LIBRARY BOARD OF TRUSTEES
April 22, 2021
Electronic Formal Meeting - 5:00 pm
ZOOM MEETING PLATFORM

Electronic Meeting
(Pursuant to Iowa Code section 21.8)

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

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

https://zoom.us/meeting/register/tJcpceGqqjsrHtZwMTdpTp1ng-fzeLnZOcJx

If you are asked for a meeting ID, enter Meeting ID: **934 6824 0142**

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: 934 6824 0142**

Providing comments in person is not an option.

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

LIBRARY BOARD OF TRUSTEES
April 22, 2021
Electronic Formal Meeting - 5:00 pm
ZOOM MEETING PLATFORM

1. **Call Meeting to Order.**

2. **Public Discussion.**

3. **Items to be discussed.**
    A. Election of Officers

    B. Review 3rd Quarter Statistics and Financials

    C. Policy Review: 700: Community Relations
        Comment: This is a regularly scheduled policy review. Board action required.

    D. Policy Review: 701: Public Relations
        Comment: This is a regularly scheduled policy review. Board action required.

    E. Policy Review: 706: Outreach and Bookmobile
        Comment: This is a regularly scheduled policy review. Board action required.

    F. Policy Review: 803: Event Board
        Comment: This is a regularly scheduled policy review. Board action required.

    G. Policy Review: 804: Free Materials Distribution
        Comment: This is a regularly scheduled policy review. Board action required.

    H. Policy Review: 805: Display
        Comment: This is a regularly scheduled policy review. Board action required.

    I. Policy Review: 816: Library Access for Sex Offenders Convicted of Sex Offenses Against a Minor
        Comment: This is a regularly scheduled policy review. Board action required.

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J. Budget Timeline

K. Reopening Guidelines

4. **Staff Reports.**
   A. Director's Report.
   B. Departmental Reports: Children's, Collection Services, IT
   C. Development Office Report.
   D. Miscellaneous.

5. **President's Report.**

6. **Announcements from Members.**

7. **Committee Reports.**
   A. Foundation Members.

8. **Communications.**
   A. Downtown Iowa City launches StoryWalk

9. **Consent Agenda.**
   A. Approve Regular Minutes of Library Board of Trustees March 25, 2021 meeting.
   B. Approve Special Minutes of Library Board of Trustees April 1, 2021 meeting.
   C. Approve Disbursements for March 2021.

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

11. **Adjournment.**

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

Iowa City Public Library		
Meeting Agendas and Other Significant Events		
APRIL 22, 2021	**MAY 27, 2021**	**JUNE 24, 2021**
Election of Officers Review 3rd Quarter Statistics and Financials ***Policy Review:*** 700: Community Relations 803: Event Board 804: Free Materials Distribution 805: Display 816: Library Access for Sex Offenders Convicted of Sex Offense Against a Minor Departmental Reports: CH, CLS, IT	President Appoints to Foundation Board ***Policy Review:*** 806: Meeting Room and Lobby Use 809: Library Use Departmental Reports: AS, CAS Hourly Pay Plan	Memorandum of Agreement between ICPLFF and ICPL Budget Discussion Departmental Reports: CH, CLS, IT
JULY 22, 2021	**AUGUST 26, 2021**	**SEPTEMBER 23, 2021**
Develop Ideas for Board Annual Report Departmental Reports: AS, CAS	Review Board Annual Report Strategic Planning Update Departmental Reports: CH, CLS, IT	Review Annual Staff Report Adopt NOBU Budget Review 4th Quarter Statistics and Financials Departmental Reports: AS, CAS
OCTOBER 28, 2021	**NOVEMBER 18, 2021**	**DECEMBER 16, 2021**
Budget Discussion Review 1st Quarter Statistics and Financials Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director Departmental Reports: AS, CAS	Departmental Reports: CH, CLS, IT
JANUARY 27, 2022	**FEBRUARY 24, 2022**	**MARCH 24, 2022**
6-month Strategic Planning Update ***Policy Review:*** Review 2nd Quarter Goals/Statistics and Financials Departmental Reports: AS, CAS	Director Evaluation ***Policy Review:*** Set Calendar for Next Fiscal Year Appoint Nominating Committee Departmental Reports: CH, CLS, IT	***Policy Review:*** Departmental Reports: AS, CAS

IOWA CITY PUBLIC LIBRARY

FY21 Output Statistics- Quarterly Report

	Q1	Q2	Q3	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.						
A. Downtown Building Use						
Total Hours Open	0	638	661	1,299	2,370	-45.2%
People into the Building	0	22,135	28,150	50,285	442,702	-88.6%
Average Number Per Hour	0.0	34.7	42.6	38.7	558	-93.1%
Bookmobile Use						
Bookmobile Total Hours Open	28	68	33	129	524	-75.5%
People on Bookmobile	71	234	170	475	12,847	-96.3%
Average Number per Hour	3	3	5	4	25	-84.9%
Total Downtown & Bookmobile Hours Open	28	706	694	1,428	2,894	-50.7%
Total People Downtown & on Bookmobile	71	22,369	28,320	50,760	455,549	-88.9%
Total Average Number per Hour	3	32	41	36	157	-77.4%
B. Meeting Rooms						
Number of Non-Library Meetings	0	0	0	0	1,166	-100.0%
Estimated Attendance	0	0	0	0	18,928	-100.0%
Equipment Set-ups	0	0	0	0	0	0.0%
Group Study Room Use	0	0	0	0	4,229	-100.0%
Lobby Use	0	0	0	0	4	-100.0%
C. Equipment Usage						
Photocopies by Public	318	218	299	835	16,427	-94.9%
Pay for Print Copies	376	862	2,968	4,206	60,633	-93.1%
% Checkouts by Self-Check	0.0%	0.0%	8.4%	0.0%	69.0%	-100.0%
DOT Kiosk Usage	0	101	240	341	1313	-74.0%
* FY20 pay for print copies data in September is an average of July and August due to technical issues.						
D. Downtown Use of Electronic Materials						
Listening/Viewing/Tablets/Laptops Sessions	0	0	0	0	6,325	-100.0%
E. Ride 'N' Read						
Bus Passes Distributed Downtown	0	127	104	231	2,744	-91.6%
F. Services During Library Closure						
Patrons Using Mail	4,704	3,602	2,174	10,480	0	0.0%
Patrons Using Curbside	10,137	557	0	10,694	0	0.0%
Items Checked Out	48,383	63,466	82,330	194,179	0	0.0%
Materials Paged	37,177	48,398	52,072	137,647	0	0.0%
Missed Curbside Appointments	561	37	0	598	0	0.0%
Hours Assisting Patrons (Curbside)	548	27	0	575	0	0.0%
G. Book Bundles						
Children's	0	170	1,216	1,386	0	0%
Teen's	0	7	57	64	0	0%
Adult's	0	11	111	122	0	0%
Total Book Bundles	0	188	1,384	1,572	0	0%
H. To Go Kits						
Children's	870	2,165	2,375	5,410	0	0.0%
Tween's	25	100	92	217	0	0.0%
Teen's	0	50	40	90	0	0.0%
Adult's	0	24	0	24	0	0.0%
Total To Go Kits	895	2,339	2,507	5,741	0	0.0%
Lending Services: Lend materials for home, school, and office use.						
A. Circulation Downtown	182,350	199,935	221,978	604,263	907,584	-33.4%
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)						
Percent AIM Circulation Downtown	1.40%	0.08%	0.06%	0.06%	0.95%	-93.17%

	Q1	Q2	Q3	YTD	Last YTD	% Change
Circulation on Bookmobile	156	1,046	368	1,570	23,034	-93.2%
Percent AIM Circulation on Bookmobile	0.00%	0.00%	0.00%	0.00%	0.16%	-97.13%

Beginning June 19, 2020 the Bookmobile collection was used to fulfill holds downtown.

	Q1	Q2	Q3	YTD	Last YTD	% Change
Total Circulation Downtown & Bookmobile	182,506	200,981	222,346	605,833	930,618	-34.9%
Percent AIM Total Circulation Downtown & Bookmobile	1.40%	0.08%	0.07%	0.07%	0.88%	-92.16%
Average Total Circulation Downtown & Bookmobile Per Hour	0	313	336	465	383	21.5%

B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)

	Q1	Q2	Q3	YTD	Last YTD	% Change
Adult Materials	137,314	147,079	159,113	443,506	653,585	-32.1%
Children's Materials	45,880	54,925	65,109	165,914	278,759	-40.5%
Percent Children's	25.2%	27.5%	29.3%	27.5%	30.7%	-10.6%
Non-Print	20,367	26,810	27,537	74,714	258,512	-71.1%
Percent Non-print	11.2%	13.4%	12.4%	12.4%	28.5%	-56.6%
Equipment loans	98	91	139	328	541	-39.4%
Downloads	82,953	84,020	87,986	254,959	194,690	31.0%

C. Circulation by Residence of User (Downtown & Bookmobile)

	Q1	Q2	Q3	YTD	Last YTD	% Change
C. Circulation by Residence of User (Downtown & Bookmobile)	182,506	200,981	222,346	605,833	930,618	-34.9%

(Materials plus equipment; includes downloads; does not include items circulated in-house.)

	Q1	Q2	Q3	YTD	Last YTD	% Change
Iowa City	153,867	168,450	184,545	506,862	722,409	-29.8%
Local Contracts						
Hills	523	546	477	1,546	2,560	-39.6%
Hills as % of All	0.29%	0.3%	0.2%	0.26%	0.28%	-7.2%
Johnson County (Rural)	14,377	16,327	18,932	49,636	71,017	-30.1%
Johnson County as % of All	7.88%	8.1%	8.5%	8.19%	7.63%	7.4%
Lone Tree	624	709	639	1,972	3,081	-36.0%
Lone Tree as % of All	0.34%	0.35%	0.29%	0.33%	0.33%	-1.7%
University Heights	2,881	2,681	3,089	8,651	9,795	-11.7%
University Heights as % of All	1.58%	1.33%	1.39%	1.43%	1.05%	35.7%
Total Local Contracts	18,405	20,263	23,137	61,805	86,453	-28.5%
State Contracts - Open Access						
Coralville	4,098	4,288	4,730	13,116	42,054	-68.8%
Cedar Rapids	170	147	156	473	3,598	-86.9%
Other Open Access	5,800	6,855	9,498	22,153	56,282	-60.6%
Total Open Access	10,068	11,290	14,384	35,742	101,934	-64.9%
Open Access as % of All	5.5%	5.6%	6.5%	5.9%	11.0%	-46.1%

D. InterLibrary Loans

	Q1	Q2	Q3	YTD	Last YTD	% Change
Loaned to Other Libraries	227	195	262	684	859	-20.4%
Percent of Requests Filled	31.3%	27.3%	28.5%	29.0%	73.3%	-60.5%
Total Borrowed From Other Libraries	395	474	716	1,585	2,487	-36.3%
Percent of Requests Filled	82.1%	84.0%	86.7%	84.7%	265.0%	-68.0%
Books/Periodicals/AV Borrowed	392	465	713	1,570	2,451	-35.9%
Photocopy Borrow Requests Filled	3	9	3	15	36	-58.3%

	Q1	Q2	Q3	YTD	Last YTD	% Change
E. Reserves Placed - Materials	52,361	64,313	70,299	186,973	95,542	95.7%

Overdrive has not reported reserve information since July 2020.

F. Downloadable Media
Resident Cards By Area

	Q1	Q2	Q3	YTD	Last YTD	% Change
Iowa City	71,018	72,371	75,383	218,772	177,016	23.6%
Hills	229	99	107	435	435	0.0%
Johnson County	7,374	6,813	7,894	22,081	17,850	23.7%
Lone Tree	96	93	91	280	308	-9.1%
University Heights	1,714	1,216	1,092	4,022	1,747	130.2%
Total	80,431	80,592	84,567	245,590	197,356	24.4%

	Q1	Q2	Q3	YTD	Last YTD	% Change
Student AIM Cards by Area						
Iowa City	2,247	2,889	3,102	8,238	506	1528.1%
Hills	165	419	232	816	65	1155.4%
Johnson Count	2	59	13	74	21	252.4%
Lone Tree	0	0	0	0	0	0.0%
University Heights	103	61	72	236	0	0.0%
Open Access	5	0	0	5	3	66.7%
Total	2,522	3,428	3,419	9,369	595	1474.6%
All Cards by Area						
Iowa City	73,265	75,260	78,485	227,010	177,522	27.9%
Hills	394	518	339	1,251	500	150.2%
Johnson Count	7,376	6,872	7,907	22,155	17,871	24.0%
Lone Tree	96	93	91	280	308	-9.1%
University Heights	1,817	1,277	1,164	4,258	1,747	143.7%
Open Access	5	0	0	5	3	66.7%
Total	82,949	84,020	87,986	254,955	197,948	28.8%
By Demographic						
Adult	71,309	73,336	77,620	222,265	183,792	20.9%
Children's	11,644	10,684	10,366	32,694	14,159	130.9%
Total	82,953	84,020	87,986	254,959	197,951	28.8%
Number of Items Owned (Cumulative)						
E-Audio Items Available	10,849	11,349	11,841	11,841	11,479	3.2%
E-Book Items Available	19,447	24,529	25,315	25,315	21,718	16.6%
E-Music	47	47	47	47	47	0.0%
E-Magazines	121	121	121	121	111	9.0%
E-Newspapers	1	1	2	2	1	100.0%
Total Items	30,465	36,047	37,326	37,326	33,356	11.9%

Information Services: Furnish information, reader advisory, and reference assistance.

	Q1	Q2	Q3	YTD	Last YTD	% Change
A. Reference Questions Answered	2,324	2,439	2,875	7,638	30,424	-74.9%
Reference Questions						
Reference Desk	718	744	1,001	2,463	10,336	-76.2%
Help Desk	0	312	309	621	8,588	-92.8%
Curbside Questions	449	120	0	569	0	0
Switchboard	1,112	1,147	1,275	3,534	3,411	3.6%
Bookmobile	0	17	6	23	667	-96.6%
Drop-In Tech Help (Public)	0	0	0	0	345	-100.0%
On-Call Tech Help						
Public	0	34	45	79	166	-52.4%
Total Tech Help Questions	0	34	45	79	255	-69.0%
Children's Desk						
Reference Questions	16	24	154	194	6,782	-97.1%
Request to Pull Books (Community)	29	41	85	155	40	287.5%
Total Children's Questions	45	65	239	349	6,822	-94.9%

	Q1	Q2	Q3	YTD	Last YTD	% Change
B. Electronic Access Services						
Computer Services						
Pharos Internet (Downtown In House computer use)	0	189	786	975	48,119	-98.0%
Wifi Internet Use Downtown	0	4,330	5,640	9,970	706,168	-98.6%
Total Internet Use	0	4,519	6,426	10,945	754,287	-98.5%

* FY20 Pharos data for September is an average of July and August due to technical issues.

	Q1	Q2	Q3	YTD	Last YTD	% Change
Website Access						
ICPL Website						
# Pageviews of Homepage	79,278	81,765	87,207	248,250	290,314	-14.5%
# Pageviews of Entire Site (Doesn't include catalog)	252,103	228,749	249,796	730,648	672,912	8.6%
# Visits (Does include catalog)	128,997	137,019	140,349	406,365	442,142	-8.1%

	Q1	Q2	Q3	YTD	Last YTD	% Change
Catalog Access						
# Pageviews for ICPL Catalog	459,683	483,254	515,809	1,458,746	1,258,766	15.9%
# Pageviews for Overdrive	533,485	520,732	512,371	1,566,588	1,254,531	24.9%
Total Catalog Access	993,168	1,003,986	1,028,180	3,025,334	2,513,297	20.4%
Overdrive does not count pageviews through the Libby or Overdrive Apps.						
ICPL Mobile App Use	0	0	0	0	59,857	-100.0%
Unable to retrieve mobile app data since October 2019						
External Sites						
# Pageviews for Beanstack	12,265	4,639	6,681	23,585	21,663	8.9%
Total Website Access	1,257,536	1,237,374	1,284,657	3,779,567	3,267,729	15.7%
Subscription Databases Accessed						
Total In-House	7,534	3,341	5,111	15,986	4,149	285.3%
Total Remote	72,253	82,562	90,157	244,972	234,575	4.4%
TOTAL	79,787	85,903	95,268	260,958	238,724	9.3%
C. Total Switchboard Calls Received						
Total Library Calls	4,776	4,073	4,185	13,034	11,675	11.6%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	6,204	4,646	4,058	14,908	10,497	42.0%
Transferred Calls	188	520	743	1,451	2,147	-32.4%
Pamphlets Distributed Downtown	995	1,215	1,630	3,840	13,895	-72.4%
State/Federal Tax Forms Distributed	· · ·	· · ·	· · ·	0	600	-100.0%

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

	Q1	Q2	Q3	YTD	Last YTD	% Change
A. Publications						
Number of Publications Printed (Jobs)	18	21	24	63	223	-71.7%
Copies Printed for Public Distribution	81,271	8,066	11,149	100,486	206,993	-51.5%
Number of Online Newletters Subscribers	3,128	3,430	3,324	3,324	2,747	21.0%
Number of Online Newsletter Distribution	1,912	3,218	898	898	5,844	-84.6%
C. Displays	0	4	12	16	60	-73.3%
In-House	0	4	12	16	47	-66.0%
Other Groups	0	0	0	0	13	-100.0%
Off-site locations	0	0	0	0	0	0.0%
F. Homepage/ Social Media						
Homepage Banner Posts	39	48	55	142	152	-6.6%
Homepage Banner Clicks	386	293	197	876	1,289	-32.0%
Media Releases Sent	156	206	223	585	336	74.1%
Facebook, Twitter, Pinterest Followers (Cumulative)	16,215	16,371	16,572	16,572	15,665	5.8%
New Facebook, Twitter, and Pinterest Followers	116	84	210	410	575	-28.7%

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

	Q1	Q2	Q3	YTD	Last YTD	% Change
A. At Home Services						
Packages Sent	383	445	548	1,376	1,259	9.3%
Items Loaned (No renewals)	1,562	1,479	1,783	4,824	4,041	19.4%
Registered At Home Users (Cumulative)	216	219	246	246	219	12.3%
New Users Enrolled	16	7	33	56	31	80.6%
People Served (Average of monthly count)	48	50	62	53	42	27.2%
B. Jail Service						
People Served	39	62	150	251	938	-73.2%
Items Loaned (No renewals)	150	582	894	1,626	2,937	-44.6%
C. Deposit Collections						
Locations (Cumulative)	3	3	9	9	4	125.0%
Items Loaned	90	90	120	300	180	66.7%
Items Added to Permanent Collections	90	90	248	428	1,515	-71.7%
D. Remote Bookdrop Use						
Remote as Percent of All Items Checked In	0.0%	0.0%	0.0%	0.0%	14.0%	-100.0%

Does not include renewals or in-house.

* The remote bookdrop was used in FY21 but not counted.

	Q1	Q2	Q3	YTD	Last YTD	% Change

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

A. Adult Programs

	Q1	Q2	Q3	YTD	Last YTD	% Change
Programs	14	15	27	56	148	-62.2%
Attendance	194	283	708	1,185	3,619	-67.3%
Outreach Programs	0	0	0	0	92	-100.0%
Outreach Attendance	0	0	0	0	3,879	-100.0%

B. Young Adult Programs

	Q1	Q2	Q3	YTD	Last YTD	% Change
Programs	0	0	3	3	255	-98.8%
Attendance	2	5	26	33	4,205	-99.2%
Outreach Programs	6	9	18	33	19	73.7%
Outreach Attendance	74	142	265	481	63	663.5%

C. Children's Programs

	Q1	Q2	Q3	YTD	Last YTD	% Change
Programs	97	93	112	302	566	-46.6%
Attendance	36	388	473	897	23,935	-96.3%
Outreach Programs	0	14	25	39	201	-80.6%
Outreach Attendance	0	309	484	793	4,418	-82.1%

D. Library Tours and Classes

	Q1	Q2	Q3	YTD	Last YTD	% Change
Number	8	8	13	29	46	-37.0%
Attendance	82	120	152	354	280	26.4%

E. Consulting for Area Groups

	Q1	Q2	Q3	YTD	Last YTD	% Change
	0	0	0	0	0	0.0%

F. Virtual Program Recordings

	Q1	Q2	Q3	YTD	Last YTD	% Change
Children's Recordings	75	36	40	151	0	0%
Young Adult Recordings	0	1	2	3	0	0%
Adult Recordings	6	9	14	29	0	0%
All Ages/ Other Recordings	1	1	1	3	0	0%
Total Virtual Program Recordings	82	47	57	186	0	0%

G. Virtual Program Views

	Q1	Q2	Q3	YTD	Last YTD	% Change
Instagram	8,109	4,294	4,853	17,256	0	0%
Facebook	16,384	9,236	6,051	31,671	0	0%
Youtube	11,617	14,734	14,519	40,870	0	0%
Total Virtual Program Views	36,110	28,264	25,423	89,797	0	0%

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

	Q1	Q2	Q3	YTD	Last YTD	% Change
A. Library Cards Issued	849	753	868	2,470	4,642	-46.8%
Iowa City	641	596	695	1,932	3,552	-45.6%
Percent Iowa City	75.5%	79.2%	80.1%	78.2%	76.5%	2.2%
Local Contracts						
Hills	2	3	3	8	16	-50.0%
Johnson County (Rural)	34	24	17	75	173	-56.6%
Lone Tree	3	2	2	7	17	-58.8%
University Heights	5	2	1	8	12	-33.3%
State Contract - Open Access						
Coralville	35	29	59	123	300	-59.0%
Cedar Rapids	8	8	6	22	59	-62.7%
Other Open Access	121	89	85	295	513	-42.5%
Total Open Access	164	126	150	440	872	-49.5%
Open Access as % of All	19.3%	16.7%	17.3%	17.8%	18.8%	-5.2%
B. Total Registered Borrowers (Cumulative)	47,470	46,770	46,531	46,531	51,513	-9.7%
# At Home Users Registered (Cumulative)	216	219	246	246	219	12.3%
# AIM Users (Cumulative)	14,420	14,363	14,333	14,363	15,121	-5.0%

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

C. Overdue Notices

	Q1	Q2	Q3	YTD	Last YTD	% Change
Items Searched to Verify Claim of Return	91	181	55	327	146	124.0%
Total First Notices (Items)	0	8,778	7,581	16,359	52,635	-69%
Total Second Notices (Items)	0	5,810	3,255	9,065	16,310	-44%
Bills-Public (Items)	0	3,597	1,613	5,210	7,347	-29.1%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Iowa City							
General Iowa City	78,347	91,172	169,519	102,442	271,961	552,119	-50.7%
Downloads + Streaming	73,265	75,260	148,525	78,485	227,010	177,522	27.9%
Temporary	27	4	31	44	75	315	-76.2%
Public schools	0	0	0	0	0	77	-100.0%
Private schools	0	0	0	0	0	392	-100.0%
Preschool/Daycare	59	160	219	169	388	2,589	-85.0%
Non-profit organizations	0	0	0	0	0	405	-100.0%
Business	0	0	0	0	0	12	-100.0%
City departments	2	0	2	15	17	5	240.0%
State/Federal agencies	0	0	0	0	0	1	-100.0%
University of Iowa departments	0	0	0	0	0	0	0.0%
At Home	1,550	1,460	3,010	1,748	4,758	3,998	19.0%
Interlibrary loan	524	486	1,010	538	1,548	1,264	22.5%
Deposit collections/Nursing Homes	99	274	373	478	851	553	53.9%
Jail patrons	150	582	732	894	1,626	2,937	-44.6%
Total Iowa City	154,023	169,398	323,421	184,813	508,234	742,189	-31.52%
Local Contracts							
Johnson County							
General	6,826	9,076	15,902	10,791	26,693	53,059	-49.7%
Downloads	7,539	7,232	14,771	8,126	22,897	17,915	27.8%
Preschool/Daycare	0	0	0	0	0	0	0.0%
At Home	12	19	31	15	46	43	7.0%
Total Johnson County	14,377	16,327	30,704	18,932	49,636	71,017	-30.1%
Hills							
General	292	388	680	339	1,019	2,104	-51.6%
Downloads	231	158	389	120	509	456	11.6%
At Home	0	0	0	18	18	0	0.0%
Total Hills	523	546	1,069	477	1,546	2,560	-39.6%
Lone Tree							
General	528	616	1,144	546	1,690	2,773	-39.1%
Downloads	96	93	189	91	280	308	-9.1%
At Home	0	0	0	2	2	0	0.0%
Total Lone Tree	624	709	1,333	639	1,972	3,081	-36.0%
University Heights							
General	1,064	1,404	2,468	1,925	4,393	8,048	-45.4%
Downloads	1,817	1,277	3,094	1,164	4,258	1,747	143.7%
At Home	0	0	0	0	0	0	0.0%
Total University Heights	2,881	2,681	5,562	3,089	8,651	9,795	-11.7%
Total Local Contracts	18,405	20,263	38,668	23,137	61,805	86,453	-28.5%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
State Contract							
Reciprocal/Open Access							
Johnson County Libraries							
Coralville	4,098	4,288	8,386	4,730	13,116	42,054	-68.8%
North Liberty	2,927	3,364	6,291	4,682	10,973	21,162	-48.1%
Oxford	37	27	64	21	85	152	-44.1%
Solon	388	362	750	473	1,223	3,241	-62.3%
Swisher	18	0	18	0	18	246	-92.7%
Tiffin	288	560	848	645	1,493	3,618	-58.7%
AIM Downloads (None from North Liberty or Coralville)	5	0	5	0	5	3	66.7%
All Other Libraries							
Adel	0	1	1	0	1	0	0.0%
Ainsworth	0	3	3	4	7	23	-69.6%
Albia	0	0	0	0	0	0	0.0%
Altoona	0	0	0	0	0	0	0.0%
Ames	0	0	0	0	0	16	-100.0%
Anamosa	18	0	18	6	24	99	-75.8%
Ankeny	15	0	15	0	15	146	-89.7%
Atkins	0	0	0	0	0	56	-100.0%
Belle Plaine	0	0	0	0	0	1	-100.0%
Bennett	0	0	0	0	0	14	-100.0%
Bettendorf	0	0	0	8	8	31	-74.2%
Birmingham	0	0	0	0	0	66	-100.0%
Blairstown	0	0	0	0	0	0	0.0%
Bloomfield	19	116	135	130	265	334	-20.7%
Boone	0	0	0	0	0	5	-100.0%
Brooklyn	0	0	0	0	0	1	-100.0%
Burlington	1	0	1	0	1	75	-98.7%
Carroll	0	0	0	0	0	0	0.0%
Cascade	0	0	0	0	0	0	0.0%
Cedar Falls	13	5	18	25	43	178	-75.8%
Cedar Rapids	170	147	317	156	473	3,598	-86.9%
Center Point	0	0	0	0	0	0	0.0%
Central City	0	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0	0.0%
Charles City	0	0	0	0	0	0	0.0%
Clarence	0	0	0	0	0	23	-100.0%
Clinton	0	0	0	0	0	0	0.0%
Clive	0	2	2	0	2	0	0.0%
Coggon	0	0	0	0	0	0	0.0%
Columbus Jct	8	5	13	0	13	470	-97.2%
Conesville	0	0	0	0	0	92	-100.0%
Cornell College	133	166	299	35	334	1,835	-81.8%
Council Bluffs	0	0	0	0	0	0	0.0%
Crawfordsville	0	0	0	0	0	0	0.0%
Dallas Center	0	0	0	0	0	0	0.0%
Davenport	1	1	2	10	12	150	-92.0%
Decorah	1	0	1	0	1	10	-90.0%
Denison	0	0	0	0	0	0	0.0%
Des Moines	0	0	0	0	0	37	-100.0%
Donnelson	0	0	0	0	0	0	0.0%
Drake Community Library	0	0	0	2	2	0	0.0%
Dubuque	0	0	0	0	0	18	-100.0%
Dunkerton	0	0	0	0	0	34	-100.0%
Earlham	0	0	0	0	0	0	0.0%
Eldon	0	0	0	0	0	40	-100.0%
Elkader	0	0	0	0	0	0	0.0%
Ely	0	0	0	11	11	158	-93.0%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Estherville	0	0	0	0	0	0	0.0%
Fairfax	0	0	0	0	0	233	-100.0%
Fairfield	6	3	9	3	12	883	-98.6%
Fort Dodge	0	0	0	0	0	6	-100.0%
Fort Madison	0	0	0	0	0	3	-100.0%
Gilman	0	0	0	0	0	41	-100.0%
Glenwood	0	0	0	0	0	0	0.0%
Grandview	0	0	0	0	0	0	0.0%
Grimes	0	0	0	0	0	6	-100.0%
Grinnell	0	0	0	0	0	58	-100.0%
Guthrie Center	0	0	0	0	0	0	0.0%
Hedrick	0	0	0	0	0	0	0.0%
Hiawatha	2	0	2	111	113	70	61.4%
Independence	0	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0	0.0%
Johnston	0	0	0	0	0	0	0.0%
Kalona	165	160	325	337	662	3,226	-79.5%
Keokuk	0	0	0	0	0	1	-100.0%
Keosauqua	0	0	0	0	0	50	-100.0%
Keota	12	26	38	18	56	259	-78.4%
LeClaire	0	0	0	0	0	0	0.0%
Letts	0	0	0	0	0	0	0.0%
Lisbon	0	4	4	9	13	35	-62.9%
Lowden	37	31	68	0	68	245	-72.2%
Manchester	0	0	0	0	0	5	-100.0%
Maquoketa	0	0	0	0	0	8	-100.0%
Marengo	98	86	184	93	277	836	-66.9%
Marion	28	14	42	38	80	301	-73.4%
Marshalltown	0	0	0	0	0	4	-100.0%
Martelle	0	0	0	0	0	14	-100.0%
Mason City	0	0	0	0	0	21	-100.0%
Mechanicsville	6	34	40	4	44	38	15.8%
Mediapolis	0	0	0	0	0	10	-100.0%
Milford	0	0	0	0	0	0	0.0%
Montezuma	0	0	0	0	0	27	-100.0%
Monticello	0	0	0	0	0	0	0.0%
Montrose	0	0	0	0	0	38	-100.0%
Morning Sun	0	0	0	5	5	26	-80.8%
Mount Pleasant	2	4	6	3	9	100	-91.0%
Muscatine	34	4	38	25	63	453	-86.1%
Nevada	0	0	0	0	0	0	0.0%
New London	0	0	0	0	0	11	-100.0%
Newton	0	0	0	0	0	0	0.0%
North English	10	10	20	3	23	439	-94.8%
Norway	0	0	0	2	2	46	-95.7%
Odebolt	0	0	0	0	0	6	-100.0%
Oelwein	0	0	0	0	0	0	0.0%
Osceola	0	0	0	0	0	0	0.0%
Oskaloosa	0	0	0	0	0	13	-100.0%
Ottumwa	0	0	0	0	0	4	-100.0%
Pella	0	0	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0	0.0%
Richland	0	0	0	0	0	0	0.0%
Riverside	172	251	423	498	921	2,028	-54.6%
Robins	0	0	0	0	0	0	0.0%
Rockwell	0	0	0	0	0	0	0.0%
Scott Co (Eldridge)	0	0	0	0	0	14	-100.0%
Scranton	0	3	3	2	5	9	-44.4%
Shellsburg	0	0	0	0	0	0	0.0%

FY21 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	YTD	LYTD	% CHG
Sigourney	0	0	0	0	0	0	0.0%
Sioux City	8	0	8	0	8	58	-86.2%
Sioux Rapids	0	0	0	0	0	3	-100.0%
South English	4	0	4	0	4	27	-85.2%
Spirit Lake	0	0	0	0	0	5	-100.0%
Springville	0	0	0	0	0	2	-100.0%
Stanwood	0	0	0	0	0	0	0.0%
Tipton	84	114	198	56	254	788	-67.8%
Toledo	0	0	0	0	0	4	-100.0%
Traer	0	0	0	0	0	2	-100.0%
Urbandale	0	1	1	0	1	50	-98.0%
Van Horne	0	0	0	0	0	0	0.0%
Van Meter	0	0	0	0	0	0	0.0%
Victor	0	3	3	18	21	210	-90.0%
Vinton	27	42	69	26	95	0	0.0%
Wapello	0	0	0	0	0	0	0.0%
Washington	150	349	499	577	1,076	1,682	-36.0%
Waterloo	0	0	0	0	0	13	-100.0%
Waukee	0	0	0	0	0	3	-100.0%
Waukon	0	0	0	0	0	6	-100.0%
Waverly	0	0	0	0	0	2	-100.0%
Wellman	88	79	167	111	278	1,038	-73.2%
West Branch	460	485	945	650	1,595	5,088	-68.7%
West Des Moines	0	0	0	0	0	1	-100.0%
West Liberty	358	303	661	434	1,095	2,220	-50.7%
What Cheer	0	0	0	0	0	3	-100.0%
Williamsburg	111	193	304	323	627	2,010	-68.8%
Wilton	56	14	70	88	158	1,005	-84.3%
Winfield	0	0	0	0	0	86	-100.0%
Winterset	0	0	0	0	0	5	-100.0%
Winthrop	0	0	0	0	0	0	0.0%
Zearing	0	0	0	0	0	0	0.0%
Undefined Open Access	10	30	40	12	52	70	-25.7%
Total Recip/Open Access	10,068	11,290	21,358	14,384	35,742	101,934	-64.9%
Total Circulation	182,496	200,951	383,447	222,335	605,782	930,576	-34.9%
(including E-Downloads, not in-house)							
Percent Iowa City	84.4%	84.3%	84.3%	83.1%	83.9%	79.8%	5.2%
Percent Hills	0.3%	0.3%	0.3%	0.2%	0.3%	0.3%	-7.2%
Percent Johnson County	7.9%	8.1%	8.0%	8.5%	8.2%	7.6%	7.4%
Percent Lone Tree	0.3%	0.4%	0.3%	0.3%	0.3%	0.3%	-1.7%
Percent University Heights	1.6%	1.3%	1.5%	1.4%	1.4%	1.1%	35.7%
Percent Reciprocal/Open Access	5.5%	5.6%	5.6%	6.5%	5.9%	11.0%	-46.1%
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	
Iowa City	154,023	169,398	323,421	184,813	508,234	742,189	-31.5%
Local Contracts	18,405	20,263	38,668	23,137	61,805	86,453	-28.5%
Open Access	10,068	11,290	21,358	14,384	35,742	101,934	-64.9%
In-house cards (staff use)	1,118	1,546	2,664	2,563	5,227	7,639	-31.6%
Undefined Other	0	0	0	1	1	0	0.0%
Total Spreadsheet	183,614	202,497	386,111	224,898	611,009	938,215	

IOWA CITY PUBLIC LIBRARY

FY21 Circulation by Type & Format   9 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	45,217	10.2%	66,682	10.2%	-32.2%
Mystery	14,459	3.3%	22,367	3.4%	-35.4%
Science Fiction	7,268	1.6%	12,585	1.9%	-42.2%
Book Club Kits (10 items per kit)	37	0.0%	33	0.0%	12.1%
Young Adult Fiction	10,029	2.3%	13,819	2.1%	-27.4%
Comics	8,520	1.9%	22,688	3.5%	-62.4%
Large Print	5,092	1.1%	8,099	1.2%	-37.1%
Books in Other Languages	107	0.0%	754	0.1%	-85.8%
Total Fiction	90,729	20.5%	147,027	22.4%	-38.3%
Express/Nonfiction	205	0.0%	2,307	0.4%	-91.1%
Large Print Nonfiction	579	0.1%	1,160	0.2%	-50.1%
000 - General/Computers	1,167	0.3%	2,511	0.4%	-53.5%
100 - Psychology/Philosophy	4,372	1.0%	8,687	1.3%	-49.7%
200 - Religion	2,554	0.6%	5,166	0.8%	-50.6%
300 - Social Sciences	9,980	2.3%	15,508	2.4%	-35.6%
400 - Language	497	0.1%	1,739	0.3%	-71.4%
500 - Science	2,918	0.7%	4,886	0.7%	-40.3%
600 - Applied Technology	17,228	3.9%	27,337	4.2%	-37.0%
700 - Art & Recreation	9,045	2.0%	15,000	2.3%	-39.7%
800 - Literature	4,717	1.1%	6,590	1.0%	-28.4%
900 - History & Travel	7,634	1.7%	13,369	2.0%	-42.9%
Biography	4,864	1.1%	5,373	0.8%	-9.5%
Total Nonfiction: Adult & Young Adult	65,760	14.8%	109,633	16.7%	-40.0%
Magazines	854	0.2%	3,956	0.6%	-78.4%
Total Miscellaneous	854	0.2%	3,956	0.6%	-78.4%
Total Adult Print	157,343	35.5%	260,616	39.7%	-39.6%
Art to Go	416	0.1%	1,292	0.2%	-67.8%
DVD (Movies/TV)	47,286	10.7%	144,859	22.1%	-67.4%
Express/DVD	340	0.1%	12,957	2.0%	-97.4%
Nonfiction DVD	3,874	0.9%	10,331	1.6%	-62.5%
Fiction on Disc	2,186	0.5%	7,584	1.2%	-71.2%
Nonfiction on CD	1,018	0.2%	3,627	0.6%	-71.9%
Compact Disc (Music)	6,601	1.5%	25,218	3.8%	-73.8%
Young Adult Video Games	1,819	0.4%	5,997	0.9%	-69.7%
Circulating Equipment	328	0.1%	541	0.1%	-39.4%
Discovery Kits	30	0.0%	32	0.0%	-6.3%
Total Nonprint	63,898	14.4%	212,438	32.3%	-69.9%

FY21 Circulation by Type & Format   9 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	64,939	14.6%	56,739	8.6%	14.5%
Adult E-Book # Downloads	85,086	19.2%	64,629	9.8%	31.7%
Adult E-Magazines	19,679	4.4%	14,034	2.1%	40.2%
Adult E-Music # Downloads/Local Music Project	54	0.0%	52	0.0%	3.8%
Adult E-Newspapers	10,874	2.5%	13,483	2.1%	-19.4%
Adult E-Video Streaming: Library Channel	41,633	9.4%	34,905	5.3%	19.3%
Total Adult E-Downloads	222,265	50.1%	183,842	28.0%	20.9%
Total Adult Circulation	443,506	100.0%	656,896	100.0%	-32.5%

Children's Materials

Category	YTD	% Total	Last YTD	% of Total	% Change
Fiction	28,216	17.0%	42,562	15.3%	-33.7%
Comics	11,617	7.0%	27,777	10.0%	-58.2%
Holiday	5,130	3.1%	5,928	2.1%	-13.5%
jLarge Print Fiction	325	0.2%	212	0.1%	53.3%
Picture: Big, Board, Easy	46,268	27.9%	79,144	28.4%	-41.5%
Readers	12,901	7.8%	30,316	10.9%	-57.4%
Nonfiction & Biography	17,939	10.8%	32,212	11.6%	-44.3%
jLarge Print Nonfiction	8	0.0%	14	0.0%	-42.9%
Magazines	0	0.0%	361	0.1%	-100.0%
Total Children's Print	122,404	73.8%	218,526	78.4%	-44.0%
Video/DVD/Blu-Ray	7,735	4.7%	33,286	11.9%	-76.8%
Books on Disc	648	0.4%	2,322	0.8%	-72.1%
Read-Along set	945	0.6%	3,815	1.4%	-75.2%
Children's Music	341	0.2%	2,481	0.9%	-86.3%
Children's Video Games	510	0.3%	1,740	0.6%	-70.7%
Read with Me Kits	192	0.1%	346	0.1%	-44.5%
Games & Toys	416	0.3%	2,017	0.7%	-79.4%
jDiscovery Kits	29	0.0%	67	0.0%	-56.7%
Total Children's Nonprint	10,816	6.5%	46,074	16.5%	-76.5%
j E-Audio # Downloads	8,782	5.3%	5,310	1.9%	65.4%
j E-Book # Downloads	23,912	14.4%	8,849	3.2%	170.2%
Total Children's E-Downloads	32,694	24.0%	14,159	6.3%	130.9%
Total Children's	165,914	100.0%	278,759	100.0%	-40.5%

All Circulation by Type/Format

Category	YTD	% Total	Last YTD	% of Total	% Change
All Fiction	136,017	22.3%	223,506	23.8%	-39.1%
All Nonfiction and Biography	83,707	13.7%	141,859	15.1%	-41.0%
Picture books & Readers	59,169	9.7%	109,460	11.7%	-45.9%
Magazines	854	0.1%	4,317	0.5%	-80.2%
Total Print	279,747	45.8%	479,142	51.1%	-41.6%

FY21 Circulation by Type & Format   9 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	416	0.1%	2,017	0.2%	-79.4%
Art	416	0.1%	1,292	0.1%	-67.8%
DVD (Fiction, Nonfiction, & Express)	59,235	9.7%	201,433	21.5%	-70.6%
CD (Music)	6,942	1.1%	27,699	3.0%	-74.9%
Books on CD (Fiction & Nonfiction)	3,852	0.6%	13,533	1.4%	-71.5%
Read-Along Set	945	0.2%	3,815	0.4%	-75.2%
Video Games	2,329	0.4%	7,737	0.8%	-69.9%
Read with Me Kits	192	0.0%	346	0.0%	-44.5%
Discovery Kits	59	0.0%	99	0.0%	-40.4%
Circulating Equipment	328	0.1%	541	0.1%	-39.4%
Total Nonprint	74,714	12.2%	258,512	27.6%	-71.1%
Total E-Downloads	254,959	41.7%	198,001	21.1%	28.8%
Total In House/Undefined	1,584	0.3%	2,610	0.3%	-39.3%
Total Adult Materials (including e items)	443,506	72.6%	656,896	70.0%	-32.5%
Total Children's (including e items)	165,914	27.2%	278,759	29.7%	-40.5%
Grand Total (Adult + Children's + Undefined)	611,004	100.0%	938,265	100.0%	-34.88%

Receipts
FY21 compared to FY20 YTD

	Q3 FY20	Q3 FY21	% Change	FY21 Budget	% Received
General Fund					
Fines, Fees, etc.	$59,121	$3,009	-94.9%	$50,000	6.0%
Vending, etc.	$1,695	$0	0.0%	$1,910	0.0%
General Fund Total	$60,816	$3,009	-95.1%	$51,910	5.8%
Enterprise Fund					
Photocopies	$2,060	$23	-98.9%	$3,100	0.7%
Electronic Printing/Debit Card	$8,296	$67	-99.2%	$11,550	0.6%
Counter/Cloth bag/Misc	$998	$7	-99.3%	$1,630	0.4%
Recycle	$101	$84	-17.1%	$220	38.0%
Enterprise Fund Total	$11,455	$180	-98.4%	$16,500	1.1%
Lost & Damaged	$9,686	$5,432	-43.9%	$0	0.0%
Lost & Damaged Total	$9,686	$5,432	-43.9%	$0	0.0%
State Funds					
Open Access / Access Plus	$44,621	$40,389	-9.5%	$48,240	83.7%
Enrich Iowa/Direct State Aid	$22,362	$21,460	-4.0%	$21,340	100.6%
State Fund Total	$66,984	$61,849	-7.7%	$69,580	88.9%

Library Expenditures: July 1, 2020 to March 31, 2021
Operating Budget: Accounts 10550110 to 10550220

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
Library Materials		**$608,764.00**	**$504,787.24**	**$103,976.76**	**83%**
477020	Books (Cat/Cir)	$601,764.00	$110,588.79	$491,175.21	
477030	Books (Uncataloged)	$0.00	$1,153.42	-$1,153.42	
477040	Books (Cat/Reference)	$0.00	$2,825.77	-$2,825.77	
477070	Downloadable-eBooks	$0.00	$141,043.70	-$141,043.70	
477100	Fiction Audio-CD	$0.00	$2,272.36	-$2,272.36	
477110	Music-CD	$0.00	$1,014.47	-$1,014.47	
477120	Other Audio-CD	$0.00	$1,681.07	-$1,681.07	
477160	Video Recordings	$0.00	$11,504.46	-$11,504.46	
477190	Puzzles	$0.00	$437.95	-$437.95	
477200	Toys	$0.00	$120.45	-$120.45	
477210	Non-Fiction Video-DVD	$0.00	$1,970.03	-$1,970.03	
477220	Multi-Media/Gaming	$0.00	$1,049.08	-$1,049.08	
477230	Non-Fiction Audio-CD	$0.00	$435.95	-$435.95	
477250	Downloadable Media	$0.00	$123,718.09	-$123,718.09	
477290	Microforms-STO	$0.00	$4,431.00	-$4,431.00	
477330	Print/Reference Serials	$0.00	$9,449.49	-$9,449.49	
477340	Print/Circulating Serials	$0.00	$6,176.73	-$6,176.73	
477350	Online Reference	$0.00	$78,214.43	-$78,214.43	
477380	Library-RFI Tags	$7,000.00	$6,700.00	$300.00	
Other Financing Uses		**$62,422.00**	**$52,018.32**	**$10,403.68**	**83%**
490160	Misc Transfers Out	$62,422.00	$52,018.32	$10,403.68	
Personnel		**$5,184,698.00**	**$3,244,135.24**	**$1,940,562.76**	**63%**
411000	Perm Full Time	$2,744,826.00	$1,847,126.78	$897,699.22	
412000	Perm Part Time	$432,290.00	$304,212.84	$128,077.16	
413000	Temporary Employees	$595,502.00	$184,033.81	$411,468.19	
414100	Overtime Wages	$69,500.00	$24,021.51	$45,478.49	
414300	Term-Vacation Pay	$0.00	$4,816.84	-$4,816.84	
414500	Longevity Pay	$21,740.00	$16,483.00	$5,257.00	
421100	Health Insurance	$632,593.00	$443,698.13	$188,894.87	
421200	Dental Insurance	$16,080.00	$11,020.03	$5,059.97	
421300	Life Insurance	$6,548.00	$4,280.98	$2,267.02	
421400	Disability Insurance	$10,049.00	$6,611.17	$3,437.83	

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
421500	Unemployment Compensation	$4,000.00	$593.32	$3,406.68	
422100	FICA	$286,821.00	$176,337.66	$110,483.34	
423100	IPERS	$364,749.00	$220,899.17	$143,849.83	
Services		**$630,256.00**	**$466,002.55**	**$164,253.45**	**74%**
432030	Financial Services & Charges	$4,665.00	$1,030.57	$3,634.43	22%
432060	Consultant Services	$18,000.00	$9,783.00	$8,217.00	54%
432080	Other Professional Services	$17,500.00	$4,005.00	$13,495.00	23%
435010	Data Processing	$19,790.00	$19,105.00	$685.00	97%
435055	Mail & Delivery	$33,155.00	$68,578.31	-$35,423.31	207%
435059	Advertising	$4,500.00	$1,724.00	$2,776.00	38%
436030	Transportation	$3,750.00	$0.00	$3,750.00	0%
436050	Registration	$5,000.00	$5,337.00	-$337.00	107%
436060	Lodging	$3,750.00	$0.00	$3,750.00	0%
436080	Meals	$750.00	$0.00	$750.00	0%
438030	Electricity	$77,769.00	$64,877.19	$12,891.81	83%
438070	Heating Fuel/Gas	$16,547.00	$12,562.89	$3,984.11	76%
438100	Refuse Collection Charges	$1,469.00	$160.00	$1,309.00	11%
438130	Cell Phone/Data Services	$3,480.00	$3,315.82	$164.18	95%
438140	Internet Fees	$11,000.00	$8,830.21	$2,169.79	80%
442010	Other Building R&M Services	$68,133.00	$39,027.48	$29,105.52	57%
442020	Structure R&M Services	$6,500.00	$5,463.00	$1,037.00	84%
442030	Heating & Cooling R&M Services	$35,000.00	$20,527.05	$14,472.95	59%
442050	Furnishing R&M Services	$2,000.00	$0.00	$2,000.00	0%
442060	Electrical & Plumbing R&M Srvc	$6,000.00	$1,285.02	$4,714.98	21%
443020	Office Equipment R&M Services	$2,237.00	$137.59	$2,099.41	6%
444080	Software R&M Services	$131,510.00	$116,210.74	$15,299.26	88%
444100	Hardware R&M Services	$20,000.00	$10,617.90	$9,382.10	53%
445030	Nursery Srvc-Lawn & Plant Care	$900.00	$536.00	$364.00	60%
445140	Outside Printing	$29,258.00	$9,289.60	$19,968.40	32%
445250	Inter-Library Loans	$5,250.00	$5,424.52	-$174.52	103%
445270	Library Material R&M Services	$15,800.00	$6,701.29	$9,098.71	42%
445290	Book Binding	$200.00	$0.00	$200.00	0%
445330	Other Waste Disposal	$1,008.00	$1,491.81	-$483.81	148%

Library Expenditures: July 1, 2020 to March 31, 2021
Operating Budget: Accounts 10550110 to 10550220

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
446190	ITS-Software SAAS Chgbk	$4,268.00	$0.00	$4,268.00	0%
446300	Phone Equipment/Line Chgbk	$24,018.00	$17,690.08	$6,327.92	74%
446320	Mail Chargeback	$746.00	$0.00	$746.00	0%
446340	Radio Maintenance Chgbk	$343.00	$130.62	$212.38	38%
446350	City Vehicle Replacement Chgbk	$20,293.00	$14,494.68	$5,798.32	71%
446360	City Vehicle Rental Chargeback	$5,251.00	$2,505.80	$2,745.20	48%
446370	Fuel Chargeback	$2,366.00	$208.04	$2,157.96	9%
446380	Vehicle R&M Chargeback	$6,430.00	$2,788.47	$3,641.53	43%
448030	Community Events Funding	$200.00	$0.00	$200.00	0%
449055	Permitting Fees	$525.00	$0.00	$525.00	0%
449060	Dues & Memberships	$5,500.00	$2,495.50	$3,004.50	45%
449090	Land & Building Rental	$350.00	$0.00	$350.00	0%
449120	Equipment Rental	$3,678.00	$4,179.48	-$501.48	114%
449160	Other Rentals	$5,625.00	$3,837.40	$1,787.60	68%
449260	Parking	$1,842.00	$0.00	$1,842.00	0%
449280	Misc Services & Charges	$3,900.00	$1,651.49	$2,248.51	42%
Supplies		**$105,210.00**	**$63,707.63**	**$41,502.37**	**61%**
452010	Office Supplies	$8,166.00	$3,967.89	$4,198.11	49%
452040	Sanitation & Indust Supplies	$20,000.00	$9,801.03	$10,198.97	49%
452050	Photo Supplies & Equipment	$3.00	$0.00	$3.00	0%
454020	Subscriptions	$539.00	$588.00	-$49.00	109%
455110	Software	$1,500.00	$425.00	$1,075.00	28%
455120	Misc Computer Hardware	$30,000.00	$15,649.80	$14,350.20	52%
463040	Water/Sewer Chemicals	$1,894.00	$0.00	$1,894.00	0%
466070	Other Maintenance Supplies	$3,034.00	$4,688.09	-$1,654.09	155%
469110	Misc Processing Supplies	$24,800.00	$5,676.34	$19,123.66	23%
469210	First Aid/Safety Supplies	$263.00	$23.98	$239.02	9%
469320	Miscellaneous Supplies	$10,322.00	$21,997.38	-$11,675.38	213%
469360	Food and Beverages	$3,504.00	$210.81	$3,293.19	6%
469370	Paper Products	$1,185.00	$679.31	$505.69	57%
Grand Total		**$ 6,591,350.00**	**$ 4,330,650.98**	**$ 2,260,699.02**	**66%**

700 Community Relations Policy Discussion

Proposal: A routine, three-year review of the Community Relations Policy.

Issues: The purpose of the Community Relations Policy is to guide Library efforts to support area organizations and initiatives, as well as to foster connection as the center of community life. As the community evolves pathways and methods to grow, connect, and thrive the Library can complement this work through actionable steps linking Library staff directly to community life. The 700 Community Relations Policy is a policy about the ICPL showing up in our community while the 701 Public Relations Policy is about ICPL speaking up for our community. Adding steps to include how and where to engage forwards the work of this distinction.

Staff Recommendations:

1. Include cultural competency training for staff to ensure optimal Library services are provided (700.3).
2. Fold intentional steps to support Library leadership and staff in their work to actively engage and participate in community life through meetings, presentations, and service group partnership.
3. Encourage collaborative efforts between Library leadership and other City of Iowa City Departments as well as through informational and governmental meetings.
4. Remove 700.8 regarding media responses as this information should be is addressed in the 701 Public Relations Policy.
5. Including a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

700 Community Relations Policy

See also related policies: 701 Public Relations, 702 Library Programs, and 706 Outreach

700.1 The purpose of community relations is to maintain effective communications and increase understanding between the Library and individuals, groups, and government agencies. The Library's relationship with the community is critical to providing effective service. The Library will seek to identify and respond to community needs when planning services and will be involved in a variety of community activities.

700.2 The Library will regularly initiate a planning process that relies on a variety of public input to establish a long-range plan for services. Suggestions are invited at all times and surveys will be conducted regularly.

700.3 Regular training will be provided to ensure **culturally competent,** courteous, efficient, and effective service.

700.4 The Library will participate in the civic and cultural life of the community through fairs, festivals, parades, and other events. Membership in the Chamber of Commerce and other civic organizations will be maintained.

The Library Director and Leadership Team will be encouraged to participate in community or service groups and/or contribute to community projects and initiatives in order to build community relations and communicate library services broadly inside the service community.

700.5 The Library will pursue partnerships with other agencies, organizations, schools, and businesses when they are compatible with the Library's services, goals and priorities. Co-sponsorship and collaborations decisions are made on the basis of mutual needs, ~~and~~ equitable benefits between the Library and potential partners, **and the Iowa City Public Library's strategic objectives**.

700.6 Frequent and regular contact with the community's elected officials will be maintained. Support for the activities of local government will be provided whenever possible. **The Library Director and Leadership Team are encouraged to stay abreast of City Council initiatives and projects and engage in collaborative efforts between the Iowa City Public Library and other City of Iowa City departments.**

700.7 Requests from groups for tours, presentations, or Library resources will be accommodated whenever possible.

~~700.8 Responses to inquiries from members of the media will be timely.~~

700.~~9~~8 The Library will work cooperatively with area public libraries.

Adopted: 4/26/98
Reviewed: 5/26/00
Reviewed: 6/26/03
Reviewed: 5/26/05
Reviewed: 3/26/09
Revised: 3/29/12
Revised: 2/26/15
Revised: 2/22/18
Revised: 3/25/21

701 Public Relations Policy Discussion

Proposal: A routine, three-year review of the Public Relations Policy.

Issues: The purpose of this Public Relations policy is to guide efforts to keep the community informed about the Iowa City Public Library's mission, services, and resources and to foster a positive public image in order to maximize effective use and support. In this age of disinformation and informational overload it could be determined that a library's Public Relations Policy should commit to reconcile the flow of related information in a consistent and accurate way, too.

Determining an official spokesperson (or informational flowchart) for library service related questions is a method of reconciling information consistency and flow and promotes transparency throughout the organization as well as to the service community. It is also important to impart the essential role each volunteer, Library Board member, and member of Library staff play in projecting the Iowa City Public Library's positive public image. Additionally, noting the Library's strategic initiatives as well as its commitment to inclusion in the Public Relation Policy's objectives helps to outline the focus of communication.

The 700 Community Relations Policy is a policy about the ICPL showing up in our community while the 701 Public Relations Policy is about ICPL speaking up for our community. Updating policy to include how and why the Library communicates forwards the work of this distinction.

Staff Recommendations:

1. Include language about accuracy and consistency (701.1) under the purpose of this policy.
2. Identify an official informational flow and spokesperson for information related to the Library's mission, services, and resources.
3. Add inclusive language about strategic initiatives and "fostering a culture of inclusion and mutual respect" in the policy's objectives (701.2).
4. Add language about timely response to media inquires (701.4) which was taken from the 700 Community Relations Policy as it fits more appropriately in the 701 Public Relations Policy.
5. Including a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

701 Public Relations Policy

701.1 **Public relations involve every person who has a connection with the Library.** The purpose of the Public Relations Policy is to guide efforts to keep the community informed about the Iowa City Public Library's mission, services and resources, ~~and to foster a positive public image in order to maximize effective use and support.~~ **to ensure the public receives consistent and accurate information about Library policies, procedures, programs, strategic goals, and to ensure that the best possible image of the Iowa City Public Library is presented to the public.**

The Library Board and Library Director are the official designated Library spokespersons, followed by the Library Public Relations Specialist. However, the Board urges every staff member and volunteer to realize that they represent the Library in every public contact.

701.2 The objectives of the Library's Public Relations policy are:

  A. To promote awareness and understanding of the Library and its roles and activities in the community.
  B. To stimulate interest in, and facilitate use of, the Library.
  C. To encourage public participation in planning Library services **and strategic initiatives**.
  D. To build advocacy for the Library's needs and the activities of the Friends Foundation.
  E. To inform state, national, and international library communities about the activities of the Iowa City Public Library.
  F. **To foster a culture of inclusion and mutual respect that welcomes the vibrant differences and variety of backgrounds, perspectives, interests, and talents represented by the residents served, Library staff members, and Library volunteers.**

701.3 The Library will utilize a variety of media to share its message.

701. 4 Response to inquiries from the media will be timely.

Approved by Library Board of Trustees: 12/19/86
Reviewed: 10/27/88
Revised: 11/19/92
Revised: 3/97
Reviewed: 5/26/00
Revised: 6/26/03
Revised: 3/30/06
Revised: 3/26/12
Revised: 2/26/15
Revised: 2/2219
Revised: 3/25/21

706 Outreach Policy Discussion

Proposal: A routine, three-year review of the Outreach Policy.

Issues: The purpose of the Outreach Policy is to provide guidelines for how the Library services community members away from the Downtown Library. As the community grows and develops new pathways to connect and learn the Library can complement these efforts through the recognition of its current assets like the Bookmobile and application of community informatics. The 700 Community Relations Policy is a policy about the ICPL showing up in our community to events, programs, and celebrations while the 706 Outreach Policy examines Library goals and tactics to support informational access where the community organically flows and engages throughout the year.

Recognizing the ICPL Bookmobile as a foundational piece of Library Outreach as well as matching the Downtown Library's focus on inclusion and safety at Bookmobile stops and at Library Outreach events forwards the work of Library staff serving in these capacities and supports consistency of Library services wherever they occur.

Staff Recommendations:

1. Include Bookmobile in the title of this policy as many libraries develop a Bookmobile policy or merge their Outreach policies with a Bookmobile policy upon adding it into their roster of services.
2. Add inclusive language about engaging in places "life and engagement organically exist in the community" in order to expand the definition beyond the prescribed emphasis previously determined.
3. Echo language from the Library 809 Use Policy to include Library efforts to support an atmosphere conducive to welcome access through established behavioral guidelines.
4. Including a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

706   Outreach and Bookmobile Policy

See also related policies: **601 Collection Development,** 700 Community Relations, **809 Library Use**

706.1 The purpose of the Outreach **and Bookmobile** Policy is to provide guidelines for how the Library serves community members away from the Downtown Library **and provide access Library services where life and engagement organically exist in the community**. The goal of outreach **services, including the Bookmobile,** is to extend the Library to members of our community who are unserved or underserved due to physical, economic, social, transportation, geographic**,** or other barriers.

706.2   The level of **O**utreach **and Bookmobile** services provided is dependent on Library resources available, including staff time.

706.3   Outreach includes delivering collections and programs at sites outside the Downtown building. It ~~also~~ includes participating in events that inform people about what the Library offers and encourages Library use. **It also includes regular Bookmobile stops to enhance access to the Iowa City Public Library collection.**

706.4   The Library maintains collections of materials at community sites for people who are unable to access the Downtown Library. Collections include materials checked out from the Library and other items gifted to the Library or withdrawn from the collection. Library staff visit sites regularly and select materials based on indicated preferences of off-site patrons and established collection development guidelines.

706.5   Outreach programs are delivered with an emphasis on reaching children in schools and daycares and adults in group settings.

706.6   The Library provides Proxy Library services for people who are unable to personally visit the Library. This includes services to inmates at the Johnson County Jail, patrons enrolled in the Library's At Home Services, and those unable to come to the Library because of a legal restriction.

706.61 Services for inmates at the Johnson County Jail are governed by contract with the Johnson County Sheriff's Office.

706.62 Patron permission for saving confidential personal data is required for At Home **S**ervices.

706.7   The Iowa City Public Library's Bookmobile offers collections and programs beyond the Downtown area and extends Library services throughout the community.

706.71 As space and time permits, Bookmobile patrons are provided with the same level of service as one would find at the main Library facility.

706.72 Bookmobile stops must be located within the service area of Iowa City Public Library unless under contract for special services.

706.73 A Memorandum of Understanding will be created for all community **B**ookmobile stops.

706.74 Bookmobile stop locations should have a sufficient amount of business in terms of Library transactions and number of customers served. If evaluation shows on-going service levels are not sufficient, change of stop location will be considered.

706.75 Bookmobile service may be canceled or modified on short notice due to severe weather or mechanical problems requiring immediate attention.

706.8   Library staff will regularly participate in community-wide events. Resources dedicated to the event, including presence of the Bookmobile, will be considered on a case-by-case basis as resources are available. Staff will only participate in events that are free and open to the public.

706.9   Whenever possible the Library will visit local schools to foster a love of reading and encourage Library use.

706.10 The Library recognizes work with community partners is essential for providing effective outreach services. Regular communication will be maintained with community partners and goals for service will be routinely reviewed. Partnerships that are not mutually beneficial to all parties will be modified or discontinued.

706.11 The Iowa City Public Library strives to maintain a safe and secure environment at the Downtown facility, the Bookmobile, and at outreach locations. The Library behavior guidelines apply to Bookmobile and Outreach sites while library services are being offered.

Adopted: February 22, 2018

Revised: April 22, 2021

803 Event Board Policy Discussion

Proposal: A routine, three-year review of the Event Board Policy.

Issues: The purpose of the Library's public event board is to make space freely available to display information about events sponsored by or benefiting non-profit organizations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102(18), or a governmental subdivision, or a department/bureau of a governmental subdivision.

The Event Board Policy has served Library procedure and the community well during since its last review.

Staff Recommendations:

1. Include language referencing State and Federal law to match the 805 Display Policy.
2. Specify City of Iowa City as a sponsor of events which are given priority.
3. Include a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

803   Event Board Policy

803.1 The purpose of the Library's public event board is to make space freely available to display information about events sponsored by or benefiting non-profit organizations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102(18), or a governmental subdivision, or a department/bureau of a governmental subdivision.

803.2 All items must be reviewed and posted by Library staff. Content of posters must meet existing **State and Federal** laws regarding obscenity, libel, defamation of character, and invasion of privacy.

803.3 Petitions must be delivered to staff on a clipboard for display on the Event Board counter. Petitions must meet the same guidelines as Event Board postings and will not be posted for more than thirty days.

803.4 Posters announcing a series of events or ongoing meetings will be posted as space allows. These items will not be posted for more than thirty days, and, if space is limited, may not remain posted throughout the duration of the events or meetings.

803.5 Due to space constraints, posters may be limited because of size of the poster or the proximity of the event to Iowa City. Priority is given to events held in Johnson County and to smaller posters. Priority is also given to events sponsored by **City of Iowa C**ity departments or held in downtown Iowa City.

803.6 The Library will not be responsible for monitoring the continued display of any poster or petition. Because of space limitations, the Library cannot guarantee that all eligible posters will be displayed.

803.7 Posting materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of the statements made in such materials.

803.8 Name and contact information for the group sponsoring or benefiting from the event, ~~and~~ the **event** date**,** and location of the event must be a part of the poster.

Adopted: 8/28/75
Revised: 1/23/86
Revised: 12/15/88
Revised: 1/24/91
Revised: 6/25/92
Revised: 11/16/95
Revised: 12/16/99
Revised: 11/21/02
Revised: 10/27/05
Revised: 2/26/09
Revised: 2/23/12
Revised: 4/23/15
Reviewed: 4/26/18
Revised: 4/12/2021

804 Free Materials Distribution Policy Discussion

Proposal: A routine, three-year review of the Free Materials Distribution Policy.

Issues: The purpose of the Library's Free Materials Distribution Policy is to make space available for newspapers, magazines, pamphlets, forms, and other informational materials from local organizations and governmental agencies.

Staff Recommendations:

1. Including inclusive language about caregivers in 804.1.
2. Add language about related 601 Collection Development Policy as the standard materials selection procedures (601.2) are references in 804.4.
3. Include a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

804 Free Materials Distribution Policy

See also related policy: 601 Collection Development Policy

804.1 The purpose of the Library's **F**ree **M**aterials **D**istribution **P**olicy is to make space available for newspapers, magazines, pamphlets, forms, and other informational materials from local organizations and governmental agencies. Materials distributed will focus on information about local organizations, events, performances or cultural offerings; Iowa City and surrounding areas; tourism; public facilities; and current issues as well as frequently requested forms from local, state, or federal governmental agencies. Information about ~~children's and parent's activities~~ **activities for children, parents, and caregivers** are distributed in the Children's Room, as space allows.

804.2 All items must be reviewed and displayed by Library staff. Name and contact information for the organization preparing the material must be listed.

804.3 The Library will distribute announcements of cultural, educational, or recreational commercial events or services where the commercial advertising content is incidental to the informational value of its publication.

804.4 An emphasis will be placed on materials from or about Johnson County. The Library reserves the right to select items to be distributed and may reject otherwise qualified items due to limitations of space and lack of general interest. Materials may be stored and distributed at a later date if the materials are not time sensitive. In general, the Library will not purchase materials to distribute for free. If purchased, items must follow standard materials selection procedures.

804.5 The Library does not guarantee permanent space to any single publication.

804.6 The Library cannot assure the continued supply of any free materials.

804.7 Distribution of materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of the statements made in such materials.

Adopted: 8/28/75
Revised: 1/23/86
Revised: 12/15/88
Revised: 1/24/91
Revised: 6/25/92
Revised: 11/16/95
Revised: 12/16/99
Revised: 11/6/02
Revised: 11/21/02
Revised: 9/7/05
Revised: 10/27/05
Revised: 2/26/09
Revised: 2/23/12
Revised: 4/23/15
Reviewed: 4/26/18
Revised: 4/12/21

805 Display Policy Discussion

Proposal: A routine, three-year review of the Display Policy.

Issues: The purpose of the Library's display facilities is to fulfill the Library's mission and increase awareness of Library resources. The Library provides limited display facilities for public use. Other spaces are available for Library or co-sponsored display use

Staff Recommendations:

1. General editing for clarity.
2. Add language about related 808 Art Advisory Committee Policy as it is referenced in 805.7.
3. Include a logo, larger font, and a significant header to incorporate ICPL branding into policy updates.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

805 Display Policy

See also related policy: 808 Art Advisory Committee Policy

805.1. The purpose of the Library's display facilities is to fulfill the Library's mission and increase awareness of Library resources. The Library provides limited display facilities for public use. Other spaces are available for Library or co-sponsored display use. Exhibits using these facilities shall further one or more of these purposes:

A. To call attention to a theme related to Library services, collections, or programs.

B. To bring together Library materials from several subject areas related to a theme of current interest.

C. To highlight current issues, events, or other subjects of public interest.

D. To display original art, crafts, photographs, or writings created by Iowa artists or contained in traveling exhibits.

E. To explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.

F. To display interesting collections or hobbies of local residents.

805.2 The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

805.3 All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.

805.4 The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

805.5 The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purpose in Section 805.1.

805.6 Library-produced or solicited displays have priority over displays proposed by non-Library groups or individuals. Priority for displays is given to groups and individuals within Johnson County.

805.7 Public requests for displays of original art must be submitted for approval. The Art Advisory Committee may be consulted for questions related to public requests to display original artwork.

805.8 Sale of anything other than items which promote the mission or goals of the Iowa City Public Library is prohibited. Library display space may not be used as a sales gallery.

805.9 Name and contact information for the group or individual preparing the display must be a part of the display.

805.10 The Library may designate spaces for particular types of displays to make best use of display units and/or to make accessible to the intended audience.

805.11 All displays must adhere to established guidelines for mounting.

805.12 A single group or individual is limited to a single one-month display in a twelve-month period. Library staff may remove displays remaining past the scheduled end date.

Adopted: 1/28/82
Revised: 8/82
Revised: 1/23/86
Revised: 12/15/88
Revised: 3/10/92
Revised: 6/25/92
Revised: 11/16/95
Revised: 12/16/99
Revised: 11/21/02
Revised: 10/27/05
Revised: 2/26/09
Revised: 2/23/12
Revised: 4/23/15
Revised: 4/26/18
Revised: 4/12/21

816 Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

Proposal: A routine, three-year review of the policy.

Issues: The purpose of this policy is to ensure that the Library is in compliance with Iowa State law that excludes sex offenders (defined as a person who is required to be registered in the Iowa Sex Offender Registry) convicted of sex offenses against minors from public libraries. This policy adopts the definitions of Iowa Code Chapter 692A, as amended.

Staff Recommendations:

1. Correct references to Iowa State Code within policy text.
2. Add reference to employment and volunteer limitations for sex offenders convicted of sex offenses against minors.
3. Include a logo, larger font, and a header to incorporate ICPL branding into policy updates.
4. General editing to comply with internal style guides.

Action: Review and adopt as recommended.

Prepared by: Elsworth Carman, Library Director (in consultation with Eric Goers, Assistant City Attorney)

816 Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

See also related policy Library Use (809), Iowa Code (692A)

816.1   The purpose of this policy is to ensure that the Library is in compliance with Iowa State law that excludes sex offenders (defined as a person who is required to be registered in the Iowa Sex Offender Registry) convicted of sex offenses against minors from public libraries. This policy adopts the definitions of Iowa Code Chapter 692A, as amended.

816.2   The Library Director acts as "Library administrator" for purposes of Iowa Chapter 692A. The Library Director will not give the written permission required by Iowa Code Section 692A.113(1)(f) for sex offenders convicted of sex offenses against minors to be present on library property, including the Bookmobile. Issuance of a library card to a sex offender convicted of sex offenses against minors does not constitute written permission from the library administrator for that offender to be present on library property, or on the Bookmobile. Individuals may appeal this decision, as it relates to them, to the Library Board of Trustees.

816.3   Sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or online with the Community and Access Services Coordinator, or by designee, making arrangements for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, a sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online. If eligible by residence they may participate in the At Home program.

816.4   Sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.113(1)(g), as amended, within three hundred (300) feet of library property, including the Bookmobile.

816.5   Notwithstanding other Library or City policies, no person who has been convicted of a sex offense against a minor shall be employed by, act as a contractor for, or volunteer for the Library, unless doing so is consistent with amendments to Iowa Code section 692A.113(3)(c) and other Library and City hiring policies then in effect.

816.6   Violations of this policy will be immediately reported to law enforcement, and violators will lose all library Library privileges.

Adopted: 7/23/09
Revised: 9/24/09
Revised: 9/27/12
Reviewed: 12/18/14
Revised: 01/25/18
Revised: 04/22/21
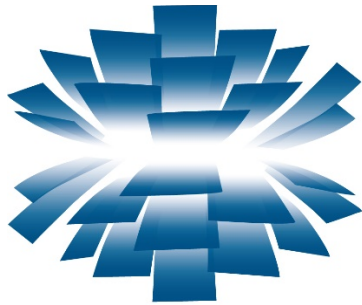
To: Library Board

From: Elsworth Carman

Date: April 12, 2021

Re: **Budget Timeline**

I prepared a budget overview for the March Board Meeting. Additional details were requested, and have been added below.

While each year is slightly different, the general budget cycle follows the timeline below.

- **August**
  Library Leadership Team prepares budget request for next fiscal year.

- **September**
  Library Board reviews and approves budget request to be submitted to the City.

- **October**
  Staff enters data into City system.

- **November**
  Director meets with City Manager, Assistant City Manager, Finance Director, and other Finance Department staff to discuss budget request.

- **December**
  City Manager's budget recommendations (for next FY) are sent to the City Council, typically late in the month.

- **January**
  City Council reviews manager's recommendations, hears presentations from department heads; Capital Improvement Program presentation done at special City Council meeting.
  Preliminary funding formulas for contracting cities (Rural Johnson County, Lone Tree, Hills, and University Heights) established and sent for next fiscal year.

- **March**
  Budget adopted by Iowa City Council as part of the City budget.
  Johnson County Supervisors approves contribution to library services for the next fiscal year.
  Budget sent to the Iowa Department of Management (informational sharing, no vote is made by the Department of Management).
  Finalized letters sent to contracting cities for next fiscal year.

- **June**
  Board of Supervisors ceremony to celebrate community partners, including contracting libraries (pre-COVID).

- **July**
  NOBU Budget presented to Library Board.
  New FY begins.
  Annual agreements with contracting cities begin.
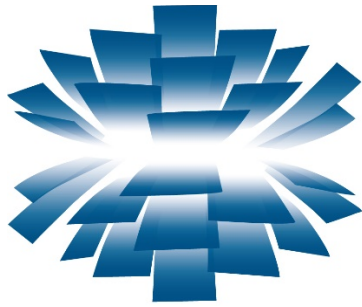
To: Library Board

From: Elsworth Carman

Date: April 15, 2021

Re: Reopening Guidelines

We revisited the Reopening Guidelines at a special board meeting on Thursday, April 1. After a complex discussion, the Board requested the following changes to the document.

- Rename "Modified Phase 4" to "Modified Phase 3" to clarify intent
- Add a clear indicator of when the Board will be contacted to inquire about a special meeting to discuss phasing transitions
- Develop a strategy to reduce oscillating between phases when the 14-day average positivity rate moves back and forth over a benchmark

The Leadership Team edited the document (to include the specific requests from the Board) and posted it on Microsoft Teams for staff feedback (an all-staff email was also sent providing context, detailed instructions for accessing the draft document, and an invitation to comment, edit, or suggest changes). A number of staff members made comments and suggestions, most of which were incorporated into the document.

Changes to the document are indicated in red.

ICPL COVID-19 Reopening Guidelines

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

- COVID-19 positivity rates as reported by the State of Iowa. The positivity rate reflects the average percentage of positive cases in Johnson County over the past 14 days.
- Emerging data about COVID-19, how it spreads, enhanced strategies for mitigation of its spread, vaccination rates, and vaccination efficacy reports.
- Work from home decisions will be made with input from internal and City policies and may change at any time.

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

- Building readiness. Cleaning schedule established, adequate supply of appropriate cleaning supplies, appropriate spaces developed for staff and public use (including social distancing space), and clear guidelines for entering and using the building or service location created and posted.
- Staffed at a level conducive to managing onsite and mobile service delivery.
- Adequate PPE for staff. Appropriate volume of face masks, shields, gloves, and other protective equipment available for all staff.
- Plans ready to implement for next phase(s), including staff schedules.
- Sufficient training for staff. All staff fully trained and prepared to transition into a new phase.
- Community readiness to navigate public space within the expected parameters of community mandate, current Library Phase, and Library Use policy.

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

Please note:

When the 14-day average transmission rate gets to 0.7% above or below the stated benchmark for a Phase transition, and the 7-day average transmission rate indicates it will continue to rise or fall in the direction of a Phase change, the Library Director will contact the Library Board via email with an update on the current Phase and potential upcoming Phase change, highlighting staff and community feedback and inquiring about interest in a special meeting to discuss details.

The speed at which the Library moves into a new Phase upon meeting all indicators of readiness will vary and is at the discretion of the Library Director and Library Board. In most cases, a transition will be scheduled between one and three weeks after meeting established benchmarks.

	SERVICES	TRANSMISSION RATE
PHASE 1	Library Building Closed. Phone, Chat, & Web-based Services Available	Community Stay at Home Order in Place
PHASE 2	Contactless Curbside Holds Pickup; Mail Holds Delivery. Remote Book Drops Available	14-day % Positivity Rate > 10%
Modified PHASE 3	Bookmobile, Express Access to Library: 15-minute browse; 30-minute computer use, Virtual/Outdoor Hybrid programming	% Positivity Rate 5%-10%
PHASE 4	Bookmobile, Express Access to Library Building: 30-minute browse; 1-hour computer use, Virtual/Outdoor Hybrid programming	% Positivity Rate < 5%
PHASE 5	Full Access to Library Services	< 2.5% community transmission

Director's Report: April 2021

In-Person Library Board Meetings
At the March meeting, Trustee Beasley suggested we talk about returning to in-person meetings. This is a topic being discussed at the City level, as well, and a related item is on the April 20, 2021 City Council Work Session agenda. For Library Board purposes, I would recommend focusing on spaces that allow social distancing and clear communication, and do not interfere with public or staff use of the bundling. Meeting Room A would be a good candidate for Board meetings, since it has an integrated sound system and enough space to distance appropriately, depending on the number of guests in attendance. While I would prefer to wait until the county COVID-19 positivity rate goes down before gathering together inside, I am ready to work on securing an acceptable space once given the directive from the Board.

Bringing Staff Back into the Building
When the building was closed due to confirmed community spread of COVID-19 in March of 2020, staff did an exceptional job shifting from onsite work to working from home. Depending on position type and individual role within the agency, staff were asked to manage different sorts of tasks and projects remotely. Throughout the past 13 months, working from home has changed in many ways (including periods of COVID-Admin pay for all and furlough for some staff). I am grateful to all staff who flexed and adapted to new or different work arrangements; they championed a difficult experience with dedication and grace.

Things have changed significantly since those early days of COVID-19 awareness. We know so much more about the virus, how it is spread, and how to protect ourselves and those around us. We have adapted our work spaces, practices, and styles to better accommodate safety in the workplace, and with the vaccine becoming more available every day, we are hopeful that soon things will return to a pre-COVID "normal."

While working from home has served us fairly well in many ways, it has also created obstacles to effective communication, feelings of disconnectedness from work and colleagues, and strained the networks we rely on to provide cohesive, proactive service. While some staff have made it through our closure fairly easily, others are feeling isolated and unheard. It is time to recommit to our pre-COVID communication norms and reform the departments and work groups that keep staff engaged and empowered to do their work.

This is an ideal time to begin bringing all staff back to work in the building. Many staff are already here some or all of the time, but committing to getting everyone back into the facility will allow us to more effectively cover desk shifts, begin to regrow outreach, reestablish committees and taskforces, make plans for extending hours, and undertake additional parts of our former work. We have identified work spaces for all staff who

need an option outside of their regular stations, since not all workrooms accommodate social distancing.

We will continue to take workplace safety very seriously, and have limited options in place for staff who need COVID-19-related temporary flexibility in their schedules. We are carefully watching the percent positivity rates in Johnson County, but are tentatively planning on having all staff back in the library by the second week of May.

New Administrative Services Coordinator
Kellie Kerns started as the Administrative Services Coordinator on April 5th. Kellie has hit the ground running and has many ideas for process improvement and efficiency-enhancements throughout our practices. Coming from Rock Island Public Library, Kellie understands the workflow of a busy public library and is doing a great job learning our systems and staff.

Modified Phase 3 Update
Our current Phase continues to go well. Community feedback is very positive and the vast majority of patrons are complying with our new expectations. We continue to work together to ensure all staff feel empowered and informed, and are actively exploring ways to keep our shared spaces safe and comfortable for staff and patrons.

Respectfully Submitted,

Elsworth Carman

Children's Services Report
Prepared for the Iowa City Public Library Board of Trustees, April 2021
By Angela Pilkington, Children's Services Coordinator

In my April 2020 board report I wrote:
> "Spring time is typically full of anticipation for the upcoming Summer Reading program and staff would be keeping busy with Spring Break programs. And as we all know our plans have imploded and been put on hold. Children's staff, with the great help of our AV Specialist, Bond Drager, jumped into action before we closed to video, record and edit over 50 storytimes for our social media channels."

In the last year, with Bond's continued help and viewing support from our community, we have continued to film and present virtual storytimes. We have now filmed well over 200 storytimes and they have close to 4,000 views on our YouTube channel. As we look forward to summer, we will continue to do a majority of our programs online, but we will be doing more 'live' storytimes and outdoor in-person storytimes in the parks. Keep an eye out next month as more information will be coming to your mailbox on this summer's Summer Reading Program.

Children's Room Collection Changes
There are several collection changes in the Children's Room. Anne and I would like to again thank all of the staff involved to make these changes swiftly and efficiently.

- New shelf moved to where the jDVDs and video games were. We were also able to exand the jComics/graphic novels which is one of our more heavily used collection.
- jBooks on Disc, Compact Disc, Video Games and DVDs were all moved to the back of the room behind jFiction.
- jReaders and Fiction were shifted up.
- jRead-Alongs, Discovery Kits, and jBig Books are where the circulating toys used to be.
- Circulating toys are in staff areas to ensure they are not used in-house, but are still available to check out. To ensure everyone's safety, toys have been removed from the Children's Room, but patrons may ask at the desk to check out an item or place a toy on hold from home.
- holiday books are currently unavailable as staff are working on a project for that collection to move into a new location.
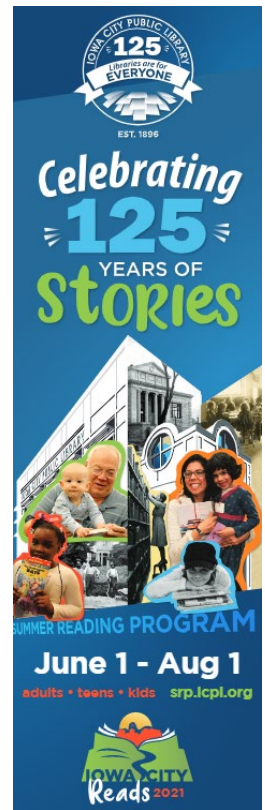
We are celebrating the arrival of Spring and Earth Day in April, and featuring a new, nonfiction picture book about appreciating nature each week. These books will be available to borrow online via our Digital Library collection Overdrive for the entire month of April using the app Libby. To go along with our book of the week, we will be making eco-friendly crafts all month long to help the birds, bees, and other pollinators, and to help engage children in nature.

We have a very exciting Tween event coming up with Dasia Taylor, Iowa City West High School senior, who invented color-changing medical sutures that detect whether a patient's wound is infected. She is taking her new invention to a national math and science competition this spring and working on patenting it as well, but before she does all that, she is running an Inventors Lab for Tweens at ICPL. Dasia will show Tweens her work, answer questions, and then build a "bacteria plate" that the Tweens can eat!

Collection Services Department Report
Prepared for the April 22, 2021 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Collection Updates: Express Books
At ICPL there is significant demand for new popular titles ranging from the latest fiction bestseller to the much-talked about cookbook. Demand means long holds lists. While we work to buy enough books to move a wait list quickly, the purpose of Express is to provide an opportunity for a patron to "happen upon" one of these books during a visit at the library. Express books are loaned for 14-days, are not renewable, and do not fill holds. They are located next to the new shelves for easy browsing.

During the closure, we paused purchasing for this collection as there was no opportunity for patrons to browse. We instead used Express items to fulfill holds during our Curbside and Lobby Grab & Go phases. Now that we are open for limited browsing, we have refreshed the Express collection with new titles as well as new labeling.

All Express items will now have a "14-day book" sticker at the top of the spine. The call number will no longer have "EXPRESS" on the label and will match the original call number (FICTION, MYSTERY, SCIENCE FICTION, or the DEWEY #). This will allow us to move items from the Express collection to other places like the Bookmobile or the regular collection more seamlessly. Look for new titles on the Express shelf this month.

Staff Picks…Just for You Update
In an effort to offer opportunities for patrons to engage with our collection during the building's closure, we introduced a new reader's advisory service, "Staff Picks…Just for You," in July 2020. To receive 3-5 recommendations from our staff experts, patrons fill out a form indicating their reading interests. Depending on the request, we will either place all the recommendations on hold for patrons to pick up or send them a list to peruse and choose what books to check out.

We believe that this initiative was successful at providing increased accessibility to our collection and more staff engagement with readers. Between August 2020 and March 2021, we received 345 requests through "Staff Picks…Just for You." Here is an overview of how patrons used the service:

- 65% of requests were for materials for children, 31% were for adults, and 4% were for teens
- 68% of users preferred a bundle to pick up, while 32% requested a list
- 95% of the requests were for print books
- 38% of all requests were for picture books
- 65% of adult and teen requests were for fiction
- General fiction (67 requests) and mystery (54 requests) were the most popular genres for adult fiction requests
- September 2020 (69 requests) was our most popular month, most likely due to the service's initial promotion, but we saw increased use in January (54 requests) and February (48 requests) of this year

We received multiple "thank yous" from patrons about this service. Since August, we gathered 60 comments of appreciation. While we believe overall the initiative is successful, creating the lists is pretty staff intensive. We hope to find ways to reduce the amount of staff time it takes to respond to a request. We also hope to find a better way to manage regular repeat requests on the patron-side, rather than having them submit a new request every time they would like a bundle to pick up at the library.

A big thank you to Melody Dworak and Alyssa Hanson for gathering the information and data for this report. To submit a request for recommendations, go to https://www.icpl.org/books-more/just-for-you

Sierra Training

Last February, a consultant for Innovative Interfaces was onsite to look at our workflow processes and make recommendations on how to better use Sierra, our integrated library system software. One of his recommendations was to have staff members participate in load table training. Load tables determine how we import records into our system, from catalog records to patron records. By receiving the training, we can modify our load tables on-site, allowing us to be more flexible and responsive to changing needs. The pandemic put this training on hold for almost a year. In February, Todd Brown and Diana Morris received online load table training. They are working to put this knowledge into practice by developing a load table for eBook and digital audiobook catalog records. This is a major step to helping us improve and update some of our processes in Collection Services.

INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(April, 2021) Brent Palmer, IT Coordinator

Release of Mobile App

This month we will be releasing a new version of our mobile app, called MyICPL. The mobile app serves as a dashboard to your ICPL account as well as a digital version of your library card. It has the added benefit of allowing users to manage their household's checkouts in one place.

The current version, which is a traditional app that users must download and install from an app store, doesn't work well with the newest mobile devices. It is also difficult for us to troubleshoot and update because of the complexities involved with using the app stores. For this replacement we switched to a different type of app called a hybrid app which is a cross between an app and a website. We believe it will be much easier to make incremental changes and fixes. The new version doesn't have any particularly new features (in fact we removed a couple that were not really being used) and is meant just to be a quick replacement for what we have.
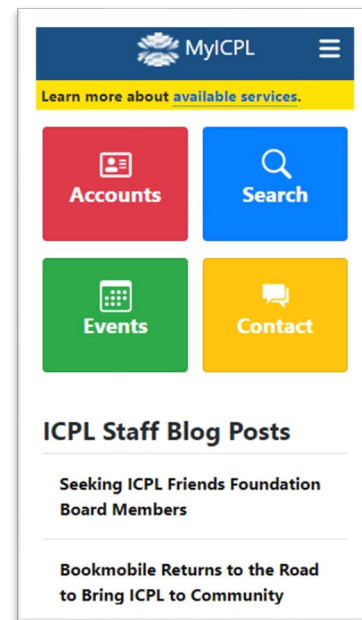
Changes to Event Manager

The pandemic has prompted some changes to our Event Manager that may become permanent. While we're not able to do in-person programming, staff have come up with creative ways to engage with our patrons resulting in a few types of events that didn't exist before. Some examples: many events are now online over the Zoom platform; Children's began doing pre-recorded storytimes; and for all ages there are now events with accompanying kits.

Unfortunately, with all the new event types we were adding to the calendar, it was difficult for patrons and staff to identify at a glance what an event entailed because those details were often buried in the description. To help ease this confusion, we've added a way for event planners to categorize events with a new event type that will change how the event is displayed to make it easier to know if an event is live on Zoom, prerecorded, or maybe just a kit with no event attached.

Pre-Recorded Events

When an event is pre-recorded, the event's time and date in our calendar corresponds to when it will be posted online. Before there was confusion over where to find the pre-recorded video. Now the video's YouTube link can be added to the event's details so that when the video is posted on YouTube it will appear embedded on the event page. Patrons can either watch from the event page or continue through to YouTube and watch it there. This feature was previously available for livestreamed events but went through some usability improvements to make it work for pre-recorded events as well.

Kits

Another often confusing part of some events involved kits that needed to be picked up during specific dates. But some of these kit events were actually just kits that didn't have an accompanying event. The

new features help call attention to these details by allowing kit pickup dates to be specified in addition to an event date and the event can either be identified as a "Zoom event + Kit" or a "Kit only". Plus, adding these to the Event Manager allows us to add easy registration for these kits to be reserved in advance.

Streamlining marketing requests

While not specific to the pandemic, another feature that we've added recently is an easier way for staff to pass on event info to the marketing team. Normally, staff make a separate request for graphics, a press release and social media exposure in addition to creating the event in Event Manager. Now by checking a box in the Event Manager, the request will now automatically pull in the event details and be sent to the marketing team.

Paging System

Toward the end of last fiscal year, the Library took advantage of the closed building to finish a project that we had been working on for some time: upgrading our paging system to a new digital system. The project included improving the sound quality throughout the building with more speakers in various places, most notably in the Children's Room which can become quite loud. Another new feature is the ability to pre-record messages and then play them either on demand or even scheduled. With the re-opening of the building, we have begun to take advantage of this by scheduling social distancing reminders periodically throughout the building as well as the standard closing messages that we usually do toward the end of the day.

Development Office Report
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
April 22, 2021

Local Libraries LIT: Roxane Gay on April 29, 2021

Local Libraries LIT is thrilled to present Roxane Gay during a unique hour-long online program featuring a reading and the opportunity to ask questions. You're invited to feed your brain with a lot of food for thought and enjoy some wry laughs too on Thursday April 29 at 6:30 p.m.

Roxane Gay is a bestselling, award-winning author, professor, editor, and social commentator. Gay won the Paul Engle Prize presented by the Iowa City UNESCO City of Literature in 2016. She is the author of several bestsellers including Bad Feminist, Difficult Women, Hunger, as well as World of Wakanda for Marvel. She is working on several books, television and film projects.
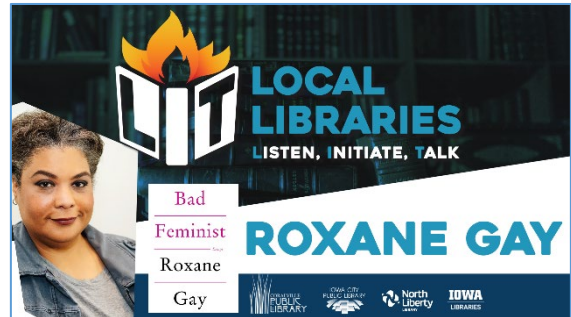
Reservations are required and donations will be welcomed, though not required, for this program. Make reservations here. Reservations for the VIP package will be accepted through Friday, April 23. All reservations will close on April 29 at 4:30 p.m.

Local Libraries LIT will take a break until fall. We look forward to bringing you the opportunity to converse with more thought-provoking speakers tackling tough topics. Thank you for your support.

Eat Out to Read: Pagliai's Pizza in May

Enjoy delicious pizza from Pagliai's Pizza every Thursday in May and help the Iowa City Public Library at the same time.

Thanks to the Pagliai family's library love, when you call to order, mention Iowa City Public Library, and a generous percentage of your ticket price will be donated to the Iowa City Public Library Friends Foundation. Call 319-351-5073 for carryout or curbside pickup on each Thursday in May, 4-10pm. Pagliai's Pizza is at 302 E Bloomington Street

Thank You Volunteers!

April is one of our favorite months in the Development Office because it's National Volunteers Month. While our traditional ice cream social at the end of the month will be postponed again due the pandemic, we take this opportunity to celebrate the impact of each of our fantastic Board members of the Iowa City Public Library Friends Foundation, Book End volunteers, and all of the other volunteers who help in other ways.

Thank you. We look forward to your return to ICPL when it's safe!

Downtown Iowa City launches StoryWalk to promote reading and exercise

New April program allows children and families to read two different stories throughout downtown Iowa City

"We Are Water Protectors" and "Some Dinosaurs are Small" will be the books featured in the new Downtown Iowa City StoryWalk program. (Iowa City)

IOWA CITY — The Iowa City Downtown District announces a new interactive Spring event, the Downtown Iowa City StoryWalk®. For the month of April, kids and families are invited to take a walk throughout downtown and the Northside neighborhood to read and interactive with stories featured in storefront windows.

The Downtown Iowa City StoryWalk features two different books, one in downtown and one in the Northside neighborhood. Each route features a different book for kids to read along the way. Participating locations will have the book open and displayed in their front windows so attendees can safely read the pages from outside.

The downtown story hosts 18 stops and features the book "We Are Water Protectors," an award-winning children's book written by Carole Lindstrom. The Northside neighborhood book features "Some Dinosaurs are Small," written by Charlotte Voake, with 12 stops. Both books are for reading levels 7-12 years old and were selected by Prairie Lights Books, where they are available to purchase. Each route is approximately 1 mile long, starting at the Iowa City Public Library, each route should take about 30 minutes to complete.

Starting at the Iowa City Public Library, participants can pick up a map detailing each participating shop, pages, and the correct path to follow. The map also can be downloaded and printed at home. The Downtown Iowa City StoryWalk is interactive with the map, including fill-in-the-blanks for kids to find the missing words or items that can be found on pages at each location. After completing the route, kids can turn in their map at the end locations (Glassando or John's Grocery) for a chance to win a copy of one of the books and a prize.

As a way to help promote reading and exercise, the StoryWalk® Project was created by Anne Ferguson of Montpelier, Vt. It was developed in collaboration with the Vermont Bicycle & Pedestrian Coalition and the Kellogg Hubbard Library. Ferguson offers the StoryWalk® concept for other communities to use and mentioned that it is becoming more and more popular. More than 1,000 libraries across the nation have introduced the event to their community within the last year.

[Download the StoryWalk® maps here](#).

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

BOARD OF TRUSTEES
Minutes of the Electronic Regular Meeting
March 25, 2021   **DRAFT**

Electronic Meeting
(Pursuant to Iowa Code Section 21.8)
An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.

Members Present: Wesley Beary, John Beasley (in at 5:07 p.m.), Kellee Forkenbrock (in at 5:07 p.m.), Derek Johnk, Carol Kirsch (in at 5:06 p.m.), Robin Paetzold, Tom Rocklin, Hannah Shultz.

Members Absent: Monique Washington.

Staff Present: Elsworth Carman, Mara Cole, Karen Corbin, Melody Dworak, Alyssa Hanson, Sam Helmick, Anne Mangano, Patty McCarthy, Jason Paulios, Brent Palmer, Angie Pilkington, Amanda Ray.

Call Meeting to Order. President Beary called the meeting to order at 5:02 p.m. A quorum was present.

Public Discussion. None.

Items to be discussed.
Budget Timeline. Carman stated the Budget Timeline memo presents a long-distance overview of the calendar for budget preparation. There could be a timeline shift to add time to prepare the Fiscal Year 2023 budget due to COVID-19 economic impacts. He welcomes questions and can provide a more detailed list of the tasks and future-casting needed to move from each step. In response to a question from Rocklin, Carman said the budget is sent to the State after City Council approval. Paetzold requested clarification in September that Library Board reviews and votes on the budget request to be submitted to the City. Paetzold also requested addition of the draft budget review and vote by Johnson County Board of Supervisors. (Kirsch, Beasley, and Forkenbrock entered the meeting.) Carman will make the updates and present the timeline again at the April meeting.

Policy Review: 700: Community Relations. Carman thanked the board members who shared suggested language and grammatical style edits. He apologized that the leadership team's review of the policy prior to sending the draft did not occur due to the time needed for the leadership team to develop details involved in moving to the next phase in reopening the library. In 700.2, 'initiate' should replace initiative. In 700.5, a comma is needed between services and goals. Beasley questioned the difference between this policy and 701: Public Relations. Helmick responded this policy focuses on fostering and partnering relationships while the Public Relations policy is more about marketing and branding. Members agreed with Carman's request to defer consideration of the policy to the April meeting.

Policy Review: 701: Public Relations. Paetzold asked about including the Board of Trustees President or designee as authorized to speak on behalf of the library. Paetzold suggested staff review this policy and 700: Community Relations to determine whether they can be combined. Carman expressed appreciation for that suggestion and requested deferral of policy consideration pending staff review.

Policy Review: 702: Library Programming. Paetzold asked why speeches was being deleted in favor of lectures. Pilkington replied the proposed change was made by the former Adult Services Coordinator prior to retirement and before the policy was up for review. Paetzold stated lecture has an educational focus while speech suggests a political focus and both are possible programs. Shultz stated there is an extra comma in 702.1 between include and lectures which should be removed. Johnk made a motion to approve policy 702 pending removal of the comma. Paetzold seconded. There was no discussion. The motion passed 8-0.

Policy Review: 706: Outreach. Carman stated the Bookmobile was added to the Policy. Beasley asked whether Outreach should be capitalized in 706.2. Helmick agreed that was missed in editing and will be corrected. In 706.11, Beasley suggested the second sentence be "The Library behavior guidelines apply to Bookmobile and Outreach sites while library services are being offered." Shultz made a motion to approve policy 706 with the changes. Kirsch seconded. There was no discussion. The motion passed 8-0.

Staff Reports.
Director's Report. Carman stated he had two additions to his written report. The first is an inadvertent communication issue caused by his desire to be transparent. He is sharing information in case board members receive feedback. At the March 19 all staff meeting, he shared that he anticipated the board would consider the tentative agreement on the union contract at this meeting. After reviewing past board meeting minutes, and consulting with Anne Mangano who represented the library during contract negotiations, and City Human Resources, he learned that has not been past practice and there would be no impact on the contract process if the proposed contract review was delayed. Carman shared this decision with Terri Byers, union President and steward, and emailed all staff about it as a courtesy to say the delay doesn't change anything with the timeline. Some staff took the email to mean the contract implementation was delayed. Carman reiterated there is no impact on the timeline as verified by

City Human Resources. He apologized for inadvertently causing stress while trying to be transparent in an effort to present the board with clear information. Beasley asked if the staff issue was a concern that pay and benefits would be impacted by a delay, and stated he would be available for a special meeting if needed. Carman stated appreciation for that and said there is time for review within the traditional timeline. Kirsch asked whether the contract starts July 1 and is between the City and union, or the library and union. Carman replied July 1 is the effective date and the contract is with the City and union with review and vote by the Board of Trustees because of the library's individual considerations outlined in the side letters. Mangano stated the Board is a semi-autonomous body so the contract is also with the library. Carman said there is another all-staff meeting tomorrow/Friday which will provide another opportunity to answer staff questions and reassure all that the timeline is not impacted by waiting a month.

Carman stated yesterday/March 24 was the first day of Phase 4 of the 5-step reopening plan with people coming in for express service to pick up their own holds and briefly browse and use computers. The temporary Welcome Desk moved next to the ped mall doors and will be staffed to help explain how things work now. There is a capacity counter on the door and monitor showing capacity numbers visible in the lobby. Capacity is 140 and was not reached. There were very few mask issues. People have given a lot of feedback about how happy they are to be inside the library again. Carman complimented staff for championing the change and supporting each other while troubleshooting and preparing the plan for this phase. Kirsch asked whether holds are still allowed on items which are not checked out. Carman responded positively. Carman reiterated that after so many months of preparation for this phase, the planning resulted in a good change. Beasley questioned how the library reopened without board approval. Carman stated the board approved the benchmarks and detailed plan which were used to reopen. Kirsch said that was what the board agreed. Beasley disagreed stating he understood the board would vote on reopening. Beary, Rocklin, and Shultz stated that was not their understanding of the purpose of the plan. Paetzold said she had the same understanding as Beasley. Carman apologized that there was a misunderstanding about the plan and board involvement. Paetzold and Beasley said the board should have been notified of the date of reopening. Beary suggested the board be clear and more explicit about its expectations. Carman will communicate before the next step with the board and apologized for the confusion. Noting the hiring of a new Administrative Services Coordinated, Beary stated an update is needed on the website to remove Elyse Miller as the board contact on the "About the Board" page. Shultz and Kirsch expressed appreciation for Inservice Day. Paetzold asked whether there were other things to be shared with the board related to reopening. Carman said there were no surprises, numbers of people in the building were lower than capacity, and it was difficult to know how all the plans would work until the reopening because this is new for everyone. Paetzold asked about monitoring counts in children's and adult services smaller spaces. Carman said possible clustering had been discussed by staff and will be monitored. Alternate locations to spread out the children's materials have been discussed to alleviate overcrowding if needed. Paetzold was appreciative of that line of thinking. Carman said the staff planning for reopening has been very involved and significant for more than a year.

Departmental Reports.

Adult Services. Paulios said the highest count on the second floor was 8 in 15 minutes on computers. People are spread out. Displays of materials to borrow make it easy to quickly select an item and check it out. The State Library Online Resources Review Task Force met this morning and is analyzing the resources to determine the top four categories to request proposals.

Community & Access Services. Helmick said reopening was going well with staff monitoring the number of people at the Hold Shelves. Staff have scripts to help answer questions.

Development Office Report. McCarthy said more than 60 are registered for the online program with Saeed Jones tonight. Small book donations were received yesterday.

Miscellaneous. No discussion.

President's Report. No report.

Announcements from Members. Beasley asked about resumption of in-person meetings perhaps when all members are vaccinated. He suggested the second floor could be closed to the public to accommodate physical distancing. Johnk agreed discussion should begin. Rocklin asked for information on other city boards and commissions. Carman will compile and report. Paetzold stated it would be contrary to the mission to close part of the library for a meeting and suggested alternative arrangements could be made for a meeting. Beasley suggested April or May discussion of the question to develop a plan.

Committee Reports.
Foundation Members. No report. Next meeting is on April 29.
Paetzold stated the Nominating Committee completed its task and will present a slate of officers next month.

Communications. Condolences were expressed about Lolly Eggers' death. Paetzold asked about celebrating staff retirements in the summer. Carman said that will be discussed.

Consent Agenda. Johnk made a motion to approve the consent agenda. Kirsch seconded. There was no discussion. The motion carried 8/0.

Set Agenda Order for April Meeting. Nominating Committee. Third Quarter Financial and Statistical reports. Revised Policies 700 and 701. Policies 803, 805, 816. In person meetings. AFSCME contract. Budget timeline. Recruiting new Trustees.

Adjournment. Beary closed the meeting at 6:24 p.m.

Respectfully submitted,
Patty McCarthy and Amanda Ray

IOWA CITY PUBLIC LIBRARY
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319-356-5200 • icpl.org

BOARD OF TRUSTEES
Minutes of the Electronic Special Meeting

April 1, 2021   **DRAFT**

Electronic Meeting
(Pursuant to Iowa Code Section 21.8)
An electronic meeting was held because a meeting in person was impossible or impractical due to concerns for the health and safety of board members, staff, and the public presented by COVID-19.

Members Present: Wesley Beary, John Beasley, Derek Johnk, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington (in at 6:01 p.m.).

Members Absent: Kellee Forkenbrock

Staff Present: Todd Brown, Claire Bryant, Elsworth Carmen, Mykle Clark, Mara Cole, Karen Corbin, Becky Dannenberg, Melody Dworak, Beth Fisher, Karen Gordon, Alyssa Hanson, Sam Helmick, Tom Jordan, Phil Kirk, Anne Mangano, Patty McCarthy, Stacey, McKim, Diana Morris, Brent Palmer, Jason Paulios, Angie Pilkington, Amanda Ray, Mari Redington

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

Public Discussion. Tom Jordan supports staying at current level of service, with wearing masks, plexiglass, volume of air in public spaces, and better ability to keep social distance. Patrons have expressed how wonderful it is to be in the building and have been patient. John Beasley asked if Jordan was speaking on behalf of himself or the staff, Jordan said he was speaking for himself. Jordan added that over the next month or two while staff can be vaccinated, he and other staff would be willing to accommodate other staff who have concerns about working at the desk while at current levels of service.

Karen Corbin commented that she does not feel safe at work until after the second vaccine shot. She knows some staff are pleased and patrons are thrilled, but she is not. She feels like management doesn't care.

Mykle Clark asked for clarification on the metric being used by the library when determining what phase they're in. Clark is okay with modified Phase 4 if staff are vaccinated, and feels the library is rushed using the one metric (of case percentages) to determine moving to Phase 4. He said there feels like a lot of pressure to open, but not sure where that's coming from, that with the vaccine being more

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available in a few days, the library might wait a few weeks before opening. Paetzold asked what percentage of staff is vaccinated. Beasley asked if the library board could even ask if library staff has been vaccinated and would like the city attorney to weigh in on that. He also asked if it can be disclosed as a percentage number or not, or put as a condition of employment.

Becky Dannenberg said the library should look at the metrics that were setup previously because we have more knowledge now than when they were created. She added that Phase 4 feels natural and safe. She also worried about the percentage metric will end up having a pendulum effect and cause problems with the public.

Hannah Shultz clarified that the reopening plan was developed in November, not a year ago.

Melody Dworak said she doesn't want this to be a win/lose situation. She is also willing to work more shifts to help co-workers out.

Wes Beary thanked those who joined the meeting and wanted to be heard.

Items for Discussion/Action.
ICPL Reopening Guidelines. Elsworth Carman thanked the staff for bravely and authentically sharing how they're feeling. He clarified that the guidelines being used are based on the transmission rate and five or six other benchmarks in the reopening document. He said it was good to have a steering document, which was revisited back in February after meeting the local department of health and city attorney, but he is willing to revisit or recraft as needed. The department of health says it's a strong document and advised the library to not make a vaccination rate part of the matrix.

Carman said that as the updated local transmission rate and the library's current guidelines indicating a change in phase was communicated to staff, it sparked a deep and rich comment exchange. Community feedback has been very positive about the library being open, but the library needs to balance that with safety and other measures. When looking at the library's guidelines, they have served the library well but may need to be modified. He has engaged with Karen Jennings in Human Resources, and it has been made exceedingly clear that staff taking on shifts for other co-workers based on comfort levels related to COVID-19 as a standard practice is not a direction the library should go. The library is not able to mandate vaccines, and staff have no obligation to share with the library if they received the vaccine or not.

Sam Helmick shared the Modified Phase 4, moving from 30 minutes of in-person browsing to 15 minutes, and from 1 hour of public computer use to 30 minutes. Helmick thanked the Coordinators for looking at the plan and seeing ways it could be modified. Beasley asked if staff had input into the revisions, and Helmick said observations from staff were used. Carol Kirsch asked if there was consensus from the leadership team with the modified plan, Carman responded yes.

Beary said he wanted to clarify the discussion – library leadership is interested in the Board considering moving to the proposed modified plan. Beasley said the Board needs to come to an understanding of whether the Board makes the final decision on the library transitioning from one phase to another, leave that decision to the Executive Committee of the Board, or leave it to staff. His opinion is that the Board should be the final decision maker. Kirsch said the intent of the reopening guidelines document was to provide guidance for that decision. Tom Rocklin said he thought the Board approved the

criteria and let library management implement it, and wondered how disruptive the process would be for the Board to be more involved. Carman said increased Board involvement wouldn't be disruptive to the process, but that it also wasn't fair for only staff at the meeting being able to share their thoughts and would like to have another mechanism to provide staff feedback to the Board. Derek Johnk agreed with Kirsch, is worried about encroachment of the Board on the work of the library, and said there was a need to improve communication between library leadership and the Board on this issue.

Motion by Johnk, seconded by Kirsch for the library board to approve the reopening guidelines with the expectation library leadership will implement and the board not interfere with phase transitions.

Motion carried 5/2
AYES: Beary, Johnk, Kirsch, Rocklin, Shultz.
NAYS: Beasley, Paetzold. ABSENT: Forkenbrock, Washington.

Beasley commented that he thinks it is the Board's fiduciary responsibility to be involved with the phase transitions, that leaving it to the director and library staff is a breach of responsibility. He said he would remain in the meeting to maintain a quorum, but isn't sure he wants to remain on the Board. Carman responded that he believes this issue can be worked out through dialog.

Monique Washington arrived at 6:01pm.

Beary asked for thoughts on the modified phase plan. Helmick said in Phase 3 some of the problems encountered were having folks cluster in the lobby, no broad access to space, and is focused on making Phase 4 safer. Shultz suggested that the plan be called Modified Phase 3, and asked if there were challenges with library patrons wearing masks. Carman responded that the biggest issue seen is patrons not wearing face masks correctly throughout the building, that 95% come in with a mask worn correctly, and the issue is complicated by multiple people saying they're vaccinated. Jason Paulios from ICPL said that during Phase 3 the tech hallway was more crowded and staff had to talk to many people about correct mask wearing, though they're doing the same thing on the second floor. Now reference staff are roving the second floor every 15 minutes to count the number of users and check on computer users for mask compliance. Having more space is nice, and the worst interactions were in Phase 3 with less room to move. It's easier to manage inside the building.

Beasley suggested for additional revisions by leadership staff, that it needs staff input. It could be done before April 8th and resubmitted to the Board for a special meeting. Carman asked for explicit direction from the Board, if there would then be a yes/no vote. Beasley said that since this was the first time the Board was seeing the modified policy, staff had not had a chance to weigh in on it. Rocklin said he didn't think staff input would be helpful since there is a diversity of opinion. Carman said the library leadership team meet regularly with their reports to check in and get a sense of how their team is feeling. He would need more specific guidance on what feedback to get for the Board and how to use it.

Carman said at a certain percentage point with the local positivity rate the discussion could be taken to the Board to revisit. Paetzold asked what the Board would discuss since that seemed like an update on a decision made within the library. Beary said a special meeting would be called to discuss alternatives, and asked if the Board was comfortable with that decision. Paetzold said her vote would remain the same. Beasley said he approves the modified plan, and said they're changing policy since they don't

like the outcome of the previously approved policy. Carman said to keep with the guidelines without the modifications would contradict staff feedback and what has been learned in the meantime. There is an obligation to revisit the guidelines regularly, to approach it as a living document that will change.

Carman stated that the library could transition to Phase 3 the following day, and asked if it would be appropriate to bring the issue back to a special meeting on April 8th? Paetzold asked for the current positivity rate and Rocklin responded that it was 5.3%. Paetzold said she worried about transitioning to Phase 3 from a PR perspective. Rocklin said he supports staying in Phase 4 until the Board is able to consider the modified policy, and asked the library for a dampening mechanism against oscillation possibilities.

Motion by Beasley, seconded by Paetzold to modify the existing reopening guidelines to policy introduced at the meeting.

Motion carried 6/2
AYES: Washington, Shultz, Rocklin, Paetzold, Kirsch, Johnk.
NAYS: Beasley, Beary. ABSENT: Forkenbrock

Carman said it would be updated to Phase 3.5 instead of Phase 4. Beary asked that it include Board notification expectations.

Adjournment. Beary closed the meeting at 6:54 p.m.

Respectfully submitted,
Patty McCarthy and Amanda Ray

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
014353 ONE SOURCE THE BACKG	PLUS4649-20210228	0	2021 9 INV P	40.00 030521	22507	BACKGROUND CHECKS F
			ACCOUNT TOTAL	40.00		
10550110 435055			Mail & Delivery			
010473 UNITED PARCEL SERVIC	000068774R081	0	2021 9 INV P	12.53 031221	254990	Admin/1 Package
010475 GREENSTATE CREDIT U	408215531A125ID	0	2021 9 INV P	160.99 040221	255456	EMiller/Mastercard
010522 COPY SYSTEMS INC	IN404127	0	2021 9 INV P	359.50 031921	22612	Admin/2 Ink Cartrid
012264 MAILBOXES OF IOWA CI	2262021	0	2021 9 INV P	1.10 031221	22572	Admin/Mail CUST ID
			ACCOUNT TOTAL	534.12		
10550110 436050			Registration			
010475 GREENSTATE CREDIT U	408215531A125ID	0	2021 9 INV P	275.00 040221	255456	EMiller/Mastercard
			ACCOUNT TOTAL	275.00		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS	9875219697	0	2021 9 INV P	153.68 040221	255539	Admin/ Monthly Cell
010889 U S CELLULAR	0427046885	0	2021 9 INV P	100.02 032621	255394	Admin/Monthly Cell
014293 IMON COMMUNICATIONS	2425915	0	2021 9 INV P	65.94 040221	255462	AdminIT/ Internet &
015845 THE SPYGLASS GROUP	20897	0	2021 9 INV P	150.90 031921	255109	voice/data services
			ACCOUNT TOTAL	470.54		
10550110 445140			Outside Printing			
010050 TRU ART	112613011ID	0	2021 9 INV P	288.00 031921	255113	Admin/100 Inservice
			ACCOUNT TOTAL	288.00		
10550110 449060			Dues & Memberships			
010475 GREENSTATE CREDIT U	408215531A125ID	0	2021 9 INV P	110.00 040221	255456	EMiller/Mastercard
			ACCOUNT TOTAL	110.00		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN	271413251	0	2021 9 INV P	567.39 031221	254958	Admin/Quarterly Mai
011736 KONICA MINOLTA BUSIN	71694147	0	2021 9 INV P	114.30 032621	255363	Admin/Lease Payment
				681.69		
			ACCOUNT TOTAL	681.69		
10550110 452010			Office Supplies			

YEAR/PERIOD: 2021/9 TO 2021/9

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010475 GREENSTATE CREDIT U	408215531A125ID	0	2021 9 INV P	373.40 040221	255456	EMiller/Mastercard
			ACCOUNT TOTAL	373.40		
10550110 469320			Miscellaneous Supplies			
010050 TRU ART	778564ID	0	2021 9 INV P	217.56 031921	255112	Admin/150 Stress Ba
010050 TRU ART	778792ID	0	2021 9 INV P	483.15 031921	255112	Admin/ 100 ICPL Fac
010050 TRU ART	778822ID	0	2021 9 INV P	213.46 031921	255112	Admin/ 100 ICPL Col
010050 TRU ART	778836ID	0	2021 9 INV P	550.13 031921	255112	Admin/ 100 ICPL Col
				1,464.30		
			ACCOUNT TOTAL	1,464.30		
10550110 469360			Food and Beverages			
010475 GREENSTATE CREDIT U	408210235ZION	0	2021 9 INV P	11.97 040221	255453	APilkington/Masterc
010475 GREENSTATE CREDIT U	408215531A125ID	0	2021 9 INV P	175.00 040221	255456	EMiller/Mastercard
				186.97		
			ACCOUNT TOTAL	186.97		
			ORG 10550110 TOTAL	4,424.02		
10550121			Library Bldg Maint - Public			
10550121 438030			Electricity			
010319 MIDAMERICAN ENERGY	20210303084217	0	2021 9 INV P	5,247.25 030521	22502	MidAmBilling 030320
010319 MIDAMERICAN ENERGY	20210324102306	0	2021 9 INV P	6,271.86 032621	23016	MidAmBilling 032420
				11,519.11		
			ACCOUNT TOTAL	11,519.11		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20210303084217	0	2021 9 INV P	2,247.16 030521	22502	MidAmBilling 030320
010319 MIDAMERICAN ENERGY	20210310074504	0	2021 9 INV P	12.13 031221	22573	MidAmBilling 031020
010319 MIDAMERICAN ENERGY	20210324102306	0	2021 9 INV P	2,870.95 032621	23016	MidAmBilling 032420
010319 MIDAMERICAN ENERGY	20210331083801	0	2021 9 INV P	12.13 040221	23070	MidAmBilling 033120
				5,142.37		
			ACCOUNT TOTAL	5,142.37		
10550121 442010			Other Building R&M Services			
010060 BLACKHAWK AUTOMATIC	105833	0	2021 9 INV P	334.00 031921	255028	FAC/ Annual Fire Sp
010392 RMB CO INC	7384	0	2021 9 INV P	308.75 031921	22636	FAC/RPZ Testing
010452 T & K ROOFING & SHEE	7736	0	2021 9 INV P	1,228.00 031921	255108	FAC/ Roof Repair
010785 PROTEX CENTRAL INC	122292	0	2021 9 INV P	480.00 040221	255499	FAC/ Remote Alarm M

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010817 AUTOMATIC DOOR GROUP	98434	0	2021 9 INV P	3,900.00 040221	23048	FAC/ Annual Contrac
010821 MIDWEST ALARM SERVIC	343124	0	2021 9 INV P	65.10 031221	254967	FAC/ Service Call
010981 JOE'S QUALITY WINDOW	19595	0	2021 9 INV P	140.00 031221	254944	FAC/ Lower Outside
010981 JOE'S QUALITY WINDOW	19611	0	2021 9 INV P	140.00 040221	255469	FAC/ Lower Outside
				280.00		
			ACCOUNT TOTAL	6,595.85		

10550121 442020   Structure R&M Services

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010823 SCHUMACHER ELEVATOR	90516473	0	2021 9 INV P	607.00 031221	22586	Elevator Maintenanc
			ACCOUNT TOTAL	607.00		

10550121 442030   Heating & Cooling R&M Services

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010392 RMB CO INC	7244	0	2021 9 INV P	1,100.98 031221	22585	FAC/Storm Drain Lea
			ACCOUNT TOTAL	1,100.98		

10550121 445330   Other Waste Disposal

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010004 A-TEC RECYCLING INC	210204-53018	0	2021 9 INV P	535.16 031221	254889	FAC/ Lights & Batte
013663 REPUBLIC SERVICES OF	0897-000920843	0	2021 9 INV P	97.60 031221	254979	FAC/ Waste & Recycl
013663 REPUBLIC SERVICES OF	0897-000923395	0	2021 9 INV P	97.60 040221	255505	FAC/ Waste & Recycl
				195.20		
014875 SHRED-IT USA LLC	8181650305	0	2021 9 INV P	165.00 040221	255514	FAC/ Shred Services
			ACCOUNT TOTAL	895.36		

10550121 449160   Other Rentals

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010627 CINTAS CORPORATION	4077783285	0	2021 9 INV P	191.87 031921	255033	FAC/ Cleaning Suppl
010627 CINTAS CORPORATION	4079080844	0	2021 9 INV P	191.87 040221	255438	FAC/ Cleaning Suppl
				383.74		
			ACCOUNT TOTAL	383.74		

10550121 452040   Sanitation & Indust Supplies

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010290 LENOCH AND CILEK ACE	370000/3	0	2021 9 INV P	63.90 031921	255072	FAC/ 2 Boxes of 30
010627 CINTAS CORPORATION	4077783285	0	2021 9 INV P	163.76 031921	255033	FAC/ Cleaning Suppl
010627 CINTAS CORPORATION	4079080844	0	2021 9 INV P	224.93 040221	255438	FAC/ Cleaning Suppl
				388.69		
			ACCOUNT TOTAL	452.59		

10550121 466070   Other Maintenance Supplies

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
011399 ELECTRIC EQUIPMENT S	8661	0	2021 9 INV P	410.96 031921	22616	FAC/4 Ballasts & 2,
011399 ELECTRIC EQUIPMENT S	8680	0	2021 9 INV P	131.94 040221	23060	FAC/ 6 Lights
				542.90		
012308 DIAMOND VOGEL PAINT	252138860	0	2021 9 INV P	66.80 031221	254911	FAC/2 Gallons Paint
			ACCOUNT TOTAL	609.70		
			ORG 10550121 TOTAL	27,306.70		
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC	11104	0	2021 9 INV P	987.00 031921	22619	IT/IT Essentials &
			ACCOUNT TOTAL	987.00		
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION	0789007015.21.03	0	2021 9 INV P	300.00 032621	255326	Internet Services
014293 IMON COMMUNICATIONS	2425915	0	2021 9 INV P	412.42 040221	255462	AdminIT/ Internet &
			ACCOUNT TOTAL	712.42		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U	408210250	0	2021 9 INV P	333.70 040221	255455	BPalmer/ Mastercard
			ACCOUNT TOTAL	333.70		
10550140 455110			Software			
010475 GREENSTATE CREDIT U	408210250	0	2021 9 INV P	150.00 040221	255455	BPalmer/ Mastercard
			ACCOUNT TOTAL	150.00		
10550140 455120			Misc Computer Hardware			
010081 CDW GOVERNMENT INC	8199108	0	2021 9 INV P	110.00 031221	254902	IT/ 1 Apple Pencil
010081 CDW GOVERNMENT INC	8432318	0	2021 9 INV P	325.00 031921	255031	IT/1 Apple IPAD
010081 CDW GOVERNMENT INC	9034611	0	2021 9 INV P	566.90 040221	255435	IT/Drives for Publi
				1,001.90		
010475 GREENSTATE CREDIT U	408210250	0	2021 9 INV P	445.75 040221	255455	BPalmer/ Mastercard
			ACCOUNT TOTAL	1,447.65		
			ORG 10550140 TOTAL	3,630.77		
10550151			Lib Public Services - Adults			
10550151 432080			Other Professional Services			
015846 EYZAGUIRRE, MARIA J	31521MJE	0	2021 9 INV P	100.00 032621	255347	AD/Teen Workplace H
015847 JOHNSON, MARKEECE	22521MJ	0	2021 9 INV P	100.00 032621	255361	AD/Teen Workplace H

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	200.00		
10550151 445250			Inter-Library Loans			
000119 ONAWA PUBLIC LIBRARY 01272021		0	2021 9 INV P	20.00 031221	254971	AD/ ILL Replacement
000119 FAIRFIELD PUBLIC LIB 12721		0	2021 9 INV P	16.00 031221	254970	AD/ ILL Replacement
000119 SOUTHEAST MISSOURI S 3152021KENT		0	2021 9 INV P	120.00 032621	255374	AD/ ILL Replacement
000119 NISSEN PUBLIC LIBRAR 3257163		0	2021 9 INV P	29.95 031921	255084	AD/ ILL Replacement
				185.95		
			ACCOUNT TOTAL	185.95		
10550151 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U 408217123		0	2021 9 INV P	85.24 040221	255451	JPaulios/ Mastercar
			ACCOUNT TOTAL	85.24		
			ORG 10550151 TOTAL	471.19		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
015660 BECKYS MINDFUL KITCH 198		0	2021 9 INV P	100.00 040221	255431	CHI/ Cookie Dough C
			ACCOUNT TOTAL	100.00		
10550152 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U 408210235ZION		0	2021 9 INV P	318.04 040221	255453	APilkington/Masterc
010475 GREENSTATE CREDIT U 408215531A125ID		0	2021 9 INV P	333.44 040221	255456	EMiller/Mastercard
				651.48		
			ACCOUNT TOTAL	651.48		
10550152 469370			Paper Products			
010536 INGRAM LIBRARY SERVI 51764348		0	2021 9 INV P	137.70 040221	255463	LIBRARY MATERIALS
			ACCOUNT TOTAL	137.70		
			ORG 10550152 TOTAL	889.18		
10550159			Lib Public Srvs-Comm Access			
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ 8957		0	2021 9 INV P	350.00 031221	254961	Admin/ Full Page Ad
			ACCOUNT TOTAL	350.00		
10550159 445140			Outside Printing			
010373 PIP PRINTING 105678		0	2021 9 INV P	135.03 031221	22580	CAS/2 March Posters
			ACCOUNT TOTAL	135.03		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION

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10550159 452010                                    Office Supplies
   010475 GREENSTATE CREDIT U  408217149         0     2021  9  INV P         103.66 040221         255452 SHelmick/Mastercard

                                                   ACCOUNT TOTAL               103.66

10550159 469320                                    Miscellaneous Supplies
   010475 GREENSTATE CREDIT U  408215531A125ID    0     2021  9  INV P         312.00 040221         255456 EMiller/Mastercard

                                                   ACCOUNT TOTAL               312.00

                                                   ORG 10550159 TOTAL          900.69

10550160                          Library Collection Services
10550160 435010                                    Data Processing
   011068 OVERDRIVE INC        MR0137021077840     0     2021  9  INV P         348.00 031221         254974 LIBRARY MATERIALS

                                                   ACCOUNT TOTAL               348.00

10550160 445140                                    Outside Printing
   010373 PIP PRINTING         105811             0     2021  9  INV P          90.56 040221          23074 LIBRARY MATERIALS

                                                   ACCOUNT TOTAL                90.56

10550160 445270                                    Library Material R&M Services
   010509 BAKER & TAYLOR INC C 200055022021V      0     2021  9  INV P         755.29 031221         254897 1793189536

                                                   ACCOUNT TOTAL               755.29

10550160 469110                                    Misc Processing Supplies
   010509 BAKER & TAYLOR INC C H645172DM          0     2021  9  INV P          11.95 032621         255329 LIBRARY MATERIALS

   010510 DEMCO INC            6919285            0     2021  9  INV P          56.88 040221         255443 LIBRARY MATERIALS
   010510 DEMCO INC            6922478            0     2021  9  INV P          52.11 040221         255443 LIBRARY MATERIALS
                                                                    _____
                                                                              108.99

   010546 MIDWEST TAPE         500091603          0     2021  9  INV P         183.29 032621         255372 LIBRARY MATERIALS

                                                   ACCOUNT TOTAL               304.23

                                                   ORG 10550160 TOTAL        1,498.08

10550210                          Library Children's Materials
10550210 477020                                    Books (Cat/Cir)
   010509 BAKER & TAYLOR INC C 2035733307         0     2021  9  INV P          10.61 031221         254897 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035737983         0     2021  9  INV P          99.84 031221         254897 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035746754         0     2021  9  INV P          14.37 031221         254897 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035753554         0     2021  9  INV P         183.82 031921         255027 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035765977         0     2021  9  INV P         246.31 031921         255027 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035769741         0     2021  9  INV P          71.86 032621         255328 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035772529         0     2021  9  INV P          90.65 032621         255328 LIBRARY MATERIALS
   010509 BAKER & TAYLOR INC C 2035777713         0     2021  9  INV P          97.90 031921         255027 LIBRARY MATERIALS
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2035789525	0	2021 9 INV P	127.17 040221	255430	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035801766	0	2021 9 INV P	16.77 040221	255430	LIBRARY MATERIALS
				959.30		
010536 INGRAM LIBRARY SERVI	51390433	0	2021 9 INV P	17.24 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51432161	0	2021 9 INV P	17.24 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51471565	0	2021 9 INV P	15.56 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51496618	0	2021 9 INV P	11.47 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51764348	0	2021 9 INV P	15.68 040221	255463	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51800796	0	2021 9 INV P	11.48 040221	255463	LIBRARY MATERIALS
				88.67		
013692 MULTICULTURAL BOOKS	21-0260	0	2021 9 INV P	18.90 040221	255486	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,066.87		
10550210 477030			Books (Uncataloged)			
010509 BAKER & TAYLOR INC C	2035789525	0	2021 9 INV P	595.62 040221	255430	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035801766	0	2021 9 INV P	27.16 040221	255430	LIBRARY MATERIALS
				622.78		
010536 INGRAM LIBRARY SERVI	51390433	0	2021 9 INV P	368.88 031921	255060	LIBRARY MATERIALS
			ACCOUNT TOTAL	991.66		
10550210 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21070122	0	2021 9 INV P	38.97 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21076342	0	2021 9 INV P	18.60 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081161	0	2021 9 INV P	292.07 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081846	0	2021 9 INV P	33.98 031921	255090	LIBRARY MATERIALS
				383.62		
			ACCOUNT TOTAL	383.62		
10550210 477160			Video Recordings			
010546 MIDWEST TAPE	500067160	0	2021 9 INV P	59.97 031221	254968	LIBRARY MATERIALS
			ACCOUNT TOTAL	59.97		
10550210 477200			Toys			
010536 INGRAM LIBRARY SERVI	51756343	0	2021 9 INV P	4.39 032621	255357	LIBRARY MATERIALS
			ACCOUNT TOTAL	4.39		
10550210 477250			Downloadable Media			
011068 OVERDRIVE INC	01370DA21081161	0	2021 9 INV P	175.49 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081846	0	2021 9 INV P	83.99 031921	255090	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
				───────────		
				259.48		
015034 KANOPY INC	237833	0	2021 9 INV P	195.00 031221	254954	LIBRARY MATERIALS
			ACCOUNT TOTAL	454.48		
10550210 477350			Online Reference			
010475 GREENSTATE CREDIT U	408210292	0	2021 9 INV P	9.99 040221	255454	AMangano/ Mastercar
			ACCOUNT TOTAL	9.99		
			ORG 10550210 TOTAL	2,970.98		
10550220			Library Adult Materials			
10550220 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035746627	0	2021 9 INV P	114.26 031221	254897	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035750820	0	2021 9 INV P	48.09 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035750897	0	2021 9 INV P	49.58 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035753761	0	2021 9 INV P	222.54 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035765059	0	2021 9 INV P	261.96 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035765977	0	2021 9 INV P	1,224.68 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035769606	0	2021 9 INV P	155.35 031221	254897	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035769817	0	2021 9 INV P	295.67 032621	255328	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035769850	0	2021 9 INV P	101.48 032621	255328	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035772507	0	2021 9 INV P	112.67 032621	255328	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035777360	0	2021 9 INV P	256.69 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035777713	0	2021 9 INV P	1,261.45 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035779932	0	2021 9 INV P	13.97 032621	255328	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035785266	0	2021 9 INV P	226.93 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035785491	0	2021 9 INV P	104.22 031921	255027	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035785786	0	2021 9 INV P	412.08 032621	255328	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035788650	0	2021 9 INV P	167.60 040221	255430	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035789525	0	2021 9 INV P	581.01 040221	255430	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035790223	0	2021 9 INV P	331.04 040221	255430	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035801766	0	2021 9 INV P	451.01 040221	255430	LIBRARY MATERIALS
				───────────		
				6,392.28		
010520 CENTER POINT PUBLISH	1830711	0	2021 9 INV P	134.82 040221	255437	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51390433	0	2021 9 INV P	125.61 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51496618	0	2021 9 INV P	23.34 031921	255060	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51756343	0	2021 9 INV P	58.78 032621	255357	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51764348	0	2021 9 INV P	143.61 040221	255463	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	51800796	0	2021 9 INV P	56.46 040221	255463	LIBRARY MATERIALS
				───────────		
				407.80		
015582 ICE CUBE PRESS LLC	4914	0	2021 9 INV P	14.99 040221	255460	LIBRARY MATERIALS
			ACCOUNT TOTAL	6,949.89		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550220 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21070123	0	2021 9 INV P	1,312.58 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21074654	0	2021 9 INV P	204.95 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080916	0	2021 9 INV P	399.37 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080933	0	2021 9 INV P	1,171.80 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080946	0	2021 9 INV P	166.97 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21076342	0	2021 9 INV P	30.00 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21070980	0	2021 9 INV P	77.50 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081161	0	2021 9 INV P	1,801.86 031921	255090	LIBRARY MATERIALS
				5,165.03		
			ACCOUNT TOTAL	5,165.03		
10550220 477110			Music-CD			
010509 BAKER & TAYLOR INC C	H54309060	0	2021 9 INV P	19.09 031221	254898	LIBRARY MATERIALS
			ACCOUNT TOTAL	19.09		
10550220 477160			Video Recordings			
010509 BAKER & TAYLOR INC C	H54268680	0	2021 9 INV P	65.13 031221	254898	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H54477450	0	2021 9 INV P	21.71 032621	255329	LIBRARY MATERIALS
				86.84		
010546 MIDWEST TAPE	500067160	0	2021 9 INV P	212.14 031221	254968	LIBRARY MATERIALS
010546 MIDWEST TAPE	500067161	0	2021 9 INV P	22.49 031221	254968	LIBRARY MATERIALS
010546 MIDWEST TAPE	500077390	0	2021 9 INV P	53.22 031921	255079	LIBRARY MATERIALS
010546 MIDWEST TAPE	500113891	0	2021 9 INV P	9.74 032621	255372	LIBRARY MATERIALS
				297.59		
			ACCOUNT TOTAL	384.43		
10550220 477210			Non-Fiction Video-DVD			
010546 MIDWEST TAPE	500067160	0	2021 9 INV P	18.74 031221	254968	LIBRARY MATERIALS
010546 MIDWEST TAPE	500077390	0	2021 9 INV P	33.73 031921	255079	LIBRARY MATERIALS
010546 MIDWEST TAPE	500113891	0	2021 9 INV P	18.74 032621	255372	LIBRARY MATERIALS
				71.21		
			ACCOUNT TOTAL	71.21		
10550220 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21070121	0	2021 9 INV P	2,095.02 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21074656	0	2021 9 INV P	865.24 031221	254974	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080917	0	2021 9 INV P	474.44 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080940	0	2021 9 INV P	1,751.78 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21080945	0	2021 9 INV P	189.96 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081161	0	2021 9 INV P	1,621.47 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21081847	0	2021 9 INV P	92.00 031921	255090	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370DA21084601	0	2021 9	INV	P	47.95 031921	255090	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21085438	0	2021 9	INV	P	39.95 031921	255090	LIBRARY MATERIALS
						7,177.81		
015034 KANOPY INC	237833	0	2021 9	INV	P	3,636.00 031221	254954	LIBRARY MATERIALS
			ACCOUNT TOTAL			10,813.81		
10550220 477350			Online Reference					
010475 GREENSTATE CREDIT U	408210292	0	2021 9	INV	P	370.00 040221	255454	AMangano/ Mastercar
011707 VALUE LINE PUBLISHIN	MB - 111579-21	0	2021 9	INV	P	2,842.30 031221	255011	LIBRARY MATERIALS
014895 THE NEW YORK TIMES	90592659832421	0	2021 9	INV	P	2,729.14 040221	255518	LIBRARY MATERIALS
015808 WP COMPANY LLC	2010302195332012	0	2021 9	INV	P	2,610.00 031221	255016	LIBRARY MATERIALS
015850 WORLD ARCHIVES HOLDI	266913	0	2021 9	INV	P	5,822.00 032621	255420	LIBRARY MATERIALS
			ACCOUNT TOTAL			14,373.44		
			ORG 10550220 TOTAL			37,776.90		

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        FUND 1000 General                              TOTAL:            79,868.51
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** END OF REPORT - Generated by Jennifer Miller **

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Wesley Beary, President   Derek Johnk, Secretary