



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

June 25, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

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

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

: <https://zoom.us/j/94709610861?pwd=TC94ZitvVGRKM2hlaXBpZk0zMmFrQT09>

If you are asked for a meeting ID, enter Meeting ID: **947 0961 0861**

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: 947 0961 0861**

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Providing comments in person is not an option.

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

LIBRARY BOARD OF TRUSTEES

June 25, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

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

1. Call Meeting to Order.

2. Public Discussion.

3. Items to be discussed.

A. Policy Modification: #801: Circulation and Library Card Policy.

Comment: This is a special policy review to modify section 801.21, Fine and Replacement Fees of the Circulation and Library Card Policy. Board action required.

B. Election of Officers

Comment: A slate of officers for FY21 will be presented by the Nominating Committee. Board action required.

C. Board Annual Report.

Comment: Staff will draft a report after Board discussion. The Board will approve in July.

4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Adult Services (from May), Children's Services, Collection Services, IT.

C. Development Office Report.

5. President's Report.

6. Announcements from Members.

7. Committee Reports.

A. Foundation Members.

8. Communications.

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9. Consent Agenda.

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

10. Set Agenda Order for July Meeting.

11. Adjournment.

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

801: Circulation and Library Card Policy—Temporarily Modify

Prepared for the June 25, 2020 Meeting of the Iowa City Public Library Board of Trustees

Proposal: To temporarily suspend 801.21a, the Late Return clause, of the Circulation and Library Card Policy until January 1, 2021.

Issues: Since Sunday, March 15th, 2020, the Library has been closed for public use in response to the COVID-19 public health emergency. During that time, we extended due dates of all library materials until July 15th and suspended fine collection. As we move into offering a no-contact curbside service and mail delivery of holds, we want to make our circulation policies meet the needs of our community. Patrons may have difficulty accessing our book drops. They may have difficulty contacting us as our phone and chat services are far more limited at this time. They may not be able to renew items at home if they do not have access to the Internet. In response to this public health emergency, we propose to suspend point 801.21a, the Late Return clause, of the Circulation and Library Card Policy until January 1, 2021.

This suspension would only affect fines collected due to a late return. These fines are called overdue fines, which are charged when items are returned after the item due date. The Iowa City Public Library does not collect these fines on Children's or Young Adult materials. For the rest of the collection, we currently charge 25 cents per day, per item that is returned late with the exception of Express DVDs (\$1 per day) and circulating equipment (\$1 to \$5 per day depending on the value of the item).

This suspension does not impact replacement fees, which is a one-time fee charged when materials are not returned or if they are returned with damage. The replacement fee is the cost of the item plus a processing charge.

Staff Recommendations: Temporarily strikeout current language in 801.21a and replace with "Late return fines are temporarily suspended until January 1, 2021."

After January 1, 2021, the policy will revert to the original language unless further action from the Library Board to change this policy takes place.

Action: Review and adopt as amended.

801: CIRCULATION and LIBRARY CARD POLICY

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

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

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

801.1 Library Cards

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

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

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

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

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

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

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

- a. Borrowers who qualify for Resident Cards may apply for At Home service and will be assigned an At Home card.
- b. Special cards are available for institutions with ICPL outreach collections.
- c. Special cards are assigned to libraries participating in interlibrary loan.
- d. Special cards are assigned to inmates at the Johnson County Jail who request services from the Library. Services may be limited to comply with an agreement for service with the Johnson County Sheriff's Office.

801.17 Self-Registered Cards: Patrons who register online shall verify, in person and within two weeks of registering, identity and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards allow for limited access to online resources but may not be used to borrow materials until a regular card is obtained.

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

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

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

801.2 Fines and Replacement Fees

801.21 ~~Late Return: Fines are temporarily suspended until January 1, 2021.~~

- a. ~~Fines are assessed at 25 cents per day with the following exceptions:
No fines: Children's and Young Adult materials.
\$1.00 per day: Express DVDs
\$1.00 per day: Equipment with a replacement cost under \$100.
\$5.00 per day: Equipment with a replacement cost of \$100 or more.~~

~~b. Maximum fines are calculated as the daily fine times a maximum of 30 days overdue or \$10.00, whichever is less, except \$15.00 for Equipment with a replacement cost of \$100 or more.~~

~~c. Fines are charged for each calendar day the library is open. Fines are waived for items returned within 1 day of the due date. After the 1 day grace period, fines are computed from the actual due date.~~

~~d. Fines may be waived in full or part by permanent staff, on a case-by-case basis.~~

~~e. Fines will not be charged for students using Student AIM Cards.~~

801.22 Lost or Damaged Materials

a. The full replacement or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.

b. Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.

c. The replacement cost of the item includes the Library's purchase price plus a processing fee. The Library uses vendors that offer processing and other related services to acquire materials, including replacements.

d. Replacement or repair costs up to \$100 may be waived in full or part on a case-by-case basis by permanent staff. Higher amounts may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.

e. Replacement or repair costs will not be charged for students using Student AIM Cards.

801.23 Suspension of Circulation and Remote Access Privileges

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

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

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

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

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

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

801.24 Holds (Reserves)

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

- b. Institutional cards may have up to fifteen free holds.
- c. Beyond the ten free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.

801.25 Charges for Interlibrary Loan:

- a. When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.
- b. Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material.

801.26 Fines and Replacement Fees for Special Cards:

- a. No fines are charged for late returns of materials from outreach collections, At Home patrons, Interlibrary Loan libraries, or jail patrons.
- b. At Home patrons, Interlibrary Loan libraries, and the outreach sites are responsible for paying the replacement fee for ~~cost~~ of lost materials.

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

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

801.3 Retrieval of Overdue Materials

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

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

Adopted: 12/20/84

Revised: 2/28/85

Revised: 5/23/85

Revised: 7/25/85

Revised: 8/22/85

Revised: 11/21/85

Revised: 3/27/86

Revised: 9/25/86

Revised: 2/27/87

Revised: 4/28/88

Revised: 7/27/89

Revised: 7/1/90

Revised: 2/21/91

Revised: 4/25/91

Revised: 7/11/91

Revised: 7/25/91

Revised: 4/28/92

Revised: 10/27/94

Revised: 3/30/95

Revised: 4/27/95

Revised: 2/22/96

Revised: 5/27/99

Revised: 5/23/02

Revised: 6/26/03

Revised: 4/22/04

Revised: 6/23/05

Revised: 5/25/06

Revised: 12/20/07

Revised: 2/26/09

Revised: 2/25/10

Revised: 10/28/10

Revised: 8/23/12

Revised: 8/28/14

Revised: 12/15/16

Revised: 4/25/19

Revised: 6/27/19

Temporarily Revised: 6/25/20



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR Elsworth Carman • PHONE 319-356-5200 • FAX 319-356-5494 • icpl.org

To: Library Board
From: Elsworth Carman
Date: June 18, 2020
Re: Annual Report to the City of Iowa City

Each year the City of Iowa City asks boards and commissions to complete a brief annual report noting accomplishments for the year just ending (July 1, 2019 to June 30, 2020), and indicating goals for the coming year. The Library Board reviews their current report (attached) at the June meeting, provides input on the accomplishments of goals for FY19, and discusses possible goals for FY21. Staff then drafts a report that will be reviewed and approved at the July or August meeting.



LIBRARY BOARD OF TRUSTEES

GENERAL RESPONSIBILITIES

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

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

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

ACCOMPLISHMENTS FOR FISCAL YEAR 2019

1. Hire and work with a new Library Director.
2. Work with the City to implement initiatives of the Equity Took Kit.
3. Collaborate with the ICCSD and other area libraries to simplify issuing library cards to school age children.
4. Keep the public informed about library access during construction on the Ped Mall.
5. Continue working with Digital Johnson County partners to expand services offered and explore the possibility of a joint library system in the future.
6. Improve library catalog and patron account interface.
7. Celebrate local history with improvements to the Digital History Project content management system, increased staffing, promoting digital access to the historical Press Citizen, sharing restored historical maps, and offering an opportunity for people to record their local history stories.
8. Assess needs in the new Digital Media Lab and add resources the public is requesting.

9. Approve a Memo of Understanding with Iowa City UNESCO City of Literature.
10. Submit a City budget request that supports library needs. Advocate for CIP funding for replacement carpeting and furnishings from the 2004 building.
11. Registered 4,417 for the Summer Reading Program.
12. Reviewed and updated the following policies:

- 401 Finance
- 505 Volunteers
- 703 Cable Television Channel Programming Policy
- 801 Circulation of Materials
- 812 Hours of Service
- 813 Unattended Children
- 814 Copyright
- 817 Alcohol in the Library

GOALS FOR FISCAL YEAR 2020

1. Find improved parking location for the Bookmobile.
2. Plan for building improvements: Plan for replacing public access computer workstations; Plan for re-flooring project; Develop a plan for HVAC replacement.
3. Complete upgrade to the library catalog.
4. Evaluate impact of no fines on Children's and YA collections.
5. Study availability of collections in response to changes in circulation policy.
6. Explore artist-in-residence in Digital Media Lab.
7. Undertake strategic planning process (new plan adopted June 2020, goes into effect July 1, 2021).
8. Continue working with Iowa City and partners to implement Equity Toolkit measures/Explore funding opportunities related to outcomes of equity toolkit work.
9. Initiate (or participate) in discussion about City-wide services for tweens and teens with other public and youth-serving agencies.
10. Facilitate guided conversations with staff and library stakeholders about future space use/needs.
11. Research social workers in libraries

Board Members:

Robin Paetzold, President
 Diane Baker
 Wesley Beary
 John Beasley
 Kellee Forkenbrock

Janet Freeman, Secretary
 Carol Kirsch, Vice-President
 Jay Semel
 Monique Washington

Director's Report: June 2020

Curbside pickup continues to go well. We have added more appointments per hour and turned on paging, which means new holds can be placed. Patrons are thankful for this development and it feels great to have positive interactions with our users. Library staff continue to demonstrate great flexibility.

At the June 16th meeting, I presented to City Council about a need to change the parking signage on the library parking spaces. City Council approved the requested changes, and our signage will be modified from a twenty-minute time limit to a ten-minute time limit to ensure access for patrons using our curbside services. We anticipate changing back to a twenty-minute time limit once we return to traditional, building-based services.

The next public service we will be rolling out is technology access, which is tentatively scheduled to begin June 25. Opening the doors to the public will be a significant change for staff, and we are working to prepare our teams for a different type of interaction with patrons. The Technology Access Committee's plan provides a strong starting point and we will evaluate possible changes as we learn more about how the community will use this service.

We continue to work on preparing the building for reopening. At this point, almost all furniture has been relocated into temporary storage areas on the first and second floors. We anticipate the plexiglass installation within a week, and are placing social distancing markers in high-traffic areas. We are also reevaluating our severe weather practices to ensure we can quickly and safely move staff and patrons into appropriate areas if needed.

The leadership team has returned to working on the strategic plan by going back through the notes from our previous planning work, including community and staff input sessions and surveys, work done while Maureen Sullivan was onsite, and the process work we did after Maureen's time at ICPL. The current Black Lives Matter activism and our experience thus far with COVID-19 will impact on our final documents; both the protests and the pandemic have reshaped some of how we will approach our work in the coming years. While the COVID-19 closure has delayed our process on building this plan, we have a strong start, and I look forward to sharing a draft plan with the Board in the near future.

Respectfully Submitted,

Elsworth Carman

Adult Services Department Report

Prepared for the May 28, 2020 Meeting of the Iowa City Public Library Board of Trustees
Jason Paulios, Adult Services Coordinator

Update on open positions

On May 11th we announced that the new Supervising Librarian will be Amanda Monson, formerly Senior Librarian from the Springville Public Library in Utah near Provo. She will be starting June 8th and is very excited to join ICPL during these exciting times. Before Springville, she was the Adult Services Coordinator for the Bartow County Public Library System in Georgia about 40 miles NW of Atlanta. I've given her a Zoom tour of the library building and assured her that she will have time to get her feet as she has a crew of terrific Switchboard and ILL staff to lean on for help! As you would expect, Heidi Lauritzen has also left meticulous procedures. I'll arrange a Zoom meeting with SWB/ILL when she arrives in June.

Alterations were made to the open Adult Services Librarian job description to make it more overtly focused on the work we want the position to perform around service for and with teens. We expect it to be an attractive opening, it is posted externally and closes on June 2nd.

Remote Reference service

Email and chat reference service continues in our limited hours of 10-6 Monday through Friday and the last week of April we were able to begin testing remote phone service as well with the help of City IT and Brent. Switchboard and Info Desk staff that had the home internet infrastructure to support it brought their work phones home, callers to ICPL's main line are now routed to the assigned staff. This phone service began Monday, May 4th and has allowed us to speak to a number of patrons that were previously without access. Adding Switchboard staff has allowed us to answer 275 calls (as of May 20) providing answers to 384 questions from the public. Melody added a Safety & Mental health section to her amazing curated Covid-19 Resources page on the website and Melody and Stacey added Tax resource info as well.

Remote Programming

When we made the decision to make the Summer Reading Program virtual-only Beth, Brian, and Stacey were able to quickly transition already planned programs to accommodate. There is a full slate of programs and classes for adults and teens planned and they'll be part of Mara's SRP mailer going to homes in our service area. Candice and I hosted our first virtual BYOBook, it was great to see our old book club friends! Stacey continues with her craft & chat sessions and has found great success with a class around how to use Zoom, adding two more encore versions due to demand! Beth has started our partnership with FilmScene and we look forward to more of these in the coming months as well as renewing our partnership with UI's Obermann Center for Advanced Studies. We also hosted our first successful webinar event with an author visit cosponsored with Iowa City UNESCO City of Literature, the recording will be available soon!



June 2020 Children's Services Report

Prepared for the Iowa City Public Library Board of Trustees

By Angie Pilkington, Children's Services Coordinator

Spring Reading Challenge Update

As we made plans to close to the public this past March, we invited the community to take part in a new virtual reading challenge using our Beanstack online software. Our first Spring Reading Challenge required participants of all ages to read 10 books and complete eight fun-at-home activities. We had 145 participants and 58 finished the program. We gave Downtown District gift cards to four finishers in our Grand Prize Drawing.

Summer Reading Goes Virtual

Looking back at my past June reports I am usually reporting the number of kids and babies who have signed up in first 2 or 3 weeks of our Summer Reading Program. In 2016 I reported that, "We are off to a great start with over 1700 kids signed up in the first week." And in 2018 I wrote to the Board, "We are off to a great start with over 2200 kids and 275 babies signed up in the first two weeks." As we know in 2020 we are living in different times. I am still going to start my next sentence off with: We are off to a great start! In the first three weeks of Summer Reading we have over 750 babies, kids, teens and adults signed up! I do think this is a fantastic start, especially when the only way for our community to participate is by going online. Typically, we see and sign up around 700 during Arts Fest, we see another 600 at our first in person program. All of those touch points could not happen this year, but through the power of social media, our website, and the Window we are off to a great start. We have a very hard working, dedicated staff all coming together to make this happen, and I could not be more appreciative of their work.

Virtual Programs & Craft-To-Go Kits

Also new this summer is offering virtual programs and bringing crafts to the community by curbside or mail delivery. Our online views are getting good numbers and our children's crafts based on our Sunday Funday, World Wednesday and Try-It-Out programs have been a surprise hit! The first week we didn't know what to expect so we only packaged 40 and within a day of announcing we were "sold out". This week we increased our numbers to have 65 crafts ready for pickup.

Looking ahead

We have a great line up of virtual programs yet to come this summer! Check out our calendars to enjoy a virtual program! The quality and caliber of entertainers that we have come is fantastic.

In the coming weeks we will also be introducing a second on-going (meaning no end date) Reading Challenge to the community, Read Woke. We will be challenging our community to read three books in each of the ten categories that range from African American Voices, Native American Voices, LGBTQIA+ Voices and Diverse Abilities.

"Read Woke is a movement. It is a feeling. It is a style. It is a form of education. It is a call to action; it is our right as lifelong learners. It means arming yourself with knowledge in order to better protect your rights. Knowledge is power and no one can take it away. It means learning about others so that you can treat people with the respect and dignity that they deserve no matter their religion, race, creed, or color.

I concluded that a Woke Book must:

- Challenge a social norm
- Give voice to the voiceless
- Provide information about a group that has been disenfranchised
- Seek to challenge the status quo
- Have a protagonist from an underrepresented or oppressed group•"

– Cicely Lewis, creator of Read Woke

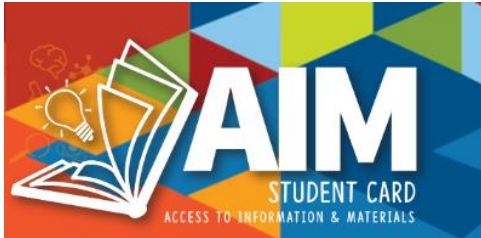
I want to thank Patty and the Friends Foundation for their hard work and contributions for our summer programs and prizes for the Summer Reading Program. Without their support we would not be able to offer such a caliber of programs to the community.

I am sad: Usually in this spot of my report, I have bright, colorful pictures of Children enjoying the first days of Summer at our Building.

Student AIM Card

Six Month Update

Submitted by Angela Pilkington



The Student Access to Information and Materials (AIM) card is a joint effort to improve literacy and library access to the students living in the Iowa City Community School District. We officially launched AIM cards on December, 16 2019.

Iowa City Public Library during the first 6 months:

- Checked out 2,313 physical items
- Checked out 2,751 e-format items
- Number of cards blocked (owe more than \$10) is 19
- Number of cards that owe less than \$10 is one (\$8)
- Total fines owed is \$0
- Total fees owed is \$476

There was initial excitement from students about having actual cards to use at all three public libraries. I believe the building closure and the limited access to materials during from March to June has hurt the project. I look forward to collecting a full year of data for this project as we move forward.

AGREEMENT BETWEEN THE IOWA CITY PUBLIC LIBRARY BOARD OF TRUSTEES, THE CORALVILLE PUBLIC LIBRARY BOARD OF TRUSTEES, THE CITY OF NORTH LIBERTY, AND THE IOWA CITY COMMUNITY SCHOOL DISTRICT FOR THE PROVISION OF STUDENT AIM CARDS TO IOWA CITY COMMUNITY SCHOOL DISTRICT STUDENTS.

This Agreement is made and entered into by and between the Iowa City Public Library Board of Trustees, the Coralville Public Library Board of Trustees, the City of North Liberty and the Iowa City Community School District.

WHEREAS, the Iowa City Public Library, the Coralville Public Library and the North Liberty Community Library all strive to provide free and easy access to information, ideas, books and technology that can help to enrich, educate and empower the lives of every individual within the various and diverse communities which we serve; and

WHEREAS, the vision of the Iowa City Community School District is that every Iowa City Community School District student becomes responsible, independent learners capable of making informed decisions in a democratic society through the resources of the entire community; and

WHEREAS, the Iowa City Public Library, the Coralville Public Library and the North Liberty Community Library and the Iowa City Community School District share a common interest in collaborating to eliminate barriers in order to support students achieving their academic goals.

NOW, THEREFORE, it is hereby agreed by and between the Iowa City Public Library Board of Trustees, the Coralville Public Library Board of Trustees, the City of North Liberty and Iowa City Community School District School Board as follows:

1. Section 1 Duration and Termination

The term of this Agreement shall commence July 1, 2020 and shall be renewed automatically for succeeding terms of one year each ("Contract Year") beginning annually on July 1 and ending on June 30, unless written notice to the contrary is received no later than March 1. Such notice may be given by personal delivery to Presidents of the Boards of Trustees of Coralville Public Library and Iowa City Public Library, the North Liberty Community Library Director, and the Iowa City Community School District Superintendent, or by certified mail to said officials. Unless terminated as provided herein or as provided by law, Contract Year shall run concurrently with the appropriate budgetary fiscal year for Iowa City, Coralville, North Liberty and the School District.

2. No Separate Legal Entity

2.1 No separate legal entity is created by this Agreement. Each party, or each party's library director or designee will act as administrator of the duties of their Library hereunder.

3. Purpose

The Iowa City Public Library, the Coralville Public Library, the North Liberty Community Library and the Iowa City Community School District agree to work collaboratively as outlined in this Agreement to issue a Student AIM (Access to Information and Materials) Card to each student in the Iowa City Community School District. The Student AIM Library Cards will be issued in a mutually agreed upon manner to include all Iowa City Community School District students.

A. Student AIM Card

3.1 The Student AIM Card will use the student's Iowa City Community School District issued identification number as the Student AIM Card account number at each of the three Public Libraries.

3.2 The Student AIM Card will have limited borrowing privileges of physical materials at each of the three (3) Public Library locations and will be limited to three (3) books and/or audio books at each, which must be returned before additional books will be allowed to be checked out.

3.3 The Student AIM Card will provide access to electronic resources offered by the three Public Libraries, including research and homework databases; learning resources; downloadable e-books, audiobooks, music, magazines and video streaming. The Public Libraries will not offer access to databases Iowa City Community School District provides. Each library and ICCSD will maintain and enforce the acceptable use policy of each. Revocation by one library of privileges for violation of an acceptable use policy shall result in revocation of privileges at all three libraries.

3.4 The Student AIM Card will not allow ILL (InterLibrary Loan).

3.5 The Student AIM Card will be subject to circulation policies and procedures as outlined by each Public Library's governing body, except as specifically provided otherwise herein.

3.6 Overdue fines or replacement fees will not be charged on any materials checked out with the Student AIM Card. Borrowing privileges for physical materials may be suspended by the public library from which they were checked out until materials are returned. Student AIM cards may have privileges reinstated without penalty up to three (3) times per school year.

4. Operating Responsibilities

4.1 ALL PARTIES agree that all registration and circulation records of the public and school LIBRARIES pertaining to the Student AIM Card will remain confidential in accordance with the State of Iowa Confidentiality and Privacy laws and any other applicable statutes and

will not be disclosed except in accordance with §22.7 of the Code of Iowa and the Family Educational Rights and Privacy Act 20 USC §1232g

5. Public Libraries Operating Responsibilities

5.1 Work jointly with the Iowa City Community School District to develop information that describes the Student AIM Card program to parents or legal guardians.

5.2 Work jointly with the Iowa City Community School District to provide information to the Iowa City Community School District teachers and administrators regarding the Student AIM Card program.

5.3 Provide sufficient time for Public Library staff to visit local Iowa City Community School District schools in their service area to build and strengthen local partnerships and provide information on the Student AIM Card Library Card program.

5.4 Work jointly with the Iowa City Community School District to develop and distribute handouts and website information to create awareness of the Student AIM Card program.

5.5 Work jointly with the Iowa City Community School District for any promotions and events.

5.6 Ensure promotional materials include language that states "ICCSA in collaboration with CPL, ICPL, and NLCL."

SECTION 6- Iowa City Community School District Operating Responsibilities

6.1 Provide pertinent information about the Student AIM Card program to parents or legal guardians and ensure appropriate parental opt-out disclosure of personally identifiable pupil information is available. Iowa City Community School District will issue the Student AIM Card, including the cost of printing and distribution of the cards to all Iowa City Community School District students.

6.2 Provide Iowa City Community School District student data to the three Public Libraries' integrated library systems in a format specified by each Public Library via a secure electronic delivery method, and in compliance with §22.7 of the Code of Iowa and the Family Educational Rights and Privacy Act 20 USC §1232g.

6.3 Provide evaluation and feedback to the three Public Libraries from Iowa City Community School District teachers, administrators, students and their families or legal guardians.

6.4 Work jointly with the three Public Libraries to develop and distribute handouts and website information to create awareness of the Student AIM Card program.

6. 5 Work jointly with the three Public Libraries for any promotions and events. Ensure promotional materials include language that states "ICCSD in collaboration with CPL, ICPL, and NLCL."

7. Administration

7.1 All library directors or their designees and a designee of the Iowa City Community School District will meet as needed, at least bi-annually, and mutually agree on administration, branding, marketing, and other joint matters.

7.2 Procedures will be developed jointly and are subject to approval by the library directors or their designees and the Iowa City Community School District.

8. Property

8.1 Resources acquired by each library and shared remain the property of the purchasing library as allowed by the individual contracts and license agreements.

Signed:

Janet Godwin, President, Board of Directors Iowa City Community School District

Elsworth Carman, Library Director, Iowa City Public Library

Alison Ames Galstad, Library Director, Coralville Public Library

Terry L. Donahue, Mayor City of North Liberty

Collection Services Department Report

Prepared for the June 25, 2020 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

New Digital Magazine Collection: Flipster

We are pleased to announce that Flipster, our new digital magazine collection, is now available. Flipster will add an additional 12 magazine titles to our digital collection, including *The Atlantic*, *Martha Stewart Living*, *Highlights*, and *People*. To access Flipster, patrons need a library card in good standing and a password. They must also reside in our service areas: Iowa City, Hills, Lone Tree, University Heights, and rural Johnson County. For a better reading experience, patrons can download the Flipster app, available for Apple, Android, and Kindle Fire devices.



This collection will supplement what we currently offer through rbDigital, our other magazine collection. Like streaming video subscription services, exclusive content also applies to library products. EBSCO, a large library publishing and content company, negotiated contracts to be the exclusive provider for Meredith Corporation titles. EBSCO owns the Flipster product. With this contract, rbDigital was unable to provide some of the most popular titles our patrons used. Adding this collection allows us to provide some of those titles again.

One of our collection development goals during this pandemic is to further explore different digital resources for patrons to access at home. Flipster provided an affordable, supplemental magazine collection that is easy for patrons to use and quick for them to set up. Although it is a small collection, we are able to test and see if patrons prefer this product to rbDigital. Our contract for that collection is up in October.

To give Flipster a try, please go to icpl.org. A link to the collection is available in our Digital Library. Until June 30th, the entire Flipster catalog is available to patrons as a free promotion to libraries. After that date, we will only offer the 12 selected titles. During this time, we can see what other titles resonate with our patrons as potential additions to the collection.

INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(June, 2020) Brent Palmer, IT Coordinator

Covid-19 Closure Activities -Continued

The IT staff have been active setting up systems for holds mail delivery and curbside scheduling. We reused existing tools that underpin our website and event calendar to power the curbside sign-up system. Similarly, our existing patron help platform was used to implement the holds mail request system. A computer and phone were relocated to the curbside area to support the service. After the initial rollout, the web specialist made necessary changes such as implementing a rolling closure date and a status field for pickup scheduling.

The IT department has been heavily involved with the Computer Access Committee planning. We have been providing options for setting up computers, providing the connectivity and power in the space we are using, and looking at software tools for providing help to patrons.

The IT department is in the early stages of implementing a collaboration platform called Microsoft Teams. The main goal is to provide staff with another means to collaborate whether they are in the building or not. Obviously if some staff are going to be out of the building for an extended period, this could be a way that staff may feel more connected to each other and possibly even work together on projects. We also hope this tool will provide better options for collaboration for things like departmental documentation and task management.

The installation of a new paging system was about to begin when the building closed. After an initial delay, we decided to finish up the installation while there were still fewer staff in the building and no patrons. The installation went smoothly. The Children's Room, which tends to be louder than other parts of the library, now has many new speakers. New speakers were also installed in a few other spaces such as the meeting rooms and the teen space. The public paging zone was divided up to give staff more options for directing pages to those areas. We now have the ability to use prerecorded messages. As before, the paging system is accessible through any phone in the building. The sound quality is much better. The real test will be when the library is again filled with adults and children.

Development Office Report

Prepared for the Board of Trustees

Iowa City Public Library

by Patty McCarthy, Director of Development

June 25, 2020

ICPL Fundraising is Fantastic

Our community is simply amazing. Proof positive of this recently came in to the library inside a few of the return envelopes which were inserted in the library's *Window* Summer Reading Program newsletter. It was mailed to every household in Iowa City on June 2.

Some library fans wasted no time in responding. Their surprises arrived at the library in those special envelopes postmarked June 3 and June 6.

One surprise was accompanied by this note, "Every Little Bit (or so I've heard) carefully printed on paper encasing a crisp \$100 bill. And "Thanks for all you do!" was written in the memo of a \$300 check from *new* library friends. Wow!

My belief that I have the best job in Iowa City is grounded in joyful moments like opening those envelopes. Thank you very much to everyone who shows their library love through such generous gifts.

Love Your ICPL

Your investment in the Iowa City Public Library with a financial contribution to the ICPL Friends Foundation Love Your Library effort means more for the Digital Branch right now.



Click on the Love Your Library logo to donate and ensure that more eBooks, audiobooks, magazines and streaming videos are available to borrow. While the library building remains closed during the coronavirus pandemic, thousands of us are reading, learning, enjoying, and exploring the Digital Branch more than ever. This special Love Your ICPL effort is helping to provide more for everyone.

Members of the Friends Foundation Board of Directors contributed \$5,200 to match all gifts received through June 30, the last day of our fiscal year. Your [Love Your ICPL](#) generosity will make a big impact!

When you give	ICPL can provide...
\$25.00	A one-year license to the latest popular fiction books including <i>Such a Fun Age</i> , and <i>Little Fires Everywhere</i> .
\$50.00	Two read along picture books for kids (or 3 picture book eBooks). An example is <i>Frog and Toad are Friends</i> .
\$100.00	One audiobook bestseller such as <i>The Splendid and the Vile</i> , and <i>Where the Crawdads Sing</i> .
\$150.00	One year's subscription to a digital magazine like Martha Stewart Living, or The Atlantic.
\$200.00	An entire month of access to Kanopy Kids for 40 children to be able to watch Peg + Cat, and Sesame Street.

Reinventing The Book End

To be a member of the Book End Committee of the ICPL Friends Foundation's Board of Directors, one must have volunteered at The Book End store for at least a year. Committee members work with us in the library Development Office to determine how best practices to sell all of the donated items which come in from the public and the library. A virtual store and pre-sales of 'bundles' of books, DVDs, and CDs, are being explored.

President's Report

Prepared for the June 25, 2020 Library Board of Trustees Meeting

In these challenging times, I strive to support the staff and trustees as best I can.

Toward that end, I continue learning how to be a better leader through introspection, books, and classes. Please aid my growth and our mission by sharing your thoughts and feedback on how we are doing and where we could improve. These conversations often can't or won't happen within meetings, so please feel free to reach out directly.

Last meeting, we reaffirmed the fine/fee impasse we will face in the coming year as among these difficult conversations. I have some related suggestions I would like to share.

First, I worry that we have created a false dichotomy between fine-free or no change. There are any number of changes we could make to the existing system, such as making timely returns easier, or providing incentives, as well as many other things I haven't even considered. I think we would be well-served to consider the whole range of options and how it supports our access goals.

Second, I suspect there is less daylight between us than it might initially appear. I have had good luck with direct conversations, not in changing minds, but in understanding concerns and where differing views stem from. I would encourage others to find time for similar discussions outside of meetings to help bridge these gaps and find a way forward.

Finally, there will be many details to work through to define the proposals we will eventually decide among and enact. Please let me know if you would like to engage more deeply around this so we can determine how to best move this forward.

As I prepare to enter my second year of service, I also want to thank all of you for your ongoing support. I hope to continue to serve you all in an increasingly effective way as we move into the next fiscal year and embark on our new strategic plan. As always, please share any and all feedback you may have.

Thanks,
Wes



BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting May 28, 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, Monique Washington.

Members Absent: None.

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

Guests Present: Maeve Clark.

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

Public Discussion. None.

Items for Discussion/Action.

Policy Review: #703 Naming and Recognition. This is a regularly scheduled policy review. Staff recommended no changes. Board action not required. Beasley wanted to ensure that the policy concept of a donation is not just a monetary one. Kirsch said this is covered in point 705.1.

Policy Review: #815 Internet Use. This is a regularly scheduled policy review. Johnk inquired about the definition of destructive as used in 815.7. Carman said there is intentional broadness to the statement as disruptive and /or destructive may depend on circumstance. Johnk was concerned this could be used in a civil disobedience situation. Carman asked for a suggestion to make it clearer. Johnk does not have a better suggestion so he is leaving the point. A motion was made by Johnk and seconded by Kirsch to approve the policy with the changes suggested by staff. Motion carried: 9/0.

Circulation Return to Work report. Carman said this is a well thought out report from the Circulation committee, coordinated by Logsden. Some committee members are at the meeting and may answer questions from the Board.

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Staff entered the building today and will be working in two teams of five people, including Mangano and Paulios, beginning this afternoon. Staff were welcomed back to work and watched a video about personal protective equipment (PPE). Hygiene and necessary and appropriate PPE for being back in the building was discussed. There did not seem to be strong pushback from staff, although some are uncomfortable. The primary complaint is the challenge of wearing a mask for a long period of time. Logsdon said that clearing the holds shelf report was dreaded as staff came back to work but surprisingly, only a limited number of items came off the shelf. We will communicate with patrons on Monday via a media release, and an FAQ page on Monday. Johnk was concerned about losing materials since patrons have been holding onto them for such a long time. Logsdon said items have a checkout date of July 15 for all items currently checked out. Our materials may be returned to other places, and other libraries will experience the same. This has happened before and Paetzold said staff are experienced in situations like this.

Johnk asked about CHOMP. Staff discussed this but decided against the option. Shultz asked if the library pays for mailing materials to patrons. Logsdon said we do and are mindful that patrons may wish to continue having their materials mailed to them. Logsdon also mentioned the At Home program and anticipates increased enrollment. Rocklin asked if the mail option will be available to anyone who requests it and thinks this is excellent. There was a question about people who do not use internet or email. Staff think there are 30 persons without email with holds waiting who will be contacted by telephone. Paetzold wants to be sure we post information on the building to make sure everyone is aware. She would like a cost summary of the delivery option next month. Paetzold is concerned about having to place limits on mailing materials as it continues. It is anticipated curbside pickup hours will be extended in the future once the system is running well. As we add hours would we back off on sending things by mail? How will staff let patrons know about pickup time. Logsdon said after June 5, Mangano and Pilkington will be leading this committee. Another potential option in the future is using the Bookmobile as an alternative holds pickup site at Terry Trueblood and Mercer Park. The infrastructure was designed so changes may be made easily. Paetzold is concerned about a traffic jam and how it will affect pickup. Thirty to 60 minutes before curbside begins parking cones will be placed to indicate that the parking spots are not available for parking anymore. We are anticipating a glut of cars. Carman is working with the City of Iowa City to change our parking signs to 10 minutes instead of 20-minute parking.

Beasley asked if there is a limit on the number of holds; our policy states there are ten holds per patron. He is concerned about using US mail and committing the library to mailing items to individuals and thinks the cost could be dramatic. As far as the pickup process goes, no patrons will be in the building. Items will be on a table in a bag for the patron to pick up and patrons will use social distancing while waiting to pick up their holds. Beasley asked if the City Manager reviewed the plan. Carman shared our plans at the department heads meeting and said Fruin is aware of what we are doing. Beasley says his approval is contingent on the City Manager approving the plan. Kirsch believes mailing materials is a new, temporary service and will be expensive. We need to recognize this and it cannot become library practice. When the building is more accessible, we want patrons to come to the building. Washington asked if we could create limits on the number of books mailed. Rocklin said mailing relieves pressure on curbside. In a month, we will know more. Rocklin believes this is really good work and is impressed. Miller said the cost of mailing materials was approximately \$200.00 per day so far. Beasley asked for

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postal budget and Miller will get this information. Shultz asked how staff are feeling back in the building after all this time. Corbin asked for staff survey to be discussed.

Carman said McCarthy and a group of staff put together a short survey for staff to say how they feel and how they feel about coming back to work. McCarthy said one-third of staff responded to the survey. There were responses on both ends of the spectrum, from "I don't want to come back at all," to "I don't want to wear a mask." We are able to address most staff concerns and continue to provide surveys to see if our procedures are working or if they need more/different things. The committee will continue to poll staff and collect information. Carman reiterated that we welcome feedback anytime, not just during survey time. We communicate with staff to see how they are doing when they are in the building and there are multiple Zoom meetings each week. Dr. Hans House, a UIHC Emergency Medicine physician, will join tomorrow's All Staff meeting for a short presentation and will take questions from staff. Kuchta said she has found the saga to be strange and anxiety-provoking but day-to-day she feels ready to be doing more with her life. She knows a lot of people are very scared, some not enough. On the whole, in her opinion, we are a little more of a risk averse group so we just need to be honest and okay with how we feel on a day-to-day basis and continue to monitor how we're doing and be gentle and patient with each other. Dworak is thrilled to be able to help patrons again.

President Beary said this is a starting point for all of us and we are able to make changes as we go. We will keep a close eye on things while we try and tweak, but the important thing is to just keep trying. Paetzold appreciates the plan and that staff have been hanging in there as it will be challenging when community members begin to come back into the building.

Logsdon wanted to discuss the fines aspect of the document. The barriers were discussed when we went fine free for kids and YA materials and it is hoped the Board will suspend fines on all materials until the end of the year. Johnk asked what the Board needs to do to make this happen. There is discretion in the policy to waive fees, etc. Kirsch asked if suspending fines will make things easier for circulation staff. Paetzold asked Carman what he thinks. Carman believes it will be a huge benefit for both staff and the community.

A motion to waive overdue fines through the end of the year as recommended by staff was made by Paetzold, seconded by Rocklin. Motion carried 9/0. Paetzold would like to see analysis of the fines in December or January. Rocklin said this data will be useful for the fine-free discussion. Kirsch appreciated Kuchta's and Corbin's input as this is information the Board needs in addition to budget information. Corbin thanked the Board. Beasley asked which fines are being suspended. Logsdon said fines before Covid-19 and fines since then. Logsdon explained that items are billed after a certain amount of time, and then overdue fines do not accrue. Logsdon said staff will need to use their discretion (up to \$100) for fines, especially in these challenging economic times. It was explained that replacement costs are different than fines and the replacement fee structure would remain in place. Kirsch believes staff want us to waive existing fines. Paetzold wants to be sensitive to the burden this would be on staff. Carman believes this will alleviate stress for patrons and staff and we want our users back. Beasley wants to know the existing how much money we would be waiving. Beary asked if there is an amount Beasley is comfortable with. Kirsch said we have been closed for 2.5 months and no more materials have been checked out, nor have fines accrued since March 1. Logsdon said when we closed we changed all due dates from March 1 to July. There were some patrons affected before then and staff are authorized to

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work with them on their accounts. January/February items were cut off because they went into billed status. Rocklin believes there should not be many fines, and staff are able waive these. Shultz asked about previous fines and if we are able to waive fines per policy. Kirsch said we are really not talking about a lot of money. Paetzold said this could be a hardship for many staff. Rocklin, Paetzold, Shultz want staff support on the fine discussion. Rocklin asked what happens if someone is waiting for an item. Corbin explained a hold cannot be placed on an item if there is a fine in place. Kuchta said she thought we were automatically removing all fines.

Beasley is reconsidering his vote on the motion. Kirsch stated that the Board already voted. Beasley made a motion to rescind the first motion, seconded by Paetzold. Voice vote: Rocklin, yes; Shultz, yes; Kirsch, no; Beasley, no; Forkenbrock, yes; Washington, yes; Johnk, no; Beary, no. Beasley then made a motion to suspend all library fines be waived from today's date to the end of the calendar year and this was seconded by Rocklin. Voice vote: Johnk, no; Shultz, no; Paetzold, no; Kirsch, no; Washington, yes; Rocklin, yes; Forkenbrock, yes.

A motion was made by Shultz to suspend and waive fines from March 15, 2020 through the end of the calendar year. Motion seconded by Beasley. Motion carried 9/0. Kirsch encouraged staff to make use of the policy that is in place with waiving fines. Carman will direct staff to use the policy in response to a question from Paetzold. Logsden said from the staff perspective, nothing new is actually happening as they have always had the ability to waive fines up to \$100. Kirsch asked Logsden if something is already turned over to billing, it is no longer fined. Shultz asked if billable status put a block on a card. Logsden said yes if it is more than \$10. Further discussion on this subject is tabled until the next meeting.

Staff Reports.

Director's Report. Carman gave recognized the hard work and perseverance of staff who continue to be resilient in this ambiguous time. He said an excellent job is being done at every level and staff deserve much credit. He also said it has been great to see people in person again.

Departmental Reports:

Adult Services. Paulios mistakenly submitted last month's report in this month's packet as the documents were similarly named. It will be included in the June packet. One update is the hiring of the Supervising Librarian position. Amanda Mae Monson is joining us from Utah and will begin working on June 8, 2020. Paulios said phone service began since the last Board meeting and has been going strong for three weeks. Now that patrons may sign up for cards remotely, the per-hour number of phone calls has doubled.

Collection Services. No comments.

Community & Access Services. Kirsch said Logsden has provided good reports to the Board and wishes her well in retirement. Paetzold said it is hard to not be able to celebrate all of the staff who have retired during this period.

Development Office. McCarthy said people continue to donate to us which enables us to buy more licenses for eBooks; \$43,518 in March. McCarthy said it is challenging to lose our biggest fundraising event, Looking Forward.

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Committee Reports.
Computer Committee. No comments.

Programming Committee. No comments.

Reader's Advisory Committee. No comments.

Spotlight on the Collection. No comments.

President's Report. None

Announcements from Members. Beasley asked if Board action is required to implement the curbside pickup strategy. He believes it will be a stronger plan if the City Manager approves it. Carman said no further action is needed.

Committee Reports. No meeting.

Communications. None.

Consent Agenda.

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

A motion to approve the consent agenda was made by Kirsch and seconded by Forkenbrock. Motion carried 9/0.

Set Agenda Order for June Meeting.

Special Meeting in two weeks.

Fines.

Election of officers.

Adjournment. A motion to adjourn the meeting was made by Beary and seconded by Forkenbrock. President Beary closed the meeting at 7:25 pm.

Respectfully submitted,
Elyse Miller

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BOARD OF TRUSTEES

Minutes of the Electronic Special Meeting June 11, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

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

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

Members Absent: None.

Staff Present: Paul Bethke, Elsworth Carman, Mara Cole, Karen Corbin, Bond Drager, Melody Dworak, Beth Fisher, Alyssa Hanson, Patty McCarthy, Anne Mangano, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

Guests Present: Maeve Clark.

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

Public Discussion. None.

July 3, 2020 Holiday Hours of Service. Carman said the library would typically use its holiday staffing model on Friday, July 3, in observance of July 4, which is a Saturday. Regular holiday staffing would dilute the effectiveness of the team structure we have implemented for having staff back in the building to do curbside pickup and other circulation work as safely as possible. Holiday staffing is based on staff employment seniority. It seemed prudent to close the building rather than bringing in staff who have not been in the building yet, which could potentially expose staff. Paetzold asked how staff will be compensated and if this is consistent with what other City departments are doing. Johnk asked why. Miller explained that the City is closed on Friday, July 3 for Independence Day. The City closes for other holidays in which the library utilizes holiday staffing, such as Veteran's Day. There is public service desk work, but administrative and other behind-the-scenes workers do not come to work. Staff who work

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these holidays are paid time and a half. Beasley wants patrons to know we will be closed on Friday. Carman said we will post on social media. A motion to approve closing the library on Friday, July 3, 2020 as long as this does not conflict with City policy was made by Beary and seconded by Paetzold. Motion carried 9/0.

Circulation Update. Carmen said both the curbside pickup and mailing processes have gone smoother than anticipated. Johnk asked about the mix of materials. Mangano said these are holds that were placed before we closed and we will have a better idea of what people want when we turn on paging on Monday. Kirsch said there was no traffic when she came to pick up her materials at curbside. Washington asked if the remote book returns are open. The remote bins are locked. We are accepting returned materials from people who pick up holds at curbside. Johnk asked how staff are doing with being back to work. Carman said people are nervous and a bit fearful, particularly when thinking of having patrons back into the building. This was referred to in the Computer Access Return to Work report. Staff are happy to see each other and to help the public, particularly when they get to connect patrons with their materials at pickup. Another staff survey is going out tomorrow to check in with how staff feel about wearing masks, and if there are other things we can do to make staff feel more comfortable. This is a complex system and the team model took a lot of thought to put in place. Paetzold asked if the number of pickups is enough. Mangano said there have been expanding rolling hours since there was room in the schedule to do so. Paetzold asked if we are caught up with number of holds. Mangano said everything has been checked out we are giving people 14 days, one week longer than usual to retrieve their hold.

Collection Services Report. Washington thinks it's a good listing of material. Rocklin appreciated the quick responsiveness, with which Johnk and Kirsch agree. In response to a question about how much e-materials costs, Mangano said costs range from \$1.99 to \$5.50 for an eBook and some audiobooks cost up to \$9.50. Electronic materials are circulating more than curbside and mail combined. Paetzold asked if these titles stay in the collection. Mangano said they do as long as there is demand for the item. Mangano also said she wished we could have other materials that Overdrive doesn't allow us to purchase.

Fines and Fees Report. Supplemental materials were sent about fines/fees in the continuation of discussion from last meeting. It was agreed to waive fines and fees that accrued since Covid-19. Paetzold asked if it would be helpful to separate fines and fees as waiving fines from before the library closure which was the intention of this discussion. Kirsch supported Paetzold's point and believes they are completely different things. Beary said he had to ask about the difference between them and believes it will be confusing to others, too. Kirsch said if we forgive fines it should be stated that we expect materials be returned. Beasley asked if he doesn't return a book in time if he is assessed a fine and after a certain period of time, he is charged a fee. He wanted to know how many days there are between fine and fee status and when does he have to pay the replacement cost. Pilkington said 21 days after when his fine then becomes a fee for the item. Beasley asked why there would still be fines that have not turned into fees. Kirsch said materials were returned but fines were not paid. Beasley does not want to waive fees of \$555,000. Johnk asked what that number represents. Kirsch does not believe

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there has been a discussion about waiving all existing fines since 1999. Rocklin said most of this money has already been written off. Johnk performed some calculations and said the average amount of fines not paid per month since July 1999 is \$5300 per month. Johnk thinks we are getting back half of what we assess in fees. He asked if it would be unreasonable expect about half of that being returned, or are some fines so old, we would never get them back. Carman believes the highest return would be in the half range. Paetzold asked if these funds are ours or go back to the City. Carman said these monies go to the City, not to us. Johnk wants to figure out how much revenue is generated annually. Kirsch said we have had other oversight responsibilities around barriers to access. The City was focused on equity and we went fine-free for children and YA materials, and so this is not just a financial discussion. The Board also needs to give voice to what staff have to deal with when they have discussions with patrons about fines. Kirsch said this is not just about a money bottom line, especially since the library cannot use this money. Beasley would consider waiving fines from 1/1/20 if the City approved this. There is \$8,600 owed from fines from January 1, 2020. Carman said the equity toolkit is very much in place and going fine-free is an example the City uses routinely as an indicator of success in this area. In the current climate, reviewing our services as it applies to equity is likely to be reemphasized. A motion to waive accrued fines from January 1, 2020 to March 15, 2020, subject to the approval of the City of Iowa City was made but not seconded. Beary and Paetzold believe notification to the City is sufficient. Kirsch asked if this can be approved at our formal June meeting. Paetzold said it would affect patrons whose cards might be blocked by fines right now. Pilkington does not believe it will have an access affect and Kirsch restated that staff are able to cancel fines up to \$100.00. The motion was withdrawn so Carman can notify the City. Johnk is interested in exploring the 1999 fee and why an item this old should still be on the books. Johnk believes if something has not been paid for a certain amount of time it should be written off. Kirsch asked if this is worth the effort. Beasley said he has no interest in talking about this topic over Zoom. Johnk is totally fine with waiting until we meet in person. Paetzold suggested staff write down how they want the fee fine conversation to be in a motion so the Board has language to vote from.

Iowa City is going to get hit hard economically soon and this is one way the library can help as economics change. Carman said this is the beginning of a serious conversation about going fine free; what will this look like on 12/31/20? Kirsch suggested this be put on an agenda in September or October. President Beary believes this may be done by a committee.

Computer Committee Return to Work Report.

Johnk is amazed that we came up with a plan like this. Paetzold asked if there is any conflict anticipated with children and adults in the same room. Palmer said there could be and we will have to see how it goes and it will be one of the many things we will be reviewing as we move along. Paetzold is concerned about mixing populations. Paulios said we do this now on the 2nd floor. Kirsch is concerned about enforcing time limits if no one is waiting for a computer. Palmer said the computer will log you out after 30 minutes. Kirsch feels this helps. Paulios said it is tough to win the access vs moving people quickly through the space. Rocklin asked if there will be dividers; Paulios said we will spread people out nine feet apart in the space.

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Director's Report. Carman said we are working on changing parking spot signage for curbside pickup. It's a temporary change but the request has to go through City Council. Carman thinks it will pass and he will be at the Council meeting in case anyone has questions. The idea is to change the signs to a 10-minute pickup spot enforceable from 10:00 am to 7:00 pm so if we expand curbside we will already have appropriate signage without having to go back to council again as we ramp up. Having actual signs instead of cones with paper signage will be a big relief both to Facilities staff and curbside staff. Carman is looking forward to moving to the more permanent sign stage. The Plexiglass is due to arrive soon. The building received a small amount of graffiti damage; Facilities staff did a great job cleaning this up. There is still one small spot that is a bit challenging to clean. The City is beginning to talk about departmental budgets. Carman anticipates the library budget will receive some cuts. He is talking with the City Manager next week more deeply about cuts that may be coming to the library. The protests have added another layer of complexity to working at the building. Many staff are supportive of the protest movement, yet they are mindful of their safety and the safety of the building. Carman said everyone is doing a good job but this is a challenging and hard time for everyone.

Staff are eager to ramp up patron service. Computer access is the first service we will offer that brings patrons into the building. We have received many positive comments about curbside and the signs in our windows in support of Black Lives Matter. Staff are thankful for the Board's support. Paetzold asked about letting patrons know we were closing curbside last Saturday because of the protests. Carman said we are able to communicate quickly with the appointment model we are using. Carman said road closures have been a concern. Many streets are closed, farmers market traffic, and curbside pickup on Saturdays makes this all a bit more challenging. We have received advance notice of protest events and how we can adjust to them. There was a question about what the City will be doing about Covid exposure. Carman said we are required to let the City Human Resources know straightaway if there are any sick or exposed staff members. All City staff are required to do a health assessment before entering the building.

Adjournment. President Beary thanked staff acknowledging this stressful time. A motion to adjourn the meeting was made. President Beary posed this Dad joke: "What do you call a witch who only eats sand?" "Malnourished." President Beary closed the meeting at 6:18 pm.

Respectfully submitted,
Elyse Miller

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
014353 ONE SOURCE THE BACKG PLUS4649-20200430		0	2020 11 INV P	40.00 050820	16911	BACKGROUND CHECKS F
			ACCOUNT TOTAL	40.00		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS 9854342154		0	2020 11 INV P	196.75 060520	244797	Admin/Monthly Charg
			ACCOUNT TOTAL	196.75		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN 67975614		0	2020 11 INV P	114.30 060520	244714	Admin/ Lease Paymen
011898 QUADIENNT LEASING USA N8293962		0	2020 11 INV P	758.31 052220	17020	Admin/ Lease Paymen
			ACCOUNT TOTAL	872.61		
			ORG 10550110 TOTAL	1,109.36		
10550121			Library Bldg Maint - Public			
10550121 438030			Electricity			
010319 MIDAMERICAN ENERGY 20200428175710		0	2020 11 INV P	4,899.43 050120	16858	MidAmBilling 042920
010319 MIDAMERICAN ENERGY 20200527130522		0	2020 11 INV P	4,734.90 052920	17371	MidAmBilling 052720
				9,634.33		
			ACCOUNT TOTAL	9,634.33		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY 20200428175710		0	2020 11 INV P	1,224.44 050120	16858	MidAmBilling 042920
010319 MIDAMERICAN ENERGY 20200520133219		0	2020 11 INV P	24.26 052220	17012	MidAmBilling 052020
010319 MIDAMERICAN ENERGY 20200527130522		0	2020 11 INV P	1,144.56 052920	17371	MidAmBilling 052720
				2,393.26		
			ACCOUNT TOTAL	2,393.26		
10550121 438100			Refuse Collection Charges			
013663 REPUBLIC SERVICES OF 0897-000893589		0	2020 11 INV P	55.23 051520	244055	REFUSE SERVICES
			ACCOUNT TOTAL	55.23		
10550121 442010			Other Building R&M Services			
010248 IOWA FIRE EQUIPMENT 922912		0	2020 11 INV P	190.72 052220	17005	FAC/Fire Extinguish
010981 JOE'S QUALITY WINDOW 19092		0	2020 11 INV P	140.00 052220	244196	FAC/ Lower Outside
012971 SEN SOURCE 44233		0	2020 11 INV P	520.00 052220	244257	IT/ Door Counter Ma
			ACCOUNT TOTAL	850.72		

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10550121 442020 010823 SCHUMACHER ELEVATOR	90492315	0	Structure R&M Services 2020 11 INV P	607.00 050820	16918	Elevator Maintenanc
			ACCOUNT TOTAL	607.00		
10550121 449160 010627 CINTAS CORPORATION	4047183342	0	Other Rentals 2020 11 INV P	191.87 051520	244009	FAC/ Sanitary Suppl
			ACCOUNT TOTAL	191.87		
10550121 452040 010290 LENOCH AND CILEK ACE	368193/3	0	Sanitation & Indust Supplies 2020 11 INV P	559.78 051520	244035	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4047183342	0	2020 11 INV P	163.76 051520	244009	FAC/ Sanitary Suppl
			ACCOUNT TOTAL	723.54		
10550121 466070 011399 ELECTRIC EQUIPMENT S	8263	0	Other Maintenance Supplies 2020 11 INV P	360.99 060520	17424	FAC/ Light Bulbs
			ACCOUNT TOTAL	360.99		
			ORG 10550121 TOTAL	14,816.94		
10550140 10550140 432060			Library Computer Systems Consultant Services			
010525 ENCOMPASS IOWA LLC	10181	0	2020 11 INV P	998.00 051520	16956	IT/ IT Essentials &
			ACCOUNT TOTAL	998.00		
10550140 438140 010475 GREENSTATE CREDIT U	608200250	0	Internet Fees 2020 11 INV P	491.79 060520	244698	BPalmer/ Mastercard
011937 AUREON COMMUNICATION	0789007015.20.05	0	2020 11 INV P	300.00 051520	244002	Internet Services
014293 IMON COMMUNICATIONS	2222370	0	2020 11 INV P	457.23 060520	244704	IT/ Public Internet
			ACCOUNT TOTAL	1,249.02		
10550140 444080 010475 GREENSTATE CREDIT U	608200250	0	Software R&M Services 2020 11 INV P	42.39 060520	244698	BPalmer/ Mastercard
			ACCOUNT TOTAL	42.39		
10550140 444100 011252 ENVISIONWARE INC	INV-US-47214	0	Hardware R&M Services 2020 11 INV P	9,134.85 051520	244018	IT/ Annual System M
012163 CONFERENCE TECHNOLOG	INV036605	0	2020 11 INV P	1,308.00 060520	244678	IT/ Control Room Vi
			ACCOUNT TOTAL	10,442.85		
10550140 455120			Misc Computer Hardware			

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010081 CDW GOVERNMENT INC	XSW0547	0	2020 11 INV P	223.34 060520	244674	IT/Google Chromeboo
010475 GREENSTATE CREDIT U	608200250	0	2020 11 INV P	530.84 060520	244698	BPalmer/ Mastercard
012823 MNJ TECHNOLOGIES DIR	0003726836	0	2020 11 INV P	52.00 052220	244231	IT/ Memory Replacem
ACCOUNT TOTAL				806.18		
ORG 10550140 TOTAL				13,538.44		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
013121 CROW, DARRIN	13121	0	2020 11 INV P	200.00 052220	244163	CHI/ Creepy Campfir
013776 SCHNEIDER, MICHAEL A	51420SRP	0	2020 11 INV P	225.00 052220	244256	CAS/ Pint Size Polk
015308 KAMRADT, JACLYN	51220SRP	0	2020 11 INV P	100.00 052220	244200	CHI/ Lighten Up Vid
ACCOUNT TOTAL				525.00		
10550152 445140			Outside Printing			
010373 PIP PRINTING	103286SRP	0	2020 11 INV P	133.10 052220	17018	CHI/ 1,800 Children
ACCOUNT TOTAL				133.10		
ORG 10550152 TOTAL				658.10		
10550159			Lib Public Srvs-Comm Access			
10550159 445140			Outside Printing			
010373 PIP PRINTING	103303SRP	0	2020 11 INV P	58.04 052220	17018	CAS/ 56 Summer Bus
ACCOUNT TOTAL				58.04		
10550159 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	608200292	0	2020 11 INV P	395.62 060520	244697	AMangano/ Mastercar
ACCOUNT TOTAL				395.62		
ORG 10550159 TOTAL				453.66		
10550160			Library Collection Services			
10550160 445270			Library Material R&M Services			
011068 OVERDRIVE INC	MR0137020125928	0	2020 11 INV P	3,488.00 051520	244047	LIBRARY MATERIALS
ACCOUNT TOTAL				3,488.00		
10550160 469110			Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H631972DM	0	2020 11 INV P	215.10 052220	244155	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H633204DM	0	2020 11 INV P	181.64 052220	244155	LIBRARY MATERIALS
				396.74		

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010514 AMAZON	604578781512	0	2020 11	INV	P	284.96 052220	244150	LIBRARY MATERIALS
				ACCOUNT TOTAL		681.70		
				ORG 10550160 TOTAL		4,169.70		
10550210				Library Children's Materials				
10550210 477020				Books (Cat/Cir)				
010509 BAKER & TAYLOR INC C 2035144366		0	2020 11	INV	P	127.41 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035155109		0	2020 11	INV	P	58.46 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035167480		0	2020 11	INV	P	496.61 051520	244004	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035172312		0	2020 11	INV	P	175.45 051520	244004	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035174708		0	2020 11	INV	P	233.15 051520	244004	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035179928		0	2020 11	INV	P	100.45 050820	243915	LIBRARY MATERIALS
						1,191.53		
010536 INGRAM LIBRARY SERVI 44420211		0	2020 11	INV	P	10.40 051520	244028	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 44445876		0	2020 11	INV	P	45.97 051520	244028	LIBRARY MATERIALS
						56.37		
				ACCOUNT TOTAL		1,247.90		
10550210 477030				Books (Uncataloged)				
010509 BAKER & TAYLOR INC C 2035144366		0	2020 11	INV	P	154.20 050820	243915	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 44445876		0	2020 11	INV	P	20.68 051520	244028	LIBRARY MATERIALS
				ACCOUNT TOTAL		174.88		
10550210 477070				Downloadable-eBooks				
011068 OVERDRIVE INC 01370CO20105172		0	2020 11	INV	P	134.54 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20107692		0	2020 11	INV	P	22.58 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20107693		0	2020 11	INV	P	1,387.67 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20112215		0	2020 11	INV	P	243.32 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20112223		0	2020 11	INV	P	424.13 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20117510		0	2020 11	INV	P	16.99 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20121919		0	2020 11	INV	P	49.24 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20123288		0	2020 11	INV	P	1,003.67 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20123289		0	2020 11	INV	P	23.99 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20128933		0	2020 11	INV	P	374.51 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20131198		0	2020 11	INV	P	60.00 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20134109		0	2020 11	INV	P	166.87 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO2013411		0	2020 11	INV	P	97.28 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20136351		0	2020 11	INV	P	176.70 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20136392		0	2020 11	INV	P	11.18 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20136451		0	2020 11	INV	P	450.13 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20144351		0	2020 11	INV	P	168.98 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370CO20149989		0	2020 11	INV	P	90.00 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370DA20110386		0	2020 11	INV	P	70.49 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC 01370DA20119655		0	2020 11	INV	P	35.49 051520	244047	LIBRARY MATERIALS

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011068 OVERDRIVE INC	01370DA20131805	0	2020 11	INV	P	179.91 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20148237	0	2020 11	INV	P	267.91 060520	244740	LIBRARY MATERIALS
						5,455.58		
ACCOUNT TOTAL						5,455.58		
10550210 477160			Video Recordings					
010546 MIDWEST TAPE	98634669	0	2020 11	INV	P	1,255.16 052920	244598	LIBRARY MATERIALS
010546 MIDWEST TAPE	98666130	0	2020 11	INV	P	597.16 052920	244598	LIBRARY MATERIALS
010546 MIDWEST TAPE	98735693	0	2020 11	INV	P	26.24 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98754860	0	2020 11	INV	P	149.85 052220	244211	LIBRARY MATERIALS
						2,028.41		
ACCOUNT TOTAL						2,028.41		
10550210 477200			Toys					
010514 AMAZON	604578781066525122	0	2020 11	INV	P	74.97 052220	244150	LIBRARY MATERIALS
010514 AMAZON	60457878151220	0	2020 11	INV	P	103.16 052220	244150	LIBRARY MATERIALS
						178.13		
ACCOUNT TOTAL						178.13		
10550210 477250			Downloadable Media					
011068 OVERDRIVE INC	01370CO20105174	0	2020 11	INV	P	18.97 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20107691	0	2020 11	INV	P	251.05 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20112224	0	2020 11	INV	P	648.98 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20126721	0	2020 11	INV	P	201.88 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20134109	0	2020 11	INV	P	77.00 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20134110	0	2020 11	INV	P	168.89 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136449	0	2020 11	INV	P	359.42 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136477	0	2020 11	INV	P	83.99 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20144350	0	2020 11	INV	P	150.50 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20110386	0	2020 11	INV	P	116.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20131805	0	2020 11	INV	P	52.48 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20148237	0	2020 11	INV	P	25.00 060520	244740	LIBRARY MATERIALS
						2,155.15		
ACCOUNT TOTAL						2,155.15		
ORG 10550210 TOTAL						11,240.05		
10550220			Library Adult Materials					
10550220 477020			Books (Cat/Cir)					
010509 BAKER & TAYLOR INC C	2035144366	0	2020 11	INV	P	1,181.09 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035155191	0	2020 11	INV	P	914.79 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035167267	0	2020 11	INV	P	271.01 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035167329	0	2020 11	INV	P	258.84 050820	243915	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035170184	0	2020 11	INV	P	327.11 051520	244004	LIBRARY MATERIALS

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010509 BAKER & TAYLOR INC C	2035177239	0	2020 11	INV	P	29.12 051520	244004	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035177296	0	2020 11	INV	P	14.97 050820	243915	LIBRARY MATERIALS
						2,996.93		
010514 AMAZON	604578781066525122	0	2020 11	INV	P	94.49 052220	244150	LIBRARY MATERIALS
010514 AMAZON	60457878151220	0	2020 11	INV	P	93.06 052220	244150	LIBRARY MATERIALS
						187.55		
010531 GALE GROUP	70140580	0	2020 11	INV	P	47.23 052220	244171	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	44420211	0	2020 11	INV	P	220.92 051520	244028	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	44445876	0	2020 11	INV	P	16.80 051520	244028	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	44486135	0	2020 11	INV	P	40.80 051520	244028	LIBRARY MATERIALS
						278.52		
ACCOUNT TOTAL						3,510.23		
10550220 477040	Books (Cat/Reference)							
010549 PETERSON'S A NELNET	INV-2250089	0	2020 11	INV	P	49.29 052220	244240	LIBRARY MATERIALS
010549 PETERSON'S A NELNET	INV-2250103	0	2020 11	INV	P	48.03 052220	244240	LIBRARY MATERIALS
010549 PETERSON'S A NELNET	INV-2250108	0	2020 11	INV	P	48.32 052220	244240	LIBRARY MATERIALS
						145.64		
ACCOUNT TOTAL						145.64		
10550220 477070	Downloadable-eBooks							
011068 OVERDRIVE INC	01370CO20102276	0	2020 11	INV	P	318.46 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20103478	0	2020 11	INV	P	481.91 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20105175	0	2020 11	INV	P	464.00 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109340	0	2020 11	INV	P	56.93 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109341	0	2020 11	INV	P	724.11 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109344	0	2020 11	INV	P	105.00 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109359	0	2020 11	INV	P	75.18 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20111838	0	2020 11	INV	P	69.98 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20111892	0	2020 11	INV	P	47.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20113464	0	2020 11	INV	P	223.97 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20113465	0	2020 11	INV	P	956.13 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20115074	0	2020 11	INV	P	1,085.26 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20117513	0	2020 11	INV	P	27.99 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20121922	0	2020 11	INV	P	139.45 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20126711	0	2020 11	INV	P	806.96 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20126717	0	2020 11	INV	P	1,240.98 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131207	0	2020 11	INV	P	348.78 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131267	0	2020 11	INV	P	592.45 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131303	0	2020 11	INV	P	378.99 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131305	0	2020 11	INV	P	476.90 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20134108	0	2020 11	INV	P	80.88 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136401	0	2020 11	INV	P	593.30 052920	244601	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370CO20136417	0	2020 11	INV	P	2,676.24 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136418	0	2020 11	INV	P	534.48 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136419	0	2020 11	INV	P	939.00 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136454	0	2020 11	INV	P	314.98 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20138383	0	2020 11	INV	P	619.42 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20142128	0	2020 11	INV	P	248.98 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20144467	0	2020 11	INV	P	968.91 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20146269	0	2020 11	INV	P	10.99 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20146270	0	2020 11	INV	P	37.19 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20147785	0	2020 11	INV	P	602.43 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20147800	0	2020 11	INV	P	988.96 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20150011	0	2020 11	INV	P	85.00 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20102616	0	2020 11	INV	P	29.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20107907	0	2020 11	INV	P	12.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20110386	0	2020 11	INV	P	1,422.35 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20110387	0	2020 11	INV	P	28.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20113906	0	2020 11	INV	P	53.00 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20117688	0	2020 11	INV	P	5.99 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20119655	0	2020 11	INV	P	641.85 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20127060	0	2020 11	INV	P	25.95 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20127432	0	2020 11	INV	P	79.99 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20129471	0	2020 11	INV	P	185.00 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20131805	0	2020 11	INV	P	1,530.84 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20131806	0	2020 11	INV	P	60.00 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20138556	0	2020 11	INV	P	9.99 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20144675	0	2020 11	INV	P	33.50 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20148237	0	2020 11	INV	P	557.91 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20152728	0	2020 11	INV	P	30.98 060520	244740	LIBRARY MATERIALS
						22,031.50		
			ACCOUNT TOTAL			22,031.50		
10550220 477100				Fiction Audio-CD				
010518 BLACKSTONE AUDIOBOOK	1166392	0	2020 11	INV	P	40.00 052220	16993	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1166531	0	2020 11	INV	P	40.00 052220	16993	1166531
010518 BLACKSTONE AUDIOBOOK	1167183	0	2020 11	INV	P	40.00 052220	16993	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1167413	0	2020 11	INV	P	40.00 052220	16993	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1167506	0	2020 11	INV	P	40.00 052220	16993	LIBRARY MATERIALS
						200.00		
010546 MIDWEST TAPE	98753739	0	2020 11	INV	P	44.99 052220	244211	LIBRARY MATERIALS
			ACCOUNT TOTAL			244.99		
10550220 477110				Music-CD				
010546 MIDWEST TAPE	98753737	0	2020 11	INV	P	8.99 052220	244211	LIBRARY MATERIALS
			ACCOUNT TOTAL			8.99		
10550220 477160				Video Recordings				

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010546 MIDWEST TAPE	98567417	0	2020 11 INV P	11.24 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98634669	0	2020 11 INV P	1,193.29 052920	244598	LIBRARY MATERIALS
010546 MIDWEST TAPE	98666130	0	2020 11 INV P	481.19 052920	244598	LIBRARY MATERIALS
010546 MIDWEST TAPE	98666131	0	2020 11 INV P	116.96 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98735693	0	2020 11 INV P	702.43 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98735694	0	2020 11 INV P	57.73 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98754860	0	2020 11 INV P	339.48 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98754861	0	2020 11 INV P	33.74 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98755785	0	2020 11 INV P	545.77 052220	244211	LIBRARY MATERIALS
010546 MIDWEST TAPE	98755786	0	2020 11 INV P	52.48 052220	244211	LIBRARY MATERIALS
				3,534.31		
			ACCOUNT TOTAL	3,534.31		
10550220 477210			Non-Fiction Video-DVD			
010546 MIDWEST TAPE	98634669	0	2020 11 INV P	18.74 052920	244598	LIBRARY MATERIALS
010546 MIDWEST TAPE	98666130	0	2020 11 INV P	18.74 052920	244598	LIBRARY MATERIALS
				37.48		
			ACCOUNT TOTAL	37.48		
10550220 477220			Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI	44420211	0	2020 11 INV P	28.49 051520	244028	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	44486135	0	2020 11 INV P	170.97 051520	244028	LIBRARY MATERIALS
				199.46		
			ACCOUNT TOTAL	199.46		
10550220 477230			Non-Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	1167635	0	2020 11 INV P	38.99 052220	16993	LIBRARY MATERIALS
				38.99		
			ACCOUNT TOTAL	38.99		
10550220 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO20102277	0	2020 11 INV P	743.47 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20103461	0	2020 11 INV P	626.97 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20105173	0	2020 11 INV P	267.47 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20107608	0	2020 11 INV P	126.49 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20107654	0	2020 11 INV P	28.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109341	0	2020 11 INV P	59.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109342	0	2020 11 INV P	99.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109343	0	2020 11 INV P	59.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20109359	0	2020 11 INV P	783.11 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20111839	0	2020 11 INV P	29.99 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20113463	0	2020 11 INV P	476.98 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20115075	0	2020 11 INV P	802.92 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20117514	0	2020 11 INV P	95.00 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20126712	0	2020 11 INV P	380.23 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131188	0	2020 11 INV P	127.94 052220	244236	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370CO20131268	0	2020 11	INV	P	1,167.10 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131275	0	2020 11	INV	P	59.99 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131304	0	2020 11	INV	P	84.93 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20131305	0	2020 11	INV	P	67.48 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136450	0	2020 11	INV	P	382.70 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20136479	0	2020 11	INV	P	74.98 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20138385	0	2020 11	INV	P	1,313.09 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20142129	0	2020 11	INV	P	477.44 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20146271	0	2020 11	INV	P	26.00 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20147784	0	2020 11	INV	P	373.86 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20147812	0	2020 11	INV	P	1,122.14 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20149994	0	2020 11	INV	P	271.74 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20110386	0	2020 11	INV	P	1,692.21 050820	243962	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20119655	0	2020 11	INV	P	721.90 051520	244047	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20129471	0	2020 11	INV	P	160.00 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20131805	0	2020 11	INV	P	1,417.75 052220	244236	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20134217	0	2020 11	INV	P	95.00 052920	244601	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20143378	0	2020 11	INV	P	67.48 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20144675	0	2020 11	INV	P	67.48 060520	244740	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20148237	0	2020 11	INV	P	589.88 060520	244740	LIBRARY MATERIALS
						14,942.68		
015034 KANOPY INC	196256 - PPU	0	2020 11	INV	P	3,826.00 051520	244033	LIBRARY MATERIALS
						ACCOUNT TOTAL		
						18,768.68		
10550220 477330						Print/Reference Serials		
011183 CORRIDOR BUSINESS JO	CBJFY20	0	2020 11	INV	P	69.95 052220	244162	LIBRARY MATERIALS
012383 PROGRESSIVE POPULIST	FY20PP	0	2020 11	INV	P	41.95 052220	244244	LIBRARY MATERIALS
015305 WEST BRANCH TIMES	WBT31720FY20	0	2020 11	INV	P	30.00 051520	244143	LIBRARY MATERIALS
						ACCOUNT TOTAL		
						141.90		
						ORG 10550220 TOTAL		
						48,662.17		
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FUND 1000 General						TOTAL:		
=====						94,648.42		
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Wesley Beary, President

John Beasley, Secretary