



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

July 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/join/zoom/register/tJcqdeGorDlrGtTxH9Vg4rpBVC8YNLV3jBKr>

If you are asked for a meeting ID, enter Meeting ID: **937 2802 910**

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: 937 2802 910**

Providing comments in person is not an option.

LIBRARY BOARD OF TRUSTEES

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Carol Kirsch - President

Tom Rocklin - Vice President

Derek Johnk - Secretary

Kellee Forkenbrock

Daniel Keranen

Noa Kim

Robin Paetzold

Hannah Shultz

Dan Stevenson

1. Call Meeting to Order

2. Public Discussion

3. Items to be discussed

A. Annual Board Report

Comment: This is a regularly scheduled agenda item. Board action required.

B. NOBU Budget – Summary of NOBU Requests FY15-F21

Comment: Information on past NOBU Budget requests was requested at the June meeting. Board action not required.

C. NOBU Budget – FY22

Comment: This is a regularly scheduled agenda item. Board action required.

D. Board & Commissions ARPA Funds Input

Comment: This is an item for discussion as all City Boards, Commissions, and Committees are invited to submit their ideas for how funds can be spent. Board action required.

4. Staff Reports:

A. Director's Report & In-Person Meetings Update

B. Departmental Report: Community & Access Services

C. Development Office Report

D. Miscellaneous

5. President's Report

6. Announcements from Members

7. Committee Reports

A. FY2022 Memo of Understanding between the ICPL and ICPL Friends Foundation

Comment: This is a regularly scheduled agenda item which outlines the amount from ICPL Friends Foundation to be paid to the Library. Board action required.

8. Communications

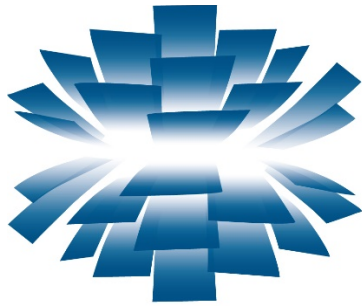
9. Consent Agenda:

A. Approve Minutes of Library Board of Trustees June 24, 2021 regular meeting

B. Approve Disbursements for June 1 TO June 30 2021

10. Set Agenda Order for August Meeting

11. Adjournment



IOWA CITY PUBLIC LIBRARY

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

To: Library Board

From: Elsworth Carman

Date: July 22, 2021

Re: Annual Report to the City of Iowa City

As discussed at the June meeting, each year the City of Iowa City asks Boards and Commissions to complete a brief annual report noting accomplishments for the prior fiscal year (July 1, 2020 - June 30, 2021) and indicating goals for the coming year. Last year's report (with goals for FY21) is attached for reference. An updated draft, incorporating the Board's feedback and directives, is attached for review.

As requested by the Board, I have drafted both accomplishments from FY21 and goals for FY22. In an effort to ensure the voices of all Trustees, including those new to the Board, are reflected in the selection of goals for FY22, I intentionally developed a list of goals longer than traditionally included in the final document. This gives the Board up to five goals that may be removed from the list as a strategy to hone in on the aspirations which resonate most with Trustees. Typically, between eight and ten goals are submitted each year.

GENERAL RESPONSIBILITIES

The Iowa City Public Library (Library) Board of Trustees is a semi-autonomous body of nine persons, empowered by state law and city ordinance to act as the Library's governing body.

The Board's list of specific legal responsibilities includes:

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

Also, the Board is an arm of City Government with members appointed by, and its principal operating funds approved by, Iowa City Council. The Board seeks, at all times, to work in harmony with City area policies that are not in conflict with its statutory powers.

ACCOMPLISHMENTS FOR FISCAL YEAR 2020

General Accomplishments

1. Worked closely with Iowa City and partners to implement programs and services related to outcomes of equity toolkit work.
2. Participated in discussions about City-wide services for tweens and teens with other public and youth-serving agencies; moving forward, this will be a continuing discussion.
3. Evaluated and responded to changing purchasing and lending restrictions on eBooks and audiobooks; maintained availability of popular titles by shifting collections budgets and carefully monitoring use patterns.
4. Planned and initiated a Diversity Audit of the YA fiction collection.
5. Researched, installed, and upgraded a building-wide intercom system.
6. Reviewed and updated the following policies:
 101. Bylaws
 601. Collection Development
 702. Library Programming Policy

- 703. Recording and Streaming (formerly Cable TV Channel)
- 705. Naming and Recognition
- 801. Circulation/Library Card
- 812. Hours of Service
- 815. Internet Use

Accomplishments Specific to COVID-19

- 7. Facilitated closure of library building.
- 8. Created and implemented (including building remote technology solutions) work-from-home practices allowing uninterrupted phone and chat services for the public.
- 9. Transitioned from a building-based, in-person service model to a virtual service model, including production and promotion of programming for all ages and a focus on digital media formats.
- 10. Crafted, communicated, and implemented a phased re-opening plan (Phase 2 of 6).
- 11. Constructed a new strategic plan, representing community and staff aspirations, which represented COVID-19 challenges and impacts.

GOALS FOR FISCAL YEAR 2021

- 1. Plan and implement a Board training curriculum in cooperation with the State Library of Iowa and other educational partners.
- 2. Prioritize public health and safety in design and delivery library services.
- 3. Identify and address human resources, employment-related barriers to establishing a workplace reflective of the community served.
- 4. Establish new ways for the community and Library to communicate - including web-based, in-person, and mail options.
- 5. Review select policies, procedures, and practices with representatives of the community, incorporating a focus on restorative justice.
- 6. Ensure all Library Staff, Board members, Volunteers, and Donors are ready to champion the changing work of librarianship; each will seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.
- 7. Prepare a *Request for Proposal* (RFP); select and approve vendor for completion of the Library's second-floor reflooring project.

Board Members:

Wesley Beary, President
 Carol Kirsch, Vice-President
 John Beasley, Secretary
 Kellee Forkenbrock
 Derek Johnk

Robin Paetzold
 Tom Rocklin
 Hannah Shultz
 Monique Washington

LIBRARY BOARD OF TRUSTEES

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ACCOMPLISHMENTS FOR FISCAL YEAR 2021

1. Prioritized public health and safety in designing and delivering library services during the COVID-19 pandemic.
2. Established new recruiting and hiring practices to reduce barriers to establishing a workplace reflective of the community served.
3. Supported Friends' Foundation volunteers and the Development Office staff in exploration and adoption of Sustainable Investing practices in order to grow Foundation investments.
4. Continued to craft new ways for the community and the Library to communicate - including dynamic options for "browsing" the shelves remotely, an enhanced ICPL app, and the ability to contact the Director for comments and feedback via text message.
5. Responded to direct community feedback by applying multiple new electronic resources - including two learning-based tools: Creativebug (craft video tutorials) and LinkedIn Learning (creative, business, and technology training tutorials) – and making these available to the public.
6. Recognized the Bookmobile as a community hotspot and information hub following the derecho (land hurricane) incident.

7. Established strategic marketing partnerships, documented processes, and developed training standards and timelines related to communications; these actions were led by the Library's new Public Relations Specialist; thereby, reducing staff time on and increasing accuracy of Library marketing.
8. Held a virtual In-Service Day, with focus on finding alternatives to calling the Police for library rule infractions (one of the strategic initiatives).
9. Encouraged Friends' Foundation volunteers and supported creative new virtual events to assist in surpassing fundraising goals.
10. Embarked on the process of evaluating schedule practices throughout the building, with the intent to reduce conflicts and complexity of covering service desks.
11. Developed and offered a variety of community programs and historical reflections in celebration of Iowa City Public Library's 125th Anniversary.
12. Reviewed and updated the following policies:
 700. Community Relations Policy
 701. Public Relations Policy
 702. Library Programming Policy
 704. Use of Library's Cardholder Database Policy
 706. Outreach and Bookmobile Policy
 801. Circulation and Library Card Policy
 803. Event Board Policy
 804. Free Materials Distribution Policy
 805. Display Policy
 806. Meeting Room and Lobby Use Policy
 808. Art Advisory Committee Policy
 809. Library Use Policy
 810. Discussion Rooms Policy
 811. Theft, Defacement or Alteration of Library Materials and Resources Policy
 812. Hours of Service
 816. Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

GOALS FOR FISCAL YEAR 2022

1. Continue to collect data related to effects of the provisional all-collections Fine Free Policy, while actively engaging with City management around aspirations to implement this policy at the beginning of FY23.
2. Seek new funds, or reallocate budgeted funds, to expand staff learning opportunities.
3. Return to in-person Board meetings and comply with the City's directive to record, video, and audio all public Board meetings.
4. Measure resources allocated to programming, outreach, and collections for and with Black, Indigenous, and People of Color.
5. Develop a plan of annual reporting to contracting cities and County Board of Supervisors.

6. Create a programming infrastructure for community-led, library-funded programs, with an emphasis on historically excluded, marginalized, and oppressed populations.
7. Engage the community in dialog pertaining to their aspirations for Iowa City Public Library - including service hours, using quarterly web-based surveys, requesting specific feedback in each issue of *The Window*, and leading focus groups about current and future services.
8. Complete the process of evaluating all scheduling practices to reduce scheduling conflicts and complexity of covering service desks.
9. Create a Learning Plan for staff, designed to enhance general work skills (project management, executive function, group communication), and DEI(Diversity/Equity/Inclusion) specific knowledge (identifying and challenging implicit bias, working with diverse populations).
10. Develop quarterly staff offerings designed to celebrate shared work, build morale, and increase resiliency.
11. Transition back to a fully-open building model.
12. Continue to celebrate Iowa City Public Library's 125th Anniversary with programs, events, and displays.
13. Publicly recognize significant staff changes (including retirements and new hires) occurring in the midst of the COVID-19 closure.
14. Explore Automatic Material Handler options with Staff and Board; evaluate impact on current checkin procedures.

Board Members:

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

Iowa City Public Library Non-Operating Funds Budget Accounts (NOBU)

Summary of Requests from FY15-F21

During the June 24, 2021, meeting, a summary of past NOBU requests was asked of the Director to include in the July Board meeting packet.

Overview

At the beginning of each fiscal year (usually at the July meeting), the Library Board approves expenditures from non-operating budget fund accounts (referred to as NOBU). These are special funds which carry over a balance from one year to the next, unlike the Library's operating budget. The largest source of revenue for NOBU is gift money - including the annual unrestricted payment from the Friends' Foundation. Another significant source of NOBU revenue is from the State of Iowa, including Enrich Iowa and Direct State Aid.

Funds are generally accumulated one year and spent the next, although the requirements of some parts of state funding call for expenditure in the year received. Foundation funds may also be spent in the year received.

If funding is available from other sources (operating budget, designated gifts, replacement funds, or grants) to cover or contribute to funding NOBU projects, it will be used. There is no penalty for underspending approved NOBU funds; they simply roll from year to year.

Practical Similarities and Differences in Use of NOBU and Operational Budget

Part of the Library Director's job is to manage the Library's budget. This includes working with City Finance and Administration to complete the steps of the full budget process, from an initial needs' assessments to the final presentation to the Library Board and City Council. In our system, the finalized fiscal year budget is approved by City Council then sent to the State the following March; however, the "work" of creating proposals and building the major service priorities for the budget are done several months prior.

This system works well for much of the work we do in the Library. We have excellent internal steering documents—including our Strategic Plan and building system replacement schedules—which allow us to identify projects well in advance. Budgeting for these expected expenditures fits into the standard budget process fairly easily (for the most part; sometimes our purchases—a hundred bags of marshmallows for a children's program, for example—require a little more justification to Finance staff than others). We use NOBU funding for some of these regular, expected expenses, including limited personnel costs (currently, about half of one full-time Children's Services/Bookmobile staff member and a half-time Development Office staff member), collection support, select partner/City events (i.e. Iowa Book Festival), a third issue of *The Window*, and support for programming. We know these events and expenses (most of them ongoing or annual) are coming and can plan well in advance.

Other parts of our service are harder to anticipate, and NOBU funding provides some needed flexibility for maximizing unexpected opportunities. Between crafting an initial budget request and implementing a new budget, community and agency needs can shift in unexpected ways. Opportunities to partner with other agencies can arise, as can specific staff training needs. City Council, City Administration, the American Library Association, or the Library Board could have developed new initiatives that Iowa City Public Library wants to participate in. Some of the Library's NOBU requests are related to this kind of new, evolving, or unexpected opportunities.

There is a middle ground for NOBU fund use, as well. Between the expected, routine expenses and the surprise opportunities, we have what I call "strategic initiative expenses." These include things like allocating resources for specific tactics from the Strategic Plan (funds to develop community-driven programming or to pay for a consultant to help us design effective community engagement around services and hours as we reopen the building), or responding directly to community needs in a way that puts agency values into action (like contributing to collaborative programming that brings diverse, internationally known authors into our community to offer low-barrier programs open to all).

NOBU funding is an asset to our work, and allows us to elevate our offerings in a special way.

Patterns of Use in FY15-FY21

I reviewed NOBU requests from FY15-FY21, and while each document is unique, I identified eleven categories that expenditures could be sorted by. Obviously, there are many ways past NOBU requests could be categorized, but these groupings made sense to me as I reviewed the past seven years of documentation:

Personnel - Costs related to wages and benefits of employees

City of Literature/Book Festival - Contributions to City of Literature projects, including the Book Festival

Strategic Plan Initiatives - Expenditures related to ICPL's Strategic Plan, City Administration, or City Council Strategic Plans or initiatives

PR/Marketing/Window/Art Purchase Prize - Projects based on public relations and/or marketing, or related to the Art Purchase Prize

Summer Reading Program and Winter Reading Program - Costs related to Summer and Winter Reading Programs (SRP/WRP), presenters, and incentives

Facilities Enhancement - Includes non-Capital building improvements and amenities (shelving/display replacements, furniture, baby changing stations), as well as unexpected minor-to-moderate facility repairs and fixes (building clock repair, addressing carpet tile issues)

Technology/Website/Catalog - Expenses covering technology (hearing augmentation systems, paging upgrades, hardware and software needs), website building, and catalog maintenance and staff training

Collections - Funding provided to enhance our materials collections

Consultants/Vendors - Costs for outside, specialized service providers (Director search firm)

Training/Conferences/Education - Expenditures intended to cover staff training and education, including specific events (a Public Library Association Conference in a near-by city) or more general staff needs (training a group of staff to use a new catalog module)

Contingency - Funds requested in case they are needed to cover extra costs associated with a project or initiative

Each year's NOBU request is different not just in the specifics of what is asked for, but also because the total amount of the requests vary significantly. This depends on several factors - including number and scope of special projects, community needs, and operational budget values. Since FY15, NOBU requests have ranged from \$197,000 to \$500,000. The breakdown of each year's total NOBU request by rough funding source (simplified into three categories) can be seen on the attached chart, titled "Total NOBU Request Amounts FY15-FY21."

The second chart, titled "NOBU Requests by Category FY15-FY21", offers a comparison of requested funding by category; this should allow Trustees to compare year-to-year requests for similar expenses and also get a sense of the variability of this kind of budget tool. One fiscal year there may be a request for \$250,000 in technology projects, then for the next three or four years, there are no technology requests.

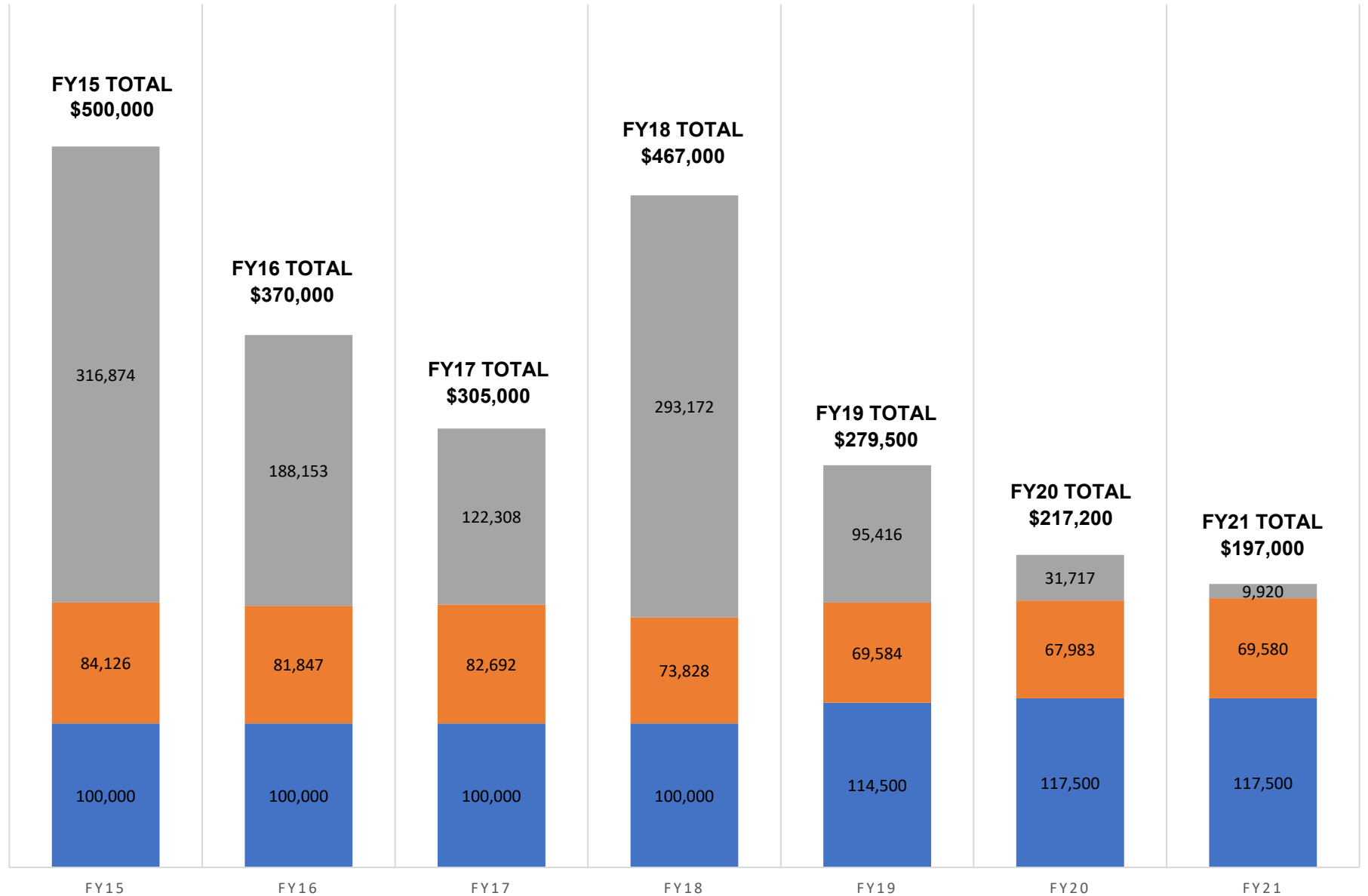
This chart also shows that many NOBU requests are fairly balanced except for one or two categories. This makes sense, because we have the operating budget to rely on for so many of our forecasted expenses. I suspect several Trustees will have a similar reaction to past NOBU requests; I feel consistent expenses are interesting in that they tell a long-view story, but the lines that are the most exciting are those that defy any perceived trend (What happened with technology in FY15? What about facility enhancement in FY18? *).

Overall, reviewing past NOBU requests was a great reminder of how fortunate we are (as Library staff and as a community) to have the “extra” support of gift funds. Each year brings its own challenges and opportunities, some of which are difficult to predict. I see maintaining the flexibility of NOBU funds as critical to ICPL’s continued success in the community; it’s one of the most significant ways we can flex to meet and serve our community where they are.

*In FY15, meeting room technology was upgraded, self-checks and DVD un-lockers were updated, tablets were purchased for staff and public use, new scanners were purchased, work was done on website design, and new SRP registration software was procured. In FY18, three building projects were done (computer lab, art gallery, and children’s room) and some furniture was replaced.

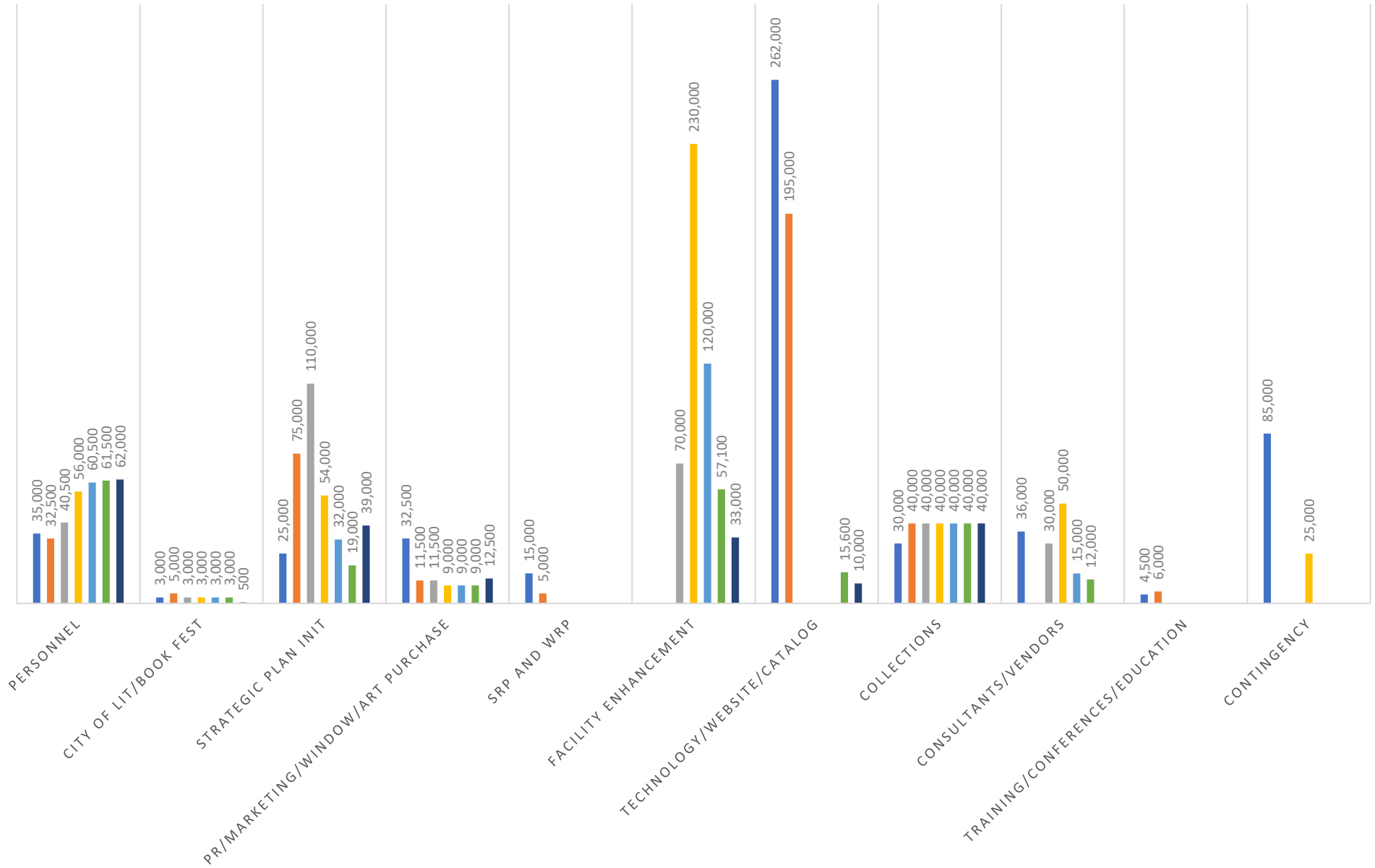
TOTAL NOBU REQUEST AMOUNTS FY15-FY21

■ Gift Funds for FY ■ State Funds (Enrich Iowa and DSA) ■ Other Gift Funds



NOBU REQUESTS BY CATEGORY FY15-FY21

FY15 FY16 FY17 FY18 FY19 FY20 FY21





IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

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

TO: Library Board of Trustees

FROM: Elsworth Carman, Director

DATE: July 22, 2022

RE: FY22 NOBU/Direct State Aid Budget

Each year, the Board approves expenditures for the upcoming year from **Non-Operating Budget** accounts (referred to as NOBU). These funds are Board controlled and carry over a balance from one year to the next, unlike the operating budget. The two largest sources of income for NOBU are undesignated gift money, including the annual unrestricted payment from the Friends' Foundation (\$117,500 in FY22) and undesignated passthrough gifts. These funds are complemented by state funding through Enrich Iowa and Open Access, which totaled \$69,580 in FY21. Additional, smaller revenue sources include interest income, earned income beyond expenses (sales accounts, lost and paid library materials, and reimbursements).

Income generally accumulates one year and is spent the next, although the requirements of some parts of state funding—including Enrich Iowa—call for expenditure in the year received. Foundation funds may also be spent in the year received. The City will not have finalized FY21 reporting before the Board meeting. The budget may be amended at any time.

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

Ongoing/Annual Expenses, \$128,100

Personnel, Children's Services: The Board agreed that if the City approved an additional full-time position to be funded through tax sources, part of the Foundation's annual gift would be used to support 16 hours a week of additional staffing in Children's Services to support bookmobile service. A part-time position was transitioned to full-time in February, FY18. Gift funds are needed to keep these hours in place. FY22 budget reflects forty percent (40%) of the position's expenses (wages and benefits).

FY22 NOBU Budget: \$32,900

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

FY22 NOBU Budget: \$34,000

Iowa City Book Festival: The Library has donated space, furnishings, and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. The nonprofit also receives funding from the City of Iowa City, in addition to other funding sources. The Library also, specifically, has supported the Iowa City Book Festival because of the many literary events it hosts that align with our mission, but could not fund on our own. Last year (FY21), the annual request was dropped from the typical \$2,500 to \$500, due to COVID-related programming changes. John Kenyon and I discussed the best approach for this year, and agreed to an ask of \$1,000 this year, followed by a return to the \$2,500 next year, as this was a practical plan for both parties.

FY22 NOBU Budget: \$1,000

Collection Support: Non-operating funds are used to support collection needs that cannot be met through the City's operating budget allocation. We are increasing this ask by \$4,200 this year to accommodate a new offering from Ingram: a diversity audit using proprietary software the company has recently developed, and which has the potential to streamline our in-house auditing practices.

FY22 NOBU Budget: \$44,200

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

FY22 NOBU Budget: \$9,000

Library Programming: One of the hallmarks of ICPL's service is offering relevant, high-interest programming and events, often designed to complement initiatives from the library's Strategic Plan, City Council work, or projects from City Administration.

Additional funding will ensure ICPL staff remain empowered to build enriching experiences about climate change awareness and action culture, social justice, equity, and other important topics.

FY22 NOBU Budget: \$5,000

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

FY22 NOBU Budget: \$2,000

Project-Related/Strategic Initiatives Expenses, \$58,980

Facilities Enhancements: As the building ages, opportunities to enhance and improve the physical library experience for patrons and staff emerge. Physical space expectations may change in a post-COVID community, and we want to be ready to respond. Additionally, as collections evolve to meet community needs, we will need to adjust shelving and other fixtures to maintain a safe, professional, accessible, and hospitable environment.

FY22 NOBU Budget: \$15,000

Community Engagement Related to Hours and Services: As the community works toward a new sense of normalcy after more than a year of COVID-19-related transitions, we have an opportunity and a responsibility to engage the community in reshaping and redefining what ICPL is. In lieu of simply aspiring to get back to how we were before COVID, we will strategically work with the community, via focus groups, surveys, and other information-gathering strategies to ensure our hours of operation, services, and practices are meeting the communities current and emergent needs.

FY22 NOBU Budget: \$10,000

Staff Development: With a new Administrative Services Coordinator in place, an intentionally-challenging strategic plan is in progress. With a staff team facing the task of reforming (and re-norming) after a fractured year, this is an ideal time to design and kick-off a staff learning initiative. Investing in both full-staff trainings (optimally including some work-style/leadership style/interpersonal skills awareness and de-escalation/communication trainings) and more targeted, small group (or individual) learning opportunities (project management, advanced de-escalation/facilitation of effective group communication, focus group facilitation, and community engagement training) will give us the in-house tools to better engage our full community, reach and exceed our strategic goals, and be ready to respond to the changing needs of Iowa City. I am confident the return on investment will be significant.

FY22 NOBU Budget: \$12,000

Community-Driven Programming: In our strategic plan, we aspire to do more programming with and for BIPOC and nontraditional library users. To make this happen in an authentic and meaningful way, we need resources to fund and promote selected community projects. These could range in cost from \$500 to \$2,000 each and will be sponsored, including funding, help promoting, and support in designing and conceptualizing the project or event, by the Library.

FY22 NOBU Budget: \$2,500

Local Libraries LIT (Listen, Initiate, Talk) Programming: Developed in FY21, Local Libraries LIT is a collaboration between ICPL, Coralville Public Library, North Liberty Public Library, University of Iowa Libraries, and Kirkwood Community College Libraries that facilitates conversations between authors of note and the local community. Past programs have featured Mira Jacob, Saeed Jones, and Roxane Gay, and have drawn robust local audiences

as well as attendees from across the world. This program is an example of how powerful collaborations can be in offering high-interest programs.

FY22 NOBU Budget: \$5,000

125th Anniversary Celebration, Part 2: To recognize ICPL's 125th Anniversary, we will continue to offer events, programs, giveaways, and promotions reflective of ICPL's past and present. If practical, these events will coincide with re-opening phases and possibly be combined with a celebration of recent retirees and Lolly Eggers' Legacy. The anniversary celebration began in FY21 and will include the release of new anniversary-themed Library card designs, which will cost \$13,000.

FY22 NOBU Budget: \$27,480

Total FY22 NOBU Budget: \$199,580



CITY OF IOWA CITY

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Iowa City, Iowa 52240-1826
(319) 356-5000
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www.icgov.org

July 1, 2021

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. This legislation established the Coronavirus State and Local Fiscal Recovery Fund, which provides significant resources to state, local, territorial, and Tribal governments to support urgent COVID-19 response efforts, replace lost public sector revenue and restore service levels, support immediate financial stabilization for households and businesses, and address public health and economic challenges caused by the pandemic and that have disproportionately impacted certain populations.

While the funds provide broad flexibility to local governments, the U.S. Treasury has released detailed guidance on how these funds can be used. A summary sheet of eligible uses is attached to this letter. You can also visit www.icgov.org/ARPA to learn more, find a link to full U.S. Treasury Guidance, and view other City resources and outreach materials.

The U.S. Treasury has allocated \$18.3 million to the City of Iowa City. The City received approximately half of this funding in May 2021 and anticipates receipt of the remaining balance in May 2022. All funds must be obligated by December 31, 2024.

The City anticipates ongoing public input opportunities throughout the eligible use period (December 31, 2024) and will collect an initial round of public input through August 15, 2021. We encourage the community to imagine how these funds can be transformative for Iowa City.

On behalf of the City of Iowa City, I would like to invite all Iowa City Boards, Commissions, and Committees to share ideas for spending these funds. Thoughts and ideas can be submitted through the following:

- Online survey: <https://www.surveymonkey.com/r/ICARPA>
- E-mail to publicinput@iowa-city.org

Additional virtual and in-person listening sessions are also being scheduled and details on these opportunities will be published online at icgov.org/ARPA and through other City platforms.

Thank you for your consideration and all the work you do to make our community better.

Sincerely,

Rachel Kilburg
Assistant City Manager



Coronavirus State and Local Fiscal Recovery Funds

The American Rescue Plan will deliver \$350 billion for state, local, territorial, and Tribal governments to respond to the COVID-19 emergency and bring back jobs.

The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

Funding Objectives

- **Support urgent COVID-19 response efforts** to continue to decrease spread of the virus and bring the pandemic under control
- **Replace lost public sector revenue** to strengthen support for vital public services and help retain jobs
- **Support immediate economic stabilization** for households and businesses
- **Address systemic public health and economic challenges** that have contributed to the inequal impact of the pandemic

Eligible Jurisdictions & Allocations

Direct Recipients

- States and District of Columbia (\$195.3 billion)
- Counties (\$65.1 billion)
- Metropolitan cities (\$45.6 billion)
- Tribal governments (\$20.0 billion)
- Territories (\$4.5 billion)

Indirect Recipients

- Non-entitlement units (\$19.5 billion)



Support Public Health Response

Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff



Address Negative Economic Impacts

Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector



Replace Public Sector Revenue Loss

Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic



Premium Pay for Essential Workers

Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors



Water and Sewer Infrastructure

Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure



Broadband Infrastructure

Make necessary investments to provide unserved or underserved locations with new or expanded broadband access



For More Information: Please visit www.treasury.gov/SLFRP

For Media Inquiries: Please contact the U.S. Treasury Press Office at (202) 622-2960

For General Inquiries: Please email SLFRP@treasury.gov for additional information



Example Uses of Funds



Support Public Health Response

- **Services to contain and mitigate the spread of COVID-19**, including vaccination, medical expenses, testing, contact tracing, quarantine costs, capacity enhancements, and many related activities
- **Behavioral healthcare services**, including mental health or substance misuse treatment, crisis intervention, and related services
- **Payroll and covered benefits** for public health, healthcare, human services, and public safety staff to the extent that they work on the COVID-19 response



Replace Public Sector Revenue Loss

- **Ensure continuity of vital government services** by filling budget shortfalls
- **Revenue loss is calculated** relative to the expected trend, beginning with the last full fiscal year pre-pandemic and adjusted annually for growth
- **Recipients may re-calculate revenue loss** at multiple points during the program, supporting those entities that experience revenue loss with a lag



Water & Sewer Infrastructure

- **Includes improvements to infrastructure**, such as building or upgrading facilities and transmission, distribution, and storage systems
- **Eligible uses aligned to Environmental Protection Agency project categories** for the Clean Water State Revolving Fund and Drinking Water State Revolving Fund



Equity-Focused Services

- **Additional flexibility for the hardest-hit communities and families** to address health disparities, invest in housing, address educational disparities, and promote healthy childhood environments
- **Broadly applicable** to Qualified Census Tracts, other disproportionately impacted areas, and when provided by Tribal governments



Address Negative Economic Impacts

- **Deliver assistance to workers and families**, including support for unemployed workers, aid to households, and survivor's benefits for families of COVID-19 victims
- **Support small businesses** with loans, grants, in-kind assistance, and counseling programs
- **Speed the recovery of impacted industries**, including the tourism, travel, and hospitality sectors
- **Rebuild public sector capacity** by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs



Premium Pay for Essential Workers

- **Provide premium pay to essential workers**, both directly and through grants to third-party employers
- **Prioritize low- and moderate-income workers**, who face the greatest mismatch between employment-related health risks and compensation
- **Key sectors include** healthcare, grocery and food services, education, childcare, sanitation, and transit
- **Must be fully additive** to a worker's wages



Broadband Infrastructure

- **Focus on households and businesses** without access to broadband and those with connections that do not provide minimally acceptable speeds
- **Fund projects that deliver reliable service** with minimum 100 Mbps download / 100 Mbps upload speeds unless impracticable
- **Complement broadband investments** made through the Capital Projects Fund



Ineligible Uses

- **Changes that reduce net tax revenue** must not be offset with American Rescue Plan funds
- **Extraordinary payments into a pension fund** are a prohibited use of this funding
- **Other restrictions apply** to eligible uses

The examples listed in this document are non-exhaustive, do not describe all terms and conditions associated with the use of this funding, and do not describe all the restrictions on use that may apply. The U.S. Department of the Treasury provides this document, the State and Local contact channels, and other resources for informational purposes. Although efforts have been made to ensure the accuracy of the information provided, the information is subject to change or correction. Any Coronavirus State and Local Fiscal Recovery Funds received will be subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which shall incorporate the provisions of the Interim Final Rule and/or Final Rule that implements this program.

American Rescue Plan Act Survey

The City of Iowa City has been allocated \$18.3 million through the American Rescue Plan Act, also known as ARPA. The purpose of these funds is to help communities respond to the COVID-19 pandemic, address economic fallout, and lay the foundation for a strong and equitable recovery.

The U.S. Treasury released guidance on how these funds can be used to respond to immediate public health and financial stability needs, fill revenue shortfalls, and support households, workers, and businesses that were hit the hardest by the pandemic.

The City is seeking public input on how the ARPA funds should be spent in our community. You can [review the Treasury's summary of eligible uses](#) before sharing your ideas in this short survey. To learn more about the program, please visit www.icgov.org/ARPA.

1. Are you an Iowa City resident?

☐ Yes

☐ No

American Rescue Plan Act Survey

2. Please provide your zip code

American Rescue Plan Act Survey

3. Please rank the priorities in order of importance, 1 being the most important. The list below indicates approved funding categories. Details will still need to be determined following further input.

		Address economic disparities in households
		Address physical and mental health disparities in households
		Support BIPOC and women-owned small businesses
		Support tourism and entertainment industry
		Bolster non-profits and social service agencies
		Replace lost government revenue and restore delayed projects and services
		Invest in water and sewer infrastructure
		Expand broadband access and affordability
		Provide premium pay to low-earning essential workers
		Disaster and severe weather preparedness and pollution mitigation

American Rescue Plan Act Survey

4. Please share specific suggestions that fall under the accepted uses of ARPA funds.

PREV

SUBMIT



Director's Report July 22, 2021

Board Dinner

This year's Board Dinner will be held after the September Board meeting (September 23, 2021). Current Trustees, Trustees who transitioned off the Board at the end of FY21, and the Library Leadership Team are invited. We will be recognizing the service of Wes Beary, John Beasley, and Monique Washington and welcoming Dan Keranen, Noa Kim, and Dan Stevenson, while socializing in a relaxed setting. Partners/spouses are welcome to attend. Location details to be determined.

In-Person Meetings

In mid-June, Governor Reynolds extended portions of the emergency COVID proclamations which suspended the requirement to hold public meetings in person, and specified that Iowans should not expect this suspension to be held after July 25. City Council returned to in-person meetings on July 6, and other City commissions and boards have adopted similar timelines.

I recommend holding the August 26, 2021, Board meeting in-person, in the ICPL Board Room. Library IT staff is confident that this location will work for recording the meeting (as per City of Iowa City expectations) with good-quality audio and acceptable video.

Volunteer Welcome Desk

As circulation picks up after our COVID closure and staff hired or promoted during the past several months finish filling vacancies and finalizing workflow design in their focus areas, we have a unique opportunity to shift some of the internal process work formerly done by volunteers to paid staff and move a cohort of volunteers into a more public-facing, community-engagement focused role. We are actively planning to add a volunteer service point to the first floor of the Library (called the Welcome Desk) that will serve as a new resource for patrons. Volunteers on this desk will answer directional questions, promote programs and services, distribute some of the Library's giveaways and free publications, and connect patrons with staff for further Library needs. After observing the community response to our temporary Welcome Desk during early reopening phases, I am very eager to see how this service will evolve. I am proud that we have staff - especially Sam Helmick, Terri Byers, and Becky Dannenberg - and volunteers (some of whom have been with the Library for 30 years) who are committed to the success of the organization and willing to try new things and serve in changing ways.

Policy Review: Calendar and Process

In the coming weeks, the Leadership Team will craft an updated policy review schedule which will be incorporated into each Board packet as part of the “Iowa City Public Library – Board of Trustee Meetings Agenda Items and Order Schedule” document. With multiple new Coordinators (including the Administrative Services Coordinator, a critical stakeholder in the oversight of policy review) since the last full review schedule was created, we will collectively take care in ensuring that the overall workload of policy review is distributed amongst work teams, time specific or sensitive policies are scheduled appropriately, and that the schedule is inclusive of all necessary policies. The new schedule will be presented at the August meeting.

Phase 5 Update

As planned and discussed at previous meetings, we shifted into Phase 5 in our reopening plan in late June/early July. This transition included the following service changes:

Starting June 25:

- Masking expectations changed from “required” to “suggested” building-wide; we continue to offer masks at entry points and strategically throughout the building

Starting July 1:

- Returned furniture to public floor (at department managers’ discretion)
- Resumed evening hours
- Dropped time and capacity limits building-wide
- Reopened meeting rooms
- Reopened some study rooms
- Discontinued staff expectation to complete self-screening or temperature checks before their shifts

Starting August 23 (to align with back-to-school):

- Resume In-person programing (as practical)
- Resume Volunteer program (depending on input from Volunteer Committee, response to volunteer surveys, and needs of the Library)
- Reopen Teen Center
- Reopen Digital Media Lab (DML)

ICPL staff have championed this round of service changes, and patrons have responded positively. Some departments have started replacing furniture on public floors and removed plexiglass barriers, while others are waiting to make additional changes.

We continue to watch the COVID-19 positivity numbers in Johnson County as closely as possible. Reporting has changed to a weekly model (as opposed to daily), and new variants

are concerning. If we see positivity numbers rising near 2.5%, the threshold for Phase 5, I will contact Board President Carol Kirsch and check in about the need for a special meeting.

I am tremendously proud of the work being done by ICPL staff. Taking steps toward more traditional service delivery has energized many staff members, and it feels absolutely celebratory to see patrons lingering in the stacks, children picking out books, and staff working with patrons on all kinds of projects. We are still exercising caution and care around COVID precautions, but the freedom of lessening restrictions is so wonderful after a year and a half of compromised service.

Respectfully submitted,

Elsworth Carman

From: Rachel Kilburg

Sent: Thursday, June 24, 2021 2:56 PM

To: *All Department Heads <DeptHeads@iowa-city.org>; *All Division Heads <DivHeads@iowa-city.org>

Cc: Ty Coleman <Ty-Coleman@iowa-city.org>; Kellie Fruehling <Kellie-Fruehling@iowa-city.org>; Eric Goers <Eric-Goers@iowa-city.org>; Geoff Fruin <Geoff-Fruin@iowa-city.org>; Shannon McMahon <Shannon-McMahon@iowa-city.org>

Subject: In-Person BCC Meetings

Hello,

We have received several inquiries about in-person Boards, Commissions, and Committees (BCC) meetings. Please see below for additional guidance and forward this e-mail to any of your staff who liaison a BCC. You can contact Kellie Fruehling, Ty Coleman, or Rachel Kilburg if you have other questions.

When will City Council meet in-person again?

City Council will resume meeting in-person at their July 6 meeting. This decision was voluntarily agreed upon by the Council and the meeting will be held in the Senior Center Assembly Room to allow for greater social distancing.

Am I required to have in-person Board & Commission meetings in July as well?

The Governor's Emergency proclamation is still in effect which suspends the requirement to hold public meetings or hearings in person. **It is anticipated this suspension will cease after July 25.** It is recommended you start discussing with your BCC as soon as possible about returning to in-person meetings. We suggest you at least begin preparing a plan to return (see below) with the expectation that in-person meetings will be required for all meetings occurring after July 25. At this point in time we are not pursuing hybrid models. It is your responsibility to schedule your meeting room and contact Ty Coleman (ty-coleman@iowa-city.org, ext. 5454) to check your BCC time and location will work with recording procedures.

Do I have to record my in-person BCC meeting?

City Council has requested that audio/video recordings of all BCC meetings are recorded and made publicly available within 48 hours after the meeting. If they are not already, your BCC should be aware of this. Links have been added to each BCC website for public access to the current Zoom meetings and future recorded meetings. Currently, virtual meetings are being recorded via Zoom -- see below for developing a plan to transition from recorded Zoom meetings to recorded in-person meetings.

How do I record my in-person BCC meeting? What technology is needed?

It is your responsibility to contact Cable TV (Ty Coleman) to develop a plan for recording your meetings. For most meeting rooms, Cable TV is working to develop "recording kits" that will be set up by Cable staff and will be set in such a way that a BCC's staff liaison can follow simple instructions to start and stop the recording. Cable will work with you to find the setup that works best for your group. You do not need to purchase any equipment. Cable will work to assign a staff member to help with and train on setup for your first in-person BCC meeting. The expectation is that the staff liaison will become trained to perform setup of the recording kit themselves for future meetings.

I've read everything above. How do I start discussing/planning for a return to in-person meetings?

1. Discuss with your BCC to determine the whether they want to go back to the pre-COVID meeting location or if they prefer a larger meeting space. Some groups may be interested in finding a slightly larger space temporarily, to allow for distancing. Staff liaisons can work with them on an appropriate location. At this point in time we are not pursuing hybrid models.
2. Select your desired meeting room. The best location will vary based on your BCC's size, comfort, and anticipated public attendance. However, basic information is below to help guide your selection.
3. Schedule your meeting using the Outlook room reservation process. If you wish to hold your meeting in a location that is not on the Outlook room reservation system, please contact the department head for that facility to be connected to the appropriate scheduler.
4. Contact Ty Coleman (ty-coleman@iowa-city.org, ext. 5454) to notify him of your BCC meeting time and location and ensure the location will work with recording needs. Cable staff will then work with you to establish a plan for recording your meetings and assign a Cable staff person to set up equipment and show you how to start and stop the recording for your first meeting that is back in person. The expectation is that BCC staff liaisons will learn to conduct this on their own for subsequent meetings. Additional guidance will be provided to you on how to obtain and set up recording kits.
5. On the day of the meeting, follow Cable TV's directions for recording your meeting. Cable TV will retrieve the equipment and work with the recording to prepare it for distribution. All recorded material falling outside of the call-to-order and adjournment will be removed before being made public.
6. If your BCC involves projected presentations or other materials that may not be clearly viewed through the recording, please send these materials or any late handouts to the City Clerk so they can be archived with the other meeting materials and recording.

My BCC wants to meet in a different location post-COVID. Do you have room suggestions?

Location	Good for Small BCC	Good for Mid-Size BCC	Good for Large BCC	Good for Significant Public Attendance	Projector
Emma J. Harvat Hall			x	x	Y
Helling Conference Room	x	x			Y
Airport Conference Room		x	x	x	Y
Senior Center, Assembly Room			x	x	Temporarily
Robert A. Lee Rec Center, Social Hall – <i>call x5100 to schedule</i>		x	x	x	N – would need to set up projector
Robert A. Lee Rec Center, Other – <i>call x5100 to schedule</i>		x	x		N – would need to set up projector
Iowa City Public Library, Room A			x	x	Y
Iowa City Public Library, Other	Room sizes varying in smaller to medium capacity, parking limited. Contact Elsworth to inquire.				
Other departmental conference rooms	Room sizes and technology vary. Best suited for smaller BCCs without significant public attendance. Available during business hours only.				

Please let myself, Kellie, or Ty know if you have questions or concerns.

Thank you!

CITY OF IOWA CITY
UNESCO CITY OF LITERATURE

WWW.ICGOV.ORG



Rachel Kilburg (She/her/hers)*

Assistant City Manager

p: 319-356-5014

410 E Washington St

Iowa City, IA 52240

[*Why these pronouns matter](#)



Please consider the environment before printing this e-mail.

Community and Access Services Report July 22 2021

New Colleagues

Carson Melinder joined the Public Relations Team as the new PR Aide. Carson's main roles are to manage the Iowa City Public Library accounts, promote library services and events on public channels and calendars, and support the work of the Marketing Team. We are excited to have him join us.

Also, I am excited to announce that Community and Access Services now has a full team of Library Aides! We are quite pleased to welcome our seven recent hires: Alexander, Amanda B., Indya, Max, Nathan, Sarah D. and Sarah M-J. I extend my thanks to Becky Dannenberg, Brian Visser, and Tom Jordan for their excellent work in interviewing and onboarding our new colleagues.

Bookmobile

Similar to the Downtown Library, the Bookmobile Team transitioned to Phase 5a services beginning July 1. Most Monday-Friday stops this summer continue to experience growth in visits, check outs, and library card account registration. The Bookmobile Team is examining options to maintain a 5-day service week in the Fall. This would increase access by 20%, compared to traditional Fall Bookmobile schedules.

Calendar

Day Week Month

Request a meeting room Search events

Month of July 2021

Filter Events All Events Ages Types Locations

Calendar view showing events for the month of July 2021. The calendar is organized by day of the week (Sun-Sat) and includes event details such as time, location, and event name. Key events include:

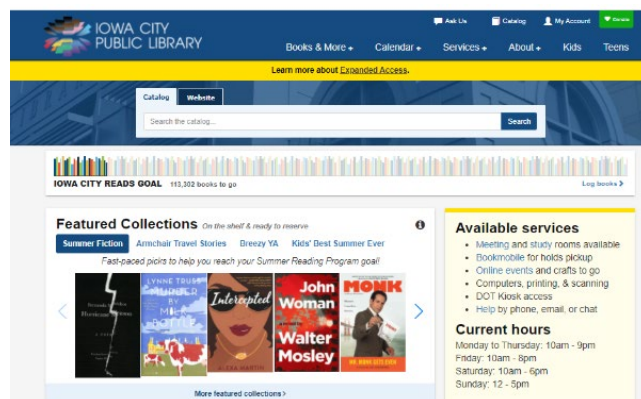
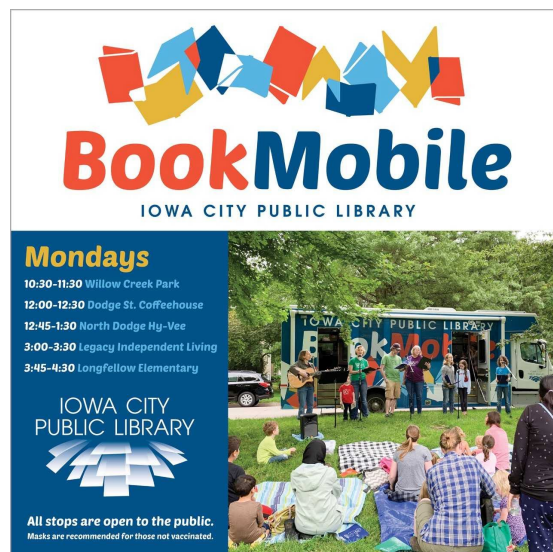
- Monday, July 26:** 10:30 am - Monday Book Reading for Adults; 12:00 pm - Stories in the Park at Mercer Park; 2:00 pm - Virtual Book Bites; 4:00 pm - Family Concert Practice.
- Tuesday, July 27:** 10:30 am - 100+ Outdoor Thursday Openings; 12:00 pm - Virtual Book Bites; 2:00 pm - Story Time Practice.
- Wednesday, July 28:** 10:30 am - 100+ Outdoor Thursday Openings; 12:00 pm - Virtual Book Bites; 2:00 pm - Story Time Practice.
- Thursday, July 29:** 10:30 am - 100+ Outdoor Thursday Openings; 12:00 pm - Virtual Book Bites; 2:00 pm - Story Time Practice.
- Friday, July 30:** 10:30 am - 100+ Outdoor Thursday Openings; 12:00 pm - Virtual Book Bites; 2:00 pm - Story Time Practice.
- Saturday, July 31:** 10:30 am - 100+ Outdoor Thursday Openings; 12:00 pm - Virtual Book Bites; 2:00 pm - Story Time Practice.

Library Meeting Rooms

As part of Phase 5a Reopening Plan, Library Meeting Room access has been made available to the community again. To prepare for this transition, the Meeting Room and Lobby Use Policy Review Committee identified areas for growth or reorientation by collectively designing training opportunities for staff, as well as, a module to confirm retention. I would like to thank Frannie Owens, Alyssa Hanson, and Beth Fischer for their excellent work on this project. Going forward, the approach to Event Manager training will be incorporated into the onboarding of new CAS and Help Desk staff.

Staff Training

Along with the Event Manager training opportunities and module, staff participated in an ICPL website Scavenger Hunt exercise to refresh their navigational skills of information found at icpl.org. I wish to express deep gratitude to Anne Mangano for developing this training tool, for sharing it with the Community and Access Services Team, and encouraging adaptations. This particular document will provide training of new staff going forward. Participants of this exercise were asked to locate information about policy, reader's advisory, events, and digital services.



125th Anniversary

Marketing the 125th Anniversary has taken many forms throughout the year. Recent approaches include adding the ICPL 125th Anniversary logo to paper receipts (with an invitation to engage with the library on the 125th Anniversary page: icpl.org/125). Manny and Bond developed a terrific promotional video that is shared on the Iowa City Public Library's YouTube account (youtube.com/thelibrarychannel), through social media, and will be shown during the Summer of the Arts Free Movie Series.



Volunteers Returning

With the return of the ICPL Volunteers and them serving in the Community and Access Services Department, comes a new exciting opportunity the *Welcome Desk*. Volunteers on this desk will answer directional questions, promote programs and services, distribute some of the Library's giveaways and free publications, and connect patrons with staff for future Library needs.

Between the Library gate and the Help Desk, there exists approximately 35 horizontal feet as one enters the Iowa City Public Library. Placing a Welcome Desk in this space promotes a welcoming atmosphere and increases connection between Library Volunteers, the community they serve and ICPL staff. I wish to express my appreciation to our Volunteers for their

tremendous legacy in our community and for joining us in this next chapter. I thank both Terri Byers and Becky Dannenberg who demonstrate their passion and commitment to the ICPL Volunteer program with each step of this significant pivot.

Respectfully submitted,
Sam Helmick
Community and Access Services Coordinator

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

What's the Memo of Understanding?

The annual Memo of Understanding between the Iowa City Public Library and the Iowa City Public Library Friends Foundation is presented in this meeting packet. It outlines the commitment from the Friends Foundation Board of Directors to give donated funds to the Library. The Friends Foundation budget is based on its undesignated, unrestricted use, gifts.



In addition to an undesignated gift of \$100,000, the Friends Foundation annually gives these designated, restricted, use grants:

- Summer Reading Program - \$16,000 often used for prize books given to those who complete the Adult, Teens, and Children's programs;
- Art-to-Go/Art Purchase Prize - \$500 toward the purchase of original works by local artists;
- and \$1,000 for the items from the library which are sold at the Book End.

The Memo also commits that the Friends Foundation will reimburse the City of Iowa City for the salary and benefits of the two full-time permanent positions in the Library's Development Office. When at full staff, those staff work with one part-time, and one hourly Intern to implement the library's fundraising goals with the volunteers on the Board of Directors of the ICPL Friends Foundation.

Giving to ICPL While Shopping

When you shop on Amazon, or purchase original artwork through Society6, or need another bag to carry purchases from Hy-Vee, you can benefit the Iowa City Public Library. While we won't know that you donated unless you give directly using the green donate button on the library's website and linked here, many enjoy giving while shopping because it is so convenient.



When shopping at Amazon, go to smile.amazon.com to start generating a donation of 0.5% of the price of eligible purchases for the Iowa City Public Library Friends Foundation. After you log in to your account, you can designate ICPLFF as your charity.

The library's amazing graphic artist, Mara Cole, designs and sells special ICPL and other library related items on [society6](https://society6.com). All of the proceeds from these sales are donated to the ICPL Friends Foundation! The site offers a variety of merchandise from coasters to posters, and framed art to furniture, using the design you select. Giving while shopping these unique library related items feels great!

Finally, when you shop at Hy-Vee, you can purchase a reusable 'bag for a cause' to benefit the ICPL. Each bag has a tag with a special code which will generate \$1 for the Iowa City Public Library. Visit the [special website](#) to enter that code with other information about where you bought the bag.

**Memorandum of Understanding Fiscal Year 2022
between the Iowa City Public Library Friends Foundation Board of Directors
and the Iowa City Public Library Board of Trustees**

The Iowa City Public Library Friends Foundation Board of Directors approved the attached Fiscal Year 2022 (FY22) budget on April 29, 2021. The Iowa City Public Library Friends Foundation agrees to pay the Iowa City Public Library a total of \$117,500.00 in undesignated use grants for FY22 for needs approved by the Library Director. Payments will be made on the first day of each quarter of fiscal year 2022:

July 1, 2021; October 1, 2021; January 1, 2022; and April 1, 2022.

In addition, the Iowa City Public Library Friends Foundation agrees to fund a portion of salaries and benefits of the staff of the Iowa City Public Library Development Office. The Iowa City Public Library Friends Foundation agrees to pay up to \$133,000.00 in FY22 as determined by the budget for salaries and benefits. Payments to the Iowa City Public Library will be made on the monthly schedule determined by the Iowa City Public Library/City of Iowa City.

Thus, as outlined above, the total grants, salaries and benefits payable to the Iowa City Public Library and City of Iowa City from the Iowa City Public Library Friends Foundation for FY22 is \$250,500.00

Funds will be payable from current and past year annual gifts, current and past year unrestricted spendable earnings, and, if necessary, unrestricted equity.

Carol Kirsch, President
Board of Trustees
Iowa City Public Library

July 22, 2021

Date

Catherine Erickson, President
Board of Directors
Iowa City Public Library Friends Foundation

Date

Fiscal Year 2022 (July 1, 2021 – June 30, 2022)	ICPLFF
Ordinary Income/Expense	
Income	
Book End	15,100
Contribution Income	155,700
Gifts & Bequests (passthrough)	50,000
Interest/Dividends	5,000
Special Events	16,000
Transfer in from Spendable Acct/Savings	79,650
Total Income	321,450
Expense	
Administrative Expense	44,000
Book End Expense	600
Fundraising Expense	109,350
Gifts & Bequest (passthrough)	50,000
Grants to Library	117,500
Total Expense	321,450
Net Ordinary Income	-

ICPLFF Board approved 4/29/2021



IOWA CITY PUBLIC LIBRARY

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BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting

June 24 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, Kellee Forkenbrock, Carol Kirsch, Robin Paetzold, Hannah Shultz, Derek Johnk, Tom Rocklin, John Beasley (entered at 5:06 p.m.)

Members Absent: Monique Washington

Staff/Others Present: Noa Kim, Elsworth Carman, Sam Helmick, Kellie Kerns, Anne Mangano, Patty McCarthy, Jason Paulios, Brent Palmer, Angie Pilkington, Alyssa Hanson

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

Public Discussion: None to Report

Items to be discussed:

Fines and Fees Report - Director Carman provided an update to fines and fees data for Board review and discussion. President Beary recommended at the May meeting sorting through the specifics of extending for however many months and setting a time frame, with a concrete proposal for Board approval. Staff recommended extending the current library-wide fine free model through June 30, 2022. Carol Kirsch made the motion to approve the model as written. Tom Rocklin seconded. Motion carried on a recorded vote: 7 AYES Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Johnk; 0 NAYS 0 Abstain 1 Absent Washington

Annual Board Report - This is a regularly scheduled agenda item for review and Board approval. Specific sections about the report were highlighted by Director Carman. The Board discussed accomplishments and goals. Director Carman will take feedback from Board members through

July 12. An updated draft, incorporating Trustee feedback, will be presented at the July 22 meeting for additional discussion and approval.

NOBU Budget Request - This is a regularly scheduled discussion item for review and Board approval. Specific sections about the report were highlighted by Director Carman. A community engagement survey and staff development/engagement were discussed and encouraged. A review of past NOBU requests was made and Director Carman will present this at the July meeting. The final NOBU budget request will be presented for approval at the July 22 meeting.

Policy Review: 809: Library Use - This is a regularly scheduled policy for review and Board approval. Specific section updates were provided by Jason Paulios. Robin Paetzold made the motion to approve the policy as amended. Derek Johnk seconded. Motion carried on a recorded vote: 7 AYES Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Johnk; 0 NAYS 0 Abstain 1 Absent Washington.

Review Statistics and Financials - This is a regularly scheduled agenda item for review and Board approval, typically on a quarterly and end-of-year basis. The only item pertaining to this is May disbursements, which will be addressed in the consent agenda.

Staff Reports:

Director's Report – Included in the director report are two old business items from the May meeting:

Phase Transitions and Mask Mandate Changes - Director Carman provided an update to COVID-19 positivity rates, Phase 5 transitions, and mask mandate changes regarding ICPL Reopening Guidelines.

In-Person Meetings - Old business item to discuss resuming in-person Board meetings. President Beary recommended a step and analysis approach during the May meeting. Director Carman provided an update on what other City Boards' and Council approach is. This will be discussed further at the July 22 meeting.

Director Carman inquired whether the Board would like to hold the annual celebration dinner to cover 2020-2021. ICPL Admin will take the lead on organizing a September event.

Director Carman expressed gratitude for the service of outgoing Trustees and shared how much he appreciated their commitment to the Library. He also stated that he is excited to welcome new Trustees and looks forward to getting to know the incoming members.

Departmental Reports:

Children's Services – Pilkington provided a report included in the board packet, and offered to answer any questions.

Collection Services – Mangano provided a report included in the board packet, and highlighted the Lolly Eggers Legacy portion.

Information Technology Services – Palmer provided a report included in the board packet. A big thanks from the Board to IT for all they have done!

Development Office Report - McCarthy provided a report included in the board packet, and highlighted there will be an *Eat Out and Read* at Goose Town Café on July 1st. An update pertaining to reopening of the BookEnd and overview on donations was also provided.

Miscellaneous - Nothing to Report

President's Report:

President Beary expressed, even though there were challenges, a thank you for all Board support during the term and learning processes. Beary advised to feel free to reach out at any time - it has been a pleasure.

Announcements from Members: Secretary Johnk expressed profound gratitude to all the outgoing members.

Committee Reports: Friends Foundation meeting was held on the 3rd and new officers elected.

Communications: The article, *Thankful for Open Libraries*, was shared with the Board.

Consent Agenda: Derek Johnk made the motion to approve the consent agenda as amended. Carol Kirsch seconded. Motion carried on a recorded vote: 7 AYES Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Johnk; 0 NAYS 0 Abstain 1 Absent Washington.

Set Agenda Order for July Meeting – President Beary communicated items for the July agenda:

Strategic Plan Update - moved to August

Review Board Annual Report

Adopt NOBU Budget

MOA between ICPLFF and ICPL - moved to August

Policy Review: TBD - ICPL Leadership Team will set

Departmental Reports: AS, CAS

Adjournment. Beary closed the meeting at 6:51 p.m.

Respectfully submitted,
Kellie Kerns
Administrative Services Coordinator

07/13/2021 12:31
kkerns

CITY OF IOWA CITY
Library Disbursements June 1 to June 30 2021

P 1
apinvgl

YEAR/PERIOD: 2021/12 TO 2021/12	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110		Library Administration					
10550110	432080			Other Professional Services			
014353	ONE SOURCE THE BACKG PLUS4649-20210531		0	2021 12 INV P	204.00 061821	24544	BACKGROUND CHECKS F
				ACCOUNT TOTAL	204.00		
10550110	435055			Mail & Delivery			
010473	UNITED PARCEL SERVIC 000068774R201		0	2021 12 INV P	11.38 060421	257423	MAIL SERVICE - ILL
010473	UNITED PARCEL SERVIC 000068774R211		0	2021 12 INV P	12.53 061821	257820	Admin/ ILL Shipping
010473	UNITED PARCEL SERVIC 000068774R231		0	2021 12 INV P	24.42 062521	258058	Admin/ ILL Postage
					48.33		
010475	GREENSTATE CREDIT U 0608215531SRP		0	2021 12 INV P	24.20 060421	257332	EMILLER SRP MCARD
				ACCOUNT TOTAL	72.53		
10550110	436050			Registration			
010475	GREENSTATE CREDIT U 0608215531SRP		0	2021 12 INV P	234.00 060421	257332	EMILLER SRP MCARD
				ACCOUNT TOTAL	234.00		
10550110	445140			Outside Printing			
010050	TRU ART 113207011		0	2021 12 INV P	3,817.01 061821	257814	CS AS CAS - SRP GUI
				ACCOUNT TOTAL	3,817.01		
10550110	449060			Dues & Memberships			
010475	GREENSTATE CREDIT U 0608215531SRP		0	2021 12 INV P	180.00 060421	257332	EMILLER SRP MCARD
				ACCOUNT TOTAL	180.00		
10550110	449120			Equipment Rental			
011736	KONICA MINOLTA BUSIN 273215740		0	2021 12 INV P	641.32 061821	257767	QTRLY MAINT 22321-5
011736	KONICA MINOLTA BUSIN 72749491		0	2021 12 INV P	114.30 062521	257983	Admin/ Lease
					755.62		
				ACCOUNT TOTAL	755.62		
10550110	449280			Misc Services & Charges			
000119	AMY VANDER BUSARD BC 12946382		0	2021 12 INV P	26.00 061821	257783	REFUND REIMB L&P FO
				ACCOUNT TOTAL	26.00		
10550110	452010			Office Supplies			
010475	GREENSTATE CREDIT U 0608215531SRP		0	2021 12 INV P	1,113.05 060421	257332	EMILLER SRP MCARD
				ACCOUNT TOTAL	1,113.05		
				ORG 10550110 TOTAL	6,402.21		

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10550121				Library Bldg Maint - Public			
10550121	442010			Other Building R&M Services			
010981	JOE'S QUALITY WINDOW	19783	0	2021 12 INV P	140.00 060421	257351	FACS WIND CLEANING
010981	JOE'S QUALITY WINDOW	19814	0	2021 12 INV P	140.00 061821	257753	FAC/ Lower Outside
					280.00		
				ACCOUNT TOTAL	280.00		
10550121	442020			Structure R&M Services			
010823	SCHUMACHER ELEVATOR	90523583	0	2021 12 INV P	607.00 061121	24477	Elevator Maintenanc
				ACCOUNT TOTAL	607.00		
10550121	442030			Heating & Cooling R&M Services			
010392	RMB CO INC	7788	0	2021 12 INV P	2,103.64 060421	24394	2ND FLR COIL LEAK R
010392	RMB CO INC	7900	0	2021 12 INV P	1,081.20 061821	24554	FAC/ Filters
					3,184.84		
010689	AQUA TECHNOLOGIES OF	9942	0	2021 12 INV P	468.88 061821	257693	FACS - CS155 LOOP T
010712	TRANE	10201266	0	2021 12 INV P	1,059.68 061821	257813	FAC/ 1 Motor & 2 Ca
				ACCOUNT TOTAL	4,713.40		
10550121	445330			Other Waste Disposal			
013663	REPUBLIC SERVICES OF	0897-000928487	0	2021 12 INV P	97.60 060421	257397	FACS RECYLNG SERV
				ACCOUNT TOTAL	97.60		
10550121	449160			Other Rentals			
010627	CINTAS CORPORATION	4085703960	0	2021 12 INV P	191.87 061821	257710	FACS - MAT & LINEN
010627	CINTAS CORPORATION	4086947302	0	2021 12 INV P	191.87 062521	257936	FAC/ Sanitary Suppl
					383.74		
				ACCOUNT TOTAL	383.74		
10550121	452040			Sanitation & Indust Supplies			
010290	LENOCH AND CILEK ACE	370375/3	0	2021 12 INV P	441.45 061821	257769	FACS - CLNG & INST
010290	LENOCH AND CILEK ACE	370399/3	0	2021 12 INV P	29.95 061821	257769	FAC/ Sanitation & I
					471.40		
010475	GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	549.94 060421	257332	EMILLER SRP MCARD
010627	CINTAS CORPORATION	4085703960	0	2021 12 INV P	163.76 061821	257710	FACS - MAT & LINEN
010627	CINTAS CORPORATION	4086947302	0	2021 12 INV P	224.93 062521	257936	FAC/ Sanitary Suppl
					388.69		

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			ACCOUNT TOTAL	1,410.03		
10550121 469190			Minor Equipment			
010475 GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	536.34 060421	257332	EMILLER SRP MCARD
			ACCOUNT TOTAL	536.34		
			ORG 10550121 TOTAL	8,028.11		
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC	11398	0	2021 12 INV P	987.00 061821	24530	IT/ IT Essential &
			ACCOUNT TOTAL	987.00		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U	0608210250	0	2021 12 INV P	163.50 060421	257331	BPALMER SOFTWARE RP
010551 RECORDED BOOKS LLC	76709225	0	2021 12 INV P	3,946.00 061821	24552	IT/ RBDigital Audio
			ACCOUNT TOTAL	4,109.50		
10550140 452010			Office Supplies			
010475 GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	28.82 060421	257332	EMILLER SRP MCARD
			ACCOUNT TOTAL	28.82		
10550140 455120			Misc Computer Hardware			
010475 GREENSTATE CREDIT U	0608210250	0	2021 12 INV P	254.70 060421	257331	BPALMER SOFTWARE RP
010475 GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	40.46 060421	257332	EMILLER SRP MCARD
				295.16		
			ACCOUNT TOTAL	295.16		
			ORG 10550140 TOTAL	5,420.48		
10550150			Library Public Services			
10550150 421300			Life Insurance			
011048 MADISON NATIONAL LIF	June 2021 Life Disab	0	2021 12 INV P	4.21 061821	257771	Drahos Moore Tritan
			ACCOUNT TOTAL	4.21		
			ORG 10550150 TOTAL	4.21		
10550151			Lib Public Services - Adults			
10550151 432080			Other Professional Services			
015865 OLIVIA KATHERINE PHO	1012	0	2021 12 INV P	100.00 062521	258006	Adult/ Teen Speaker
			ACCOUNT TOTAL	100.00		

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YEAR/PERIOD: 2021/12 TO 2021/12 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550151 445140 010050 TRU ART	113207011	0	Outside Printing 2021 12 INV P	900.00 061821	257814	CS AS CAS - SRP GUI
			ACCOUNT TOTAL	900.00		
10550151 445250			Inter-Library Loans			
000119 WARTBURG COLLEGE	21-003	0	2021 12 INV P	75.26 062521	258001	AD/ ILL Replacement
000119 IOWA STATE UNIVERSIT	42750	0	2021 12 INV P	39.00 060421	257373	ILL REIMB SILO#3206
000119 DRAKE UNIVERSITY LAW	6121	0	2021 12 INV P	31.30 062521	258000	AD/ ILL Replacement
000119 HIGHLAND PARK LIBRAR	847-432-0216ICPL	0	2021 12 INV P	17.99 060421	257372	ILL REIMB POPULAR M
				163.55		
			ACCOUNT TOTAL	163.55		
10550151 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	69.08 060421	257332	EMILLER SRP MCARD
010475 GREENSTATE CREDIT U	0608217123	0	2021 12 INV P	7.18 060421	257328	JPAULIOS AS PGRM SP
				76.26		
			ACCOUNT TOTAL	76.26		
			ORG 10550151 TOTAL	1,239.81		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
014753 BP CREATIVE ENTERPRI	060821MMCR	0	2021 12 INV P	25.00 061821	257704	DG,CHI/ MMCR June F
015483 TORRALBA, ANN M	6232021	0	2021 12 INV P	350.00 061821	257812	CHI/ World Wednesda
015962 JORGENSEN, AMANDA M	62221SRP	0	2021 12 INV P	100.00 061821	257763	CHI/ SRP Try it Out
			ACCOUNT TOTAL	475.00		
10550152 445140			Outside Printing			
010050 TRU ART	113207011	0	2021 12 INV P	3,817.02 061821	257814	CS AS CAS - SRP GUI
010373 PIP PRINTING	106501	0	2021 12 INV P	21.34 061821	24549	CS DESK POSTER
			ACCOUNT TOTAL	3,838.36		
10550152 469320			Miscellaneous Supplies			
010125 BLICK ART MATERIALS	248046	0	2021 12 INV P	33.93 061821	257701	CS CONSTRUC PPR
010475 GREENSTATE CREDIT U	0608210235	0	2021 12 INV P	175.48 060421	257330	APILKINGTON CS MISC
010475 GREENSTATE CREDIT U	0608215531SRP	0	2021 12 INV P	648.70 060421	257332	EMILLER SRP MCARD
				824.18		
			ACCOUNT TOTAL	858.11		

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10550152 469370			Paper Products			
010509 BAKER & TAYLOR INC C 2035914726		0	2021 12 INV P	13.99 060421	257292	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 52857829		0	2021 12 INV P	204.54 062521	257962	LIBRARY MATERIALS
			ACCOUNT TOTAL	218.53		
			ORG 10550152 TOTAL	5,390.00		
10550159			Lib Public Srvs-Comm Access			
10550159 435055			Mail & Delivery			
010468 U S POST OFFICE ACCT 06072021		0	2021 12 INV P	4,798.65 061821	257817	Bulk mail reimburse
			ACCOUNT TOTAL	4,798.65		
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ 9246		0	2021 12 INV P	350.00 062521	257987	CAS/Advertising
			ACCOUNT TOTAL	350.00		
10550159 445140			Outside Printing			
010050 TRU ART	113207011	0	2021 12 INV P	3,817.01 061821	257814	CS AS CAS - SRP GUI
010050 TRU ART	113749011	0	2021 12 INV P	455.00 060421	257418	SRP BOOKMOBILE BROC
				4,272.01		
010373 PIP PRINTING	106628BKM	0	2021 12 INV P	45.60 062521	24637	CAS/ 2 BKM Open Sig
			ACCOUNT TOTAL	4,317.61		
10550159 469320			Miscellaneous Supplies			
010510 DEMCO INC	6958000	0	2021 12 INV P	1,602.13 061821	257719	CAS BOOKCARTS RPLCM
010510 DEMCO INC	6959274	0	2021 12 INV P	64.92 061821	257719	CAS/3 Plastic Riser
010510 DEMCO INC	6960465	0	2021 12 INV P	249.57 061821	257719	CAS/ 15 Double Side
				1,916.62		
			ACCOUNT TOTAL	1,916.62		
			ORG 10550159 TOTAL	11,382.88		
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137021246211	0	2021 12 INV P	344.00 061821	257790	LIBRARY MATERIALS
			ACCOUNT TOTAL	344.00		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C 200055052021V		0	2021 12 INV P	571.55 062521	257922	LIBRARY MATERIALS
			ACCOUNT TOTAL	571.55		

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10550160 469110					Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H647929DM	0	2021 12	INV P	11.95	062521	257923	LIBRARY MATERIALS
010510 DEMCO INC	6960437	0	2021 12	INV P	1,244.55	062521	257941	LIBRARY MATERIALS
010546 MIDWEST TAPE	500499877	0	2021 12	INV P	76.86	061821	257780	LIBRARY MATERIALS
010546 MIDWEST TAPE	500517403	0	2021 12	INV P	317.07	061821	257780	LIBRARY MATERIALS
					393.93			
				ACCOUNT TOTAL	1,650.43			
10550160 469190					Minor Equipment			
010510 DEMCO INC	6950791	0	2021 12	INV P	1,413.57	060421	257308	CAS BOOKCARTS RPLCM
010510 DEMCO INC	6957148	0	2021 12	INV P	4,335.32	061821	257719	COL/ 12 Book Carts
					5,748.89			
				ACCOUNT TOTAL	5,748.89			
				ORG 10550160 TOTAL	8,314.87			
10550210					Library Children's Materials			
10550210 477020					Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035867129	0	2021 12	INV P	16.77	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035871455	0	2021 12	INV P	121.22	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035874034	0	2021 12	INV P	47.92	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035884509	0	2021 12	INV P	67.73	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035888848	0	2021 12	INV P	73.57	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035888908	0	2021 12	INV P	638.81	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035891624	0	2021 12	INV P	28.72	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035894682	0	2021 12	INV P	38.43	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035897360	0	2021 12	INV P	35.10	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035904632	0	2021 12	INV P	331.54	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035904973	0	2021 12	INV P	42.24	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035910095	0	2021 12	INV P	51.13	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035913384	0	2021 12	INV P	260.83	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035914726	0	2021 12	INV P	1,262.55	060421	257292	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035923727	0	2021 12	INV P	239.31	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035926781	0	2021 12	INV P	719.99	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035928993	0	2021 12	INV P	43.82	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035932842	0	2021 12	INV P	52.25	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035938018	0	2021 12	INV P	152.42	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035943908	0	2021 12	INV P	256.21	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035944062	0	2021 12	INV P	99.56	062521	257922	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035951192	0	2021 12	INV P	177.71	062521	257922	LIBRARY MATERIALS
					4,757.83			
010531 GALE GROUP	74313431	0	2021 12	INV P	120.68	061821	257728	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52357733	0	2021 12	INV P	28.74	060421	257345	LIBRARY MATERIALS

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ACCOUNT/VENDOR											
010536	INGRAM LIBRARY	SERVI	52857829		0	2021	12	INV P	92.51	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	52912749		0	2021	12	INV P	10.92	060421	257345 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	52952001		0	2021	12	INV P	31.02	060421	257345 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53061572		0	2021	12	INV P	54.86	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53191867		0	2021	12	INV P	118.90	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53243633		0	2021	12	INV P	796.73	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53300452		0	2021	12	INV P	23.57	062521	257962 LIBRARY MATERIALS
									1,157.25		
ACCOUNT TOTAL									6,035.76		
10550210	477030	Books (Uncataloged)									
010509	BAKER & TAYLOR	INC	C	2035871455	0	2021	12	INV P	21.26	062521	257922 LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC	C	2035914726	0	2021	12	INV P	83.96	060421	257292 LIBRARY MATERIALS
									105.22		
010536	INGRAM LIBRARY	SERVI	52857829		0	2021	12	INV P	21.84	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	52912749		0	2021	12	INV P	21.84	060421	257345 LIBRARY MATERIALS
									43.68		
ACCOUNT TOTAL									148.90		
10550210	477040	Books (Cat/Reference)									
010536	INGRAM LIBRARY	SERVI	53061572		0	2021	12	INV P	232.12	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53191867		0	2021	12	INV P	10.34	062521	257962 LIBRARY MATERIALS
010536	INGRAM LIBRARY	SERVI	53243633		0	2021	12	INV P	14.93	062521	257962 LIBRARY MATERIALS
									257.39		
ACCOUNT TOTAL									257.39		
10550210	477070	Downloadable-eBooks									
011068	OVERDRIVE	INC		01370CO21229762	0	2021	12	INV P	63.96	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21231895	0	2021	12	INV P	90.93	060421	257384 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21241050	0	2021	12	INV P	175.95	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21247179	0	2021	12	INV P	243.04	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21255379	0	2021	12	INV P	412.84	062521	258008 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21257287	0	2021	12	INV P	110.98	062521	258008 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21259146	0	2021	12	INV P	174.05	062521	258008 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CP21243588	0	2021	12	INV P	13.69	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370DA21230527	0	2021	12	INV P	132.48	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370DA21237927	0	2021	12	INV P	14.99	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370DA21247870	0	2021	12	INV P	125.96	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370DA21255663	0	2021	12	INV P	15.99	062521	258008 LIBRARY MATERIALS
									1,574.86		
ACCOUNT TOTAL									1,574.86		

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10550210	477120				Other Audio-CD			
015457	LIBRARY IDEAS LLC	81954	0	2021 12	INV P	4,960.80	060421	257358 LIBRARY MATERIALS
015458	FINDAWAY WORLD LLC	349842	0	2021 12	INV P	559.89	060421	257319 LIBRARY MATERIALS
015458	FINDAWAY WORLD LLC	350624	0	2021 12	INV P	359.93	060421	257319 LIBRARY MATERIALS
015458	FINDAWAY WORLD LLC	352804	0	2021 12	INV P	64.99	062521	257947 LIBRARY MATERIALS
						984.81		
ACCOUNT TOTAL						5,945.61		
10550210	477160				Video Recordings			
010546	MIDWEST TAPE	500435562	0	2021 12	INV P	110.20	060421	257369 LIBRARY MATERIALS
010546	MIDWEST TAPE	500471506	0	2021 12	INV P	75.68	060421	257369 LIBRARY MATERIALS
010546	MIDWEST TAPE	500502762	0	2021 12	INV P	33.72	061821	257780 LIBRARY MATERIALS
010546	MIDWEST TAPE	500529439	0	2021 12	INV P	18.73	062521	257996 LIBRARY MATERIALS
010546	MIDWEST TAPE	500565409	0	2021 12	INV P	22.48	062521	257996 LIBRARY MATERIALS
						260.81		
ACCOUNT TOTAL						260.81		
10550210	477200				Toys			
010514	AMAZON	66528061021	0	2021 12	INV P	29.99	062521	257918 LIBRARY MATERIALS
ACCOUNT TOTAL						29.99		
10550210	477250				Downloadable Media			
011068	OVERDRIVE INC	01370CO21229759	0	2021 12	INV P	97.98	060421	257384 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370CO21232194	0	2021 12	INV P	79.98	060421	257384 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370CO21241050	0	2021 12	INV P	67.50	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370CO21247200	0	2021 12	INV P	84.49	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370CO21259146	0	2021 12	INV P	47.50	062521	258008 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370DA21211676	0	2021 12	INV P	65.00	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370DA21230527	0	2021 12	INV P	59.98	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370DA21237927	0	2021 12	INV P	65.00	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370DA21247870	0	2021 12	INV P	90.48	061821	257790 LIBRARY MATERIALS
011068	OVERDRIVE INC	01370DA21255663	0	2021 12	INV P	22.00	062521	258008 LIBRARY MATERIALS
						679.91		
015034	KANOPY INC	249479 - PPU	0	2021 12	INV P	165.00	061821	257764 LIBRARY MATERIALS
ACCOUNT TOTAL						844.91		
ORG 10550210 TOTAL						15,098.23		
10550220					Library Adult Materials			
10550220	477020				Books (Cat/Cir)			
010475	GREENSTATE CREDIT U	0608210292	0	2021 12	INV P	46.63	060421	257329 AMANGANO COL SERV B
010509	BAKER & TAYLOR INC C	2035867071	0	2021 12	INV P	114.69	062521	257922 LIBRARY MATERIALS

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YEAR/PERIOD: 2021/12 TO 2021/12	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
	010509 BAKER & TAYLOR INC C	2035871455	0	2021 12	INV P	1,185.80	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035884509	0	2021 12	INV P	1,291.64	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035888515	0	2021 12	INV P	45.35	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035889026	0	2021 12	INV P	302.85	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035889119	0	2021 12	INV P	198.02	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035889121	0	2021 12	INV P	25.21	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035907765	0	2021 12	INV P	258.28	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035914726	0	2021 12	INV P	3,001.11	060421	257292 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035920924	0	2021 12	INV P	24.67	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035923727	0	2021 12	INV P	4.19	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035923845	0	2021 12	INV P	411.86	060421	257292 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035929024	0	2021 12	INV P	253.66	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035932834	0	2021 12	INV P	173.58	061821	257696 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035936485	0	2021 12	INV P	271.90	061821	257696 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035938018	0	2021 12	INV P	1,260.92	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035942137	0	2021 12	INV P	356.34	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035943908	0	2021 12	INV P	525.26	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035944062	0	2021 12	INV P	1,673.83	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	2035951192	0	2021 12	INV P	1,856.25	062521	257922 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	5016970782	0	2021 12	INV P	117.92	060421	257291 LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	5017008321	0	2021 12	INV P	159.24	061821	257695 LIBRARY MATERIALS
						13,512.57		
	010514 AMAZON	66528051021	0	2021 12	INV P	30.00	060421	257288 LIBRARY MATERIALS
	010520 CENTER POINT PUBLISH	1852803	0	2021 12	INV P	134.82	062521	257935 LIBRARY MATERIALS
	010520 CENTER POINT PUBLISH	1857852	0	2021 12	INV P	59.13	062521	257935 LIBRARY MATERIALS
						193.95		
	010531 GALE GROUP	74427771	0	2021 12	INV P	236.74	062521	257948 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52357733	0	2021 12	INV P	25.50	060421	257345 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52857829	0	2021 12	INV P	11.37	062521	257962 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52905332	0	2021 12	INV P	134.93	061821	257744 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52912749	0	2021 12	INV P	70.68	060421	257345 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52952001	0	2021 12	INV P	177.15	060421	257345 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	52983024	0	2021 12	INV P	210.70	061821	257744 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	53061572	0	2021 12	INV P	717.84	062521	257962 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	53191867	0	2021 12	INV P	315.50	062521	257962 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	53234306	0	2021 12	INV P	66.60	062521	257962 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	53243633	0	2021 12	INV P	728.55	062521	257962 LIBRARY MATERIALS
	010536 INGRAM LIBRARY SERVI	53300452	0	2021 12	INV P	132.57	062521	257962 LIBRARY MATERIALS
						2,591.39		
					ACCOUNT TOTAL	16,611.28		
	10550220 477040				Books (Cat/Reference)			
	010542 LEGAL DIRECTORIES PU	0508410-IN	0	2021 12	INV P	59.75	060421	257357 LIBRARY MATERIALS

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YEAR/PERIOD: 2021/12 TO 2021/12				ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
ACCOUNT TOTAL										59.75			
Downloadable-eBooks													
10550220	477070												
011068	OVERDRIVE	INC		01370CO21235834	0	2021	12	INV	P	607.37	060421	257384 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21241021	0	2021	12	INV	P	95.00	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21241051	0	2021	12	INV	P	811.35	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21247191	0	2021	12	INV	P	1,132.27	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21251139	0	2021	12	INV	P	848.44	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21251143	0	2021	12	INV	P	1,698.03	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21255369	0	2021	12	INV	P	648.13	062521	258008 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21259147	0	2021	12	INV	P	1,303.69	062521	258008 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CO21259308	0	2021	12	INV	P	185.00	062521	258008 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370CP21243588	0	2021	12	INV	P	5.50	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21211676	0	2021	12	INV	P	65.00	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21230527	0	2021	12	INV	P	813.40	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21230528	0	2021	12	INV	P	115.00	060421	257384 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21232507	0	2021	12	INV	P	79.50	060421	257384 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21233761	0	2021	12	INV	P	23.32	060421	257384 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21237927	0	2021	12	INV	P	705.40	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21237928	0	2021	12	INV	P	55.00	060421	257384 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21247870	0	2021	12	INV	P	1,025.82	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21254040	0	2021	12	INV	P	65.00	061821	257790 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21255663	0	2021	12	INV	P	832.40	062521	258008 LIBRARY MATERIALS	
011068	OVERDRIVE	INC		01370DA21257576	0	2021	12	INV	P	19.99	062521	258008 LIBRARY MATERIALS	
										11,134.61			
ACCOUNT TOTAL										11,134.61			
Fiction Audio-CD													
10550220	477100												
010518	BLACKSTONE	AUDIOBOOK	1221465		0	2021	12	INV	P	40.00	060421	24357 LIBRARY MATERIALS	
ACCOUNT TOTAL										40.00			
Music-CD													
10550220	477110												
010509	BAKER & TAYLOR	INC	C	H55336590	0	2021	12	INV	P	11.01	060421	257293 LIBRARY MATERIALS	
010509	BAKER & TAYLOR	INC	C	H55421820	0	2021	12	INV	P	10.28	060421	257293 LIBRARY MATERIALS	
010509	BAKER & TAYLOR	INC	C	H55639610	0	2021	12	INV	P	21.29	061821	257697 LIBRARY MATERIALS	
										42.58			
010546	MIDWEST	TAPE		500460466	0	2021	12	INV	P	15.74	060421	257369 LIBRARY MATERIALS	
010546	MIDWEST	TAPE		500516834	0	2021	12	INV	P	23.23	062521	257996 LIBRARY MATERIALS	
010546	MIDWEST	TAPE		500545201	0	2021	12	INV	P	22.03	062521	257996 LIBRARY MATERIALS	
										61.00			
ACCOUNT TOTAL										103.58			
Video Recordings													
10550220	477160												
010509	BAKER & TAYLOR	INC	C	H55236610	0	2021	12	INV	P	21.71	060421	257293 LIBRARY MATERIALS	
010509	BAKER & TAYLOR	INC	C	H55314300	0	2021	12	INV	P	21.71	060421	257293 LIBRARY MATERIALS	

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YEAR/PERIOD: 2021/12 TO 2021/12	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
	010509 BAKER & TAYLOR INC C	H55336720	0	2021 12	INV P	21.71 061821	257697	LIBRARY MATERIALS
	010509 BAKER & TAYLOR INC C	H55421510	0	2021 12	INV P	28.95 061821	257697	LIBRARY MATERIALS
						94.08		
	010546 MIDWEST TAPE	500277686	0	2021 12	INV P	502.94 061821	257780	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500435562	0	2021 12	INV P	303.59 060421	257369	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500471506	0	2021 12	INV P	280.45 060421	257369	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500471507	0	2021 12	INV P	19.49 060421	257369	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500477128	0	2021 12	CRM P	-48.72 061821	257780	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500502762	0	2021 12	INV P	251.15 061821	257780	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500529439	0	2021 12	INV P	308.86 062521	257996	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500565409	0	2021 12	INV P	26.98 062521	257996	LIBRARY MATERIALS
						1,644.74		
					ACCOUNT TOTAL	1,738.82		
10550220 477210					Non-Fiction Video-DVD			
	010509 BAKER & TAYLOR INC C	H55153140	0	2021 12	INV P	21.71 060421	257293	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500277686	0	2021 12	INV P	147.68 061821	257780	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500435562	0	2021 12	INV P	53.22 060421	257369	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500471506	0	2021 12	INV P	38.98 060421	257369	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500499877	0	2021 12	INV P	288.68 061821	257780	LIBRARY MATERIALS
	010546 MIDWEST TAPE	500529439	0	2021 12	INV P	22.49 062521	257996	LIBRARY MATERIALS
						551.05		
					ACCOUNT TOTAL	572.76		
10550220 477230					Non-Fiction Audio-CD			
	010518 BLACKSTONE AUDIOBOOK	1222148	0	2021 12	INV P	40.00 060421	24357	LIBRARY MATERIALS
	010518 BLACKSTONE AUDIOBOOK	1223667	0	2021 12	INV P	32.49 060421	24357	LIBRARY MATERIALS
						72.49		
					ACCOUNT TOTAL	72.49		
10550220 477250					Downloadable Media			
	011068 OVERDRIVE INC	01370CO21228798	0	2021 12	INV P	390.47 060421	257384	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21235841	0	2021 12	INV P	537.91 060421	257384	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21236974	0	2021 12	INV P	152.98 060421	257384	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21240975	0	2021 12	INV P	74.94 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21247202	0	2021 12	INV P	1,467.63 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21251140	0	2021 12	INV P	422.46 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21251147	0	2021 12	INV P	2,624.93 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21255381	0	2021 12	INV P	406.32 062521	258008	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CO21259314	0	2021 12	INV P	232.14 062521	258008	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370CP21243588	0	2021 12	INV P	28.50 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21211676	0	2021 12	INV P	65.00 061821	257790	LIBRARY MATERIALS
	011068 OVERDRIVE INC	01370DA21230527	0	2021 12	INV P	919.84 061821	257790	LIBRARY MATERIALS

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YEAR/PERIOD: 2021/12 TO 2021/12 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370DA21237927	0	2021 12 INV P	628.44 061821	257790	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21240109	0	2021 12 INV P	65.00 061821	257790	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21247870	0	2021 12 INV P	766.42 061821	257790	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21252747	0	2021 12 INV P	141.70 061821	257790	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21254040	0	2021 12 INV P	65.00 061821	257790	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21255663	0	2021 12 INV P	660.94 062521	258008	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21258621	0	2021 12 INV P	296.38 062521	258008	LIBRARY MATERIALS
				9,947.00		
015034 KANOPY INC	249479 - PPU	0	2021 12 INV P	3,221.00 061821	257764	LIBRARY MATERIALS
			ACCOUNT TOTAL	13,168.00		
10550220 477330			Print/Reference Serials			
012383 PROGRESSIVE POPULIST FY22PP		0	2021 12 INV P	41.95 061821	257794	LIBRARY MATERIALS
			ACCOUNT TOTAL	41.95		
10550220 477350			Online Reference			
010524 EBSCO	1000153704-1	0	2021 12 INV P	3,573.00 061821	24527	LIBRARY MATERIALS
010524 EBSCO	1000157589-1	0	2021 12 INV P	6,972.00 062521	24614	LIBRARY MATERIALS
				10,545.00		
014521 LINKEDLN CORPORATION	10111219555	0	2021 12 INV P	13,125.00 062521	257986	LIBRARY MATERIALS
			ACCOUNT TOTAL	23,670.00		
			ORG 10550220 TOTAL	67,213.24		
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FUND 1000 General			TOTAL:	128,494.04		
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** END OF REPORT - Generated by kellie kerns **

Iowa City Public Library – Board of Trustee Meetings Agenda Items and Order Schedule		
JULY 22, 2021	AUGUST 26, 2021	SEPTEMBER 23, 2021
Review Board Annual Report Adopt NOBU Budget Memorandum of Agreement between ICPLFF and ICPL Departmental Report: CAS	Strategic Planning Update Departmental Reports: CH, CLS, IT Review 4 th Quarter/Annual Statistics and Financials Policy Review: 503 Admin/Confidential Policy	Budget Discussion Policy Review: TBD Departmental Reports: AS, CAS
OCTOBER 28, 2021	NOVEMBER 18, 2021	DECEMBER 16, 2021
Budget Discussion Review 1 st Quarter Statistics and Financials Policy Review: TBD Departmental Reports: CH, CLS, IT	Appoint Committee to Evaluate Director Policy Review: TBD Departmental Reports: AS, CAS	Policy Review: TBD Departmental Reports: CH, CLS, IT OTHER: Inservice Day 12/10
JANUARY 27, 2022	FEBRUARY 24, 2022	MARCH 24, 2022
6-month Strategic Planning Update Review 2 nd Quarter Goals/Statistics and Financials Policy Review: TBD Departmental Reports: AS, CAS	Director Evaluation Set Hours for Next Fiscal Year Appoint Nominating Committee Policy Review: TBD Departmental Reports: CH, CLS, IT	Policy Review: TBD Departmental Reports: AS, CAS