

#### LIBRARY BOARD OF TRUSTEES

February 25, 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/tJMtd-mhpjssG9YN8MJ1ZX-fAPGlcwMv6iSP

If you are asked for a meeting ID, enter Meeting ID: 970 0098 0612

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**: **970 0098 0612** 

Providing comments in person is not an option.

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**ZOOM MEETING PLATFORM** 

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

- 1. Call Meeting to Order.
- 2. Public Discussion.
- 3. Items to be discussed.
  - A. Director's Evaluation Committee <u>Comment:</u> The Board will conduct the Director's evaluation in closed session and report when the open meeting resumes.
  - B. Policy Review: 812: Hours of Service <u>Comment</u>: This is a regularly scheduled policy review. Board action required.
  - C. Reopening Guidelines
  - D. Set calendar for FY22
  - E. Appoint Nominating Committee

#### 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.

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 <a href="mailto:jennifer-miller@icpl.org">jennifer-miller@icpl.org</a>. Early requests are strongly encouraged to allow sufficient time to meet your access needs.

## 7. Committee Reports.

A. Foundation Members.

#### 8. Communications.

A. Census thank you.

## 9. Consent Agenda.

- A. Approve Regular Minutes of Library Board of Trustees January 28, 2021 meeting.
- B. Approve Disbursements for January 2021.

### 10. Set Agenda Order for March Meeting.

#### 11. Adjournment.



Iowa City Public Library Meeting Agendas and Other Significant Events					
FEBRUARY 25, 2021	MARCH 25, 2021	APRIL 22, 2021			
Director Evaluation	Policy Review: 700: Community Relations	Election of Officers			
Policy Review: 812: Hours of Service	701: Public Relations 702: Library Programming 706: Outreach	Review 3 <sup>rd</sup> Quarter Statistics and Financials			
Set Calendar for Next Fiscal Year	Departmental Reports: AS, CAS	Policy Review: 803: Event Board 804: Free Materials Distribution			
Appoint Nominating Committee		805: Display 816: Library Access for Sex Offenders			
Departmental Reports: CH, CLS, IT		Convicted of Sex Offense Against a Minor			
OTHER: Inservice Day, 2/26/21		Departmental Reports: AS, CH, CLS, IT			
MAY 27, 2021	JUNE 24, 2021	JULY 22, 2021			
Policy Review: 806: Meeting Room and Lobby Use 809: Library Use  Departmental Reports: AS, CAS	Memorandum of Agreement between ICPLFF and ICPL  Budget Discussion  Departmental Reports: CH, CLS, IT	President Appoints to Foundation Board  Develop Ideas for Board Annual Report  Departmental Reports: AS, CAS			
AUGUST 26, 2021	SEPTEMBER 23, 2021	OCTOBER 28, 2021			
Review Board Annual Report	Review Annual Staff Report	Budget Discussion			
Strategic Planning Update	Adopt NOBU Budget	Review 1st Quarter Statistics and Financials			
Departmental Reports: CH, CLS, IT	Review 4th Quarter Statistics and Financials	Departmental Reports: CH, CLS, IT			
	Departmental Reports: AS, CS				
NOVEMBER 18, 2021	DECEMBER 16, 2021	JANUARY 27, 2022			
Appoint Committee to Evaluate Director	Departmental Reports: CH, CLS, IT	6-month Strategic Planning Update			
Departmental Reports: AS, CAS		Policy Review:			
		Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials			
		Departmental Reports: AS, CAS			



To: Iowa City Public Library Board of Trustees

From: Anne Mangano, Collection Services Coordinator

**Date:** February 16, 2021

Re: 812 Hours of Service Policy

When developing our annual building calendar, the Hours of Service Policy guides us on how to provide consistent library access to the public from year to year. This is a routine, three-year policy review, last revised in 2018. The policy review comes in time for a modification to the City's adopted holiday calendar. This policy was reviewed by the management team.

In November 2020, the City Council of Iowa City, in consultation with the AFSCME union, adopted Juneteenth (June 19<sup>th</sup>) as a city holiday.

The City's adoption was part of the Council's June 16, 2020 resolution (No. 20-159) addressing Black Lives Matter and Systematic Racism, which called for the City to declare Juneteenth as an observed holiday, replacing another holiday in the calendar. Juneteenth commemorates the end of slavery in the United States when Union soldiers informed the enslaved people of Galveston, Texas that the Civil War had ended and emancipation was law. This event happened on June 19<sup>th</sup>, 1865—two and a half years after the Emancipation Proclamation. The adoption of this holiday is recognition of the importance and significance of this day in our nation's history.

The proposed Hours of Service policy (812) codifies this change by replacing President's Day in 812.44 with Juneteenth. We will close at 6 p.m. on June 19<sup>th</sup> and the service desks will have holiday staffing. In 2021, Juneteenth will be observed on Friday, June 18<sup>th</sup> as the holiday falls on a Saturday. All library employees have been notified of the change to their schedules.

Point	Change Requested
812.44	Remove "President's Day" and replace with "Juneteenth."

Point	Change Requested
812.45	Change contract article to Article IX, Section 2 to align with current contract
	section numbering.

**Staff Recommendations:** Adopt changes as proposed.

**Action Required:** Review policy and adopt as amended.

- 812.1 A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will be set to maximize access to the public at the times most convenient to them and within the resources available. When the Library is open all basic services will be available.
- 812.2 Library hours are reviewed annually and a calendar approved. Exceptions to hours changes, other than those noted, must be approved on a case-by-case basis. The Director may close the Library for weather or facility related emergencies. The Director may open the lobby and/or meeting rooms to accommodate large community events.

#### 812.3 Regular library hours are:

Monday through Thursday: 10:00 a.m. – 9:00 p.m. Friday: 10:00 a.m. – 8:00 p.m. Saturday: 10:00 a.m. – 6:00 p.m. Sunday: 12:00 p.m. – 5:00 p.m.

#### 812.4 Current Approved Exceptions to Stated Hours

- 812.41 Close at 5:00 p.m. on Thanksgiving Eve, and New Year's Eve.
- 812.42 Close at 4:00 p.m. on Christmas Eve
- Closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.
- Close at 6:00 p.m. on Martin Luther King Day, President's Day Juneteenth, and Veteran's Day, and any other day the Library is open on a designated City holiday.
- Close an extra day near Christmas if it makes calendar sense to declare a fixed day for the "floating" day allowed in the AFSCME contract (see Article XIX, Section 42).
- 812.46 Close one day per calendar year for in-service training at staff request.
- Extend hours on a case-by-case basis to participate in major downtown community events.

#### 812.5 Bookmobile

- The bookmobile will operate on a schedule set by the Library Director and posted at least tri-annually.
- The bookmobile will not operate on any Library designated holiday, Thanksgiving Eve, Christmas Eve, New Year's Eve, or any day the downtown building is closed.
- The bookmobile will not operate on days when inclement weather would result in hazardous driving or service conditions, including any day the Iowa City Community School District cancels classes due to weather.
- 812.54 The Library Director may cancel bookmobile service for emergencies.

#### 812.6 History of Hours of Service

- A. Closed 9:00 -10:00 a.m. since 1960s.
- B. Closed Friday evenings about 1970-72.
- C. Sunday hours started 1970-72 (dropped FY79, FY81, FY82) (1:00 p.m. -5:00 p.m. through FY80, 12:00 p.m. -4:00 p.m. through FY97), 1:00 p.m. 5:00 p.m. until September 2006, then 1:00 p.m. 6:00 p.m., changed to 12:00 p.m. 5:00 p.m., May 2007).

- D. Closed Thursday mornings December 1981 June 1982.
- E. Closed on minor holidays 1970-72, FY87, FY92 (Veteran's Day, day after Thanksgiving, President's Day).
- F. Closed Thursday evening, all day Friday, March 7, 1987 June 1, 1988.
- G. Reopened Thursday evening, all day Friday, June 2, 1988.
- H. Closed Wednesday and Friday mornings, Thursday evenings, July 1, 1991.
- Reopened Wednesday and Friday mornings and Thursday evenings; reopened on four minor holidays (Veteran's Day, day after Thanksgiving, Martin Luther King Day, President's Day). Begin Sunday service on day after Labor Day instead of First Sunday in October, July 1, 1992.
- J. Funded in FY97 for Sundays before Memorial and Labor Day, Easter Sunday, and two Sundays in June. Six additional Sundays added in FY98 provides Sunday service through July, reopening after Labor Day.
- K. Open Sundays all year starting in FY99.
- L. Added 6:00 p.m. 8:00 p.m. on Friday evenings beginning May 19, 2006 and 5:00 p.m. 6:00 p.m. on Sunday, September 10, 2006.
- M. Changed Sunday hours from 1:00 p.m. 6:00 p.m. to 12:00 p.m. 5:00 p.m. on May 6, 2007.
- N. Bookmobile added June, 2017.
- O. Adopted Juneteenth (June 19<sup>th</sup>) as a holiday, setting hours 10:00 a.m. 6 p.m. President's Day no longer observed, February, 2021.

Adopted: 5/26/88 7/25/91 Revised: Adopted 1/28/93 Revised: 2/27/97 Revised: 2/25/99 2/28/02 Revised: Revised: 3/24/05 Revised: 2/23/06 2/22/07 Revised Revised: 2/24/11 Reviewed: 2/27/14 Revised: 2/23/17 Revised: 3/22/18 Revised: 2/25/21



**To:** Library Board

From: Elsworth Carman

Date: February 17, 2021

**Re:** ICPL Reopening Guidelines/Comparison Library Reopening Updates

Last month, there was some discussion about the Reopening Guidelines we presented to the Board earlier in the pandemic. Revisiting this document as we begin to prepare for Phase 4 seems appropriate, especially when paired with a document outlining what some of our peer libraries are currently offering.

In preparation for this discussion, I revisited our Reopening Guidelines with both Susan Vileta at Johnson County Public Health and Assistant City Attorney Eric Goers; both supported the Guidelines as-is and did not recommend changes related to vaccine availability or rates of inoculation in the community.

I am proud to work for a community and Board that supports a safety-first model in reopening, and believe that our decisions and actions have reflected the best public safety
information we have had access to throughout the COVID-19 evolution in Iowa City.
While I acknowledge that there were faster paths to opening our physical spaces to the
public and mourn that certain parts of the community were disproportionately impacted
by our building closure, I continue to believe that our choices in phasing design were
appropriate and in the best interest of the community and library staff. I am eager to
move forward with reopening and celebrate that current trends indicate we will be
shifting into Phase 4—which includes in-person use of the library building—soon.

The comparison document (Re-Opening Updates February 2021) offers an isolated glimpse of how other libraries have reacted to the pandemic and responded to local, regional, and global public health guidelines. We did not attempt to include any specifics about the communities served, expectations of City or Board leadership, or reactions of staff to phases or speed of re-opening. Every community is different and every local government operates uniquely; this document is not designed to offer insights into nuances, just "big picture" re-opening snapshots. Information provided was accurate as of February 10, 2021.

## **ICPL COVID-19 Reopening Guidelines**

This plan is a living document and is subject to change as new information becomes available.

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

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

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

- 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 the building or service location created and posted.
- Staffing 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 in place to implement next phase(s), including staff schedules.
- Sufficient staff training. All staff fully trained and prepared to transition between phases.

Overall phase and readiness to move forward or backward evaluated regularly in consultation with Johnson County Public Health.

	SERVICES	TRANSMISSION RATE*
PHASE 1	<ul> <li>Library building closed</li> <li>Phone, -chat, web-based services available</li> </ul>	Community stay-at-home order issued or % Positivity Rate > 25%
PHASE 2	<ul> <li>Contactless curbside holds pickup</li> <li>Mailing holds</li> <li>Remote book drops available</li> </ul>	% Positivity Rate > 10%
PHASE 3	<ul><li>Lobby Grab &amp; Go</li><li>Bookmobile holds pickup</li><li>Technology access</li></ul>	% Positivity Rate: 5% to10%
PHASE 4	Express access to library building and Bookmobile	% Positivity Rate < 5%
PHASE 5	Full Access to Library Services	No community transmission or a positivity rate < 2% and vaccination readily available

<sup>\*</sup>Transmission rates will be used as benchmarks until there is a medical end to the COVID-19 pandemic.

## Re-Opening Updates February 2021

#### **Ames**

The Ames Public Library reopened their lobby on February 1st for "grab and go" services.

#### Ann Arbor (MI)

Ann Arbor District Library is not open for browsing. They are following guidelines from their county health department <a href="https://mistartmap.info/">https://mistartmap.info/</a>. When the risk is "low" they will open for browsing again.

#### Cedar Rapids

Cedar Rapids resumed their "Grab and Go" services February 1<sup>st</sup>. Patrons have 30 minutes to browse and check out, or one hour for computers. They are not strict on the time and have not monitored it. Masks are required.

#### Coralville

They have been open for browsing by appointment since late June, with a hiatus in November due to rise in local Covid rates, but resumed in-person browsing February 1<sup>st</sup>. Patrons are given a 25-minute timer for browsing, with additional time allotted for checkout. Patrons return timers on their way out. Masks are required.

#### Council Bluffs

Council Bluffs Library is open to the public. They are not monitoring how long patrons stay, but encourage them to limit their visit. Previously they had announced over the building intercom every 30 minutes, but patrons have been respectful and they feel the current model is sustainable. Masks are required.

#### Davenport

Two branches opened for in-person browsing for 30 minutes (the main branch is being renovated). The 30 minutes includes using the fax, scanner, and copier. They don't often have to address patrons directly about the limit. They tell patrons as they come in at the Welcome Desk, and have an automated message play over the speakers periodically to remind patrons about the limit. Masks are required.

#### Des Moines

This is their second time reopening, after having to close in September. Des Moines is offering "DMPL

Express" with in-person browsing on January 27<sup>th</sup>. There is limited browsing (30 minutes) during a 4-6 hour period starting at 1pm, and at limited capacity. Curbside is only available from 10am-1pm. Masks are required, but it has been a constant challenge to ask patrons to wear masks properly.

#### Dubuque

The Carnegie-Stout Public Library is open to the public and has been since June. They encourage only one member of a family when possible, follow social distancing guidelines, and to wear a mask. They previously had a time limit in place, but never had to enforce it, and currently have no time limits. Curbside is still being offered for limited morning hours during the week.

#### LaCrosse (WI)

LaCrosse Library opened for in-person browsing on February 15<sup>th</sup>. They have an automatic occupancy counter that displays on iPads around the library showing green when people come in and red when the building has hit capacity. They are encouraging patrons to think of their visits like going to the grocery store and to be brief. Masks are required.

#### Sioux City

Their downtown branch is open to the public by appointment for 45 minutes, and will expand to Sunday appointments in March. Their medium-sized branch is open for computer use and browsing. They have no comfortable seating to discourage people from staying too long. Their smallest branch is only curbside and will remain so until the system is back to full service. Masks are required.

#### Skokie (IL)

Skokie Library opened to in-person browsing on February 1<sup>st</sup>. They are asking patrons to limit their visits to 30 minutes, and if possible to limit to one person per household. Masks are required.

#### Waterloo

Waterloo opened for limited in-person browsing on February 15<sup>th</sup>. Patrons are asked to keep their visits under an hour, masks are required, and most seating has been removed. They are still offering curbside pickup.



To: Iowa City Public Library Board of Trustees

From: Anne Mangano, Collection Services Coordinator

**Date:** February 16, 2021

Re: FY22 Building Calendar

Every February, the Library Board approves the Downtown Building Calendar for the upcoming fiscal year. This helps us plan the staffing of services on and around holidays. The calendar is developed in consultation with the Hours of Service policy (812), the City of Iowa City holiday calendar, the AFSCME contract, and precedent set in previous building calendars. In FY22, we have multiple holidays falling on weekends:

**Independence Day:** We recommend that we close on Sunday, July 4<sup>th</sup>, but open for holiday hours on Monday, July 5<sup>th</sup> (Independence Day observed). Summer is our busiest time of year and closing for two days in a row would be difficult.

**Christmas Day:** For the Christmas holiday, we recommend closing both for Christmas Day observed (Friday, December 24<sup>th</sup>) and Christmas Day (Saturday, December 25<sup>th</sup>). According to the AFSCME contract and our Hours of Service policy, an additional day near Christmas is also granted as a holiday. As Christmas Eve acts as Christmas Day observed, we are recommending to designate Thursday, December 23<sup>rd</sup> as the holiday. We would be open 10 a.m.-6 p.m. with holiday staffing.

**New Year's Eve:** Normally we are open until 5 p.m. on New Year's Eve. This year, New Year's Eve acts as New Year's Day observed and will require holiday staffing. To assist in the staffing of holiday shifts, we recommend that we open 10 a.m.-2 p.m. on Friday, December 31<sup>st</sup>. We would close on Saturday, January 1<sup>st</sup>.

**Juneteenth:** This year, Juneteenth falls on Sunday, June 19<sup>th</sup>. We are recommending that we observe the holiday on Monday, June 20<sup>th</sup>, by opening from 10 a.m. to 6 p.m. with holiday staffing. We would be open on Sunday, June 19<sup>th</sup> for normal Sunday hours.

This building calendar was reviewed by the management team.

**Staff Recommendations:** Adopt calendar as proposed.

**Action Required:** Review calendar and adopt.



# FY22 Downtown Building Calendar July 1, 2021 through June 30, 2022

## 2021

Day	Day Date Description		Hours	Staffing	
Sunday	July 4	Independence Day	Closed	Remote Drop Only	
Monday	July 5	Independence Day Observed	Open 10-6	Holiday Staffing	
Monday	September 6	Labor Day	Closed	Remote Drop Only	
Thursday	November 11	Veterans Day	Open 10-6	Holiday Staffing	
Wednesday	November 24	Thanksgiving Eve	Open 10-5	Regular Staffing	
Thursday	November 25	Thanksgiving	Closed	Remote Drop Only	
Friday	November 26	City Holiday	Open 10-6	Holiday Staffing	
Friday	December 10	Inservice Day	Closed	All Staff Attend	
Thursday	December 23	Designated Holiday	Open 10-6	Holiday Staffing	
Friday	December 24	Christmas Observed	Closed	Remote Drop Only	
Saturday	December 25	Christmas Day	Closed	Remote Drop Only	
Friday	December 31	New Year's Eve	Open 10-2	Holiday Staffing	
2022					
Saturday	January 1	New Year's Day	Closed	Remote Drop Only	
Monday	January 17	MLK Day	Open 10-6	Holiday Staffing	
Monday	May 30	Memorial Day	Closed	Remote Drop Only	
Monday	June 20	Juneteenth	Open 10-6	Holiday Staffing	

The Bookmobile calendar is posted at least three times a year and roughly coincides with the school year: summer, fall semester, and spring semester.

### **Director's Report: February 2021**

#### **Weather Closure**

The Library closed at 2.00pm on Thursday, February 4, due to severe weather.

#### **Transition to Phase 3**

On Tuesday, February 9, we transitioned into Phase 3 of reopening. This phase features Lobby Grab & Go Holds Pickup and Technology Access, and includes the following services

- Quick Holds, Book Bundles, Crafts-to-Go pickup from the Library Lobby
- Limited technology access in the hallway between the Meeting Rooms; 30minute computer access, free printing/Grab & Go printing, scanning, and access to the DOT Kiosk
- Access to the restrooms and water bottle filler
- Cash and credit payments can be received at the east Help Desk station
- Bus Passes, Tax Forms and Community/Government document distribution
- Digital Library Access and Digital Registration for Library Cards
- Automatic Renewals and Fine-Free Circulation for the entire collection until June 30, 2021
- 24/7 Book Return + 2 Remote Book Returns
- Phone and Virtual Reference
- Virtual Events
- At Home Library Services
- Deposit Collections
- Volunteer Income Tax Assistance (VITA; limited hours)
- Sunday hours (12.00p-5.00p)

The transition back into Phase 3 went well overall; we had learned a lot from the last time we were in this phase and had a good idea of what worked and what didn't, especially in terms of physical layout and service delivery. Library leadership continues to work on the right balance of communication around phasing transitions and had a really good conversation about specific preparation and training tactics at the February All Staff Meeting. Front line staff have done an amazing job making our patrons feel welcome and comfortable navigating our lobby spaces and services.

In addition to adding services in Phase 3, we also plan to terminate our service of mailing materials to patrons at the end of February. Notification of this change and information about alternative options was posted on ICPL's website and has been included in all mailed packages since Monday, February 15. The information sheet is included with this report. We are collecting feedback from users of the mailing service and will evaluate potential next steps once more responses have been collected.

#### Planning for Phase 4

If current trends in COVID positivity rates in our county continue, we could be transitioning into Phase 4 as early as the beginning of March. The Leadership Team has been working on plans for an expanded service model (including defining capacity and duration limits for individual services and building access, staffing models—including why, how, and when to bring staff fully back into the building—and safety protocols for public and staff areas of the building).

Since the transition from Phase 3 to Phase 4 will be significant, we have evaluated models from several libraries around the country and created a detailed plan for who (individually and departmentally) will manage each component of the change. Staff training will be a priority; Phase 4 will mark the first time some of our staff will have contact with patrons in almost a year. We are exploring the overall impact of expanding hours of service as part of this work.

#### **Staff years of Service Honorees**

Traditionally, significant "years of service" anniversaries are shared at Inservice Day. Since we are trying a new format for Inservice Day this year, we acknowledged staff hitting their 5, 10, 15, and 30-year marks at a recent All Staff Meeting. You will be able to read more about these staff members in the Inservice Day booklet sent out before we gather for that event, but I wanted to recognize these staff here, as well.

#### 5 Years

Angie Pilkington (Children's)
Jorge Gonzalez (Facilities)
Hanna Busse (Adult Services)
Natalie Holmes (Collection Services)

#### 15 Years

Elyse Miller (Administration)
Jason Paulios (Adult Services)

#### 10 Years

Dean Rollins (Facilities) Brad Gehrke (Facilities)

#### 30 Years

Todd Brown (Information Technology) Romona Murrell (Collection Services) Larry Parks (Collection Services)

#### **Cleaning Schedule**

At the last board meeting, there was some discussion about current cleaning practices in the building. Brad Gehrke, Facilities Manager, shared his approach to daily cleaning.

Before open: Wipe all high touch surfaces, including elevators, counters, sinks, hand rails, door knobs, desks, tables, and chair arms. Clean staff lounge area. Clean lobby, including floors, hand rails, floors (carpet and hard surface), interior windows (as needed), and all temporary and permanent staff work station surfaces. Refill cleaning

supplies for staff use, including spray cleaner and cloths for cleaning during and between shifts. Wednesday mornings also include cleaning Bookmobile interior.

While open: Clean high touch areas in public and staff areas (tables, counters, hand rails, elevators, door knobs, etc.). Check disposable bathroom stock and clean bathrooms. Respond to staff requests for cleaning needs and maintain all staff cleaning supplies (spray, wipes, cloths, etc.). Check and empty waste receptacles as needed. Staff is responsible for regular cleaning of individual work areas.

After close: Deep clean all restrooms, mop hard surface floors, sanitize sinks, clean mirrors, restock any disposable supplies. Remove waste from building, vacuum all carpet, clean high touch surfaces, and dust shelves. Manage recycling.

In addition to the work of our Facilities staff, other library employees are responsible for light upkeep of individual workspaces and cleaning frequently utilized spaces (Board Room, service desks, etc.) between uses. Public computer keyboards and the DOT kiosk are cleaned by staff stationed in the lobby between patrons.

Respectfully Submitted,

Elsworth Carman



## As Mailing Holds Service ends . . .

... we wish to thank you for using mailing delivery services for your lowa City Public Library checkouts. **This program will end on February 28, 2021**, as part of the transition to phase 3 of reopening. **We invite you to begin picking up your materials in the Library lobby through our low-contact "Grab 'n' Go" system or at a Bookmobile stop**, where staff will place your materials on a table for easy, distanced collection.

For those patrons with barriers to coming to the Library building or Bookmobile, we offer **At Home library service** free of charge to residents of Iowa City, Hills, Lone Tree, University Heights, and rural Johnson County. At Home patrons have access to any materials we can mail, including interlibrary loans.

Enrollment includes a brief application that must be submitted before materials can be mailed. You may call, email, or mail your request for an At Home enrollment packet.





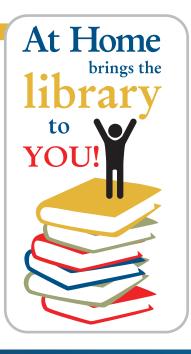
(319) 356-5200



athome@icpl.org



At Home Services 123 South Linn Street Iowa City, IA 52240







Angela Pilkington Children's Services February 2021 Board Report

As we enter the one-year mark of the pandemic, I need to recognize the tremendous behind the scenes work of our Children's Staff. In your packet you may notice a new statistic line added, Craft Kits, and I want to call special attention to it. 3880 kits since July have been planned, shopped for, put together, promoted and handed out. Last month alone, staff made almost 900 kits that were all reserved online or picked up in the library! 1800 googly eyes were stuffed into 900 bags, thousands of sequins, crayons, glue, stickers, feathers, hundreds of patterns were cut out and instructions were all placed into homes in our community. I still feel like this paragraph does not give enough credit to all the work that is completed to accomplish this program each week. Mari, Becky, Karen, Casey and Anne are constantly evolving the process and refreshing the kits to make sure they are staying exciting and relevant to our mission. Last month, we began pairing each weekly craft with a book from Overdrive that is placed in "always available" status. The craft you see in the picture below is next week's craft, Feathery Firebirds, and is paired with the book, *Firebird* by Misty Copeland.

All of this work is being completed in addition to planning and recording new storytimes, zoom outreach storytimes, creating surprise bags of book bundles for patrons to take home when they pick up holds, answering questions, creating book lists and pulling book holds for children. Karen is bringing back weekly live Book Babies storytimes on Zoom. Casey and Anne are also beginning the Diversity Audit of the JFiction collection and we are all taking our turns working daily on the Grab and Go and Welcome Desks.

Finally, we have wrapped up the Winter Reading Program that began December 18. We had 307 Kids aged 3-12 sign up for the program with 240 finishers. The Teens and Adults had 210 sign-ups and 140 finishers. We hope everyone is enjoying their new mug and hot cocoa during this cold snap!





#### **Collection Services Department Report**

Prepared for the February 25, 2021 Meeting of the Iowa City Public Library Board of Trustees Anne Mangano, Collection Services Coordinator

#### **Diversity Audit**

I am pleased to present the results of the diversity audit of our young adult fiction collection. Diversity audits provide data on who is represented within a library collection, identifying gaps in representations of gender, race, ethnicity, sexual orientation, ability, economic status, as well as other traditionally marginalized populations. The goal is to build a more inclusive collection that contains many voices by understanding the weaknesses in the current collection at ICPL.

This project is over a year in the making. In October of 2019, our staff attended training from the Cedar Rapids Public Library on conducting diversity audits on library collections. Their training explained why audits are important, goals to establish, and how to conduct an audit. Cedar Rapids staff provided invaluable insight on "the how," which we drew from in developing our own model. Three selection librarians furthered their training by attending Library Journal's *Evaluating, Auditing, and Diversifying Your Collections* in November of 2019.

At the beginning of 2020, ICPL librarians developed standards, practices, and tools to evaluate individual books. We chose to audit the young adult collection as it was one of the smaller fiction collections and would provide a good test case for the methodology. We also decided to evaluate every item in the collection to obtain more accurate data. Before the March shutdown, librarians and interns began to work through the collection. It was one of the first projects we returned to when we came back to work in the library in June.

This audit was planned, organized, and completed by selection librarians Anne Wilmoth, Casey Maynard, and Victoria Fernandez. The results were interpreted and evaluated by them as well. Senior Librarian Brian Visser was instrumental during the planning stages and Todd Brown and Jen Miller greatly assisted by creating tools to gather and display the data. Many more people on staff were involved, from sorting unaudited young adult materials to helping reshelve.

The result of the audit follows this report. Our goal is to continue to audit other collections at ICPL. We are currently working on an audit of our juvenile fiction collection, which contains children's middle grade novels and transitional chapter books. There is work to do to determine how to apply our diversity methodology to nonfiction collections and image-based books like picture books. But the work doesn't stop at the audit. Selection librarians have started evaluating ICPL's Collection Development Plan to incorporate diversity, equity, and inclusion goals that ensure our collection reflects the diversity of our community in how we purchase, maintain, and weed the collection. We are currently evaluating cataloging, shelving, and labeling practices. This audit report provides a number of recommendations that staff are currently considering in how we approach collection development at ICPL.

#### **Diversity Audit Results Report**

Prepared for the February 25, 2021 Meeting of the Iowa City Public Library Board of Trustees By Victoria Fernandez, Casey Maynard, and Anne Wilmoth

#### Introduction:

During ICPL's COVID-related closure in 2020, staff conducted a diversity audit of the Young Adult collection. A diversity audit evaluates an existing collection or service provided by a library in an effort to provide numerical data measuring diverse representations found within the given collection or service.

According to the American Library Association, diversity is a core value of librarianship. The ALA Policy Manual (policy B.3) states: "we value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve."

One of ICPL's FY21-23 strategic plan objectives is to, by FY2022, commit at least 30% of resources allocated to programming, outreach, and collections, to and services for and with Black, Indigenous, and People of Color (BIPOC).

#### Methodology:

Librarians worked together to create a Diversity Audit form and format that would work for ICPL in the late months of 2019. Terminology for the form was taken from various community asset maps including: the U.S. Census; Juvenile Delinquency Annual Statistics Report [2017]; the Iowa Youth Risk Behavior Survey; the Iowa Department of Public Health; and the National Alliance on Mental Illness. Librarians also consulted other libraries and professionals who had done diversity audits of their collections in the past.

Current terminology and trends in the profession were also considered in regards to the diversity audit format. One of the trends considered was auditing a snapshot of the collection. This would have involved looking at only a certain percentage of titles within the collection and would have yielded a faster though rather incomplete data set. Librarians thought it pertinent to measure the collection as a whole in order to obtain a more robust data set, that included as many titles as possible.

Another trend in librarianship that was considered was the category of "Own Voices" titles. #OwnVoices is a term coined by the writer Corinne Duyvis, and refers to an author from a marginalized or underrepresented group writing characters who share membership in the same marginalized or underrepresented group, rather than someone from an outside perspective writing as a character from an underrepresented group.

The Own Voices designation specifically applies to members of marginalized or underrepresented groups. This is of import when considering diversity in a collection because

members of marginalized or underrepresented groups are often best positioned to tell their own stories in the most accurate and nuanced way. This is not to say that members of dominant societal groups should never attempt to write diverse characters, but it is to say that we want to specifically center, elevate and champion the work of diverse authors telling their own stories at the level of collection development and reader's advisory.

Once the form was settled on, tested, and working, we turned our attention to ICPL's Young Adult print fiction collection. This collection comprises approximately 3,500 individual titles. Staff members moved systematically through the physical collection, removing titles from the shelf one at a time, and scanning the barcodes into ICPL's diversity audit form. Scanning the barcode automatically populated the form with bibliographic information about the book, including the title, author, publication date, and subject headings. Staff then manually filled in the form to indicate all and which specific diversity category markers were present in the book, and double checked automatically populated information. See Appendix A for the full text of the form showing all included diversity categories.

Sources used to determine diverse content in each title included: professional review sources such as *Kirkus Reviews* and *School Library Journal*; professionals writing and blogging in the field; NoveList; Goodreads; Google; and our own reading of excerpts, blurbs, and images as librarians handled the book. Librarians created a system to "trap" checked-out titles as they were returned and ultimately audited 3,483 titles, only missing about 100 titles that are part of the collection (though new books are now being added regularly). The project took approximately six months to complete.

#### Findings:

The following data set is for individual titles in the Young Adult collection only, duplicate copies of titles were not included in the data set. This gives us a smaller data set to work with and a more accurate representation of content diversity in the collection. The potential, therefore, exists for the collection's diversity footprint to be larger or smaller, due to any given title's popularity and its duplication in the collection. As of the end of Fiscal Year 2020 ICPL's Young Adult Collection housed 4,820 items, as of writing this report ICPL Librarians have audited, 3,483.

See Appendix B for pie charts of results of select diversity categories for which a visual representation of results has been deemed helpful.

#### Total titles audited: 3,483

#### Race/Ethnicity:

- 52.8% White/people represented are not diverse
- 16% Non-White unspecified (i.e. character's physical description includes mention of dark skin tone, though no racial/ethnic identity is ever specified)
- 11% Asian
- 10.2% African, American American, or Black
- 7.7% LatinX/Hispanic
- 1.2% American Indian or Alaska Native
- 0.8% Native Hawaiian or Pacific Islander
- 0.3% Animals/non-human characters only
- Total titles that included race/ethnicity diversity: 1,955
- Of those, titles that were also Own Voices: 658

#### *Immigrant/Refugee status:*

- 79.5% no
- 18.3% yes
- 2.2% unknown

#### Religion:

- 86.6% unknown
- 5.3% Christian
- 3.2% Judaism
- 2.7% other (Shinto, Wiccan, etc.)
- 1.7% Muslim
- 0.3% Hinduism
- 0.2% Buddhism

#### LGBTQIA+:

- 66.6% no LGBTQIA+ representation
- 9.4% unknown
- 7.9% gay
- 6.9% lesbian
- 3.1% bisexual
- 2% questioning
- 1.5% transgender
- 1.4% gender nonconforming
- 0.6% asexuality

- 0.5% pansexuality
- 0.1% intersexuality

#### Family Structure:

- 47.4% single parent
- 16.3% intergenerational family living situation
- 9.7% adoptees
- 6.8% foster care
- 6.7% blended family
- 6.4% interracial parentage
- 4.4% adoptive parents
- 2.3% same-sex parents

#### Gender Roles:

- 52.4% traditional
- 47.6% non-traditional (this could include LGBTQIA+ and/or feminist characters, messages, and themes)

#### Socioeconomic Status:

- 39.9% middle SES
- 24.9% high SES
- 18.7% low SES
- 6.5% homelessness/no stable accommodation

#### Mental and Physical Health:

- 35.5% mental health condition (i.e. PTSD, anxiety)
- 31.5% physical ability difference or impairment (i.e. Deaf or Hard of Hearing, paraplegia)
- 25.2% chronic or long-standing medical issue (i.e. cancer, autoimmune disorder)
- 7.8% neurological disorder or concern (i.e. autism, traumatic brain injury)

#### **Conclusions and Next Steps:**

According to School Library Journal in 2019, only nine percent of responding libraries have conducted a collection diversity audit, while another 14 percent plan to run one in the future. A common obstacle is the difficulty of developing a methodology that fits within already heavy workloads. Diversity audits have other limitations. An audit does not erase the need for publishers to champion writers from marginalized groups, nor will it necessarily catch a book that features diversity but includes stereotypes or inaccuracies (though we tried to ameliorate this to some extent by creating a category for works that were overtly problematic, we acknowledge we won't catch every instance of this ourselves). This phenomenon gets called out

frequently in youth materials, such as with Debbie Reese's incisive book reviews on the American Indians in Children's Literature blog, in which Reese as a cultural insider is able to identify cultural inaccuracies and insensitivities that are commonly invisible to white audiences.

Once completed a diversity audit sets a benchmark within an organization but it is certainly not an end point. By extrapolating our data, it is evidenced that the YA collection closely aligns with the demographics of the community we serve based on the surveys and data we used for comparison. However, the work here is not over but rather just beginning. This data allows the lowa City Public Library to design and implement consistency, continuity and expansion into collection policies, procedures and acquisitions. It also allows staff the potential to liaise with other professions in similar fields and critique our collections more holistically.

The Iowa City Public Library can implement consistency and continuity by auditing the collection regularly going forward, on a set schedule, to capture and add data from new books added to the collection as well as books being weeded out of the collection. Library policies can be updated to include recommendations using data from the results of the diversity audit to include specific language that explicitly mandates an ongoing commitment to diverse content and its creators. Another facet of collection policy development is the establishment of a group dedicated to an ever-evolving collection that best emulates our community. This can be professionals from similar disciplines, such as museum studies and education and, in the case of the young adult collection, a board comprised of young adult representatives.

Collection procedures can include the evaluation of how ICPL catalogs, labels, and displays the collection. Subject headings can be revisited and changed if deemed fit and how a specific collection is housed can also be evaluated. Being cognizant and setting benchmarks for including "content in all of the languages used in the community our library serves, when possible; and providing resources in formats that meet the needs of users with disabilities" is also important when establishing collection procedures and these are recommended best practices by the ALA.

When looking at acquiring new materials, as stipulated by the ALA, it is imperative to consider alternative formats of the collection: are there sufficient large print, audio and eBooks and do we have metrics to determine this? When developing the collection library selectors must also consider resources from "self-published, independent, small, and local producers, approaching marginalized and underrepresented groups and seeking the content they create" (ALA).

By using the data from this first audit, staff, selectors, administration and board members can build a framework through policy, procedures and acquisitions (or collection development.) While it was noted that the audit does not address a lack of diversity in publishing, the above proposals will take strides to address accountability and commitment towards a more diverse and inclusive collection, which in turn will lead to more diverse and inclusive programming which would lead to diverse talent seeking employment within the organization.

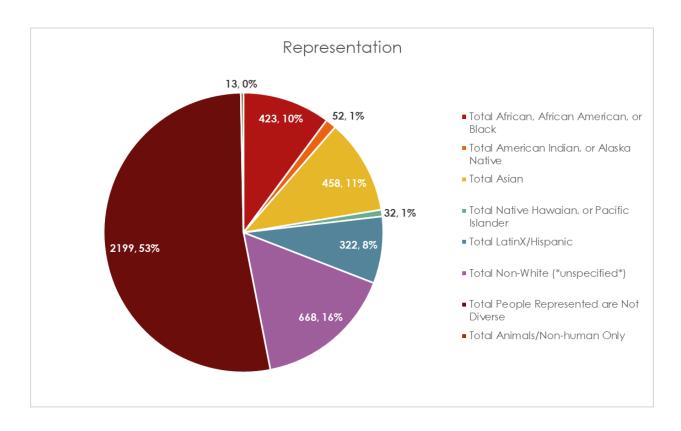
## Appendix A

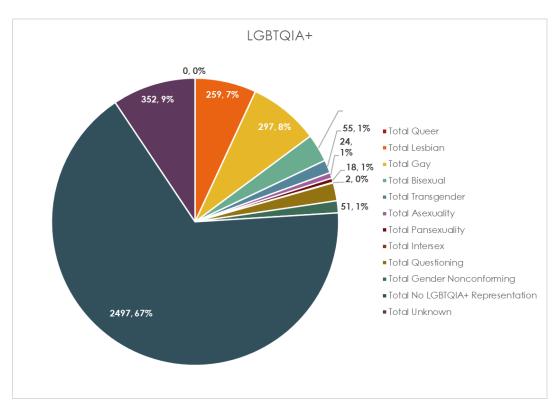
Scan or enter bar	code:
<u>S</u> ubmit	
Title*	One crazy summe
Author*	Williams-Garcia, F
Illustrator	
Publication Year	2010
Subject Headings	
	▼
Summary	<b>△</b> ▼ <b>▼</b>
Self-ID Own Voice*	Yes No
Diverse Representation*	African, African American, or Black American Indian, or Alaska Native Asian Native Hawaiian, or Pacific Islander LatinX/Hispanic Non-white (unspecified) People represented are not diverse Animals/Non-human Only

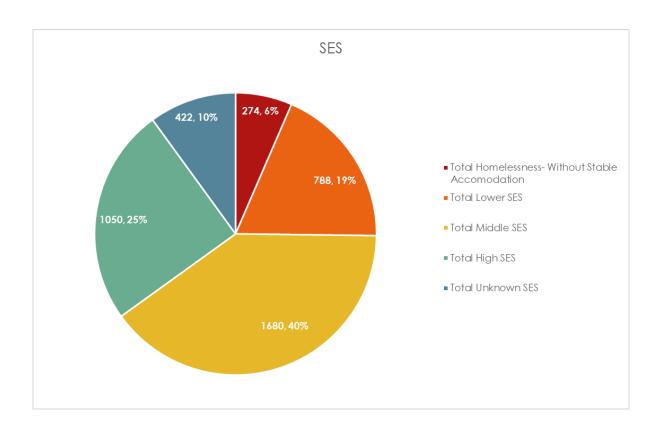
Immigrant Status*	Yes No Unknown
Religion*	Unknown Christian Hinduism Judaism Muslim Buddhism Other
	Lesbian Gay Bisexual Transgender Asexuality Pansexuality Intersex Questioning Gender Nonconforming Queer (unspecified) No LGBTQIA+ representation Unknown
Structures	Same Sex Parents Interracial Parentage Blended Family Intergenerational Family Adoptive Parents Adoptees

		Orphan Incarceration Foster Care Single Parent
Gender Roles Represented		Traditional Nontraditional
Socio Economic Status (SES)*		HomelessnessWithout Stable Accommodation Lower SES Middle SES High SES Unknown SES
Mental and Physical Health		Mental Health Condition  Physical Ability Difference or Impairment  Neurological Disorder or Concern  Chronic or Longstanding Medical Issue
representations in this work	0 0 0	Yes No Other

## Appendix B







#### INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(February, 2021) Brent Palmer, IT Coordinator

Data and analysis prepared by Alyssa Hanson, Web Specialist

In a previous meeting, board members were surprised to see that pageviews for the homepage have been lower during the pandemic which was counter-intuitive. An attempt to explain that has been made here in this report along with some additional context and information about how web usage can be compared before and after the pandemic started.

#### Pageviews for various web sections

Section	Before	Pandemic	Percent change	
	(Mar 2019 – Jan 2020)	(Mar 2020 – Jan 2021)		
Website (minus homepage)	434,757	504,870	16.1%	
Catalog	1,520,533	1,338,008	-12.0%	
Staff list pages	6,512	14,596	124.1%	
Staff Picks homepage	4,500	6,046	34.8%	
Event pages	117,844	73,395	-37.7%	
Calendar/events homepage	45,904	15,139	-67.0%	
Digital Library homepage	16,733	18,131	8.4%	

The pageviews for various sections of the Library's website are compared for analogous months before and after the pandemic started. These data omit homepage views which is probably skewed by the lack of public Internet station use.

#### Limitations to web data

The website is constantly evolving and so changes made during (and in many cases, in response to) the pandemic will affect the comparison. For example, Curbside, Mail and virtual browsing options like Featured Collections, Surprise Me and Recently Returned were all added since we closed last March. Note: The Collection Services Coordinator will be reporting on the virtual browsing options in a future board report.

#### **Home Page Anomaly**

All the public access computers in the building have browsers that default to our homepage. The lack of access to those public Internet stations means those counts are no longer there. We believe that is the number one reason why the homepage count is low.

So, while the website homepage counts were down, the website as a whole was up 16% (or more compared to our partial opening phase). In an addendum at the bottom of the report, this further breakdown is presented. Narrowing in on the months when the Library was partially open, the change is even more dramatic. It's interesting to note that

## **Definitions**

Pageviews – when a page on the website is loaded it is counted as a pageview

**Sessions** – a visit to the website, may include any number of pageviews

**Events** – click tracking for clicks we've specified

the catalog use was very low during the full closure since there was no way to pick up items and holds were turned off.

#### Some notable jumps both up and down

Staff lists were viewed 124% more than the same time the previous year. The calendar and event pages

were down due to the reduction in the number of events as well as staff not needing to interact with the calendar to manage the meeting rooms reservations.

Both staff and patron usage are generally included in web usage reports. Because patrons are not in the building, staff are also not using the website to answer questions they would normally answer. For example, Help Desk staff use the calendar to help book meetings for patrons or check them in when they arrive.

#### Other Metrics

#### **BEFORE (Mar 2019 – Jan 2020)**

#### Top pages (pageviews)

- 1. Calendar 45,904
- 2. Digital Library 16,733
- 3. Kids 15,590
- 4. Resources 13,093
- 5. NEW 8,143
- 6. Bookmobile 7,206
- 7. ILL or Purchase Suggestions 6,089
- 8. Job Openings 5,879
- 9. Card application 5,612
- 10. Ask Us 5,201

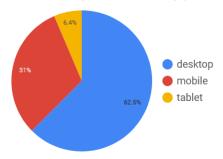
Pages/session - 4.38

Avg time on page – 1:16

#### **Visits by Device Type**

Device type	Percentage
Desktop	62.5%
Tablet	6.4%
Mobile	31%

## Visits by Device Type



#### **PANDEMIC (Mar 2020 – Jan 2021)**

#### Top pages (pageviews)

- 1. Curbside 34,447
- 2. Mail 27,465
- 3. Digital Library 18,131
- 4. Calendar 15,139
- 5. Ask Us 10,949
- 6. Resources 10,798
- 7. Card application 8,945
- 8. NEW 8.420
- 9. Kids -6,111
- 10. Staff Picks 6,064

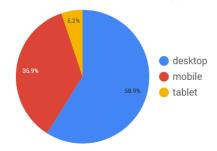
#### Pages/session - 4.94

#### Avg time on page -1:09

#### **Visits by Device Type**

Device type	Percentage
Desktop	58.9%
Tablet	5.2%
Mobile	35.9%

## Visits by Device Type



## Addendum

## Pageviews for various web sections comparing full and partial closure

			•			
	Full pandemic period			Partial Opening		
	Mar 2019 –	Mar 2020 –	0/	Jun 2019 –	Jun 2020 –	0/
	Jan 2020	Jan 2021			Jan 2021	%
Website (no homepage)	434,757	504,870	16.1%	315,449	410,703	30.2%
Catalog	1,520,533	1,338,008	-12.0%	1,113,766	1,174,924	5.5%
Total	1,955,290	1,842,878	15.0%	1,429,215	1,585,627	10.9%
Staff list pages	6,512	14,596	124.1%	5,818	12,650	117.4%
Staff picks homepage	4,500	6,064	34.8%	3,424	5,255	53.5%
Event pages	117,844	73,395	-37.7%	82,485	59,428	-28.0%
Calendar homepage	45,904	15,139	-67.0%	33,551	11,090	-66.9%
Digital Library page	16,733	18,131	8.4%	12,392	12,180	-1.7%
NEW page	8,143	8,420	3.4%	5,677	7,650	34.8%

The website without counting the homepage views is higher after partial opening. Catalog use for the pandemic is down overall but up for the period after partial opening began. Although the calendar has been used to some extent for pandemic related programming, it is still very minimal relatively speaking.

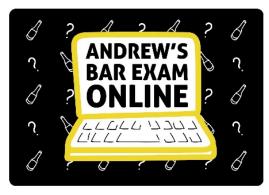
#### **Development Office Report**

Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
February 25, 2021

#### Andrew's Trivia for ICPL Friends Foundation on March 25

Help celebrate the library's 125<sup>th</sup> anniversary with a fun night of family friendly trivia. Andrew Juhl of Andrew's Bar Exam is providing this fantastic opportunity to help fund the library's next century.

The fun will start at 7pm online with a suggested donation of \$12.50 per person. Individual participants and teams will be welcome. Look for more information at https://www.facebook.com/events/123710792913269



#### Local Libraries LIT: Saeed Jones on April 1

Saeed Jones was to be one of the featured artists at the ICPL Friends Foundation's 2020 Looking Forward event until the pandemic turned that plan upside down.

Now, you will be able to meet and be enlightened by him through a Local Libraries LIT program online on Thursday, April 1.



Online reservations will open soon through the ICPL Friends Foundation. Thanks to generous sponsors, while reservations will be required, guests will have the choice of giving a donation to help fuel other programs but it will not be required.

"Saeed Jones is an essential author as well as a powerful voice in the world of literary activism, and his writing often takes on questions of identity. Formerly a major contributor at Buzzfeed, he shaped his platform into a tool for social awareness with his no-holds-barred personality. His debut collection, *Prelude to Bruise*, was a finalist for the National book Critics Circle Award and was awarded the 2015 PEN/Joyce Osterweil Award for Poetry. In 2019, Saeed released his highly anticipated memoir, *How We Fight for Our Lives*. A review from NPR writes, 'Jones's voice and sensibility are so distinct that he turns one of the oldest of literary genres inside out and upside down." - The Tuesday Agency



Local Libraries LIT came together to bring in thought-provoking writers to share their work to help us all better understand each other. The goal of this unique collaboration between the public libraries in Coralville, Iowa City, and North Liberty, and the University of Iowa Libraries is to spark conversations and actions to grow communities which champion diversity, equity, and inclusion for everyone. Thank you to The Tuesday Agency for generously partnering with Local Libraries LIT for this special series.

Greetings everyone, I hope this finds you well.

We have some governance related topics to touch on for this meeting, which I'll summarize.

First, today was the end of the latest director evaluation process, and I'd like to thank Carol Kirsch, Hannah Shultz, and Tom Rocklin for driving this work.

Our next order of business for governance is to appoint a subcommittee to nominate officers. I randomly selected Derek Johnk, John Beasley, and Robin Paetzold from those board members not already on the evaluation committee and they have all agreed to help. They will discuss amongst themselves and with the board at large and propose a slate of officers in our upcoming, April meeting.

Finally, John Beasley, Monique Washington, and myself have terms ending at the end of this June. Now would be a great time to think about reaching out to anyone whom you think might be a good candidate to join and board in July. As reminders, these candidates would need to be lowa City residents and we must maintain gender balance with the new cohort. Candidates will need to apply to the city and be voted in by the council, just as we all were. Just reach out if you have questions or could use support in this outreach.

Thanks! wes



## THE U.S. CENSUS BUREAU HEREBY RECOGNIZES

## **Iowa City Public Library**

as an invaluable member of the 2020 Census Community Partnership and Engagement Program. We appreciate the efforts you made in making the Partnership Program a success and helping achieve a successful 2020 Census.

Dr. Steven D. Dillingham, Director U.S. Census Bureau





# BOARD OF TRUSTEES Minutes of the Electronic Regular Meeting January 28, 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, Kellee Forkenbrock (in at 5:07 p.m.), Derek Johnk, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington (in at 5:04 p.m.).

Members Absent: None.

Staff Present: Elsworth Carman, Melody Dworak, Alyssa Hanson, Sam Helmick, Anne Mangano, Patty McCarthy, Jason Paulios, Angie Pilkington, Amanda Ray.

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

Public Discussion. None.

#### Items for Discussion/Action.

6-month Strategic Planning Update: Carman is pleased by the amount of work done toward the new goals of the Strategic Plan. Rocklin asked about the process that led to development of tactics; Carman said tactics have been part of the plan since its beginning in order to determine what the work will look like. Ideas and steps emerged at Department and other staff meetings. (Washington entered the meeting.) Rocklin asked about progress toward the goal to allocate resources to programming, outreach and collections to services for and with the BIPOC (Black, Indigenous, and People of Color) community; Carman said all expect and look forward to being able to engage community members in meaningful ways to progress with this as the building reopening plan is enacted. Conversations with Manny Galvez, the new PR Specialist are helpful on how to engage different communities as advisors.

Virtual Meeting Room memo: As requested at the last meeting, Carman consulted with Eric Goers in the City Attorney's office. Goers expressed limited concerns about the proposal. Staff consulted other libraries and learned that those offering this service are having less use than expected. Based on this information, staff do not plan to pursue this option. Trustees concurred. Paetzold asked whether a vote was needed on Policy 806: Meeting Room and Lobby Use; Mangano said Yes. Kirsch asked whether

806.9 language should be in 806.10; Helmick said Yes. Shultz made a motion to approve Policy 806 pending moving the text in 806.9 to 806.10. Kirsch seconded. Motion passed 9/0.

Review 2<sup>nd</sup> Quarter Goals/Statistics and Financials: Carman stated there were no red flags in the reports during these non-traditional times. He anticipates the next guarter's reports, especially financials, will show the impact of offering services in new ways while the building has been closed for a year. Shultz asked how ICPL compares to other libraries; Carman said he communicates often with IUPLA (lowa Urban Public Libraries) Directors. Our experiences are largely mirrored at other libraries. Kirsch asked about library materials expenditures at half the budgeted amount; Mangano stated the City report doesn't categorize the expenditures, that division among departments is handled internally and not all departments have spent half the allocations. Paetzold asked about resumption of bus pass distribution; Carman stated they became available again as part of the phased reopening and are given out at the desk. People can get two per week. Paetzold asked if receipt of a pass is linked to picking up reserved items. Carman stated it may be but that information is not specifically tracked. Paetzold asked about the 13-percent decrease in website use and 18-percent fewer site page views. Carman responded that he is optimistic that users are now navigating directly to pages they seek. Mangano stated page view use has been impacted by fewer events on the calendar. Use of the catalog increased 10-percent and Overdrive use is up 35%. Paetzold asked about use of the new Creativebug craft learning site and access to The Washington Post. Rocklin and Kirsch stated use will likely increase when the building reopens. Paetzold asked about macro reading trends speculating that more people home during the pandemic could translate to more reading, and if ICPL is not experiencing that, questioned whether the right services are being offered. Carman stated access to the materials has changed with readership of eBooks skyrocketing. While reading as a social pastime may be generally increasing, it is hard to say whether that is the case for ICPL users. Rocklin stated he has read headlines that book sales are increasing. Washington stated she encounters people waiting in distanced lines at and outside of ICPL to pick up materials when she visits to pick up.

### **Staff Reports.**

Director's Report. Carman stated the policy review calendar will be amended to review Policy 809: Library Use later in the year in order to be able to consider input from staff Inservice Day on alternatives to calling the police for behavior issues as outlined in the Strategic Plan. Carman stated the Cedar Rapids Public Library Director, Dara Schmidt, is drafting a letter to the Iowa Infectious Disease Advisory Council requesting library staff in the state remain at level 1C for covid-19 vaccinations. Carman will join Directors from the largest libraries statewide and the State Librarian in signing the letter if the Trustees concur. All agreed with the plan. Carman stated Manny Galvez, new PR Specialist, is making progress daily. Rocklin asked whether there were changes in the Administrative Coordinator job description before the vacancy posting. Carman said there were no major updates. Small changes in responsibilities include adding some responsibilities such as volunteer program oversight. Kirsch asked what qualifications are sought. Carman replied it is a complex position which requires deep attention to detail as well as ability to envision the 'big picture,' and be able to evaluate processes, and manage projects. Experience in Human Resources, Business, or Libraries on several levels will be helpful. He feels good that interviews will begin soon from among a very diverse pool of applicants. Kirsch asked about the hiring timeline. Carman stated he is not anticipating an unusually long wait depending on the new person's needs.

Shultz advised the Iowa Infectious Disease Advisory Council has no additional meetings scheduled so the vaccination letter could instead be sent to the state Director of Public Health and the Governor.

#### Departmental Reports.

Adult Services. Paulios stated news of the new access to *The Washington Post* is live today on the home page and will be announced in a blog post. A user can subscribe through their library card with an email address and will get 7-day access compared to 3-day access for *The New York Times* (NYT). Kirsch asked why this service is being added when it seems NYT use is down. Paulios replied it is cost effective for the library and other libraries are offering it. Kirsch congratulated Paulios on appointment to a State Library task force.

Community & Access Services. Helmick expressed appreciation of the creativity and work of her team. Kirsch asked for information about the Association of Leaders in Volunteer Engagement. Helmick stated it will be helpful to learn about new approaches to volunteer programs post pandemic. Rocklin asked about outreach to retirement communities. Helmick said contacts with partners will help with decisions related to how to offer service post pandemic.

Development Office Report. McCarthy encouraged everyone to participate in the new collaborative program with other libraries featuring writer Mira Jacob on February 11.

Miscellaneous. Paetzold asked about adding evening hours. Carman stated could be considered as planning is underway to move completely to the next phase soon. Paetzold asked about consideration of browsing by appointment similar to other libraries. Carman responded that has been and will again be discussed. ICPL challenges are a much larger building which means more cleaning, and identifying staff work stations which are distanced. More staff would be needed on-site to offer additional hours and services, and staff areas were not designed to accommodate distancing. As a result, some staff are working in public areas now. Staff is figuring out how to move them safely back to staff areas. Staff planning is prioritizing no appointments because of the frequency that users missed their curbside appointments and the challenges of finding their held items when they arrived unscheduled at other times to get them. Returning fully to the next phase opens the lobby more, provides computer, restroom, DOT kiosk access, and reactivates the bookmobile. Feedback from directors with other similar sized lowa libraries which have reopened to limited browsing indicates heavy use of the DOT kiosk, and printing, which ICPL has been offering. Paetzold encouraged review of cleaning source guidance which may have been updated as well as revisiting appointments as well as a summary of reopening by local and peer libraries. Kirsch and Forkenbrock encouraged exploration of a limited number of users as is coming to other local libraries. Beasley expressed concern about safety until more people receive vaccinations and encouraged patience. Johnk requested input from the city Attorney's office about vaccination passports and impact of including them in access requirements. Carman expressed gratitude for the input and conversation. Staff will continue discussion and present the phased reopening plan again at the February meeting as well as cleaning policy information, a summary of other libraries' reopening plans, and advice from City Legal. Kirsch requested the current plan be emailed to her again. Johnk requested review of options to speak to next phases confidently.

**President's Report.** Beary requested volunteers to serve on the Nominating Committee to determine candidates as officers (President, Vice President, and Secretary) for FY2022. It will be helpful to include a committee member who has served on the team in the past. Contact him to volunteer. If there are none, he will draw names.

**Announcements from Members.** Paetzold requested information about the timeline for applications

from potential new Trustees. Carman will follow-up with the City Clerk.

#### **Committee Reports.**

Foundation Members. Next meeting is on February 18. Paetzold asked whether there are upcoming Eat Out to Read events scheduled and expressed concern about the short notice for Monday's event. McCarthy stated none are confirmed yet and arrangements came together quickly for 1/25. She will work to provide more timely information as events are scheduled.

Director's Evaluation Committee. Rocklin said most data has been received and will be summarized pending receipt of responses from four Trustees. He contacted Eric Goers at the City Attorney Office about the paperwork and sharing it onscreen due to online meetings. That is allowed. Rocklin will provide Beary with language to go into closed session if requested by Carman. Rocklin contacted City Human Resources for information about salary step increases. Recording equipment will be provided for Beary to operate during the closed session. Beary will need to be Zoom host and co-host to bring back meeting participants after closed session.

#### Communications. None.

**Consent Agenda.** Johnk made a motion to approve the consent agenda. Washington seconded. There was no discussion. The motion carried 9/0.

## **Set Agenda Order for February Meeting.**

Director evaluation 3 Policy reviews for discussion and votes Calendar FY2022 Nominating Committee appointment Phased reopening plan discussion

**Adjournment.** Beary closed the meeting at 6:13 p.m.

Respectfully submitted, Patty McCarthy and Amanda Ray



|CITY OF IOWA CITY |Library Disbursements: January 1 - January 31, 2021

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110	Library	Adm	nistration			
10550110 432080 014353 ONE SOURCE THE BACKG 014353 ONE SOURCE THE BACKG	PLUS4649-20201231	0	Other Professional Services 2021 7 INV P 2021 7 INV P	40.00 010821 192.50 011521		BACKGROUND CHECKS F BACKGROUND CHECKS F
			<del></del>	232.50		
			ACCOUNT TOTAL	232.50		
10550110 435055 010473 UNITED PARCEL SERVIC	000068774R011	0	Mail & Delivery 2021 7 INV P	35.26 012221	253618	Admin/ UPS Internet
012264 MAILBOXES OF IOWA CI	01012021	0	2021 7 INV P	1,024.00 012221	21511	Admin/ Bubble Maile
			ACCOUNT TOTAL	1,059.26		
10550110 438130 010889 U S CELLULAR	0415534402	0	Cell Phone/Data Services 2021 7 INV P	100.02 012921	253912	Admin/Monthly Servi
014293 IMON COMMUNICATIONS	2384236	0	2021 7 INV P	65.94 012921	253850	ITAD/Internet & Pho
			ACCOUNT TOTAL	165.96		
10550110 449120 011736 KONICA MINOLTA BUSIN	70928017	0	Equipment Rental 2021 7 INV P	114.30 012921	253862	Admin/ Lease Paymen
			ACCOUNT TOTAL	114.30		
			ORG 10550110 TOTAL	1,572.02		
10550121 10550121 438030 010319 MIDAMERICAN ENERGY	Library 20210127083357	Bldg 0	g Maint - Public Electricity 2021 7 INV P	5,890.30 012921	21904	MidAmBilling 012720
			ACCOUNT TOTAL	5,890.30		
10550121 438070 010319 MIDAMERICAN ENERGY	20210127083357	0	Heating Fuel/Gas 2021 7 INV P	2,002.14 012921	21904	MidAmBilling 012720
			ACCOUNT TOTAL	2,002.14		
10550121 442010 010981 JOE'S QUALITY WINDOW 010981 JOE'S QUALITY WINDOW	19576 19643	0	Other Building R&M Services 2021 7 INV P 2021 7 INV P	140.00 012921 140.00 012921		FAC/ Lower Outside FAC/Lower Outside W
				280.00		
014647 DAN'S OVERHEAD DOORS	513893	0	2021 7 INV P	162.41 012921	21891	FAC/ Main Entrance
			ACCOUNT TOTAL	442.41		
10550121 442020			Structure R&M Services			



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010823 SCHUMACHER ELEVATOR	90511856	0	2021 7 INV P	607.00 010821	21409	Elevator Maintenanc
			ACCOUNT TOTAL	607.00		
10550121 445330 013663 REPUBLIC SERVICES OF	0897-000915688	0	Other Waste Disposal 2021 7 INV P	97.60 010821	253253	FAC/December Waste
			ACCOUNT TOTAL	97.60		
10550121 449160 010627 CINTAS CORPORATION 010627 CINTAS CORPORATION	4071165624 4072485940	0	Other Rentals 2021 7 INV P 2021 7 INV P	191.87 010821 191.87 012221	253198 253554	FAC/ Cleaning Suppl FAC/ Cleaning Suppl
				383.74		
			ACCOUNT TOTAL	383.74		
10550121 452040 010290 LENOCH AND CILEK ACE	369725/3	0	Sanitation & Indust Supplies 2021 7 INV P	607.31 012921	253869	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION 010627 CINTAS CORPORATION	4071165624 4072485940	0	2021 7 INV P 2021 7 INV P	224.93 010821 163.76 012221	253198 253554	FAC/ Cleaning Suppl FAC/ Cleaning Suppl
				388.69		
			ACCOUNT TOTAL	996.00		
10550121 466070 011399 ELECTRIC EQUIPMENT S	8590	0	Other Maintenance Supplies 2021 7 INV P	351.00 012221	21503	FAC/100 Cases of 25
			ACCOUNT TOTAL	351.00		
			ORG 10550121 TOTAL	10,770.19		
10550140 10550140 432060 010525 ENCOMPASS IOWA LLC	Librar	y Comp	uter Systems Consultant Services 2021 7 INV P	987.00 011521	21450	IT/ IT Essentials &
			ACCOUNT TOTAL	987.00		
10550140 438140 011937 AUREON COMMUNICATION	0789007015.21.01	0	Internet Fees 2021 7 INV P	300.00 011521	253291	Internet Services
014293 IMON COMMUNICATIONS	2384236	0	2021 7 INV P	411.80 012921	253850	ITAD/Internet & Pho
			ACCOUNT TOTAL	711.80		
10550140 444080 010623 CENTURION TECHNOLOGI	8832315681	0	Software R&M Services 2021 7 INV P	686.40 012221	253553	IT/SmartShield Ente
			ACCOUNT TOTAL	686.40		



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR	INVOICE	PC	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550140 455120 011167 NORTHLAND SYSTEMS IN	54575	0	Misc Computer Hardware 2021 7 INV P	3,250.00 010821	21402	IT/ Network Equipme
			ACCOUNT TOTAL	3,250.00		
			ORG 10550140 TOTAL	5,635.20		
10550151 10550151 432080 015796 LINAHON, LAUREN	Lib	Public 0	Services - Adults Other Professional Services 2021 7 INV P	100.00 012921	253872	AD/Teen Workplace P
015807 CREACH, SADE NOIBI	1721	0	2021 7 INV P	100.00 012921	253830	AD/Teen Workplace G
			ACCOUNT TOTAL	200.00		-
10550151 445140 010050 TRU ART	111940011WRP	0	Outside Printing 2021 7 INV P	100.00 011521	253451	. CHI&AD/ 900 WRP Gam
010373 PIP PRINTING	105301	0	2021 7 INV P	24.03 011521	21467	AD/200 Let's Talk B
			ACCOUNT TOTAL	124.03		
10550151 445250 000119 ELLSWORTH PUBLIC LIB 000119 OTTUMWA PUBLIC LIBRA		0	Inter-Library Loans 2021 7 INV P 2021 7 INV P	25.00 012921 8.93 012921		AD/ ILL Replacement AD/ ILL Replacement
				33.93		
			ACCOUNT TOTAL	33.93		
			ORG 10550151 TOTAL	357.96		
10550152 10550152 445140 010050 TRU ART	Lib 111940011WRP	Public 0	Services - Children Outside Printing 2021 7 INV P	125.00 011521	253451	. CHI&AD/ 900 WRP Gam
			ACCOUNT TOTAL	125.00		
			ORG 10550152 TOTAL	125.00		
10550160 10550160 435010 011068 OVERDRIVE INC	Lib MR0137020464725	-	lection Services Data Processing 2021 7 INV P	195.00 011521	253420	LIBRARY MATERIALS
OTTOGO GVERENTVE TINC	THEO137020101723	O	ACCOUNT TOTAL	195.00	255120	
10550160 445270 010509 BAKER & TAYLOR INC C	200055122020V	0	Library Material R&M Service 2021 7 INV P		253293	LIBRARY MATERIALS
			ACCOUNT TOTAL	334.88		
10550160 469110			Misc Processing Supplies			



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C H641923DM	0	2021 7 INV P	11.95 012221	253546	LIBRARY MATERIALS
010510 DEMCO INC	6885543	0	2021 7 INV P	658.12 012221	253560	LIBRARY MATERIALS
010546 MIDWEST TAPE	99847647	0	2021 7 INV P	351.29 012221	253599	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,021.36		
		C	RG 10550160 TOTAL	1,551.24		
10550210 10550210 477020 010509 BAKER & TAYLOR INC 0 010509 BAKER & TAYLOR INC 0	2 2035578557 2 2035597722 2 2035653510 2 2035678099	ary Child 0 0 0 0 0	ren's Materials Books (Cat/Cir) 2021 7 INV P	131.56 011521 163.71 011521 24.76 011521 69.83 011521 27.37 012221	253293 253293 253293	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
010531 GALE GROUP	72758700	0	2021 7 INV P	18.39 011521	253333	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERV 010536 INGRAM LIBRARY SERV	I 49688848 I 49984914 I 50077166 I 50166099	0 0 0 0 0	2021 7 INV P 2021 7 INV P	22.11 011521 18.95 012221 15.92 011521 80.48 011521 115.66 011521 12.64 011521	253584 253378 253378 253378	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
			ACCOUNT TOTAL	701.38		
10550210 477070 011068 OVERDRIVE INC 011068 OVERDRIVE INC 011068 OVERDRIVE INC 011068 OVERDRIVE INC 011068 OVERDRIVE INC	01370C020452680 01370C020462135 01370C021006745 01370C021006799 01370DA20460320	0 0 0 0	Downloadable-eBooks 2021 7 INV P 2021 7 INV P 2021 7 INV P 2021 7 INV P 2021 7 INV P	97.11 011521 84.12 011521 35.00 012221 430.85 012221 93.04 011521	253420 253604 253604	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
				740.12		
			ACCOUNT TOTAL	740.12		
10550210 477120 015458 FINDAWAY WORLD LLC	337260	0	Other Audio-CD 2021 7 INV P	64.99 012221	253568	LIBRARY MATERIALS
			ACCOUNT TOTAL	64.99		
10550210 477160 010546 MIDWEST TAPE 010546 MIDWEST TAPE	99749434 99796083	0	Video Recordings 2021 7 INV P 2021 7 INV P	69.69 012221 68.18 012221		LIBRARY MATERIALS LIBRARY MATERIALS



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	99830848	0	2021 7	INV P	18.73 012221	253599	LIBRARY MATERIALS
				-	156.60		
			ACCOUNT T	TOTAL	156.60		
10550210 477250 011068 OVERDRIVE INC	01370C021006798	0	Downloadable 2021 7		177.46 012221	253604	LIBRARY MATERIALS
015034 KANOPY INC	228572-PPU	0	2021 7	INV P	190.00 011521	253390	LIBRARY MATERIALS
			ACCOUNT T	TOTAL	367.46		
			ORG 10550210	TOTAL	2,030.55		
010509 BAKER & TAYLOR INC 010509		0 0 0 0 0 0 0 0	2021 7 2021 7	INV PINV PINV PINV PINV PINV PINV PINV P	1,877.34 011521 715.95 011521 253.21 011521 179.88 011521 214.87 011521 746.10 011521 292.65 012221 227.40 012221 101.86 012221 82.29 012221 95.49 012221 16.96 012221	253293 253293 253293 253293 253545 253544 253544 253544 253544	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1809054	0	2021 7	INV P	134.82 011521	253299	LIBRARY MATERIALS
010531 GALE GROUP 010531 GALE GROUP	72700109 72758700	0	2021 7 2021 7	INV P INV P	31.19 011521 414.26 011521		LIBRARY MATERIALS LIBRARY MATERIALS
				-	445.45		
010536 INGRAM LIBRARY SERVI 010536 INGRAM LIBRARY SERVI	48148276 48816623 49287911 49688848 49889163 49917875 49984914 50077166 50166099 50278754 50402701	0 0 0 0 0 0 0 0	2021 7 2021 7	T14 0 T	58.82 011521 -58.82 011521 123.27 011521 63.79 012221 29.07 012221 100.34 011521 70.00 011521 31.41 011521 295.24 011521 175.54 011521 256.27 011521 37.99 012221 16.17 012221	233301	LIBRARY MATERIALS



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR I	INVOICE F	PO	YEAR/PR I	YP S	V	ARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI 5	50440214	0	2021 7	CRM P	-31.04	011521	253378	LIBRARY MATERIALS
					1,168.05			
012405 REGENT BOOK CO 5	59279	0	2021 7	INV P	15.78	012221	21518	LIBRARY MATERIALS
			ACCOUNT TO	TAL	6,568.10			
10550220 477040 010509 BAKER & TAYLOR INC C 5	5016638064	В(	ooks (Cat/Re 2021 7	eference) INV P	14.82	012221	253544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 4 010536 INGRAM LIBRARY SERVI 5	49287911 C	0	2021 7 2021 7	INV P INV P		012221 012221		LIBRARY MATERIALS LIBRARY MATERIALS
					125.00			
010548 OMNIGRAPHICS 1	105465-0474	0	2021 7	INV P	202.23	012221	253603	LIBRARY MATERIALS
012405 REGENT BOOK CO 5	59279	0	2021 7	INV P	15.79	012221	21518	LIBRARY MATERIALS
			ACCOUNT TO	TAL	357.84			
011068 OVERDRIVE INC 0	01370C020455251 01370C020456770 01370C020462136 01370C021001820 01370C021005488 01370C021006815 01370C021008814 01370C021009381 01370C021009381 01370CD20463086 01370DA20454028	0 0 0 0 0 0 0 0	2021 7 2021 7	eBooks INV P	585.95 110.00 1,093.75 115.50 12.99 417.43	011521 011521 011521 012221 012221 012221 012221 012221 011521 011521	253420 253420 253420 253604 253604 253604 253604 253420 253420 253420	LIBRARY MATERIALS
			ACCOUNT TO	TAL	6,220.70			
10550220 477100 010518 BLACKSTONE AUDIOBOOK 1	1195562		iction Audic 2021 7	o-CD		012221	21497	LIBRARY MATERIALS
			ACCOUNT TO	TAL	40.00			
10550220 477110 010509 BAKER & TAYLOR INC C H 010509 BAKER & TAYLOR INC C H 010509 BAKER & TAYLOR INC C H	H52860990 C	M1 0 0 0	2021 7	INV P INV P INV P	30.10	012221 012221 012221	253546	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
					52.13			



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT	r/vendor	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010546	MIDWEST TAPE	99824169	0	2021 7 INV P	23.08 012221	253599	LIBRARY MATERIALS
				ACCOUNT TOTAL	75.21		
10550220 010509	477160 BAKER & TAYLOR INC C	н52478260	0	Video Recordings 2021 7 INV P	21.71 012221	253546	LIBRARY MATERIALS
010546 010546	MIDWEST TAPE MIDWEST TAPE MIDWEST TAPE MIDWEST TAPE	99749434 99796083 99796084 99830848	0 0 0	2021 7 INV P 2021 7 INV P 2021 7 INV P 2021 7 INV P	457.31 012221 347.08 012221 19.99 012221 186.65 012221	253599 253599	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
					1,011.03		
				ACCOUNT TOTAL	1,032.74		
10550220 010514		66528121020	0	Puzzles 2021 7 INV P	437.95 012221	253540	LIBRARY MATERIALS
				ACCOUNT TOTAL	437.95		
10550220 010546	477210 MIDWEST TAPE	99796083	0	Non-Fiction Video-DVD 2021 7 INV P	18.74 012221	253599	LIBRARY MATERIALS
				ACCOUNT TOTAL	18.74		
010536 010536	477220 INGRAM LIBRARY SERVI INGRAM LIBRARY SERVI INGRAM LIBRARY SERVI INGRAM LIBRARY SERVI	49287911 50228173	0 0 0 0	Multi-Media/Gaming 2021 7 INV P 2021 7 INV P 2021 7 CRM P 2021 7 CRM P	37.99 011521 284.94 012221 -37.99 011521 -37.99 012221	253584 253378	LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS LIBRARY MATERIALS
					246.95		
				ACCOUNT TOTAL	246.95		
10550220 010546	477230 MIDWEST TAPE	99764618	0	Non-Fiction Audio-CD 2021 7 INV P	34.99 012221	253599	LIBRARY MATERIALS
				ACCOUNT TOTAL	34.99		
011068 011068 011068 011068 011068 011068	477250 OVERDRIVE INC	01370C020450012 01370C020455252 01370C020455262 01370C020456771 01370C021001819 01370C021001819 01370C021005489 01370C021005489 01370C021006814	0 0 0 0 0 0 0 0 0	Downloadable Media 2021 7 INV P	203.44 011521 717.20 011521 621.87 011521 340.24 011521 142.46 011521 1,354.92 012221 67.50 012221 191.98 012221 327.48 012221	253420 253420 253420 253420 253604 253604 253604	LIBRARY MATERIALS



CITY OF IOWA CITY INVOICE LIST BY GL ACCOUNT

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK DESCRIPTION
011068 OVERDRIVE INC	01370C021008340 01370C021008342 01370C021008815 01370C021009382 01370CP20463086 01370DA20459222 01370DA20460320 01370DA21007027	0 0 0 0 0	2021 7 INV P 2021 7 INV P	218.00 012221 1,414.40 012221 76.00 012221 1,012.81 012221 93.90 011521 33.56 011521 573.59 011521 65.00 012221	253604 LIBRARY MATERIALS 253604 LIBRARY MATERIALS 253604 LIBRARY MATERIALS 253604 LIBRARY MATERIALS 253420 LIBRARY MATERIALS 253420 LIBRARY MATERIALS 253420 LIBRARY MATERIALS 253420 LIBRARY MATERIALS 253604 LIBRARY MATERIALS
			-	7,454.35	
015034 KANOPY INC	228572-PPU	0	2021 7 INV P	4,033.00 011521	253390 LIBRARY MATERIALS
			ACCOUNT TOTAL	11,487.35	
10550220 477290 010550 PROQUEST INFORMATION	62131348	0	Microforms-STO 2021 7 INV P	4,431.00 011521	21468 LIBRARY MATERIALS
			ACCOUNT TOTAL	4,431.00	
10550220 477330 010524 EBSCO	2102510	0	Print/Reference Ser 2021 7 INV P	ials 616.35 011521	21447 LIBRARY MATERIALS
			ACCOUNT TOTAL	616.35	
10550220 477350 010550 PROQUEST INFORMATION	70656576	0	Online Reference 2021 7 INV P	3,947.84 011521	21468 LIBRARY MATERIALS
015776 CREATIVEBUG LLC	DMARVA21-691	0	2021 7 INV P	2,000.00 011521	253307 LIBRARY MATERIALS
			ACCOUNT TOTAL	5,947.84	
		C	ORG 10550220 TOTAL	37,515.76	
=======================================					
FUND 1000 General		TOTAL:	5	59,557.92 ==========	=======================================

Wesley Beary, President	Derek Johnk, Secretary