\$ 1,500.00	\$ -	\$ 1,500.00	
455120 Misc Computer Hardware	\$ 30,000.00	\$ 2,811.93	\$ 27,188.07	9%
463040 Water/Sewer Chemicals	\$ 1,894.00	\$ -	\$ 1,894.00	
466070 Other Maintenance Supplies	\$ 3,034.00	\$ 1,322.87	\$ 1,711.13	44%
469110 Misc Processing Supplies	\$ 24,800.00	\$ 21.51	\$ 24,778.49	0%
469210 First Aid/Safety Supplies	\$ 263.00	\$ 23.98	\$ 239.02	9%
469320 Miscellaneous Supplies	\$ 10,322.00	\$ 5,289.36	\$ 5,032.64	51%
469360 Food and Beverages	\$ 3,504.00	\$ 18.85	\$ 3,485.15	1%
469370 Paper Products	\$ 1,185.00	\$ -	\$ 1,185.00	
Grand Total	\$ 6,591,350.00	\$ 1,241,703.56	\$ 5,349,646.44	19%



FY21 Output Statistics- Quarterly Report

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.							
A. Downtown Building Use							
Total Hours Open	0	0	0	0	0	860	-100.0%
People into the Building	0	0	0	0	0	168,890	-100.0%
Average Number Per Hour	0.0	0.0	0.0	0.0	0.0	196	-100.0%
Bookmobile Use							
Bookmobile Total Hours Open	0	0	0	0	0	217	-100.0%
People on Bookmobile	0	0	0	0	0	5,257	-100.0%
Average Number per Hour	0	0	0	0	0	24	-100.0%
Total Downtown & Bookmobile Hours Open	0	0	0	0	0	1,077	-100.0%
Total People Downtown & on Bookmobile	0	0	0	0	0	174,147	-100.0%
Total Average Number per Hour	0	0	0	0	0	162	-100.0%
B. Meeting Rooms							
Number of Non-Library Meetings	0	0	0	0	0	393	-100.0%
Estimated Attendance	0	0	0	0	0	5,362	-100.0%
Equipment Set-ups	0	0	0	0	0	0	0.0%
Group Study Room Use	0	0	0	0	0	1,403	-100.0%
Lobby Use	0	0	0	0	0	2	-100.0%
C. Equipment Usage							
Photocopies by Public	318	0	0	0	318	6,945	-95.4%
Pay for Print Copies	0	0	0	0	0	25,082	-100.0%
% Checkouts by Self-Check	0.0%	0.0%	0.0%	0.0%	0.0%	71.7%	-100.0%
DOT Kiosk Usage	0	0	0	0	0	325	-100.0%
<i>* FY20 pay for print copies data in September is an average of July and August due to technical issues.</i>							
D. Downtown Use of Electronic Materials							
Listening/Viewing/Tablets/Laptops Sessions	0	0	0	0	0	2,789	-100.0%
E. Ride 'N' Read							
Bus Passes Distributed Downtown	0	0	0	0	0	1,369	-100.0%
F. Services During Library Closure							
Patrons Using Mail	4,704	0	0	0	4,704	0	0.0%
Patrons Using Curbside	10,137	0	0	0	10,137	0	0.0%
Items Checked Out	48,383	0	0	0	48,383	0	0.0%
Materials Paged	37,177	0	0	0	37,177	0	0.0%
Missed Curbside Appointments	561	0	0	0	561	0	0.0%
Hours Assisting Patrons (Curbside, Chat, & Switchboard)	548	0	0	0	548	0	0.0%
Lending Services: Lend materials for home, school, and office use.							
A. Circulation Downtown	182,350	0	0	0	182,350	335,890	-45.7%
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)							
Percent AIM Circulation Downtown	1.40%	0.00%	0.00%	0.00%	1.40%	0.00%	0.00%
Circulation on Bookmobile	156	0	0	0	156	8,098	-98.1%
Percent AIM Circulation on Bookmobile	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<i>*Beginning June 19, 2020 the Bookmobile collection was used to fulfill holds downtown.</i>							
Total Circulation Downtown & Bookmobile	182,506	0	0	0	182,506	343,988	-46.9%
Percent AIM Total Circulation Downtown & Bookmobile	1.40%	0.00%	0.00%	0.00%	1.40%	0.00%	0.00%
Average Total Circulation Downtown & Bookmobile Per Hour	0	0	0	0	0	391	-100.0%
B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)							
Adult Materials	137,314	0	0	0	137,314	234,966	-41.6%
Children's Materials	45,880	0	0	0	45,880	111,041	-58.7%
Percent Children's	25.2%	0.0%	0.0%	0.0%	25.2%	33.1%	-23.9%
Non-Print	20,367	0	0	0	20,367	97,095	-79.0%
Percent Non-print	11.2%	0.0%	0.0%	0.0%	11.2%	28.9%	-61.4%
Equipment loans	98	0	0	0	98	203	-51.7%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Downloads	82,953	0	0	0	82,953	63,588	30.5%
C. Circulation by Residence of User (Downtown & Bookmobile)	182,506	0	0	0	182,506	343,988	-46.9%
(Materials plus equipment; includes downloads; does not include items circulated in-house.)							
Iowa City	153,867	0	0	0	153,867	264,028	-41.7%
Local Contracts							
Hills	523	0	0	0	523	945	-44.7%
Hills as % of All	0.29%	0.0%	0.0%	0.0%	0.29%	0.27%	4.3%
Johnson County (Rural)	14,377	0	0	0	14,377	26,149	-45.0%
Johnson County as % of All	7.88%	0.0%	0.0%	0.0%	7.88%	7.60%	3.6%
Lone Tree	624	0	0	0	624	1,151	-45.8%
Lone Tree as % of All	0.34%	0.00%	0.00%	0.00%	0.34%	0.33%	2.2%
University Heights	2,881	0	0	0	2,881	3,502	-17.7%
University Heights as % of All	1.58%	0.00%	0.00%	0.00%	1.58%	1.02%	55.1%
Total Local Contracts	18,405	0	0	0	18,405	31,747	-42.0%
State Contracts - Open Access							
Coralville	4,098	0	0	0	4,098	16,850	-75.7%
Cedar Rapids	170	0	0	0	170	1,809	-90.6%
Other Open Access	5,800	0	0	0	5,800	22,490	-74.2%
Total Open Access	10,068	0	0	0	10,068	41,149	-75.5%
Open Access as % of All	5.5%	0.0%	0.0%	0.0%	5.5%	12.0%	-53.9%
D. InterLibrary Loans							
Loaned to Other Libraries	227	0	0	0	227	299	-24.1%
Percent of Requests Filled	31.3%	0.0%	0.0%	0.0%	31.3%	24.5%	28.0%
Total Borrowed From Other Libraries	395	0	0	0	395	900	-56.1%
Percent of Requests Filled	82.1%	0.0%	0.0%	0.0%	82.1%	87.0%	-5.7%
Books/Periodicals/AV Borrowed	392	0	0	0	392	892	-56.1%
Photocopy Borrow Requests Filled	3	0	0	0	3	8	-62.5%
E. Reserves Placed - Materials	52,361	0	0	0	52,361	33,579	55.9%
<i>*Overdrive has not reported reserve information since July 2020.</i>							
F. Downloadable Media							
Resident Cards By Area							
Iowa City	71,018	0	0	0	71,018	56,718	25.2%
Hills	229	0	0	0	229	120	90.8%
Johnson County	7,374	0	0	0	7,374	6,116	20.6%
Lone Tree	96	0	0	0	96	96	0.0%
University Heights	1,714	0	0	0	1,714	538	218.6%
Total	80,431	0	0	0	80,431	63,588	26.5%
Student AIM Cards by Area							
Iowa City	2,247	0	0	0	2,247	0	0.0%
Hills	165	0	0	0	165	0	0.0%
Johnson Count	2	0	0	0	2	0	0.0%
Lone Tree	0	0	0	0	0	0	0.0%
University Heights	103	0	0	0	103	0	0.0%
Open Access	5	0	0	0	5	0	0.0%
Total	2,522	0	0	0	2,522	0	0.0%
All Cards by Area							
Iowa City	73,265	0	0	0	73,265	56,718	29.2%
Hills	394	0	0	0	394	120	228.3%
Johnson Count	7,376	0	0	0	7,376	6,116	20.6%
Lone Tree	96	0	0	0	96	96	0.0%
University Heights	1,817	0	0	0	1,817	538	237.7%
Open Access	5	0	0	0	5	0	0.0%
Total	82,949	0	0	0	82,949	63,588	30.4%
By Demographic							
Adult	71,309	0	0	0	71,309	59,332	20.2%
Children's	11,644	0	0	0	11,644	4,256	173.6%
Total	82,953	0	0	0	82,953	63,588	30.5%
Number of Items Owned (Cumulative)							
E-Audio Items Available	10,849	0	0	0	10,849	10,977	-1.2%
E-Book Items Available	19,447	0	0	0	19,447	20,253	-4.0%
E-Music	47	0	0	0	47	45	4.4%
E-Magazines	121	0	0	0	121	112	8.0%
E-Newspapers	1	0	0	0	1	1	0.0%
Total Items	30,465	0	0	0	30,465	31,388	-2.9%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Information Services: Furnish information, reader advisory, and reference assistance.							
A. Reference Questions Answered	2,324	0	0	0	2,324	11,437	-79.7%
Reference Questions							
Reference Desk	718	0	0	0	718	3,850	-81.4%
Help Desk	0	0	0	0	0	3,202	-100.0%
Curbside Questions	449	0	0	0	449	0	0
Switchboard	1,112	0	0	0	1,112	1,200	-7.3%
Bookmobile	0	0	0	0	0	293	-100.0%
Drop-In Tech Help (Public)	0	0	0	0	0	114	-100.0%
On-Call Tech Help							
Public	0	0	0	0	0	72	-100.0%
Total Tech Help Questions	0	0	0	0	0	115	-100.0%
Children's Desk							
Reference Questions	16	0	0	0	16	2,649	-99.4%
Request to Pull Books (Community)	29	0	0	0	29	14	107.1%
Total Children's Questions	45	0	0	0	45	2,663	-98.3%
B. Electronic Access Services							
Computer Services							
Pharos Internet (Downtown In House computer use)	0	0	0	0	0	19,749	-100.0%
Wifi Internet Use Downtown	0	0	0	0	0	264,751	-100.0%
Total Internet Use	0	0	0	0	0	284,500	-100.0%
<i>* FY20 Pharos data for September is an average of July and August due to technical issues.</i>							
Website Access							
ICPL Website							
# Pageviews of Homepage	79,278	0	0	0	79,278	100,928	-21.5%
# Pageviews of Entire Site (Doesn't include catalog)	252,103	0	0	0	252,103	228,002	10.6%
# Visits (Does include catalog)	128,997	0	0	0	128,997	148,210	-13.0%
Catalog Access							
# Pageviews for ICPL Catalog	459,683	0	0	0	459,683	426,443	7.8%
# Pageviews for Overdrive	533,485	0	0	0	533,485	412,543	29.3%
Total Catalog Access	993,168	0	0	0	993,168	838,986	18.4%
<i>*Overdrive does not count pageviews through the Libby or Overdrive Apps.</i>							
ICPL Mobile App Use	0	0	0	0	0	46,291	-100.0%
<i>*Unable to retrieve mobile app data since October 2019</i>							
External Sites							
# Pageviews for Beanstack	12,265	0	0	0	12,265	14,228	-13.8%
Total Website Access	1,257,536	0	0	0	1,257,536	1,127,507	11.5%
Subscription Databases Accessed							
Total In-House	4,465	0	0	0	4,465	1,373	225.2%
Total Remote	77,151	0	0	0	77,151	73,543	4.9%
TOTAL	81,616	0	0	0	81,616	74,916	8.9%
C. Total Switchboard Calls Received							
Total Library Calls	4,776	0	0	0	4,776	4,090	16.8%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	6,204	0	0	0	6,204	4,430	40.0%
Transferred Calls	188	0	0	0	188	750	-74.9%
Pamphlets Distributed Downtown	995	0	0	0	995	4,625	-78.5%
State/Federal Tax Forms Distributed	. . .	. . .	. . .	0	0	0	0.0%
Alerting Services: Promote awareness of the library and use of its resources.							
A. Publications							
Number of Publications Printed (Jobs)	15	0	0	0	15	91	-83.5%
Copies Printed for Public Distribution	19,561	0	0	0	19,561	91,829	-78.7%
Number of Online Newsletters Subscribers	3,128	0	0	0	3,128	2,600	20.3%
Number of Online Newsletter Distribution	1,912	0	0	0	1,912	12,960	-85.2%
C. Displays	0	0	0	0	0	15	-100.0%
In-House	0	0	0	0	0	12	-100.0%
Other Groups	0	0	0	0	0	3	-100.0%
Off-site locations	0	0	0	0	0	0	0.0%
E. The Library Channel							
Total ICPL Productions	0	0	0	0	0	22	-100.0%
Programs Cablecast	0	0	0	0	0	24	-100.0%
<i>*ICPL stopped airing library programs on cable television April 4th, 2019.</i>							

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
F. Homepage/ Social Media							
Homepage Banner Posts	39	0	0	0	39	46	-15.2%
Homepage Banner Clicks	386	0	0	0	386	537	-28.1%
Media Releases Sent	156	0	0	0	156	12	1200.0%
Facebook, Twitter, Pinterest Followers (Cumulative)	16,215	0	0	0	16,215	14,890	8.9%
New Facebook, Twitter, and Pinterest Followers	30,475	0	0	0	30,475	196	15448.5%
Outreach Services: Provide library service to people who cannot get to the library building.							
A. At Home Services							
Packages Sent	383	0	0	0	383	450	-14.9%
Items Loaned (No renewals)	1,562	0	0	0	1,562	1,525	2.4%
Registered At Home Users (Cumulative)	216	0	0	0	216	210	2.9%
New Users Enrolled	16	0	0	0	16	16	0.0%
People Served (Average of monthly count)	48	0	0	0	48	47	1.4%
B. Jail Service							
People Served	39	0	0	0	39	400	-90.3%
Items Loaned (No renewals)	150	0	0	0	150	1,268	-88.2%
C. Deposit Collections							
Locations (Cumulative)	0	0	0	0	0	14	-100.0%
Items Loaned	90	0	0	0	90	90	0.0%
Items Added to Permanent Collections	90	0	0	0	90	677	-86.7%
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	0.0%	0.0%	0.0%	0.0%	0.0%	18.0%	-100.0%
<i>*Does not include renewals or in-house.</i>							
Group and Community Services: Provide library service to groups, agencies, and organizations.							
A. Adult Programs							
In-House Programs	15	0	0	0	15	52	-71.9%
In-House Attendance	195	0	0	0	195	850	-77.1%
Outreach Programs	0	0	0	0	0	43	-100.0%
Outreach Attendance	0	0	0	0	0	481	-100.0%
B. Young Adult Programs							
In-House Programs	0	0	0	0	0	93	-100.0%
In-House Attendance	0	0	0	0	0	2,078	-100.0%
Outreach Programs	6	0	0	0	6	4	50.0%
Outreach Attendance	74	0	0	0	74	12	516.7%
C. Children's Programs							
In-House Programs	103	0	0	0	103	225	-54.2%
In-House Attendance	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	11,104	#DIV/0!
Outreach Programs	0	0	0	0	0	68	-100.0%
Outreach Attendance	0	0	0	0	0	1,503	-100.0%
D. Library Tours and Classes							
Number	9	0	0	0	9	10	-13.7%
Attendance	83	0	0	0	83	48	72.0%
E. Consulting for Area Groups							
	0	0	0	0	0	0	0.0%
Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.							
A. Library Cards Issued							
Iowa City	849	0	0	0	849	2,007	-57.7%
Percent Iowa City	641	0	0	0	641	1,548	-58.6%
Local Contracts	75.5%	0.0%	0.0%	0.0%	75.5%	77.1%	-2.1%
Hills	2	0	0	0	2	3	-33.3%
Johnson County (Rural)	34	0	0	0	34	61	-44.3%
Lone Tree	3	0	0	0	3	11	-72.7%
University Heights	5	0	0	0	5	4	25.0%
State Contract - Open Access							
Coralville	35	0	0	0	35	120	-70.8%
Cedar Rapids	8	0	0	0	8	24	-66.7%
Other Open Access	121	0	0	0	121	236	-48.7%
Total Open Access	164	0	0	0	164	380	-56.8%
Open Access as % of All	19.3%	0.0%	0.0%	0.0%	19.3%	18.9%	2.0%
B. Total Registered Borrowers (Cumulative)							
# At Home Users Registered (Cumulative)	47,470	0	0	0	47,470	51,293	-7.5%
# AIM Users (Cumulative)	216	0	0	0	216	210	2.9%
	14,420	0	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>							
C. Overdue Notices							
Items Searched to Verify Claim of Return	91	0	0	0	91	48	89.6%
Total First Notices (Items)	0	0	0	0	0	19,365	-1
Total Second Notices (Items)	0	0	0	0	0	6,228	-1
Bills-Public (Items)	0	0	0	0	0	2,389	-100.0%



FY21 Circulation by Area & Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Iowa City									
General Iowa City	78,347	0	0	0	0	0	78,347	209,960	-62.7%
Downloads + Streaming	73,265	0	0	0	0	0	73,265	56,718	29.2%
Temporary	27	0	0	0	0	0	27	172	-84.3%
Public schools	0	0	0	0	0	0	0	13	-100.0%
Private schools	0	0	0	0	0	0	0	56	-100.0%
Preschool/Daycare	59	0	0	0	0	0	59	598	-90.1%
Non-profit organizations	0	0	0	0	0	0	0	186	-100.0%
Business	0	0	0	0	0	0	0	6	-100.0%
City departments	2	0	0	0	0	0	2	2	0.0%
State/Federal agencies	0	0	0	0	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0	0	0	0	0.0%
At Home	1,550	0	0	0	0	0	1,550	1,504	3.1%
Interlibrary loan	524	0	0	0	0	0	524	420	24.8%
Deposit collections/Nursing Homes	99	0	0	0	0	0	99	189	-47.6%
Jail patrons	150	0	0	0	0	0	150	1,268	-88.2%
Total Iowa City	154,023	0	0	0	0	0	154,023	271,092	-43.18%
Local Contracts									
Johnson County									
General	6,826	0	0	0	0	0	6,826	20,012	-65.9%
Downloads	7,539	0	0	0	0	0	7,539	6,116	23.3%
Preschool/Daycare	0	0	0	0	0	0	0	0	0.0%
At Home	12	0	0	0	0	0	12	21	-42.9%
Total Johnson County	14,377	0	0	0	0	0	14,377	26,149	-45.0%
Hills									
General	292	0	0	0	0	0	292	825	-64.6%
Downloads	231	0	0	0	0	0	231	120	92.5%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Hills	523	0	0	0	0	0	523	945	-44.7%
Lone Tree									
General	528	0	0	0	0	0	528	1,055	-50.0%
Downloads	96	0	0	0	0	0	96	96	0.0%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Lone Tree	624	0	0	0	0	0	624	1,151	-45.8%
University Heights									
General	1,064	0	0	0	0	0	1,064	2,964	-64.1%
Downloads	1,817	0	0	0	0	0	1,817	538	237.7%
At Home	0	0	0	0	0	0	0	0	0.0%
Total University Heights	2,881	0	0	0	0	0	2,881	3,502	-17.7%
Total Local Contracts	18,405	0	0	0	0	0	18,405	31,747	-42.0%
State Contract									
Reciprocal/Open Access									
Johnson County Libraries									
Coralville	4,098	0	0	0	0	0	4,098	16,850	-75.7%
North Liberty	2,927	0	0	0	0	0	2,927	8,651	-66.2%
Oxford	37	0	0	0	0	0	37	29	27.6%
Solon	388	0	0	0	0	0	388	1,665	-76.7%
Swisher	18	0	0	0	0	0	18	66	-72.7%
Tiffin	288	0	0	0	0	0	288	1,203	-76.1%
AIM Downloads (None from North Liberty or Coralville)	5	0	0	0	0	0	5	0	0.0%
All Other Libraries									
Ainsworth	0	0	0	0	0	0	0	0	0.0%
Albia	0	0	0	0	0	0	0	0	0.0%
Altoona	0	0	0	0	0	0	0	0	0.0%

FY21 Circulation by Area & Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Ames	0	0	0	0	0	0	0	1	-100.0%
Anamosa	18	0	0	0	0	0	18	10	80.0%
Ankeny	15	0	0	0	0	0	15	66	-77.3%
Atkins	0	0	0	0	0	0	0	13	-100.0%
Belle Plaine	0	0	0	0	0	0	0	0	0.0%
Bennett	0	0	0	0	0	0	0	0	0.0%
Bettendorf	0	0	0	0	0	0	0	15	-100.0%
Birmingham	0	0	0	0	0	0	0	12	-100.0%
Blairtown	0	0	0	0	0	0	0	0	0.0%
Bloomfield	19	0	0	0	0	0	19	90	-78.9%
Boone	0	0	0	0	0	0	0	0	0.0%
Brooklyn	0	0	0	0	0	0	0	0	0.0%
Burlington	1	0	0	0	0	0	1	25	-96.0%
Carroll	0	0	0	0	0	0	0	0	0.0%
Cascade	0	0	0	0	0	0	0	0	0.0%
Cedar Falls	13	0	0	0	0	0	13	46	-71.7%
Cedar Rapids	170	0	0	0	0	0	170	1,809	-90.6%
Center Point	0	0	0	0	0	0	0	0	0.0%
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	0	0.0%
Clarence	0	0	0	0	0	0	0	2	-100.0%
Clinton	0	0	0	0	0	0	0	0	0.0%
Clive	0	0	0	0	0	0	0	0	0.0%
Columbus Jct	8	0	0	0	0	0	8	120	-93.3%
Conesville	0	0	0	0	0	0	0	0	0.0%
Cornell College	133	0	0	0	0	0	133	771	-82.7%
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	1	0	0	0	0	0	1	41	-97.6%
Decorah	1	0	0	0	0	0	1	0	0.0%
Denison	0	0	0	0	0	0	0	0	0.0%
Des Moines	0	0	0	0	0	0	0	8	-100.0%
Donnelson	0	0	0	0	0	0	0	0	0.0%
Dubuque	0	0	0	0	0	0	0	3	-100.0%
Dunkerton	0	0	0	0	0	0	0	0	0.0%
Earlham	0	0	0	0	0	0	0	0	0.0%
Eldon	0	0	0	0	0	0	0	22	-100.0%
Elkader	0	0	0	0	0	0	0	0	0.0%
Ely	0	0	0	0	0	0	0	108	-100.0%
Estherville	0	0	0	0	0	0	0	0	0.0%
Fairfax	0	0	0	0	0	0	0	107	-100.0%
Fairfield	6	0	0	0	0	0	6	355	-98.3%
Fort Dodge	0	0	0	0	0	0	0	0	0.0%
Fort Madison	0	0	0	0	0	0	0	3	-100.0%
Gilman	0	0	0	0	0	0	0	41	-100.0%
Glenwood	0	0	0	0	0	0	0	0	0.0%
Grandview	0	0	0	0	0	0	0	0	0.0%
Grimes	0	0	0	0	0	0	0	0	0.0%
Grinnell	0	0	0	0	0	0	0	48	-100.0%
Guthrie Center	0	0	0	0	0	0	0	0	0.0%
Hedrick	0	0	0	0	0	0	0	0	0.0%
Hiawatha	2	0	0	0	0	0	2	24	-91.7%
Independence	0	0	0	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0	0	0	0.0%
Johnston	0	0	0	0	0	0	0	0	0.0%
Kalona	165	0	0	0	0	0	165	1,320	-87.5%

FY21 Circulation by Area & Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Keokuk	0	0	0	0	0	0	0	0	0.0%
Keosauqua	0	0	0	0	0	0	0	10	-100.0%
Keota	12	0	0	0	0	0	12	20	-40.0%
LeClaire	0	0	0	0	0	0	0	0	0.0%
Letts	0	0	0	0	0	0	0	0	0.0%
Lisbon	0	0	0	0	0	0	0	29	-100.0%
Lowden	37	0	0	0	0	0	37	37	0.0%
Manchester	0	0	0	0	0	0	0	5	-100.0%
Maquoketa	0	0	0	0	0	0	0	8	-100.0%
Marengo	98	0	0	0	0	0	98	490	-80.0%
Marion	28	0	0	0	0	0	28	120	-76.7%
Marshalltown	0	0	0	0	0	0	0	0	0.0%
Martelle	0	0	0	0	0	0	0	0	0.0%
Mason City	0	0	0	0	0	0	0	0	0.0%
Mechanicsville	6	0	0	0	0	0	6	19	-68.4%
Mediapolis	0	0	0	0	0	0	0	4	-100.0%
Milford	0	0	0	0	0	0	0	0	0.0%
Montezuma	0	0	0	0	0	0	0	3	-100.0%
Monticello	0	0	0	0	0	0	0	0	0.0%
Montrose	0	0	0	0	0	0	0	7	-100.0%
Morning Sun	0	0	0	0	0	0	0	4	-100.0%
Mount Pleasant	2	0	0	0	0	0	2	47	-95.7%
Muscatine	34	0	0	0	0	0	34	180	-81.1%
Nevada	0	0	0	0	0	0	0	0	0.0%
New London	0	0	0	0	0	0	0	5	-100.0%
Newton	0	0	0	0	0	0	0	0	0.0%
North English	10	0	0	0	0	0	10	265	-96.2%
Norway	0	0	0	0	0	0	0	44	-100.0%
Odebolt	0	0	0	0	0	0	0	6	-100.0%
Oelwein	0	0	0	0	0	0	0	0	0.0%
Osceola	0	0	0	0	0	0	0	0	0.0%
Oskaloosa	0	0	0	0	0	0	0	0	0.0%
Ottumwa	0	0	0	0	0	0	0	4	-100.0%
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	172	0	0	0	0	0	172	820	-79.0%
Robins	0	0	0	0	0	0	0	0	0.0%
Rockwell	0	0	0	0	0	0	0	0	0.0%
Scott Co (Eldridge)	0	0	0	0	0	0	0	0	0.0%
Scranton	0	0	0	0	0	0	0	0	0.0%
Shellsburg	0	0	0	0	0	0	0	0	0.0%
Sigourney	0	0	0	0	0	0	0	0	0.0%
Sioux City	8	0	0	0	0	0	8	12	-33.3%
Sioux Rapids	0	0	0	0	0	0	0	3	-100.0%
South English	4	0	0	0	0	0	4	22	-81.8%
Spirit Lake	0	0	0	0	0	0	0	4	-100.0%
Springville	0	0	0	0	0	0	0	2	-100.0%
Stanwood	0	0	0	0	0	0	0	0	0.0%
Tipton	84	0	0	0	0	0	84	272	-69.1%
Toledo	0	0	0	0	0	0	0	0	0.0%
Traer	0	0	0	0	0	0	0	1	-100.0%
Urbandale	0	0	0	0	0	0	0	44	-100.0%
Van Horne	0	0	0	0	0	0	0	0	0.0%
Van Meter	0	0	0	0	0	0	0	0	0.0%
Victor	0	0	0	0	0	0	0	51	-100.0%
Vinton	27	0	0	0	0	0	27	0	0.0%
Wapello	0	0	0	0	0	0	0	0	0.0%
Washington	150	0	0	0	0	0	150	611	-75.5%
Waterloo	0	0	0	0	0	0	0	12	-100.0%
Waukee	0	0	0	0	0	0	0	0	0.0%
Waukon	0	0	0	0	0	0	0	6	-100.0%

FY21 Circulation by Area & Agency

	Q1	Q2	6 MO	Q3	9 MO	Q4	YTD	LYTD	% CHG
Waverly	0	0	0	0	0	0	0	0	0.0%
Wellman	88	0	0	0	0	0	88	304	-71.1%
West Branch	460	0	0	0	0	0	460	1,978	-76.7%
West Des Moines	0	0	0	0	0	0	0	1	-100.0%
West Liberty	358	0	0	0	0	0	358	856	-58.2%
What Cheer	0	0	0	0	0	0	0	2	-100.0%
Williamsburg	111	0	0	0	0	0	111	853	-87.0%
Wilton	56	0	0	0	0	0	56	444	-87.4%
Winfield	0	0	0	0	0	0	0	10	-100.0%
Winterset	0	0	0	0	0	0	0	1	-100.0%
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	10	0	0	0	0	0	10	9	11.1%
Total Recip/Open Access	10,068	0	0	0	0	0	10,068	41,149	-75.5%
Total Circulation	182,496	0	0	0	0	0	182,496	343,988	-46.9%
(including E-Downloads, not in-house)									
Percent Iowa City	84.4%	0.0%	0.0%	0.0%	0.0%	0.0%	84.4%	78.8%	7.1%
Percent Hills	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.3%	4.3%
Percent Johnson County	7.9%	0.0%	0.0%	0.0%	0.0%	0.0%	7.9%	7.6%	3.6%
Percent Lone Tree	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0.3%	2.2%
Percent University Heights	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	1.6%	1.0%	55.1%
Percent Reciprocal/Open Access	5.5%	0.0%	0.0%	0.0%	0.0%	0.0%	5.5%	12.0%	-53.9%
	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	100.0%	
Iowa City	154,023	0	0	0	0	0	154,023	271,092	-43.2%
Local Contracts	18,405	0	0	0	0	0	18,405	31,747	-42.0%
Open Access	10,068	0	0	0	0	0	10,068	41,149	-75.5%
In-house cards (staff use)	1,118	0	0	0	0	0	1,118	3,000	-62.7%
Undefined Other	0	0	0	0	0	0	0	0	0.0%
Total Spreadsheet	183,614	0	0	0	0	0	183,614	346,988	

FY21 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	14,303	10.4%	25,096	10.7%	-43.0%
Mystery	4,684	3.4%	8,323	3.5%	-43.7%
Science Fiction	2,267	1.7%	4,590	2.0%	-50.6%
Book Club Kits (10 items per kit)	10	0.0%	12	0.0%	-16.7%
Young Adult Fiction	3,340	2.4%	6,170	2.6%	-45.9%
Comics	2,557	1.9%	9,276	3.9%	-72.4%
Large Print	1,432	1.0%	3,202	1.4%	-55.3%
Books in Other Languages	34	0.0%	329	0.1%	-89.7%
Total Fiction	28,627	20.8%	56,998	24.3%	-49.8%
Express/Nonfiction	105	0.1%	926	0.4%	-88.7%
Large Print Nonfiction	134	0.1%	446	0.2%	-70.0%
000 - General/Computers	351	0.3%	924	0.4%	-62.0%
100 - Psychology/Philosophy	1,284	0.9%	3,019	1.3%	-57.5%
200 - Religion	792	0.6%	1,825	0.8%	-56.6%
300 - Social Sciences	2,925	2.1%	5,704	2.4%	-48.7%
400 - Language	127	0.1%	701	0.3%	-81.9%
500 - Science	924	0.7%	1,847	0.8%	-50.0%
600 - Applied Technology	4,883	3.6%	9,985	4.2%	-51.1%
700 - Art & Recreation	2,391	1.7%	5,285	2.2%	-54.8%
800 - Literature	1,524	1.1%	2,258	1.0%	-32.5%
900 - History & Travel	2,626	1.9%	4,820	2.1%	-45.5%
Biography	1,610	1.2%	1,935	0.8%	-16.8%
Total Nonfiction: Adult & Young Adult	19,676	14.3%	39,675	16.9%	-50.4%
Magazines	104	0.1%	1,474	0.6%	-92.9%
Total Miscellaneous	104	0.1%	1,474	0.6%	-92.9%
Total Adult Print	48,407	35.3%	98,147	41.8%	-50.7%
Art to Go	168	0.1%	431	0.2%	-61.0%
DVD (Movies/TV)	12,507	9.1%	52,679	22.4%	-76.3%
Express/DVD	244	0.2%	4,728	2.0%	-94.8%
Nonfiction DVD	1,064	0.8%	3,657	1.6%	-70.9%
Fiction on Disc	702	0.5%	2,947	1.3%	-76.2%
Nonfiction on CD	339	0.2%	1,412	0.6%	-76.0%
Compact Disc (Music)	2,057	1.5%	9,192	3.9%	-77.6%
Young Adult Video Games	404	0.3%	2,227	0.9%	-81.9%
Circulating Equipment	98	0.1%	203	0.1%	-51.7%
Discovery Kits	15	0.0%	11	0.0%	36.4%
Total Nonprint	17,598	12.8%	77,487	33.0%	-77.3%

FY21 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	21,935	16.0%	19,219	8.2%	14.1%
Adult E-Book # Downloads	29,034	21.1%	21,728	9.2%	33.6%
Adult E-Magazines	5,768	4.2%	4,685	2.0%	23.1%
Adult E-Music # Downloads/Local Music Project	11	0.0%	10	0.0%	10.0%
Adult E-Newspapers	2,944	2.1%	4,133	1.8%	-28.8%
Adult E-Video Streaming: Library Channel	11,617	8.5%	9,557	4.1%	21.6%
Total Adult E-Downloads	71,309	51.9%	59,332	25.3%	20.2%
Total Adult Circulation	137,314	100.0%	234,966	100.0%	-41.6%

Children's Materials

Fiction	8,162	17.8%	18,719	16.9%	-56.4%
Comics	3,162	6.9%	11,317	10.2%	-72.1%
Holiday	425	0.9%	771	0.7%	-44.9%
jLarge Print Fiction	85	0.2%	0	0.0%	0.0%
Picture: Big, Board, Easy	11,559	25.2%	31,686	28.5%	-63.5%
Readers	3,301	7.2%	11,876	10.7%	-72.2%
Nonfiction & Biography	4,769	10.4%	12,564	11.3%	-62.0%
jLarge Print Nonfiction	4	0.0%	0	0.0%	0.0%
Magazines	0	0.0%	244	0.2%	-100.0%
Total Children's Print	31,467	68.6%	87,177	78.5%	-63.9%
Video/DVD/Blu-Ray	2,036	4.4%	14,581	13.1%	-86.0%
Books on Disc	232	0.5%	1,064	1.0%	-78.2%
Read-Along set	113	0.2%	1,533	1.4%	-92.6%
Children's Music	109	0.2%	896	0.8%	-87.8%
Children's Video Games	105	0.2%	672	0.6%	-84.4%
Read with Me Kits	50	0.1%	141	0.1%	-64.5%
Games & Toys	113	0.2%	687	0.6%	-83.6%
jDiscovery Kits	11	0.0%	34	0.0%	-67.6%
Total Children's Nonprint	2,769	6.0%	19,608	17.7%	-85.9%
j E-Audio # Downloads	3,007	6.6%	1,650	1.5%	82.2%
j E-Book # Downloads	8,637	18.8%	2,606	2.3%	231.4%
Total Children's E-Downloads	11,644	28.8%	4,256	4.8%	173.6%
Total Children's	45,880	100.0%	111,041	100.0%	-58.7%

All Circulation by Type/Format

All Fiction	40,461	22.0%	87,805	25.3%	-53.9%
All Nonfiction and Biography	24,449	13.3%	52,239	15.1%	-53.2%
Picture books & Readers	14,860	8.1%	43,562	12.6%	-65.9%
Magazines	104	0.1%	1,718	0.5%	-93.9%
Total Print	79,874	43.5%	185,324	53.4%	-56.9%

FY21 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	113	0.1%	687	0.2%	-83.6%
Art	168	0.1%	431	0.1%	-61.0%
DVD (Fiction, Nonfiction, & Express)	15,851	8.6%	75,645	21.8%	-79.0%
CD (Music)	2,166	1.2%	10,088	2.9%	-78.5%
Books on CD (Fiction & Nonfiction)	1,273	0.7%	5,423	1.6%	-76.5%
Read-Along Set	113	0.1%	1,533	0.4%	-92.6%
Video Games	509	0.3%	2,899	0.8%	-82.4%
Read with Me Kits	50	0.0%	141	0.0%	-64.5%
Discovery Kits	26	0.0%	45	0.0%	-42.2%
Circulating Equipment	98	0.1%	203	0.1%	-51.7%
Total Nonprint	20,367	11.1%	97,095	28.0%	-79.0%
Total E-Downloads	82,953	45.2%	63,588	18.3%	30.5%
Total In House/Undefined	406	0.2%	981	0.3%	-58.6%
Total Adult Materials (including e items)	137,314	74.8%	234,966	67.7%	-41.6%
Total Children's (including e items)	45,880	25.0%	111,041	32.0%	-58.7%
Grand Total (Adult + Children's + Undefined)	183,600	100.0%	346,988	100.0%	-47.09%



BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting September 24, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

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

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

Members Absent: Carol Kirsch.

Staff Present, Elsworth Carman, Karen Corbin, Melody Dworak, Alyssa Hanson, Sam Helmick, Anne Mangano, Patty McCarthy, Stacey McKim, Brent Palmer, Jason Paulios, Angela Pilkington.

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

Public Discussion. Terri Byers said the library union presented a letter of intent to bargain to the City on 9/15. Byers said, the law changed about collective bargaining for employees in 2017. The Union must be recertified and AFSCME members must vote from 11/13 to 11/27. Johnk asked if there is a simple majority.

Items for Discussion/Action.

FY22 Budget Discussion. The budget has a kickoff meeting in early October. The first part of the process is checking our current capital improvement projects (CIP) and they are on track. We will add new CIP projects if necessary. Carman said department heads have not been instructed to cut anything specifically. Carman said there are two areas where we will allocate more; Facilities Services for cleaning supplies and PPE, and, if we plan to continue mailing items to patrons, an increase in our mailing budget. Johnk was surprised that we have not received a financial hit. Carman believes we may not be far enough from the closure to realize the effects from the pandemic. All the data is not in; the City is transparent and proactive and they will talk us through if changes happen. Carman anticipates the budget will look a bit different but does not know how at this point.

Staff Reports.

Director's Report. Carman pointed out this month would have been a CAS department report. It was deferred so Sam Helmick, our new Coordinator of Community & Access Services, can have a little bit

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more ground under their feet. Carman welcomed Sam and expressed how glad we are to have them on our team. There was a brief conversation about library services beginning October 6.

Departmental Reports. McCarthy said she has received 15 reservations at the \$125 level. Please let her know if you did not receive the *Window* newsletter. In response to a question about how much of the \$125 the library receives, McCarthy said \$45 fair market value; \$40 goes to Brix, \$5 covers the cost of the event.

Adult Services. No questions or comments.

President's Report. President Beary reminded the trustees that the annual Iowa Library Association (ILA) conference takes place on Thursday, 10/15. Interested trustees should let Miller know.

Announcement from Members. None.

Committee Reports. The FY22 Memorandum of Understanding (MOU) between the Friends Foundation Board (FFB) of Directors and the Iowa City Public Library Board of Trustees was presented. McCarthy said this is an annual agreement that spells out the undesignated quarterly money the FFB donates to the library. The MOU was accepted at the FFB meeting. Paetzold asked about automatic withdrawals from credit cards; McCarthy said this can be done on the library website and that many people use automatic renewal. The MOU is informational only and is signed by the President of the Library Board of Trustees and the FFB president.

Communications. Additional information provided by Susan Vileta from Iowa Department of Public Health (IDPH). Paetzold said College of Public Health is now having staff use masks in addition to shields. Rocklin asked if anything in the HVAC information was of interest to our Building Manager, Brad Gehrke. Gehrke is looking into one of the light treatment methods. Paetzold asked about intake vents in the atrium lobby area. Carman said all intake units go through the building and then go out again. Carman stated we take this very seriously and continue to discuss it and when we hear new information, we look at it to see if the measures apply to us or need to be taken.

Consent Agenda. A motion to approve the consent agenda was made by Shultz and seconded by Johnk There was no discussion. Motion carried 8/0.

Set Agenda for October meeting.

Special Meeting after October 6 roll out of new services, likely 10/8.

Paetzold asked if we have a benchmark for using new services. We are using ICCSD metrics to build from. Paetzold asked if there is a plan for when the second spike comes. Carman believes the dial forward /backward model will assist with this.

Policy review. Tom and Hannah will help Wes review these.

Adjournment. President Beary closed the meeting at 5:37p.m.

Respectfully submitted,
Elyse Miller

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BOARD OF TRUSTEES

Minutes of the Electronic Special Meeting October 8, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

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

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

Members Absent: Kellee Forkenbrock, Monique Washington.

Staff Present: Elsworth Carman, Karen Corbin, Alyssa Hanson Sam Helmick, Patty McCarthy, Anne Mangano, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

Guests Present: None.

Call Meeting to Order. President Beary called the meeting to order at 5:05 pm.

Public Discussion. None.

Update on Library Services. We transitioned from curbside to Lobby Grab & Go and now patrons come into the lobby where they are greeted, oriented to current services and safety protocols, and directed to the holds pick up area at the top of the lobby stairs. Appointments are not required. It is a bit early to know what the statistics will look like. Our primary concern was assuring staff felt supported. Thus far, patrons have been pleasant and happy to be able to come back into the building. There have been no belligerent refusals to wear a mask. Carman specifically identified Karen Corbin, Larry Parks, Angie Pilkington, and Mari Redington who staffed the desks the first morning. We are documenting the questions patrons ask us; most have been about early voting, browsing, study room access, and if the bathrooms may be used. Next Tuesday the Bookmobile will serve as a traveling hold pickup spot at different locations from 10:00 am to noon and 3:00 pm to 5:00 pm from Monday through Friday. Also on Tuesday, Tech Access begins from 10:00 to noon and 1:00 to 3:00 pm. We hope to minimize barriers to use by not requiring appointments to use the computers. Johnk asked how we are tracking inquiries and would like to know which services people are asking about. Rocklin asked about early voting and if

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there will be a separate entrance. We will use the exit doors from Meeting Room A; the Fire Marshal approved this. We anticipate lines for early voting, but having separate entrances should help. We will make resources available to help the voting volunteers ensure the space is safe and as pleasant as it can be for voters. We learned from our colleagues there will be restricted parking along S Linn Street between Washington and College throughout early voting. Signage will include a sidewalk sign at the intersection of Washington and Linn and signs under the current parking enforcement signs, all indicating the street parking is for early voting only. Carman will reach out to Stan's Barber and the law office across the street about this. We do not expect it to be too disruptive and will communicate the best we can and let the board know if there are any issues. Kirsch said the early voting line she was on was long and hopes for tremendous turnout.

Director's Report. We welcomed more staff back from furlough to support Library Grab & Go and other library services. We plan to look at comparisons of curbside to lobby service using quarterly statistics. If you have ideas, email Carman. Home football game dates are set but not the times of the game. We expect that with limited access to the game the Ped Mall will be busy. There was discussion about whether to be open and/or if service changes are needed on game Saturdays. Rocklin thinks it is reasonable to think the Ped Mall will be busy. Paetzold asked about dialing services back to curbside for these Saturdays. This is still under discussion.

President's Report. Beary stated the ILA conference is next Thursday. It will be recorded and viewable for 30 days post-conference. He suggested trustees consider attending and reminded trustees about the education component of their role. Beary said if you attend and would like to debrief afterwards, he is happy to coordinate. Miller will do the registration. Beary said attending live on Thursday, 10/15 might be challenging, but reiterated the recording will be available.

Adjournment. President Beary closed the meeting at 5:23pm.

Respectfully submitted,
Elyse Miller

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

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
014353 ONE SOURCE THE BACKG PLUS	4649-20200831	0	2021 3 INV P	80.00 091120	19168	BACKGROUND CHECKS F
			ACCOUNT TOTAL	80.00		
10550110 435055			Mail & Delivery			
010468 U S POST OFFICE ACCT 82020POST		0	2021 3 INV P	10,100.00 091120	249974	Postage for mail ma
			ACCOUNT TOTAL	10,100.00		
10550110 435055 906			Mail & Delivery			
012264 MAILBOXES OF IOWA CI mailers		0	2021 3 INV P	1,703.25 091120	249937	Mailers for mailing
			ACCOUNT TOTAL	1,703.25		
10550110 436050			Registration			
010475 GREENSTATE CREDIT U 1008200235		0	2021 3 INV P	50.00 100220	250623	APilkington/ Master
			ACCOUNT TOTAL	50.00		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS 9862562034		0	2021 3 INV P	194.69 100220	250712	Admin/ Monthly Cell
010889 U S CELLULAR 0393806426		0	2021 3 INV P	99.14 092520	250318	Admin/ Monthly Cell
			ACCOUNT TOTAL	293.83		
10550110 445140			Outside Printing			
010373 PIP PRINTING 103873		0	2021 3 INV P	78.00 091820	19235	Voucher covers yell
			ACCOUNT TOTAL	78.00		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN 69432362		0	2021 3 INV P	114.30 092520	250273	Admin/ Lease Paymen
			ACCOUNT TOTAL	114.30		
10550110 449280			Misc Services & Charges			
000111 OLSON, TIFFANY 91720		0	2021 3 INV P	14.00 092520	250277	Admin/ Refund for P
			ACCOUNT TOTAL	14.00		
10550110 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U 1008205531		0	2021 3 INV P	94.25 100220	250622	EMiller/Mastercard
			ACCOUNT TOTAL	94.25		
10550110 469320 906			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U 1008200292		0	2021 3 INV P	509.25 100220	250624	AMangano/ Mastercar
010522 COPY SYSTEMS INC IN385904		0	2021 3 INV P	350.00 091120	19148	Hasler ink cartridg

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Library Disbursements: September 1 to September 30, 2020P
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010522 COPY SYSTEMS INC	IN388184	0	2021	3	INV P	44.40 100220	19612	Admin/4 Meter Tapes
						394.40		
					ACCOUNT TOTAL	903.65		
					ORG 10550110 TOTAL	13,431.28		
10550121					Library Bldg Maint - Public			
10550121 438030					Electricity			
010319 MIDAMERICAN ENERGY	20200901163733	0	2021	3	INV P	11,851.99 090420	19098	MidAmBilling 090220
					ACCOUNT TOTAL	11,851.99		
10550121 438070					Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20200901163733	0	2021	3	INV P	482.61 090420	19098	MidAmBilling 090220
					ACCOUNT TOTAL	482.61		
10550121 438100					Refuse Collection Charges			
013663 REPUBLIC SERVICES OF	0897-000904317	0	2021	3	INV P	80.00 091120	249960	WASTE & RECYCLING S
					ACCOUNT TOTAL	80.00		
10550121 442010					Other Building R&M Services			
010248 IOWA FIRE EQUIPMENT	921528	0	2021	3	INV P	53.75 091820	19223	5# abc buckeye ext
010392 RMB CO INC	6251	0	2021	3	INV P	810.94 092520	19289	FAC/ 96 Filters
010392 RMB CO INC	6252	0	2021	3	INV P	421.00 092520	19289	FAC/Transfer Pump
						1,231.94		
010981 JOE'S QUALITY WINDOW	18921	0	2021	3	INV P	140.00 100220	250633	FAC/Lower Outside W
010981 JOE'S QUALITY WINDOW	18939	0	2021	3	INV P	140.00 100220	250633	FAC/ Lower Outside
010981 JOE'S QUALITY WINDOW	19191	0	2021	3	INV P	140.00 092520	250269	FAC/ Lower Outside
						420.00		
014366 ORKIN LLC	200657535	0	2021	3	INV P	1,212.00 091120	249954	Bed bug quarterly
015241 ALL WINDOW CLEANING	41401	0	2021	3	INV P	3,200.00 091820	19201	Window Cleaning Ser
					ACCOUNT TOTAL	6,117.69		
10550121 442020					Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90502136	0	2021	3	INV P	607.00 090420	19112	Elevator Maintenanc
					ACCOUNT TOTAL	607.00		
10550121 442060					Electrical & Plumbing R&M Srvc			
010392 RMB CO INC	6299	0	2021	3	INV P	406.31 100220	19633	FAC/Men's Public Re

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

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL						406.31		
10550121 445030			Nursery Srvc-Lawn & Plant Care					
010181 GREENERY DESIGNS	3314	0	2021	3	INV P	67.00	092520	250256 FAC/ August Interio
010181 GREENERY DESIGNS	3337	0	2021	3	INV P	67.00	092520	250256 FAC/September Inter
						134.00		
ACCOUNT TOTAL						134.00		
10550121 449160			Other Rentals					
010627 CINTAS CORPORATION	4060690440	0	2021	3	INV P	191.87	091820	250038 cleaners, mops, wip
010627 CINTAS CORPORATION	4061984661	0	2021	3	INV P	191.87	100220	250604 FAC/Sanitary Suppli
						383.74		
ACCOUNT TOTAL						383.74		
10550121 452040			Sanitation & Indust Supplies					
010290 LENOCH AND CILEK ACE	368945/3	0	2021	3	INV P	350.54	091820	250078 paper goods, swiffe
010627 CINTAS CORPORATION	4060690440	0	2021	3	INV P	224.93	091820	250038 cleaners, mops, wip
010627 CINTAS CORPORATION	4061984661	0	2021	3	INV P	163.76	100220	250604 FAC/Sanitary Suppli
						388.69		
ACCOUNT TOTAL						739.23		
10550121 466070			Other Maintenance Supplies					
011399 ELECTRIC EQUIPMENT S	8380	0	2021	3	INV P	336.14	091120	19153 10 halogen bulbs; 9
011399 ELECTRIC EQUIPMENT S	8386	0	2021	3	INV P	135.60	091120	19153 40 sylvania flur'la
						471.74		
012308 DIAMOND VOGEL PAINT	252140579	0	2021	3	INV P	107.87	091820	250047 Hide plus eggshell
012308 DIAMOND VOGEL PAINT	252140982	0	2021	3	INV P	120.76	100220	250610 FAC/ 4 Gallons of E
						228.63		
ACCOUNT TOTAL						700.37		
ORG 10550121 TOTAL						21,502.94		
10550140			Library Computer Systems					
10550140 432060			Consultant Services					
010525 ENCOMPASS IOWA LLC	10538	0	2021	3	INV P	987.00	091120	19156 Server essentials;
ACCOUNT TOTAL						987.00		
10550140 438140			Internet Fees					
011937 AUREON COMMUNICATION	0789007015.20.09	0	2021	3	INV P	300.00	091120	249887 Internet Services

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

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	300.00		
10550140 444080			Software R&M Services			
012518 INSIGHT PUBLIC SECTO	1100738793	0	2021 3 INV P	3,648.00 091120	249919	MS Office 365; 100
			ACCOUNT TOTAL	3,648.00		
			ORG 10550140 TOTAL	4,935.00		
10550151			Lib Public Services - Adults			
10550151 445250			Inter-Library Loans			
000119 MEDIAPOLIS PUBLIC LI	mediapolis	0	2021 3 INV P	32.69 091120	249950	Lost DVD: The Guilt
011013 OCLC INC	91620	0	2021 3 INV P	5,000.00 092520	250289	AD&COL/ OCLC Catalo
			ACCOUNT TOTAL	5,032.69		
10550151 469360			Food and Beverages			
010475 GREENSTATE CREDIT U	1008200227	0	2021 3 INV P	18.85 100220	250621	JPaulios/ Mastercar
			ACCOUNT TOTAL	18.85		
			ORG 10550151 TOTAL	5,051.54		
10550152			Lib Public Services - Children			
10550152 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	1008200235	0	2021 3 INV P	561.32 100220	250623	APilkington/ Master
010475 GREENSTATE CREDIT U	1008205531	0	2021 3 INV P	9.93 100220	250622	EMiller/Mastercard
				571.25		
			ACCOUNT TOTAL	571.25		
			ORG 10550152 TOTAL	571.25		
10550159			Lib Public Svcs-Comm Access			
10550159 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	1008205531	0	2021 3 INV P	198.60 100220	250622	EMiller/Mastercard
			ACCOUNT TOTAL	198.60		
10550159 469320 906			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	1008200292	0	2021 3 INV P	183.41 100220	250624	AMangano/ Mastercar
			ACCOUNT TOTAL	183.41		
			ORG 10550159 TOTAL	382.01		
10550160			Library Collection Services			
10550160 435010			Data Processing			
011013 OCLC INC	91620	0	2021 3 INV P	16,250.00 092520	250289	AD&COL/ OCLC Catalo

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Library Disbursements: September 1 to September 30, 2020P
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL				16,250.00		
10550160 445140			Outside Printing			
010373 PIP PRINTING	104424	0	2021 3 INV P	471.00 100220	19628	LIBRARY MATERIALS
ACCOUNT TOTAL				471.00		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055082020V	0	2021 3 INV P	1,377.01 091120	249889	LIBRARY MATERIALS
011068 OVERDRIVE INC	MR0137020278753	0	2021 3 INV P	361.00 091820	250109	LIBRARY MATERIALS
ACCOUNT TOTAL				1,738.01		
10550160 469110			Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H638158DM	0	2021 3 INV P	21.51 091120	249890	LIBRARY MATERIALS
ACCOUNT TOTAL				21.51		
ORG 10550160 TOTAL				18,480.52		
10550210			Library Children's Materials			
10550210 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035333002	0	2021 3 INV P	42.74 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035352220	0	2021 3 INV P	554.13 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035369166	0	2021 3 INV P	16.78 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035373757	0	2021 3 INV P	157.54 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035382828	0	2021 3 INV P	147.42 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035384216	0	2021 3 INV P	64.04 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035387856	0	2021 3 INV P	10.07 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035387865	0	2021 3 INV P	698.05 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035398278	0	2021 3 INV P	111.47 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035410812	0	2021 3 INV P	190.49 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035425794	0	2021 3 INV P	49.85 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035439656	0	2021 3 INV P	310.86 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035450181	0	2021 3 INV P	101.93 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035467217	0	2021 3 INV P	65.54 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035481281	0	2021 3 INV P	28.53 100220	250598	LIBRARY MATERIALS
				2,549.44		
010536 INGRAM LIBRARY SERVI	47545509	0	2021 3 INV P	34.49 091120	249918	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47617090	0	2021 3 INV P	69.10 091120	249918	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48023114	0	2021 3 INV P	19.94 091820	250065	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48036241	0	2021 3 INV P	13.41 100220	250627	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48156886	0	2021 3 INV P	10.92 100220	250627	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48401392	0	2021 3 INV P	10.92 100220	250627	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48401393	0	2021 3 INV P	38.30 100220	250627	LIBRARY MATERIALS
				197.08		
ACCOUNT TOTAL				2,746.52		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550210 477070								
011068 OVERDRIVE INC	01370C020272584	0	2021	3	INV P	1,802.25 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020272587	0	2021	3	INV P	209.92 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020274013	0	2021	3	INV P	19.98 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020283129	0	2021	3	INV P	45.00 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020286035	0	2021	3	INV P	46.54 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP20276860	0	2021	3	INV P	66.79 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280040	0	2021	3	INV P	173.05 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20286619	0	2021	3	INV P	57.00 100220	250667	LIBRARY MATERIALS
						2,420.53		
						ACCOUNT TOTAL		
						2,420.53		
10550210 477160								
010509 BAKER & TAYLOR INC C	2035382828	0	2021	3	INV P	11.19 091120	249889	LIBRARY MATERIALS
010546 MIDWEST TAPE	99287125	0	2021	3	INV P	104.96 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99313058	0	2021	3	INV P	14.24 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99313059	0	2021	3	INV P	21.59 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99354823	0	2021	3	INV P	52.46 100220	250650	LIBRARY MATERIALS
010546 MIDWEST TAPE	99391862	0	2021	3	INV P	63.72 100220	250650	LIBRARY MATERIALS
						256.97		
						ACCOUNT TOTAL		
						268.16		
10550210 477250								
011068 OVERDRIVE INC	01370C020272585	0	2021	3	INV P	4.98 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020272586	0	2021	3	INV P	78.92 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280040	0	2021	3	INV P	22.00 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20286619	0	2021	3	INV P	50.00 100220	250667	LIBRARY MATERIALS
						155.90		
015034 KANOPY INC	211903	0	2021	3	INV P	390.00 091120	249930	LIBRARY MATERIALS
						ACCOUNT TOTAL		
						545.90		
10550210 477350								
011322 MANGO LANGUAGES	INV007303	0	2021	3	INV P	1,586.50 100220	250646	LIBRARY MATERIALS
						ACCOUNT TOTAL		
						1,586.50		
						ORG 10550210 TOTAL		
						7,567.61		
10550220								
10550220 477020								
010509 BAKER & TAYLOR INC C	2035333026	0	2021	3	INV P	10.63 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035337426	0	2021	3	INV P	306.22 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035349953	0	2021	3	INV P	511.12 091120	249889	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2035350210		0	2021	3	INV P	1,761.70 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035352489		0	2021	3	INV P	339.98 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035352573		0	2021	3	INV P	212.30 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035361122		0	2021	3	INV P	337.67 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035369166		0	2021	3	INV P	892.73 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035373728		0	2021	3	INV P	189.46 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035373979		0	2021	3	INV P	136.62 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035374031		0	2021	3	INV P	1,087.79 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035378945		0	2021	3	INV P	296.20 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035382828		0	2021	3	INV P	1,650.81 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035384216		0	2021	3	INV P	922.04 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035384783		0	2021	3	INV P	142.67 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035387856		0	2021	3	INV P	30.77 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035387865		0	2021	3	INV P	14.56 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035387867		0	2021	3	INV P	220.60 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035388119		0	2021	3	INV P	256.08 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035388210		0	2021	3	INV P	155.16 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035397272		0	2021	3	INV P	268.94 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035398278		0	2021	3	INV P	663.21 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035403866		0	2021	3	INV P	385.08 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035406087		0	2021	3	INV P	20.70 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035410812		0	2021	3	INV P	2,122.25 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035415669		0	2021	3	INV P	111.76 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035422337		0	2021	3	INV P	487.30 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035425794		0	2021	3	INV P	457.41 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035426969		0	2021	3	INV P	263.10 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035427175		0	2021	3	INV P	285.45 091120	249889	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035439656		0	2021	3	INV P	818.79 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035441366		0	2021	3	INV P	220.58 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035441705		0	2021	3	INV P	118.62 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035448349		0	2021	3	INV P	377.42 091820	250032	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035450181		0	2021	3	INV P	409.35 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035457868		0	2021	3	INV P	167.98 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035462029		0	2021	3	INV P	264.27 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035465095		0	2021	3	INV P	333.12 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035465365		0	2021	3	INV P	33.02 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035467217		0	2021	3	INV P	327.34 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035471041		0	2021	3	INV P	479.77 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035473799		0	2021	3	INV P	255.98 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035481281		0	2021	3	INV P	316.15 100220	250598	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5016325782		0	2021	3	INV P	74.81 091120	249888	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5016355720		0	2021	3	INV P	185.16 091120	249888	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5016390323		0	2021	3	INV P	17.96 100220	250597	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5016419863		0	2021	3	INV P	116.54 100220	250597	LIBRARY MATERIALS
						19,057.17		
010520 CENTER POINT PUBLISH 1788186		0	2021	3	INV P	134.82 100220	250603	LIBRARY MATERIALS
010531 GALE GROUP 71184376		0	2021	3	INV P	192.68 091120	249906	LIBRARY MATERIALS
010531 GALE GROUP 71261321		0	2021	3	INV P	28.49 091120	249906	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
						221.17		
010536 INGRAM LIBRARY SERVI	47545509	0	2021	3	INV P	122.42	091120	249918 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47617090	0	2021	3	INV P	183.11	091120	249918 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47628763	0	2021	3	INV P	29.98	091120	249918 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47955137	0	2021	3	INV P	10.74	091820	250065 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48036241	0	2021	3	INV P	564.86	100220	250627 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48115283	0	2021	3	INV P	233.43	100220	250627 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48156886	0	2021	3	INV P	96.66	100220	250627 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48312043	0	2021	3	INV P	57.72	100220	250627 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48401392	0	2021	3	INV P	26.82	100220	250627 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48401393	0	2021	3	INV P	356.87	100220	250627 LIBRARY MATERIALS
						1,682.61		
			ACCOUNT TOTAL			21,095.77		
10550220 477040			Books (Cat/Reference)					
010509 BAKER & TAYLOR INC C	5016325782	0	2021	3	INV P	139.99	091120	249888 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5016419863	0	2021	3	INV P	321.74	100220	250597 LIBRARY MATERIALS
						461.73		
			ACCOUNT TOTAL			461.73		
10550220 477070			Downloadable-eBooks					
011068 OVERDRIVE INC	01370C020273563	0	2021	3	INV P	655.47	091820	250109 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020274014	0	2021	3	INV P	240.96	091820	250109 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020274220	0	2021	3	INV P	12.99	091820	250109 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020274556	0	2021	3	INV P	60.95	091820	250109 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020279700	0	2021	3	INV P	151.98	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020282885	0	2021	3	INV P	60.00	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020282887	0	2021	3	INV P	50.97	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020282888	0	2021	3	INV P	275.00	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020283130	0	2021	3	INV P	27.50	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020286036	0	2021	3	INV P	420.99	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP20276860	0	2021	3	INV P	1,211.04	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280040	0	2021	3	INV P	430.39	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280111	0	2021	3	INV P	180.00	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280112	0	2021	3	INV P	82.98	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20286619	0	2021	3	INV P	29.99	100220	250667 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20286620	0	2021	3	INV P	49.98	100220	250667 LIBRARY MATERIALS
						3,941.19		
			ACCOUNT TOTAL			3,941.19		
10550220 477100			Fiction Audio-CD					
010509 BAKER & TAYLOR INC C	2035369166	0	2021	3	INV P	21.95	091820	250032 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1179564	0	2021	3	INV P	200.00	091120	19142 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010518 BLACKSTONE AUDIOBOOK	1180474	0	2021	3	INV P	40.00 100220	19608	LIBRARY MATERIALS
						240.00		
010546 MIDWEST TAPE	99326433	0	2021	3	INV P	39.99 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99358215	0	2021	3	INV P	19.99 100220	250650	LIBRARY MATERIALS
						59.98		
010551 RECORDED BOOKS LLC	76701311	0	2021	3	INV P	82.20 100220	19631	LIBRARY MATERIALS
						ACCOUNT TOTAL	404.13	
10550220 477110					Music-CD			
010509 BAKER & TAYLOR INC C	H49639130	0	2021	3	INV P	16.15 091120	249890	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H49746630	0	2021	3	INV P	8.81 091120	249890	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H50683100	0	2021	3	INV P	11.01 100220	250599	LIBRARY MATERIALS
						35.97		
010546 MIDWEST TAPE	99244364	0	2021	3	INV P	10.49 091120	249943	LIBRARY MATERIALS
010546 MIDWEST TAPE	99275418	0	2021	3	INV P	59.20 091120	249943	LIBRARY MATERIALS
010546 MIDWEST TAPE	99326434	0	2021	3	INV P	23.08 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99358216	0	2021	3	INV P	36.57 100220	250650	LIBRARY MATERIALS
						129.34		
						ACCOUNT TOTAL	165.31	
10550220 477160					Video Recordings			
010509 BAKER & TAYLOR INC C	H50013600	0	2021	3	INV P	21.71 091820	250033	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H50053280	0	2021	3	INV P	21.71 091820	250033	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H50501870	0	2021	3	INV P	21.71 100220	250599	LIBRARY MATERIALS
						65.13		
010546 MIDWEST TAPE	99275060	0	2021	3	INV P	209.89 091120	249943	LIBRARY MATERIALS
010546 MIDWEST TAPE	99287125	0	2021	3	INV P	562.23 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99313058	0	2021	3	INV P	215.89 091820	250086	LIBRARY MATERIALS
010546 MIDWEST TAPE	99354823	0	2021	3	INV P	315.58 100220	250650	LIBRARY MATERIALS
010546 MIDWEST TAPE	99391862	0	2021	3	INV P	74.95 100220	250650	LIBRARY MATERIALS
010546 MIDWEST TAPE	99391863	0	2021	3	INV P	33.74 100220	250650	LIBRARY MATERIALS
						1,412.28		
						ACCOUNT TOTAL	1,477.41	
10550220 477210					Non-Fiction Video-DVD			
010509 BAKER & TAYLOR INC C	H50053280	0	2021	3	INV P	21.71 091820	250033	LIBRARY MATERIALS
010546 MIDWEST TAPE	99287125	0	2021	3	INV P	12.74 091820	250086	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL				34.45		
10550220 477220			Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI	47617090	0	2021 3 INV P	75.94 091120	249918	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48023114	0	2021 3 INV P	132.97 091820	250065	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48115283	0	2021 3 INV P	113.98 100220	250627	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48312043	0	2021 3 INV P	113.98 100220	250627	LIBRARY MATERIALS
				436.87		
010546 MIDWEST TAPE	99275060	0	2021 3 INV P	19.49 091120	249943	LIBRARY MATERIALS
ACCOUNT TOTAL				456.36		
10550220 477230			Non-Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	1180993	0	2021 3 INV P	40.00 100220	19608	LIBRARY MATERIALS
010546 MIDWEST TAPE	99244364	0	2021 3 INV P	11.99 091120	249943	LIBRARY MATERIALS
ACCOUNT TOTAL				51.99		
10550220 477250			Downloadable Media			
011068 OVERDRIVE INC	01370C020273565	0	2021 3 INV P	1,017.97 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020274221	0	2021 3 INV P	165.80 091820	250109	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020279699	0	2021 3 INV P	157.44 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C020282886	0	2021 3 INV P	59.99 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20280040	0	2021 3 INV P	851.90 100220	250667	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20286619	0	2021 3 INV P	97.46 100220	250667	LIBRARY MATERIALS
				2,350.56		
015034 KANOPY INC	211903	0	2021 3 INV P	2,597.00 091120	249930	LIBRARY MATERIALS
ACCOUNT TOTAL				4,947.56		
10550220 477330			Print/Reference Serials			
010475 GREENSTATE CREDIT U	1008200292	0	2021 3 INV P	43.00 100220	250624	AMangano/ Mastercar
ACCOUNT TOTAL				43.00		
10550220 477350			Online Reference			
010524 EBSCO	1000137730-1	0	2021 3 INV P	3,516.00 100220	19615	LIBRARY MATERIALS
011322 MANGO LANGUAGES	INV007303	0	2021 3 INV P	3,985.12 100220	250646	LIBRARY MATERIALS
ACCOUNT TOTAL				7,501.12		
ORG 10550220 TOTAL				40,580.02		
FUND 1000 General				TOTAL:	112,502.17	

Wesley Beary, President

Derek Johnk, Secretary