LIBRARY BOARD OF TRUSTEES
January 27 2022
Iowa City Public Library
2nd Floor - Boardroom
Regular Meeting - 5:00 pm

Carol Kirsch - President
Tom Rocklin - Vice President
Derek Johnk - Secretary
Daniel Keranen
Noa Kim
Claire Matthews
Robin Paetzold
Hannah Shultz
Dan Stevenson

1. **Call Meeting to Order**

2. **Approval of January 27 2022 Board Meeting Agenda**

3. **Public Discussion**

4. **Items to be discussed**
   A. 6-month Strategic Planning Update
   Comment: This is a regularly scheduled agenda item. Board action not required.

   B. 2nd Quarter Goals/Statistics and Financials Review
   Comment: This is a regularly scheduled agenda item. Board action not required.

   C. 2nd Quarter Fine Free Report
   Comment: This is a regularly scheduled agenda item. Board action not required.

   D. Intellectual Freedom: Reconsideration Process Overview
   Comment: This is a Board requested agenda item. Board action not required.

   E. COVID-19 Opening Guidelines Update
   Comment: This is a draft document for discussion. Board action not required.

F. State Library ADA Accreditation Review
    <u>Comment</u>: This is a regularly scheduled agenda item. Board action not required.

5. **Staff Reports:**
   A. Director's Report
   B. Departmental Reports: Adult Services, Community & Access Services
   C. Development Office Report
   D. Miscellaneous

6. **President's Report**

7. **Announcements from Members**

8. **Committee Reports**

9. **Communications**

10. **Consent Agenda:**
   A. Approve Minutes of Library Board of Trustees December 16 2021 regular meeting
   B. Approve Disbursements for December 2021

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

12. **Adjournment**

Iowa City Public Library – Board of Trustee Meetings
Agenda Items and Order Schedule
FY22

JANUARY 27 2022	FEBRUARY 24 2022	MARCH 24 2022
Strategic Planning Update 2nd Quarter Goals/Statistics Financials – Review State Library ADA Accreditation Review Departmental Reports: AS, CAS	Director's Evaluation Set Hours for Next Fiscal Year Appoint Nominating Committee Departmental Reports: CH, CS, IT **Special Events:** Children's Event	*Policy Review: 505 Volunteer Policy (CAS)* *Policy Review: 814 Library Copyright Policy (AS)* Departmental Reports: AS, CAS

APRIL 28 2022	MAY 26 2022	JUNE 23 2022
Strategic Planning Update 3rd Quarter Goals/Statistics Financials – Review Departmental Reports: CH, CS, IT	Appoint Bylaws Committee *Policy Review: 806 Meeting Room and Lobby Use* Departmental Reports: AS, CAS	Departmental Reports: CH, CS, IT

JULY 28 2022	AUGUST 25 2022	SEPTEMBER 22 2022
Strategic Planning Update & Reporting Discussion *Adopt NOBU Budget* MOA – ICPLFF/ICPL Departmental Reports: AS, CAS *Policy Review: 101 Bylaws (BOT/AD)*	4th Quarter/Annual Statistics Financials - Review Departmental Reports: CH, CLS, IT Form Committee - Finance **Special Events:** SRP	FY Budget Prep Discussion *Policy Review: 401 Finance Policy (AD)* *Policy Review: 801 Circulation and Library Card Policy (CAS)* Departmental Reports: AS, CAS
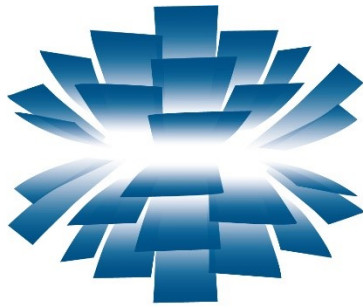
To: Library Board

From: Elsworth Carman

Date: January 28, 2022

Re: Strategic Plan Eighteen-Month Update (FY22 Six-Month Update)

I am pleased to present an eighteen-month update to ICPL's Strategic Plan, which was implemented in July, 2020.

We are now one and a half years into our current, three-year strategic plan. This plan asked staff to think and work differently than previous plans, both because it was the first plan developed under my leadership and because it was crafted during the early stages of the COVID-19 pandemic.

The last Strategic Plan update to the Board was a Quarter 1 update, provided at the October Board meeting. The items from that report have been added to the document provided here. Completed Tactics, or those with no relevant update—have been suppressed and are not included in this report; only Tactics with updated progress are included.

I am proud of the commitment to community engagement the update reflects, and the work represented throughout the document. It is exciting to see the progress that has been made, and energizing to see how much work remains. I am consistently amazed by the work staff produce, and have been impressed by the way many staff have embraced this plan and worked hard to align their daily projects and tasks with our shared goals and objectives, even when this takes intentionality and effort.

ICPL Strategic Plan FY22 Six-Month Update (January 27, 2022)

GOAL 1: Recovery and Renewal following the COVID-19 Closure		
Objectives	**Tactics**	**Six-Month Report**
1. Reimagine ICPL in the community: Evaluate the services we offer and the ways we offer them.	Create a library-wide programming schedule to identify areas of overlap and/or holes in programming.	Successfully reached out to Prelude, Insight, Hope House, and the Senior Center to provide a variety of services including At Home, Deposit Collection, library card registration and app/tech support.

Worked with each Department to establish an Outlook partner spreadsheet for better internal communication. This tool will enable us to locate and narrow service gaps in the community.

Programming departments are meeting with City departments monthly to discuss collaboration and overlap.

Public Relations team has pivoted focus of monthly meetings to Library programming and the internal collaboration and promotion thereof. Programmers now report directly at each assembly. Programmers now report to their respective Coordinator who then steer the direction of the institutional and provide a list of priorities to the PR Specialist. |
| | | |
| 2. Identify carry-over goals from third and fourth quarters of FY20 strategic plan to FY21 plan; create new timeline for completion. | Plan for changes to availability of compact disc and DVD in marketplace. | A new streaming service, hoopla, was introduced in December 2021. The service offers music, movies, television, comics, eBooks, and audiobooks, widening the library's digital catalog. Patrons can checkout up to 8 titles per month. Statistics for physical audiovisual materials are currently being monitored. |

	Introduce new catalog to the public.	Our new catalog, developed in-house by ICPL staff using VuFind open-source software, was introduced to the public in October 2021. A plan for future catalog development was created. CatPro/Encore, our old catalog, will be retired in March 2022.
	Plan and produce the Library's 125th anniversary celebration.	Due to rising COVID number we have ended without a big community celebration bash at the library we were hoping for. New Library Card designs have been made available throughout the community.
	Explore circulation support offered away from the Help Desk and expand and/or provide training as needed.	Updated and expanded Help Desk, Circulation, and Payment procedures to document and train new clerks and Pages. Updated and expanded documenting Bookmobile and Circulation procedures. These documents are available in the (internal) Shared File and are scheduled to be reviewed every 2-3 years.
	Consider extending no fines to all collections.	Topic included in ICPL's annual department budget presentation to Council on January 8 and identified by City of Iowa City Administrations as a recommended change to the FY23 budget.
3. Prioritize public health and safety in designing	Continue to review and edit "ICPL service guidelines" that reflect best practices in COVID safety while also allowing active service to the community.	"Phasing" document replaced with general guidelines, which are now being recrafted into a model focused on staffing levels.
	Determine ways to provide low contact printing.	Reviewed mobile print features/limitations spreadsheet created to compare different software products.
4. Assess and implement improved internal networks for	Identify communication gaps and needs throughout organization.	Worked with external trainer to identify areas for improvement in communication and communication expectations.

individual, departmental, and group/team communication.		

GOAL 2: Focus on Community Aspirations		
Objectives	**Tactics**	**Six-Month Report**
1. By FY2022, dedicate at least 30% of resources allocated to programming, outreach, and collections to services for and with BIPOC.	Maintain the Read Woke Reading Program for all age groups to participate in.	We continue to run this as a passive reading program on our website.
	Create, develop, and evaluate tools to track resources spent on programming, outreach, and collections for and with BIPOC.	Purchasing infrastructure/project code created to track FY22 expenditures. Departments are actively tracking spending.
2. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community	Reevaluate balance of professional and volunteer experience and educational accomplishments in candidate selection.	Adjusted minimum requirements and preferences for open Library Clerk position Exploring options of alternative requirements to ALA-Accredited MLIS degree for select Hourly Librarian positions.
3. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.	Introduce volunteer-staffed "Welcome Desk" on first floor.	Currently evaluating first Welcome Desk model.

4. Create a programming infrastructure for community-led, library- funded programs, with an emphasis on historically underrepresented, marginalized, and historically oppressed populations.	Partner with other community organizations to offer high profile, popular author programs in an accessible, low-barrier format (Local Libraries LIT [Listen, Initiate, Talk]).	The second season featuring three more events for Local Libraries LIT is underway. Programs with diverse acclaimed writers are offered free online thanks to grants and sponsorships from every public library in Johnson County, UIowa Libraries, Kirkwood Community College and the Community Foundation of Johnson County.
6. Seek alternatives to calling the police for violations of the Library Use Policy.		In discussion with CommUnity Mobile Crisis Outreach team to learn what resources are available locally.
7. Partner with other City departments and community groups to create a comprehensive, sustainable, shared response to behavior issues.	Increase staff presence in partner spaces to build trust and gain knowledge of how the community is engaging around behavior issues.	Discussed strategies with Senior Center, Parks & Rec, and Human Rights office for training ideas. Met with CommUnity to discuss training options and have org review policies/procedures. Contacted with Shelter House regarding specific patron bans to coordinate help and library return options.
8. Prioritize access to information and materials related to community priorities like equity, antiracism, and First Amendment rights.	Collaborate with other area libraries to develop a program series featuring writers who champion equity, antiracism, and inclusion.	Local Libraries LIT (listen, initiate, talk) partnership. The second season featuring three more events for Local Libraries LIT is underway. Programs with diverse acclaimed writers are offered free online thanks to grants and sponsorships from every public library in Johnson County, UIowa Libraries, Kirkwood Community College and the Community Foundation of Johnson County.

GOAL 3: Resource Management		
Objectives	**Tactics**	**Six-Month Report**
1. Communicate proactively and consistently; maintain transparency in decision-making and process internally and externally.	Focus on workplace communication and culture at annual Inservice Day 2021.	Terry Whitson, a training and development consultant, conducted staff focus groups to identify themes around workplace culture and communication. Whitson provided the results of her discussions as well as training on change management at Inservice Day in December. We will further focus on the results in the second half of FY22.
2. Ensure all ICPL employees, volunteers, and donors are ready to champion the changing work of librarianship; seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.	Develop infrastructure for staff and volunteer orientation and training.	New staff orientation developed; Volunteer job descriptions refreshed and updated.

The Volunteer Committee have established a strong workflow. Traditional and new volunteer positions are being regularly filled. The Volunteer Recognition Ceremony is planned for Spring 2022. |

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

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
Library Materials		**714,957**	**373,211**	**341,746**	**52%**
477020	Books (Cat/Cir)	707,957	130,922	577,035	
477030	Books (Uncataloged)	0	1,748	-1,748	
477040	Books (Cat/Reference)	0	1,771	-1,771	
477070	Downloadable-eBooks	0	81,209	-81,209	
477100	Fiction Audio-CD	0	1,399	-1,399	
477110	Music-CD	0	965	-965	
477120	Other Audio-CD	0	4,680	-4,680	
477150	Art Reproductions	0	696	-696	
477160	Video Recordings	0	8,625	-8,625	
477200	Toys	0	134	-134	
477210	Non-Fiction Video-DVD	0	1,244	-1,244	
477220	Multi-Media/Gaming	0	924	-924	
477230	Non-Fiction Audio-CD	0	187	-187	
477250	Downloadable Media	0	77,763	-77,763	
477290	Microforms-STO	0	4,767	-4,767	
477330	Print/Reference Serials	0	6,492	-6,492	
477340	Print/Circulating Serials	0	6,087	-6,087	
477350	Online Reference	0	43,596	-43,596	
477380	Library-RFI Tags	7,000	0	7,000	
Other Financing Uses		**62,422**	**31,211**	**31,211**	**50%**
490160	Misc Transfers Out	62,422	31,211	31,211	
Personnel		**5,205,330**	**2,442,991**	**2,762,339**	**47%**
411000	Perm Full Time	2,669,838	1,272,283	1,397,555	
412000	Perm Part Time	442,193	211,830	230,363	
413000	Temporary Employees	672,917	282,939	389,978	
414100	Overtime Wages	69,500	37,239	32,261	
414300	Term-Vacation Pay	0	1,604	-1,604	
414500	Longevity Pay	17,719	17,012	707	
421100	Health Insurance	647,549	306,990	340,559	
421200	Dental Insurance	16,113	6,993	9,120	
421300	Life Insurance	6,452	3,057	3,395	
421400	Disability Insurance	9,739	4,980	4,759	
421500	Unemployment Compensation	4,000	-26	4,026	
422100	FICA	289,459	135,424	154,035	
423100	IPERS	359,851	162,665	197,186	

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

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
Services		**636,967**	**328,742**	**308,225**	**52%**
432030	Financial Services & Charges	3,695	526	3,169	14%
432060	Consultant Services	13,000	0	13,000	0%
432080	Other Professional Services	17,000	8,849	8,151	52%
435010	Data Processing	24,000	17,312	6,688	72%
435055	Mail & Delivery	40,194	15,961	24,233	40%
435059	Advertising	5,166	2,514	2,652	49%
436030	Transportation	5,000	276	4,724	6%
436050	Registration	5,000	1,023	3,977	20%
436060	Lodging	5,000	1,842	3,158	37%
436080	Meals	1,000	0	1,000	0%
438030	Electricity	97,430	58,563	38,867	60%
438070	Heating Fuel/Gas	13,757	9,080	4,677	66%
438100	Refuse Collection Charges	1,287	0	1,287	0%
438130	Cell Phone/Data Services	3,480	2,069	1,411	59%
438140	Internet Fees	11,000	7,225	3,775	66%
442010	Other Building R&M Services	72,000	17,439	54,561	24%
442020	Structure R&M Services	5,387	3,071	2,316	57%
442030	Heating & Cooling R&M Services	22,986	4,879	18,107	21%
442050	Furnishing R&M Services	2,050	0	2,050	0%
442060	Electrical & Plumbing R&M Srvc	2,567	0	2,567	0%
443020	Office Equipment R&M Services	2,000	703	1,297	35%
444080	Software R&M Services	121,500	112,959	8,541	93%
444100	Hardware R&M Services	19,000	6,122	12,878	32%
445030	Nursery Srvc-Lawn & Plant Care	720	74	646	10%
445140	Outside Printing	31,588	9,385	22,203	30%
445250	Inter-Library Loans	5,250	5,490	-240	105%
445270	Library Material R&M Services	19,195	7,325	11,870	38%
445290	Book Binding	1,000	0	1,000	0%
445330	Other Waste Disposal	583	547	36	94%
446190	ITS-Software SAAS Chgbk	4,200	0	4,200	0%
446300	Phone Equipment/Line Chgbk	24,058	12,249	11,809	51%
446320	Mail Chargeback	504	0	504	0%
446340	Radio Maintenance Chgbk	304	120	184	40%
446350	City Vehicle Replacement Chgbk	19,713	9,663	10,050	49%
446360	City Vehicle Rental Chargeback	4,203	1,932	2,271	46%
446370	Fuel Chargeback	1,667	1,026	641	62%

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

Type		Revised Budget	YTD Expenditures	Available Budget	% Used
446380	Vehicle R&M Chargeback	3,156	2,102	1,054	67%
448030	Community Events Funding	200	140	60	70%
449060	Dues & Memberships	12,500	1,604	10,897	13%
449090	Land & Building Rental	350	0	350	0%
449120	Equipment Rental	4,000	3,068	932	77%
449160	Other Rentals	4,524	2,133	2,391	47%
449260	Parking	1,996	12	1,984	1%
449280	Misc Services & Charges	3,757	1,458	2,299	39%
Supplies		**104,996**	**46,725**	**58,271**	**45%**
452010	Office Supplies	8,622	4,833	3,789	56%
452040	Sanitation & Indust Supplies	20,000	15,105	4,895	76%
454020	Subscriptions	591	588	3	99%
455110	Software	2,000	0	2,000	0%
455120	Misc Computer Hardware	30,000	5,655	24,345	19%
463040	Water/Sewer Chemicals	971	1,384	-413	143%
463100	Ice Control Chemicals	310	313	-3	101%
466070	Other Maintenance Supplies	4,000	1,975	2,025	49%
467020	Equipment R&M Supplies	408	0	408	0%
469110	Misc Processing Supplies	24,000	6,644	17,356	28%
469210	First Aid/Safety Supplies	100	273	-173	273%
469320	Miscellaneous Supplies	10,640	7,279	3,361	68%
469360	Food and Beverages	3,354	2,408	946	72%
469370	Paper Products	0	267	-267	26720%
Grand Total		**6,724,672**	**3,222,880**	**3,501,792**	**48%**

IOWA CITY PUBLIC LIBRARY

Receipts
FY22 compared to FY21 YTD

	Q2 FY21	Q2 FY22	% Change	FY22 Budget	% Received
General Fund					
Fines, Fees, etc.	$1,923	$1,817	-5.5%	$50,000	3.6%
Vending, etc.	$0	$327	32671.0%	$1,850	17.7%
General Fund Total	$1,923	$2,144	11.5%	$51,850	4.1%
Enterprise Fund					
Photocopies	$17	$597	3410.5%	$2,050	29.1%
Electronic Printing/Debit Card	$2	$3,411	170426.0%	$8,320	41.0%
Counter/Cloth bag/Misc	$0	$169	16870.0%	$1,000	16.9%
Recycle	$0	$69	6900.0%	$100	69.0%
Misc Grants	$0	$5,000	500000.0%	$5,000	100.0%
Enterprise Fund Total	$19	$9,245	48557.9%	$16,470	56.1%
Lost & Damaged	$2,384	$5,942	149.3%	$10,100	58.8%
Lost & Damaged Total	$2,384	$5,942	149.3%	$10,100	58.8%
State Funds					
Open Access / Access Plus	$40,389	$36,891	-8.7%	$44,620	82.7%
Enrich Iowa/Direct State Aid	$21,460	$21,875	1.9%	$22,360	97.8%
State Fund Total	$61,849	$58,765	-5.0%	$66,980	87.7%

IOWA CITY PUBLIC LIBRARY

FY22 Output Statistics- Quarterly Report

	Q1	Q2	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.					
A. Downtown Building Use					
Total Hours Open	858	827	1,685	578	191.5%
People into the Building	85,219	55,557	140,776	22,135	536.0%
Average Number Per Hour	99.3	67.2	83.5	38	118.2%
Bookmobile Use					
Bookmobile Total Hours Open	220	208	427	96	347.6%
People on Bookmobile	3,981	3,175	7,156	305	2246.2%
Average Number per Hour	18	15	17	3	424.2%
Total Downtown & Bookmobile Hours Open	1,078	1,035	2,112	674	213.7%
Total People Downtown & on Bookmobile	89,200	58,732	147,932	22,440	559.2%
Total Average Number per Hour	83	57	70	33	110.2%
B. Meeting Rooms					
Number of Non-Library Meetings	101	191	292	0	0.0%
Estimated Attendance	2,689	4,544	7,233	0	0.0%
Equipment Set-ups	32	21	53	0	0.0%
Group Study Room Use	794	1,282	2,076	0	0.0%
Lobby Use	0	0	0	0	0.0%
C. Equipment Usage					
Photocopies by Public	5,020	4,824	9,844	536	1737.2%
Pay for Print Copies	10,864	13,048	23,912	1,238	1831.5%
% Checkouts by Self-Check	70.9%	72.0%	71.4%	0.0%	71.4%
D. Downtown Use of Electronic Materials					
Listening/Viewing/Tablets/Laptops Sessions	57	141	198	0	0.0%
E. Ride 'N' Read					
Bus Passes Distributed Downtown	347	412	759	127	497.6%
F. Services During Library Closure					
Patrons Using Mail	0	0	0	8,306	-100.0%
Patrons Using Curbside	0	0	0	10,694	-100.0%
Items Checked Out	0	0	0	111,849	-100.0%
Materials Paged	0	0	0	85,575	-100.0%
Missed Curbside Appointments	0	0	0	598	-100.0%
Hours Assisting Patrons (Curbside)	0	0	0	575	-100.0%
G. Book Bundles					
Children's	0	0	0	170	-100.0%
Teen's	0	0	0	7	-100.0%
Adult's	0	0	0	11	-100.0%
Total Book Bundles	0	0	0	188	-100.0%
H. To Go Kits					
Children's	3,097	650	3,747	3,035	23.5%
Tween's	100	0	100	125	-20.0%
Teen's	36	25	61	50	22.0%
Adult's	52	15	67	24	179.2%
Total To Go Kits	3,285	690	3,975	3,234	22.9%

	Q1	Q2	YTD	Last YTD	% Change

Lending Services: Lend materials for home, school, and office use.

	Q1	Q2	YTD	Last YTD	% Change
A. Circulation Downtown	315,147	294,419	609,566	382,285	59.5%
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)					
Percent AIM Circulation Downtown	1.27%	1.51%	1.51%	1.79%	-15.8%
Circulation on Bookmobile	7,425	5,534	12,959	1,202	978.1%
Percent AIM Circulation on Bookmobile	0.22%	0.26%	0.26%	0.00%	0.0%
Total Circulation Downtown & Bookmobile	322,572	299,953	622,525	383,487	62.3%
Percent AIM Total Circulation Downtown & Bookmobile	1.46%	1.74%	1.74%	1.79%	-2.6%
Average Total Circulation Downtown & Bookmobile Per Hour	367	356	362	661	-45.3%

B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)					
Adult Materials	205,256	198,071	403,327	284,393	41.8%
Children's Materials	116,895	102,839	219,734	100,805	118.0%
Percent Children's	37.1%	34.9%	36.0%	26.4%	36.7%
Non-Print	60,252	58,178	118,430	47,177	151.0%
Percent Non-print	19.1%	19.8%	19.4%	12.3%	57.4%
Equipment loans	251	152	403	189	113.2%
Downloads	73,283	73,918	147,201	166,973	-11.8%

C. Circulation by Residence of User (Downtown & Bookmobile)	322,572	299,953	622,525	383,487	62.3%
(Materials plus equipment; includes downloads; does not include items circulated in-house.)					
Iowa City	249,984	236,021	486,005	322,317	50.8%
Local Contracts					
Hills	753	855	1,608	1,069	50.4%
Hills as % of All	0.23%	0.3%	0.26%	0.28%	-7.3%
Johnson County (Rural)	25,383	22,853	48,236	30,704	57.1%
Johnson County as % of All	7.87%	7.6%	7.75%	8.01%	-3.2%
Lone Tree	1,077	749	1,826	1,333	37.0%
Lone Tree as % of All	0.33%	0.25%	0.29%	0.35%	-15.6%
University Heights	4,800	4,477	9,277	5,562	66.8%
University Heights as % of All	1.49%	1.49%	1.49%	1.45%	2.7%
Total Local Contracts	32,013	28,934	60,947	38,668	57.6%
State Contracts - Open Access					
Coralville	12,715	12,230	24,945	8,386	197.5%
Cedar Rapids	549	664	1,213	317	282.6%
Other Open Access	20,856	17,210	38,066	12,655	200.8%
Total Open Access	34,120	30,104	64,224	21,358	200.7%
Open Access as % of All	10.6%	10.0%	10.3%	5.6%	85.2%

D. InterLibrary Loans					
Loaned to Other Libraries	289	242	531	422	25.8%
Percent of Requests Filled	31.5%	26.2%	28.9%	58.6%	-50.7%
Total Borrowed From Other Libraries	787	732	1,519	869	74.8%
Percent of Requests Filled	88.0%	86.7%	87.4%	166.2%	-47.4%
Books/Periodicals/AV Borrowed	785	728	1,513	857	76.5%
Photocopy Borrow Requests Filled	2	4	6	12	-50.0%

E. Reserves Placed with Innovative - Materials	35,986	32,772	68,758	116,674	-41.1%

Overdrive has not reported fulfilled reserve information since July 2020.

	Q1	Q2	YTD	Last YTD	% Change
F. Downloadable Media					
Resident Cards By Area					
Iowa City	63,291	62,258	125,549	143,389	-12.4%
Hills	192	233	425	328	29.6%
Johnson County	7,521	7,365	14,886	14,187	4.9%
Lone Tree	114	121	235	189	24.3%
University Heights	1,374	1,084	2,458	2,930	-16.1%
Total	72,492	71,061	143,553	161,023	-10.8%
Student AIM Cards by Area					
Iowa City	1,800	2,487	4,287	5,136	-16.5%
Hills	123	185	308	584	-47.3%
Johnson Count	10	33	43	61	-29.5%
Lone Tree	0	0	0	0	0.0%
University Heights	67	97	164	164	0.0%
Open Access	16	55	71	5	1320.0%
Total	2,016	2,857	4,873	5,950	-18.1%
All Cards by Area					
Iowa City	65,091	64,745	129,836	148,525	-12.6%
Hills	315	418	733	912	-19.6%
Johnson Count	7,531	7,398	14,929	14,248	4.8%
Lone Tree	114	121	235	189	24.3%
University Heights	1,441	1,181	2,622	3,094	-15.3%
Open Access	16	55	71	5	1320.0%
Total	74,493	73,863	148,356	166,969	-11.1%
By Demographic					
Adult	67,105	67,062	134,167	144,645	-7.2%
Children's	7,403	6,856	14,259	22,328	-36.1%
Total	74,508	73,918	148,426	166,973	-11.1%
Number of Items Owned (Cumulative)					
E-Audio Items Available	12,751	13,055	13,055	11,349	15.0%
E-Book Items Available	26,128	26,259	26,259	24,529	7.1%
E-Music	47	47	47	47	0.0%
E-Magazines	3,703	3,928	3,928	121	3146.3%
E-Newspapers	3	3	3	1	200.0%
Total Items	42,632	43,292	43,292	36,047	20.1%

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

	Q1	Q2	YTD	Last YTD	% Change
A. Reference Questions Answered	5,232	5,162	10,394	4,763	118.2%
Reference Questions					
Reference Desk	2,439	2,432	4,871	1,462	233.2%
Help Desk	443	546	989	312	217.0%
Curbside Questions	0	0	0	569	-100.0%
Switchboard	833	901	1,734	2,259	-23.2%
Bookmobile	110	60	170	17	900.0%
Drop-In Tech Help (Public)	0	0	0	0	0.0%
On-Call Tech Help					
Public	38	39	77	34	126.5%
Total Tech Help Questions	38	39	77	34	126.5%
Children's Desk					
Reference Questions	1,361	1,180	2,541	40	6252.5%
Request to Pull Books (Community)	8	4	12	70	-82.9%
Total Children's Questions	1,369	1,184	2,553	110	2220.9%

	Q1	Q2	YTD	Last YTD	% Change
B. Electronic Access Services					
Computer Services					
Pharos Internet (Downtown In House computer use)	4,536	6,280	10,816	189	5622.8%
Wifi Internet Use Downtown	8,506	2,920	11,426	4,330	163.9%
Total Internet Use	13,042	9,200	22,242	4,519	392.2%
Website Access					
ICPL Website					
# Pageviews of Homepage	79,792	78,916	158,708	161,043	-1.4%
# Pageviews of Entire Site (Doesn't include catalog)	200,115	211,853	411,968	480,852	-14.3%
# Visits (Does include catalog)	123,680	145,137	268,817	266,016	1.1%
Catalog Access					
# Pageviews for ICPL Catalog	392,640	416,244	808,884	942,937	-14.2%
# Pageviews for Overdrive	411,836	387,308	799,144	1,054,217	-24.2%
Total Catalog Access	804,476	803,552	1,608,028	1,997,154	-19.5%
Overdrive does not count pageviews through the Libby or Overdrive Apps.					
ICPL Mobile App Use	30,434	36,825	67,259	0	0.0%
External Sites					
# Pageviews for Beanstack	15,589	5,558	21,147	16,904	25.1%
Total Website Access	1,050,614	1,057,788	2,108,402	2,494,910	-15.5%
Subscription Databases Accessed					
Total In-House	772	79	851	1,000	-14.9%
Total Remote	44,983	41,217	86,200	164,483	-47.6%
TOTAL	45,755	41,296	87,051	165,483	-47.4%
C. Total Switchboard Calls Received					
Total Library Calls	3,277	2,959	6,236	8,849	-29.5%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,033	2,684	6,717	10,850	-38.1%
Transferred Calls	586	581	1,167	708	64.8%
Pamphlets Distributed Downtown	5,325	4,730	10,055	2,210	355.0%
Federal Tax Forms Distributed	· · ·	· · ·	0	0	0.0%
VITA Patrons Assisted	· · ·	· · ·	0	0	0.0%
Alerting Services: Promote awareness of the library and use of its resources.					
A. Publications					
Number of Publications Printed (Jobs)	38	51	89	39	128.2%
Copies Printed for Public Distribution	103,098	14,315	117,413	89,337	31.4%
Number of Online Newletters Subscribers	3,029	3,122	3,122	2,984	4.6%
Number of Online Newsletter Distribution	2,970	2,943	2,943	3,218	-8.5%
C. Displays	32	36	68	4	1600.0%
In-House	27	28	55	4	1275.0%
Other Groups	4	8	12	0	0.0%
Off-site locations	1	0	1	0	0.0%
F. Homepage/ Social Media					
Homepage Banner Posts	35	51	86	87	-1.1%
Homepage Banner Clicks	142	462	604	679	-11.0%
Media Releases Sent	237	311	548	362	51.4%
Facebook, Twitter, Pinterest Followers (Cumulative)	17,260	16,796	16,796	16,371	2.6%
New Facebook, Twitter, and Pinterest Followers	124	106	230	84	173.8%

	Q1	Q2	YTD	Last YTD	% Change

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

A. At Home Services

Packages Sent	676	567	1,242	828	50.0%
Items Loaned (No renewals)	1,946	1,987	3,933	3,041	29.3%
Registered At Home Users (Cumulative)	249	265	265	219	21.0%
New Users Enrolled	5	16	21	23	-8.7%
People Served (Average of monthly count)	68	66	67	98	-31.6%

B. Jail Service

People Served	138	219	357	101	253.5%
Items Loaned (No renewals)	1,042	906	1,948	732	166.1%

C. Deposit Collections

Locations (Cumulative)	0	1	1	3	-66.7%
Items Loaned	0	270	270	180	50.0%
Items Added to Permanent Collections	773	583	1,356	180	653.3%

D. Remote Bookdrop Use

Remote as Percent of All Items Checked In	· · ·	15.0%	0.0%	0.0%	0.0%

Does not include renewals or in-house.

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

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

A. Adult Programs

Programs	30	53	83	29	186.2%
Attendance	477	826	1,303	477	173.2%
Outreach Programs	1	0	1	0	0.0%
Outreach Attendance	36	0	36	0	0.0%

B. Young Adult Programs

Programs	14	29	43	0	0.0%
Attendance	62	156	218	23	847.8%
Outreach Programs	3	1	4	15	-73.3%
Outreach Attendance	27	13	40	216	-81.5%

C. Children's Programs

Programs	101	148	249	190	31.1%
Attendance	3,456	4,043	7,499	424	1668.6%
Outreach Programs	32	50	82	14	485.7%
Outreach Attendance	708	1,009	1,717	309	455.7%

D. Library Tours and Classes

Number	30	63	93	16	481.3%
Attendance	194	799	993	202	391.6%

E. Consulting for Area Groups	3	0	3	0	0.0%

F. Virtual Program Recordings

Children's Recordings	22	46	68	111	-38.7%
Young Adult Recordings	1	1	2	1	100.0%
Adult Recordings	6	39	45	15	200.0%
All Ages/ Other Recordings	3	4	7	2	250.0%
Total Virtual Program Recordings	32	90	122	129	-5.4%

G. Virtual Program Views

Instagram	355	0	355	12,403	-97.1%
Facebook	897	935	1,832	25,620	-92.8%
Youtube	12,001	12,604	24,605	26,351	-6.6%
Total Virtual Program Views	13,253	13,539	26,792	64,374	-58.4%

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

	Q1	Q2	YTD	Last YTD	% Change
valuable materials.					
A. Library Cards Issued	1,603	1,030	2,633	1,602	64.4%
Iowa City	1,248	844	2,092	1,237	69.1%
Percent Iowa City	77.9%	81.9%	79.5%	77.2%	2.9%
Local Contracts					
Hills	6	7	13	5	160.0%
Johnson County (Rural)	51	23	74	58	27.6%
Lone Tree	4	1	5	5	0.0%
University Heights	12	6	18	7	157.1%
State Contract - Open Access					
Coralville	76	51	127	64	98.4%
Cedar Rapids	14	10	24	16	50.0%
Other Open Access	192	88	280	210	33.3%
Total Open Access	282	149	431	290	48.6%
Open Access as % of All	17.6%	14.5%	16.4%	18.1%	-9.6%
B. Total Registered Borrowers (Cumulative)	44,290	43,991	43,991	46,770	-5.9%
# At Home Users Registered (Cumulative)	249	265	265	219	21.0%
# AIM Users (Cumulative)	0	14,503	14,503	14,363	1.0%

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

	Q1	Q2	YTD	Last YTD	% Change
C. Overdue Notices					
Items Searched to Verify Claim of Return	81	52	133	272	-51.1%
Total First Notices (Items)	9,483	9,080	18,563	8,778	111.5%
Total Second Notices (Items)	4,764	4,812	9,576	5,810	64.8%
Bills-Public (Items)	2,250	2,798	5,048	3,597	40.3%

Iowa City Public Library

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
Iowa City					
General Iowa City	185,967	170,184	356,151	169,519	110.1%
Downloads + Streaming	65,091	64,745	129,836	148,525	-12.6%
Temporary	79	29	108	31	248.4%
Public schools	0	0	0	0	0.0%
Private schools	86	230	316	0	0.0%
Preschool/Daycare	716	783	1,499	219	584.5%
Non-profit organizations	292	302	594	0	0.0%
Business	0	0	0	0	0.0%
City departments	18	12	30	2	1400.0%
State/Federal agencies	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0.0%
At Home	1,919	1,957	3,876	3,010	28.8%
Interlibrary loan	672	313	985	1,010	-2.5%
Deposit collections/Nursing Homes	552	1,425	1,977	373	430.0%
Jail patrons	1,042	906	1,948	732	166.1%
Total Iowa City	256,434	240,886	497,320	323,421	53.77%
Local Contracts					
Johnson County					
General	17,716	15,283	32,999	15,902	107.5%
Downloads	7,644	7,550	15,194	14,771	2.9%
Preschool/Daycare	0	0	0	0	0.0%
At Home	23	20	43	31	38.7%
Total Johnson County	25,383	22,853	48,236	30,704	57.1%
Hills					
General	547	581	1,128	680	65.9%
Downloads	202	266	468	389	20.3%
At Home	4	8	12	0	0.0%
Total Hills	753	855	1,608	1,069	50.4%
Lone Tree					
General	963	626	1,589	1,144	38.9%
Downloads	114	121	235	189	24.3%
At Home	0	2	2	0	0.0%
Total Lone Tree	1,077	749	1,826	1,333	37.0%

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
University Heights					
General	3,359	3,296	6,655	2,468	169.7%
Downloads	1,441	1,181	2,622	3,094	-15.3%
At Home	0	0	0	0	0.0%
Total University Heights	4,800	4,477	9,277	5,562	66.8%
Total Local Contracts	32,013	28,934	60,947	38,668	57.6%
State Contract					
Reciprocal/Open Access					
Johnson County Libraries					
Coralville	12,715	12,230	24,945	8,386	197.5%
North Liberty	8,910	7,384	16,294	6,291	159.0%
Oxford	251	147	398	64	521.9%
Solon	1,763	1,427	3,190	750	325.3%
Swisher	118	11	129	18	616.7%
Tiffin	1,196	1,099	2,295	848	170.6%
AIM Downloads (None from North Liberty or Coralville)	16	55	71	5	1320.0%
All Other Libraries					
Adel	0	0	0	1	-100.0%
Ainsworth	4	9	13	3	333.3%
Albia	0	5	5	0	0.0%
Altoona	0	0	0	0	0.0%
Ames	13	15	28	0	0.0%
Anamosa	9	2	11	18	-38.9%
Ankeny	41	0	41	15	173.3%
Arlington	0	3	3	0	0.0%
Atkins	0	0	0	0	0.0%
Belle Plaine	0	0	0	0	0.0%
Bennett	0	0	0	0	0.0%
Bettendorf	3	7	10	0	0.0%
Birmingham	0	25	25	0	0.0%
Blairstown	0	0	0	0	0.0%
Bloomfield	0	0	0	135	-100.0%
Boone	0	0	0	0	0.0%
Brooklyn	0	0	0	0	0.0%
Burlington	47	2	49	1	4800.0%
Carroll	0	0	0	0	0.0%
Cascade	0	0	0	0	0.0%
Cedar Falls	11	9	20	18	11.1%
Cedar Rapids	549	664	1,213	317	282.6%
Center Point	0	0	0	0	0.0%
Centerville	0	10	10	0	0.0%
Central City	0	0	0	0	0.0%
Chariton	0	0	0	0	0.0%
Charles City	0	0	0	0	0.0%
Chelsea	2	3	5	0	0.0%

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
Clarence	10	11	21	0	0.0%
Clinton	0	0	0	0	0.0%
Clive	0	0	0	2	-100.0%
Coggon	0	0	0	0	0.0%
Columbus Jct	13	0	13	13	0.0%
Conesville	0	9	9	0	0.0%
Cornell College	540	372	912	297	207.1%
Council Bluffs	7	19	26	0	0.0%
Crawfordsville	0	0	0	0	0.0%
Dallas Center	0	0	0	0	0.0%
Davenport	32	32	64	2	3100.0%
Decorah	0	0	0	1	-100.0%
Denison	0	0	0	0	0.0%
Des Moines	0	0	0	0	0.0%
Dewitt	12	12	24	0	0.0%
Donnelson	0	0	0	0	0.0%
Drake Community Library	0	0	0	0	0.0%
Dubuque	0	10	10	0	0.0%
Dunkerton	0	0	0	0	0.0%
Earlham	0	0	0	0	0.0%
Eldon	0	0	0	0	0.0%
Elkader	0	0	0	0	0.0%
Ely	9	40	49	0	0.0%
Estherville	0	78	78	0	0.0%
Fairfax	22	97	119	0	0.0%
Fairfield	252	254	506	9	5522.2%
Fort Dodge	0	0	0	0	0.0%
Fort Madison	0	0	0	0	0.0%
Gilman	0	0	0	0	0.0%
Glenwood	0	0	0	0	0.0%
Grandview	0	0	0	0	0.0%
Grimes	0	0	0	0	0.0%
Grinnell	90	38	128	0	0.0%
Guthrie Center	0	0	0	0	0.0%
Hedrick	0	0	0	0	0.0%
Hiawatha	218	209	427	2	21250.0%
Independence	0	0	0	0	0.0%
Indianola	0	0	0	0	0.0%
Johnston	0	0	0	0	0.0%
Kalona	739	753	1,492	325	359.1%
Keokuk	0	0	0	0	0.0%
Keosauqua	0	1	1	0	0.0%
Keota	7	11	18	38	-52.6%
LeClaire	0	0	0	0	0.0%
Letts	0	0	0	0	0.0%
Lisbon	94	86	180	4	4400.0%
Lowden	77	80	157	68	130.9%
Manchester	0	0	0	0	0.0%
Maquoketa	6	6	12	0	0.0%
Marengo	606	514	1,120	184	508.7%

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
Marion	245	146	391	42	831.0%
Marshalltown	2	8	10	0	0.0%
Martelle	0	24	24	0	0.0%
Mason City	3	6	9	0	0.0%
Mechanicsville	12	3	15	40	-62.5%
Mediapolis	0	0	0	0	0.0%
Milford	0	0	0	0	0.0%
Montezuma	0	0	0	0	0.0%
Monticello	3	0	3	0	0.0%
Montrose	0	0	0	0	0.0%
Morning Sun	0	0	0	0	0.0%
Mount Pleasant	40	20	60	6	900.0%
Muscatine	129	55	184	38	384.2%
Nevada	0	0	0	0	0.0%
New London	0	0	0	0	0.0%
Newton	0	0	0	0	0.0%
North English	145	143	288	20	1340.0%
Norway	0	0	0	0	0.0%
Odebolt	0	0	0	0	0.0%
Oelwein	0	0	0	0	0.0%
Osceola	0	0	0	0	0.0%
Oskaloosa	0	1	1	0	0.0%
Ottumwa	0	31	31	0	0.0%
Parnell	5	0	5	0	0.0%
Pella	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0.0%
Richland	0	5	5	0	0.0%
Riverside	979	759	1,738	423	310.9%
Robins	0	0	0	0	0.0%
Rockwell	1	1	2	0	0.0%
Scott Co (Eldridge)	0	0	0	0	0.0%
Scranton	2	0	2	3	-33.3%
Shellsburg	0	0	0	0	0.0%
Sigourney	3	0	3	0	0.0%
Sioux City	0	0	0	8	-100.0%
Sioux Rapids	0	0	0	0	0.0%
South English	1	0	1	4	-75.0%
Spirit Lake	0	0	0	0	0.0%
Springville	0	0	0	0	0.0%
Stanwood	0	0	0	0	0.0%
Tipton	480	290	770	198	288.9%
Toledo	0	0	0	0	0.0%
Traer	0	0	0	0	0.0%
Urbandale	0	0	0	1	-100.0%
Van Horne	0	0	0	0	0.0%
Van Meter	0	0	0	0	0.0%
Victor	17	26	43	3	1333.3%
Vinton	0	0	0	69	-100.0%
Wapello	0	0	0	0	0.0%

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
Washington	622	599	1,221	499	144.7%
Waterloo	5	17	22	0	0.0%
Waukee	0	0	0	0	0.0%
Waukon	0	0	0	0	0.0%
Waverly	0	0	0	0	0.0%
Wellman	235	232	467	167	179.6%
West Branch	1,104	740	1,844	945	95.1%
West Des Moines	3	0	3	0	0.0%
West Liberty	669	486	1,155	661	74.7%
What Cheer	2	0	2	0	0.0%
Williamsburg	584	429	1,013	304	233.2%
Wilton	416	306	722	70	931.4%
Winfield	30	18	48	0	0.0%
Winterset	0	0	0	0	0.0%
Winthrop	0	0	0	0	0.0%
Zearing	0	0	0	0	0.0%
Undefined Open Access	1	20	21	38	-44.7%
Total Recip/Open Access	34,120	30,104	64,224	21,354	200.8%
Total Circulation	322,572	299,953	622,525	383,447	62.3%
(including E-Downloads, not in-house)					
Percent Iowa City	79.5%	80.3%	79.9%	84.3%	-5.3%
Percent Hills	0.2%	0.3%	0.3%	0.3%	-7.3%
Percent Johnson County	7.9%	7.6%	7.7%	8.0%	-3.2%
Percent Lone Tree	0.3%	0.2%	0.3%	0.3%	-15.6%
Percent University Heights	1.5%	1.5%	1.5%	1.5%	2.7%
Percent Reciprocal/Open Access	10.6%	10.0%	10.3%	5.6%	85.3%
	100.0%	100.0%	100.0%	100.0%	
Iowa City	256,434	240,886	497,320	323,421	53.8%
Local Contracts	32,013	28,934	60,947	38,668	57.6%
Open Access	34,120	30,104	64,224	21,354	200.8%
In-house cards (staff use)	1,615	1,658	3,273	2,664	22.9%
Undefined Other	5	29	34	4	750.0%
Total Spreadsheet	324,187	301,611	625,798	386,111	

FY22 Circulation by Type & Format 6 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	48,559	12.0%	29,091	10.2%	66.9%
Mystery	14,873	3.7%	9,331	3.3%	59.4%
Science Fiction	8,213	2.0%	4,698	1.7%	74.8%
Book Club Kits (10 items per kit)	26	0.0%	15	0.0%	73.3%
Young Adult Fiction	9,846	2.4%	6,270	2.2%	57.0%
Comics	17,395	4.3%	5,132	1.8%	239.0%
Large Print	5,406	1.3%	3,121	1.1%	73.2%
Books in Other Languages	424	0.1%	66	0.0%	542.4%
Total Fiction	104,742	26.0%	57,724	20.3%	81.5%
Express/Nonfiction	686	0.2%	161	0.1%	326.1%
Large Print Nonfiction	842	0.2%	294	0.1%	186.4%
000 - General/Computers	1,371	0.3%	748	0.3%	83.3%
100 - Psychology/Philosophy	5,423	1.3%	2,699	0.9%	100.9%
200 - Religion	2,587	0.6%	1,541	0.5%	67.9%
300 - Social Sciences	9,497	2.4%	6,279	2.2%	51.3%
400 - Language	800	0.2%	304	0.1%	163.2%
500 - Science	3,298	0.8%	1,767	0.6%	86.6%
600 - Applied Technology	17,591	4.4%	10,560	3.7%	66.6%
700 - Art & Recreation	9,849	2.4%	5,398	1.9%	82.5%
800 - Literature	4,777	1.2%	3,067	1.1%	55.8%
900 - History & Travel	8,111	2.0%	4,961	1.7%	63.5%
Biography	3,665	0.9%	3,181	1.1%	15.2%
Total Nonfiction: Adult & Young Adult	68,497	17.0%	40,960	14.4%	67.2%
Magazines	2,982	0.7%	431	0.2%	591.9%
Total Miscellaneous	2,982	0.7%	431	0.2%	591.9%
Total Adult Print	176,221	43.7%	99,115	34.9%	77.8%
Art to Go	713	0.2%	283	0.1%	151.9%
DVD (Movies/TV)	69,323	17.2%	29,989	10.5%	131.2%
Express/DVD	1	0.0%	318	0.1%	-99.7%
Nonfiction DVD	3,979	1.0%	2,434	0.9%	63.5%
Fiction on Disc	2,882	0.7%	1,403	0.5%	105.4%
Nonfiction on CD	1,116	0.3%	685	0.2%	62.9%
Compact Disc (Music)	12,118	3.0%	4,273	1.5%	183.6%
Young Adult Video Games	3,625	0.9%	1,036	0.4%	249.9%
Circulating Equipment	403	0.1%	189	0.1%	113.2%
Discovery Kits	4	0.0%	23	0.0%	-82.6%
Total Nonprint	94,164	23.3%	40,633	14.3%	131.7%

FY22 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	46,568	11.5%	42,706	15.0%	9.0%
Adult E-Book # Downloads	49,405	12.2%	56,171	19.8%	-12.0%
Adult E-Magazines	6,290	1.6%	11,980	4.2%	-47.5%
Adult E-Music # Downloads/Local Music Project	25	0.0%	37	0.0%	-32.4%
Adult E-Newspapers	6,052	1.5%	6,802	2.4%	-11.0%
Adult E-Video Streaming: Library Channel	24,602	6.1%	26,949	9.5%	-8.7%
Total Adult E-Downloads	132,942	33.0%	144,645	50.9%	-8.1%
Total Adult Circulation	403,327	100.0%	284,393	100.0%	41.8%

Children's Materials

Category	YTD	% Total	Last YTD	% of Total	% Change
Fiction	33,501	15.2%	17,623	17.5%	90.1%
Comics	27,996	12.7%	6,458	6.4%	333.5%
Holiday	2	0.0%	3,868	3.8%	-99.9%
jLarge Print Fiction	488	0.2%	197	0.2%	147.7%
Picture: Big, Board, Easy	64,235	29.2%	25,960	25.8%	147.4%
Readers	26,930	12.3%	7,328	7.3%	267.5%
Nonfiction & Biography	28,042	12.8%	10,493	10.4%	167.2%
jLarge Print Nonfiction	15	0.0%	6	0.0%	150.0%
Total Children's Print	181,209	82.5%	71,933	71.4%	151.9%
Video/DVD/Blu-Ray	16,059	7.3%	4,947	4.9%	224.6%
Books on Disc	842	0.4%	409	0.4%	105.9%
Read-Along set	4,782	2.2%	339	0.3%	1310.6%
Children's Music	653	0.3%	225	0.2%	190.2%
Children's Video Games	727	0.3%	259	0.3%	180.7%
Read with Me Kits	266	0.1%	141	0.1%	88.7%
Games & Toys	905	0.4%	204	0.2%	343.6%
jDiscovery Kits	32	0.0%	20	0.0%	60.0%
Total Children's Nonprint	24,266	11.0%	6,544	6.5%	270.8%
j E-Audio # Downloads	5,001	2.3%	5,888	5.8%	-15.1%
j E-Book # Downloads	9,258	4.2%	16,440	16.3%	-43.7%
Total Children's E-Downloads	14,259	8.6%	22,328	26.0%	-36.1%
Total Children's	219,734	100.0%	100,805	100.0%	118.0%

All Circulation by Type/Format

Category	YTD	% Total	Last YTD	% of Total	% Change
All Fiction	166,729	26.7%	85,870	22.2%	94.2%
All Nonfiction and Biography	96,554	15.5%	51,459	13.3%	87.6%
Picture books & Readers	91,165	14.6%	33,288	8.6%	173.9%
Magazines	2,982	0.5%	431	0.1%	591.9%
Total Print	357,430	57.2%	171,048	44.3%	109.0%

FY22 Circulation by Type & Format   6 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	905	0.1%	204	0.1%	343.6%
Art	713	0.1%	283	0.1%	151.9%
DVD (Fiction, Nonfiction, & Express)	89,362	14.3%	37,688	9.8%	137.1%
CD (Music)	12,771	2.0%	4,498	1.2%	183.9%
Books on CD (Fiction & Nonfiction)	4,840	0.8%	2,497	0.6%	93.8%
Read-Along Set	4,782	0.8%	339	0.1%	1310.6%
Video Games	4,352	0.7%	1,295	0.3%	236.1%
Read with Me Kits	266	0.0%	141	0.0%	88.7%
Discovery Kits	36	0.0%	43	0.0%	-16.3%
Circulating Equipment	403	0.1%	189	0.0%	113.2%
Total Nonprint	118,430	19.0%	47,177	12.2%	151.0%
Total E-Downloads	147,201	23.6%	166,973	43.2%	-11.8%
Total In House/Undefined	1,512	0.2%	899	0.2%	68.2%
Total Adult Materials (including e items)	403,327	64.6%	284,393	73.7%	41.8%
Total Children's (including e items)	219,734	35.2%	100,805	26.1%	118.0%
Grand Total (Adult + Children's + Undefined)	624,573	100.0%	386,097	100.0%	61.77%

Materials Added Report
FY22 2nd Quarter

ADULT MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
TOTAL FICTION	**697**	**574**	**1271**	**1**	**2074**	**0.1**	**54.8**
Fiction	507	493	1000	1	1735	0.1	50.7
Fiction Express	0	29	29	0	26	0.0	0.0
Large Print Fiction	78	10	88	0	279	0.0	88.6
Young Adult Fiction	112	42	154	0	34	0.0	72.7
TOTAL COMICS	**78**	**175**	**253**	**0**	**67**	**0.0**	**30.8**
TOTAL NONFICTION	**933**	**388**	**1321**	**2**	**2881**	**0.2**	**70.6**
Nonfiction	910	325	1235	2	2865	0.2	73.7
Nonfiction Express	0	49	49	0	1	0.0	0.0
Large Print Nonfiction	23	0	23	0	3	0.0	100.0
Reference	0	14	14	0	12	0.0	0.0
BOOKS IN OTHER LANGUAGES	**3**	**0**	**3**	**0**	**54**	**0.0**	**100.0**
MAGAZINES	**0**	**0**	**0**	**0**	**0**	**0.0**	**0.0**
TOTAL PRINT	**1711**	**1137**	**2848**	**3**	**5076**	**0.1**	**60.1**
TOTAL AUDIO	**45**	**1**	**46**	**0**	**163**	**0.0**	**97.8**
Music Compact disc	28	1	29	0	141	0.0	96.6
Fiction on disc	14	0	14	0	15	0.0	100.0
Nonfiction On Disc	3	0	3	0	7	0.0	100.0
TOTAL VIDEO	**151**	**139**	**290**	**0**	**219**	**0.0**	**52.1**
DVD Movie	82	74	156	0	201	0.0	52.6
DVD TV	25	54	79	0	13	0.0	31.6
DVD Nonfiction	44	11	55	0	5	0.0	80.0
DVD Express	0	0	0	0	0	0.0	0.0
ART	**0**	**0**	**0**	**0**	**0**	**0.0**	**0.0**

	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
BOOK CLUB KITS	0	0	0	0	6	0.0	0.0
YA VIDEO GAMES	6	1	7	0	1	0.0	85.7
CIRCULATING EQUIPMENT	0	0	0	0	6	0.0	0.0
DISCOVERY KITS	0	0	0	0	0	0.0	0.0
TOTAL NONPRINT	202	141	343	0	395	0.0	58.9
eAUDIO	408	225	633	0	0	0.0	64.4
eBOOKS	804	191	995	0	124	0.0	80.8
eMUSIC	0	0	0	0	0	0.0	0.0
eMAGAZINES	0	0	0	0	0	0.0	0.0
ONLINE REFERENCE	0	0	0	0	0	0.0	0.0
DIGITAL VIDEOS	21	0	21	0	0	0.0	100.0
TOTAL DIGITAL	1233	416	1649	0	124	0.0	74.7
TOTAL ADULT	3146	1694	4840	3	5595	0.0	65.0

CHILDREN'S MATERIALS	New Titles	Added Copies	Total Added	Gifts	WD	%Gifts	%New
jEASY	335	437	772	0	426	0.0	43.4
jBoard Books	17	84	101	0	172	0.0	16.8
jE	269	289	558	0	206	0.0	48.2
jReader	49	64	113	0	47	0.0	43.4
jHoliday	0	0	0	0	1	0.0	0.0
jBig Book	0	0	0	0	0	0.0	0.0
jFICTION	196	177	373	0	498	0.0	52.5
jCOMICS	73	339	412	0	112	0.0	17.7
jNONFICTION	232	121	353	0	325	0.0	65.7

jLARGE PRINT	14	0	14	0	1	0.0	100.0
jPROGRAM COLLECTION	1	20	21	0	2	0.0	4.8
TOTAL jPRINT	851	1094	1945	0	1364	0.0	43.8
jAUDIO	99	8	107	0	9	0.0	92.5
jCompact disc	0	0	0	0	3	0.0	0.0
jRead Along Set	99	8	107	0	5	0.0	92.5
jBooks on Disc	0	0	0	0	1	0.0	0.0
jDVD	29	30	59	0	43	0.0	49.2
jTOYS	0	0	0	0	13	0.0	0.0
STORYTIME KITS	0	0	0	0	0	0.0	0.0
jDISCOVERY KITS	0	0	0	0	1	0.0	0.0
jVIDEO GAMES	0	0	0	0	1	0.0	0.0
TOTAL jNONPRINT	128	38	166	0	67	0.0	77.1
jeAUDIO	13	1	14	0	0	0.0	92.8
jeBOOKS	125	7	132	0	0	0.0	94.7
jeMAGAZINES	0	0	0	0	0	0.0	0.0
TOTAL jDIGITAL	138	8	146	0	0	0.0	94.5
TOTAL JUVENILE	1117	1140	2257	0	1431	0.0	49.5
TOTAL ADDED	4263	2834	7097	3	7026	0.0	60.1

Memo: Fine Free Update

Proposal: In May 2021, the Iowa City Public Library Board of Trustees requested more information regarding potential outcomes of the ICPL Fine Free initiative. Library staff were asked to investigate three questions:

Will a library-wide fine free model result in longer loan times?

While this is a difficult question to comprehensively answer in context of the pandemic, staff are gathering outcome data from similar sized libraries to learn about their loan period trends. Staff are also reviewing potential loan period rules and collection practices which could mitigate the extension of loan periods. Staff will bring these suggestions to the Board in April 2022.

Will a library-wide fine free model result in a lower rate of return?

Again, the pandemic has created tricky data. The Iowa City Public Library's Fine Free model for Childrens materials (which launched in June 2019) would have offered a strong case study on fine free influence in the community. However, the correlation of statistics gleaned post launch are deeply influenced by the 2020 pandemic models of circulation. Please see the attached timeline.

Will a library-wide fine free model change the work of Collections Services?

The Library's integrated library system does not possess a built-in report that will provide average loan periods. However, as proposed in June 2021, Collection Services staff monitor the potential increase in wait times. If longer hold periods exist, it may mean more duplicate copies need to be purchased to meet demand. To accomplish this, staff monitor the average wait time for a hold request and determine if we need to run our high holds and overdue reports more often to ensure faster purchasing.

Staff Recommendations:

Library staff recommend gathering more information to report loan period and loan rule suggestions at the April 2022 Library Board of Trustees meeting.

The Library's Fine Free model was added to City of Iowa City Administrations' Recommended Actions in 2022.

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

Timeline boxes and dates:

- Children's goes fine free — June 1, 2019
- January 1, 2020
- Library closes due to COVID — March 15, 2020
- Curbside pickup begins — June 4, 2020
- All materials go fine free — August 1, 2020
- Billing resumed — December 1, 2020
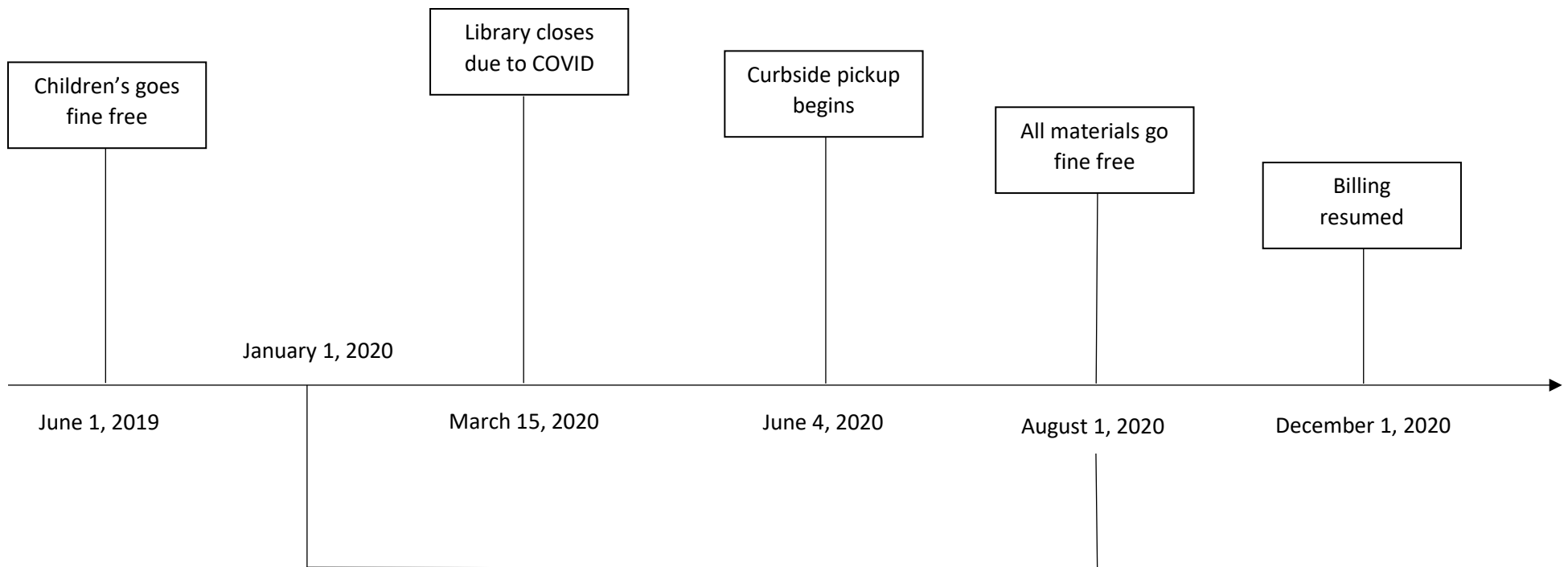
Dates to keep in mind.

Fines paid table	March 31, 2018 to present
Children's and YA went fine free	June 1, 2019
Closed due to COVID	March 15, 2020
No activity	March 15 to June 3, 2020
Curbside began	June 4, 2020
All fine free	August 1, 2020 (retroactive to January 1, 2020)
Billing resumed	December 1, 2020
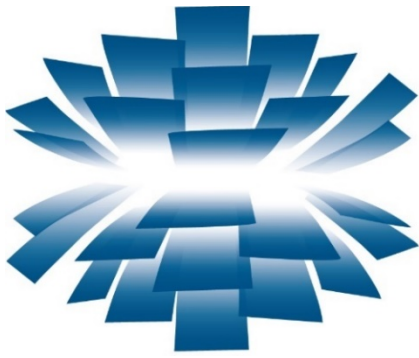
To: Iowa City Public Library Board of Trustees

From: Anne Mangano, Collection Services Coordinator

Date: Thursday, January 27, 2022

Re: Challenges to Library Materials

At the December 2021 meeting, the Board discussed the rise of book challenges at school and public libraries in Iowa. The American Library Association's definition of a book challenge is an attempt to remove or restrict access to items in the collection based upon the objections of a patron or group. This memo will discuss the recent history of challenges at the Iowa City Public Library and the process staff use to review questions about items in our collection.

There isn't a formal process at Iowa City Public Library for challenges to library materials. Some public libraries have reconsideration forms, committees of library staff, or Board committees that evaluate complaints about collection items. No such process exists at ICPL. A complaint about a specific item is handled the same way any other complaint is handled. Patrons can speak to a staff member, send an email question through "Ask a Librarian," or directly contact me or the director.

Why isn't there a formal process? Not having a formal review process is intentional. Intellectual freedom is a main tenet of the Library's values. According to our Collection Development Policy (attached), "the Library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable (601.25)." It is our policy not to remove items from the collection due to a complaint.

Having a formal review process makes the removal of an item a possibility and elevates material reconsiderations above other concerns in the Library. If a patron is not satisfied with a staff response, whether at the department level or from the director, the patron can write to the Board or speak during public discussion at a Board meeting as with any issue.

Our selectors work to provide materials on a variety of subjects that represent different viewpoints, relying on reputable review sources and publishing catalogs to make selections for the collection. Per our Collection Development Policy, an item's inclusion in our collection does not mean that the Library or any of our staff subscribe to or endorse its contents.

What if kids are involved? We do not restrict what children can check out except in the case of circulating equipment worth $250 or more. The responsibility of what a child can and cannot check out lies with their caregiver.

History of Materials Challenges. Since January 2013, the beginning of my tenure as Collection Services Coordinator, a material challenge has never made it to the Board of Trustees. However, I have received six comments expressing concern about items in our collection:

- four questions about whether a specific title was appropriate for the library collection
- one about whether an item should be placed in the children's room
- one about whether we should have a format in the library

We received these collection questions mostly through comments at the desk or through email, such as the "Ask a Librarian" feature or as a direct email to me. One was a comment through Facebook.

How were these challenges handled? We handle every question about collection items with respect and diligence. In responding to a complaint, we discuss selection criteria set forth in our Collection Development policy and our Collection Development plan, which is an internal document that sets goals for the collection based on strategic plan initiatives. We also take the time to explain why the item was selected for our collection, including if we have other items in the collection similar to the item in question, whether other public libraries include it in their collections, and/or if it was reviewed by library and publishing trade journals. In each case, discussing the item with the patron either led to an understanding of our policy or we did not receive a follow up response from the patron.

That does not mean that a patron comment would never lead to an item being removed from our shelves. If an item is out-of-date in its information, such as a medical or travel book, or if a new edition exists, we may decide to remove the item to replace it with more reliable and useful information.

So far, this policy has proved effective in speaking to patron concerns about materials while protecting the integrity of our selection process and the collection as a whole.

Attached: 601 Collection Development Policy.

601   Collection Development Policy

See related policies: Circulation and Library Card Policy (801), Confidentiality and Privacy (802), and Internet Use (815)

601.1   Introduction

601.11   The Iowa City Public Library is committed to providing the best collection to support the community's information and leisure needs. The purpose of this policy is to guide librarians selecting materials and to inform the public about the principles guiding collection development decisions.

601.12   Collection development is the ongoing process of assessing materials available for purchase or licensing, and making decisions on their inclusion and on their retention. It also includes creation of and access to original content.

601.13   Under the direction of the Collection Services Coordinator, responsibility for collection development lies with librarians who apply professional knowledge, experience, and this policy in making decisions as well as the catalogers who determine where an item is placed within the collection. Selectors maintain a collection plan for developing and maintaining the Library's collection. Ultimate responsibility for collection development lies with the Director.

601.2   Guidelines

601.21   Materials selected for the collection will meet current and long-term needs of Iowa City residents of all ages and abilities for information, education, culture, and recreation. The Library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty. Other considerations include cost, space limitations, availability from approved vendors, current holdings, and demand.

601.22   Generally, collections are broad, current and popular, not archival or comprehensive.

601.23   Collection development will support priorities of the Library's strategic plan.

601.24   The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.

601.25   Including materials in the collection does not constitute endorsement of their contents by the Library. The Library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

601.26   The Library welcomes suggestions and comments from the public. User suggestions for purchase will be evaluated in accordance with this policy and the collection development plans.

601.27   The Library takes the privacy policies of vendors into consideration when purchasing and licensing digital content.

601.3   Access to Materials

601.31   Library materials are categorized and labeled for the convenience of browsing and the ease of locating items. Materials are not isolated from the public except for the purpose of protecting them from damage or theft. Some in-house collections are purchased for the purpose of staff professional development or programming support.

601.32   Access to Library materials will not be restricted based on age except in the case of select circulating equipment, which may require parent/guardian permission for checkout to patrons under the age of 18 due to high replacement costs. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.

601.33   Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public, or meet specific needs for contracted services.

601.34   The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

601.35   Small outreach collections may be placed in agencies and institutions serving populations with limited Library access.

601.36   Materials selected for the collection may be owned by the Iowa City Public Library or leased through a vendor. If mutually beneficial, the Library may partner with other libraries to offer joint access to digital collections.

601.37   Remote electronic access to digital resources may be limited by licensing constraints.

601.4   Collection Maintenance

601.41   To ensure that the Library's collection is up-to-date and relevant to the community's needs, the need for materials previously added to the collection is reevaluated on a regular basis.

601.42   Materials will be withdrawn if they are out-of-date, worn, damaged, duplicated, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials may be retained. Withdrawn materials may be placed in outreach collections, offered to other libraries, offered to the Friends Foundation for sale, recycled, or discarded.

601.5   Gifts

601.51   The Friends Foundation manages all gifts for the collection, both monetary and in kind, for the Iowa City Public Library. Gifts are accepted for the collection with the understanding that the same guidelines of selection and retention are applied to gifts as to any materials acquired by purchase.

601.52   Although gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts.

Originally adopted May 24, 1976
Revised: March 27, 1980
Revised: April 25, 1985
Revised: February 25, 1988
Revised: October 26, 1989
Revised: November 21, 1991
Revised   April 27, 1995
Revised: December 17, 1998
Revised: March 28, 2002
Revised: February 11, 2005
Revised: February 28, 2008
Revised: March 24, 2011
Revised: January 23, 2014
Revised: November 17, 2016
Revised: November 21, 2019

ICPL Board of Trustee Statement re: Intellectual Freedom Memo

Proposal: At the December 2021 Board of Trustees meeting, Trustees considered options in response to the influx of intellectual freedom challenges in Iowa libraries. Library staff were asked to investigate:

- the interest and openness of affected libraries in receiving public support from the Board
- statements or practices in current use to provide support
- suggestions for the Board of Trustees to consider

Staff Recommendations:

1. Echoing the sentiments of the Iowa Library Association's evergreen statement for libraries facing a variety of challenges is recommended as it emulates the practices of other Public Library Boards in the nation. These sentiments could be shared publicly or privately in accordance of the Board's goals.

Ex. On December 27, the Austin Public Library released a statement of support for Texas Library Association's statement. https://library.austintexas.gov/press-release/austin-public-library-statement-book-banning-and-library-censorship-7697522

Action: Review and adopt as recommended.

Prepared by: Sam Helmick, Community and Access Services Coordinator

Iowa Library Association Statement on Book Challenges across the State

In response to the swell of concerns and challenges to materials in libraries across the state of Iowa in recent weeks and months, particularly in school libraries, the Iowa Library Association issues this statement to remind all readers that Intellectual Freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.

As a matter of free, public discourse, the Iowa Library Association appreciates these constitutionally protected discussions. We understand that book challenges serve as mechanisms for shared understanding of the importance of library resources as well as foster interest in providing materials to community members of all ages, on all matters, to meet all needs and intellectual pursuits. We urge boards, committees, library workers, and stakeholders to process challenges according to their respective policies and procedures and to educate their communities about the essential role of the library including its collection development goals. We anticipate that these discussions are conducted with strong community participation, in full transparency, and with due process.

Libraries are shared resources managed by qualified, trained professionals, and we recognize that the selection of library materials, including the withdrawal of materials and the evaluation of donations, should be the work of qualified library employees guided by selection policies and procedures. Professional library materials selection requires library workers to consider a wide variety of community needs, interests, experiences, access levels, and abilities to then continuously develop a collection which offers value for everyone.

School libraries have a particular charge to provide materials that are accurate, inform and extend the curriculum, enrich students' comprehension of their own experiences along with the experiences and identities of others, and encourage students to develop their critical thinking and decision-making skills. As the American Association of School Librarians states in [their position statement on the role of the school library](#), "For learners, the school library represents one of America's most cherished freedoms: the freedom to speak and hear what others have to say. Learners have the right to choose what they will read, view, or hear and are expected to develop the ability to think clearly, critically, and creatively about their choices, rather than allowing others to do this for them."

Parents and legal guardians have a responsibility and a right to guide their children's use of library materials, resources, and services. This responsibility is balanced along other families' rights to make independent decisions, young people's developing right to privacy and the freedom to read, and the responsibility of schools and libraries to provide a wide variety of materials in keeping with their selection policies and procedures.

However, the freedom to read is under threat. Calls by organizations as well as elected and non-elected officials to dispense with policy, disregard individual rights, and to castigate and intimidate library workers freeze Iowan's abilities to exercise their own right to read and access information freely.

Every library in Iowa should have a documented materials selection policy, including a formal process for the reconsideration of library materials. These are typically found in the policies that have been established and approved by library boards or school boards. We remind librarians, communities, administrators, superintendents, boards, and city leadership that the reconsideration and removal of library materials must be done in accordance with these policies and procedures. Such formal processes promote transparent governance, free and open speech, and values safeguarded by the Constitution.

Intellectual Freedom Committee resources are freely available to all regardless of ILA membership status. The mission of the ILA Intellectual Freedom Committee is to actively pursue traditional and innovative opportunities to monitor, advocate for, and support Intellectual Freedom as it relates to the association and its individual members. Learn more at https://ialibraryassociation.libguides.com/intellectualfreedom.

Iowa Library Association Executive Board
Iowa Library Association Intellectual Freedom Committee

6919 Vista Drive • West Des Moines, IA 50266
Phone: 515-282-8192 • Fax: 515-282-9117

ICPL COVID-19 Service Plan 2022: Guidelines for Managing Routine and Essential Operations through Low Staffing
Updated 1.20.2022

Context Statement

- As time passes and COVID impacts continue months after the initial community spread in Johnson County, community expectation for continued in person services is evident in how the library is being used; current YTD statistics show a steady increase in patrons coming into the building for material and technology access and to—at a lesser degree—attend programs and events. While nationally some public libraries have not yet returned to in person services, or have returned to partial closures or modified service delivery as COVID variants emerge, most public libraries are continuing to serve patrons as they were before the COVID closure.

- ICPL manages a significant number of services and operations on a routine basis, including onsite and community-based work and both public-facing and internal-facing services. All of these have been deemed worthy of our collective time and resources, but when faced with a pandemic, some must be identified as less critical or non-essential.

- ICPL will continue to focus on the safety and health of our community, including our staff and patrons. We will continue to look to local, regional, and national public health experts to ensure we are considering current best practices in our service designs and work plans.

- As changes occur in our benchmarks, Library Leadership may request a special Board meeting to discuss next steps and/or plans with the Board. The speed at which the Library changes services offered upon meeting all indicators of readiness will vary and is at the discretion of the Library Director and Library Board. In most cases, a transition will be scheduled with as much advance notice as possible after meeting established benchmarks. Work from home and flexible scheduling decisions will be made with input from internal and City policies and may change at any time.

Purpose
To guide decisions related to maintaining library services during a shortage of staff availability (including staff out on sick time, caring for an unwell family member, in quarantine, providing care for children due to school cancellations, etc.) resulting in an inability to offer all regular library services.

Essential Public-Facing Services (please note these are considered a draft format and will not be finalized without additional feedback from stakeholders)
1. Circulation of materials

2. Provision of public-access Internet service
3. Answering questions from the public
4. Janitorial service to maintain building

Essential Internal-Facing Services (please note these are considered a draft format and will not be finalized without additional feedback from stakeholders)
1. Bill paying/accounts management
2. Payroll/personnel management
3. Service contract management

Practical Impacts of 20%, 35%, and 50% Absenteeism
- Once a 20% absenteeism rate is reached, library management will need to address needs at least once a day, considering community needs, skill sets and departments of onsite staff, and any special situations like adverse weather conditions.
- Services will be reduced systematically as staff absenteeism increases.

Other Staffing Scenarios that May Require a Building Closure
- If any one department is completely out
- If all but two members of the Library Leadership Team are out
- If all of a classification of staff is out (all Pages, all LAIIIs, etc.)

Examples of Routine and Essential Operation Plans (please note these are considered a draft format and will not be finalized without additional feedback from stakeholders)

Essential Operations
The following operations are deemed essential for the Iowa City Public Library to maintain mission-critical operations and services at 20%, 35%, and 50% absenteeism

Department	Operation	Absenteeism			Remotely
		20%	35%	50%	
Administration	Bill Paying	X	X	X	
	Communication	X	X	X	X
	Board of Trustees	X	X	X	X
	Payroll	X	X	X	
	Personnel	X	X		
	Mail	X			
Adult Services	Info Desk, SWB, Page Station	X	X	X	
	Interlibrary Loan	X	X		
	Shelving	X	X		
	VITA & tax program	X			
(AS & CAS)	Holds /Paging	X	X	X	

Department	Operation				
Children's Services	Children's Desk	X	X	X	
Collection Services	Collection Development	X			X
	Acquisitions (ordering)	X	X		X
	Cataloging	X	X		X
	Processing	X			
	Receiving / invoicing	X	X		
	Digital collection management	X			X
CAS	Help Desk	X	X	X	
	Circulation	X	X	X	
	Library cards	X	X	X	
	Shelving	X	X		
	Processing holds	X	X	X	
	At Home	X	X	X	
	Cash register / deposits	X	X	X	
	Iowa Shares	X	X		
	Distribute incoming mail	X	X	X	
Development Office	Endowment / gift management	X	X	X	X
	Foundation Board	X	X	X	X
Facilities	Cleaning, maintaining, repairing building, systems, machinery, equipment, furnishings	X	X	X	
	Supplies	X	X	X	
	Book drop	X	X	X	
IT	Staff and public internet / wireless	X			
	Network security	X	X	X	
	Website/ intranet / catalog	X	X	X	
	ILS				
	Pharos				

Nonessential Operations

The following operations can be suspended temporarily without causing immediate or irreparable damage to the Iowa City Public Library

Department	Operation
Administration	Business office reception
	Strategic plan implementation
	Maintain non-essential personnel / contract files
Adult Services	Teen Center
	Digital Media Lab
	Programs /Classes
Children's Services	Outreach
	Programs
	Deposit collections

Collection Services	Mending / binding
	Withdraws / discards
CAS	Bookmobile
	Outreach
	Maintain Library database
	Overdue notices, bills, collection agency
	Lobby event board / giveaways
	Displays
Development Office	Meetings with community members in person
	Book End
	Volunteers
Facilities	Rental space
	Non-essential Contracts
IT	Database / file management
	Self-check workstations
	Computer hardware /software management
	Digital signs
	Library streaming site

Decisions to be Made
- Absolute minimum number of staff needed onsite to maintain a safe and operational environment
- If ICPL alters operational hours, do we include evening and weekend service or focus on weekday/daytime hours?
- Board involvement in service-reduction plans (Do Trustees prefer special meetings, phone or email check-ins, etc.)
- Are there any benchmarks that would move us back to a previous service model (curbside pickup or defined capacity within the building)? What are these benchmarks? Should we establish a plan outlining this scenario?

To: Library Board

From: Elsworth Carman

Date: January 27, 2022

Re: ADA Checklist for Accreditation

The Iowa City Public Library is accredited as a Tier 3 library through the State Library of Iowa. Our accreditation and associated Tier Level expire on June 20, 2022. As part of ICPL's Accreditation Application (due February 28, 2022), we are required to submit an ADA Checklist for Existing Facilities.

The State Library's Website includes the following directives for this portion of the application.

Tips and information about the Checklist for Accreditation purposes.

- ***Choose one of the four priorities listed to the right. Only one completed priority is needed to satisfy accreditation requirements.***

- *Each item on the checklist should be answered Yes or No. If the item does not apply to the library, answer N/A instead.*

- *Checking No, or N/A, does not negatively affect your accreditation.*

- *This checklist is not a certification of ADA compliance. It is a tool to help your library identify and raise awareness of ADA barriers in your library.*

- *Photos do not need to be attached. There is room on the form to indicate photo numbers. But you do not need to send them in to the State Library. They may still be very useful for your own purposes.*

- *Before submitting the checklist to the State Library, make sure to have the library's board of trustees review it. Include that review date on the first page of the checklist document submitted.*

- *All libraries participating in the accreditation program need to submit this checklist regardless of the date of library construction. This checklist can be useful to identify issues even in brand new buildings.*

- *The checklist should be reviewed at least once every three years. It is our recommendation that all four priorities should be reviewed on a regular basis. However, only one per three year period is necessary for accreditation.*

We submitted Priority 1 during the last accreditation cycle, and will be submitting Priority 2 this year.

Brad Gehrke and Joel Lane completed this checklist using building documents and by measuring/assessing the building in person.

The document is being shared with the Board at the January meeting in case there are questions about its contents.

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design
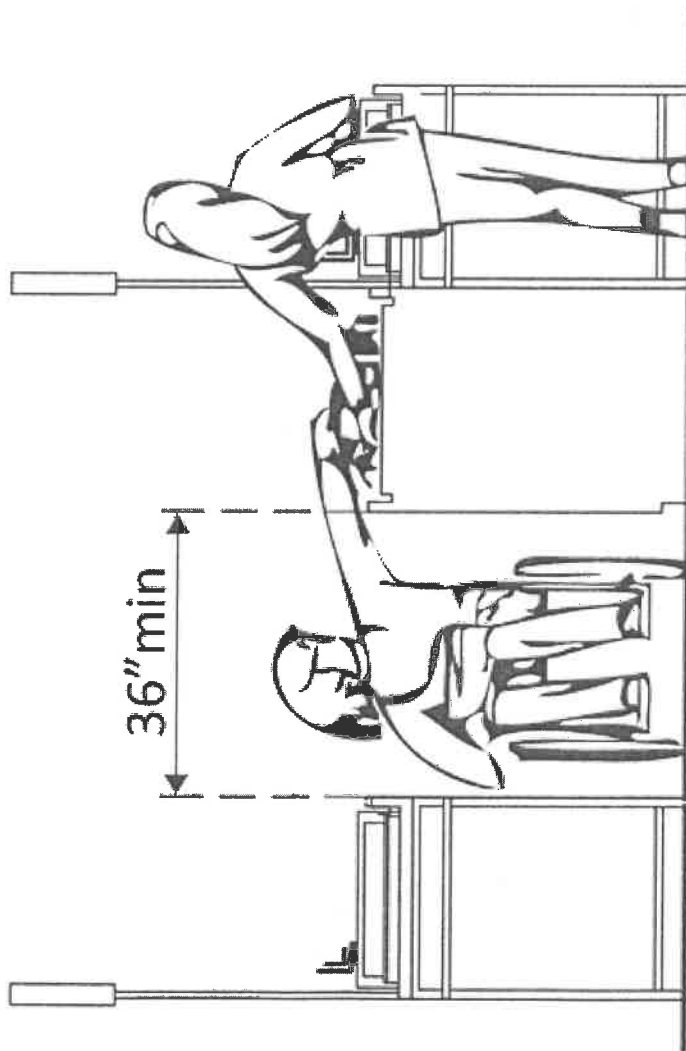
Project

Building Iowa City Public Library

Location 123 South Linn St

Date 1-20-2022

Surveyors Brad Gehrke

Joel Lang

Contact Information 319-356-5200

36" min

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

Institute for Human Centered Design
www.HumanCenteredDesign.org
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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org
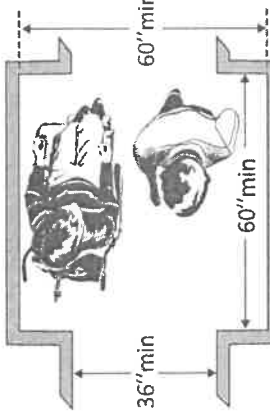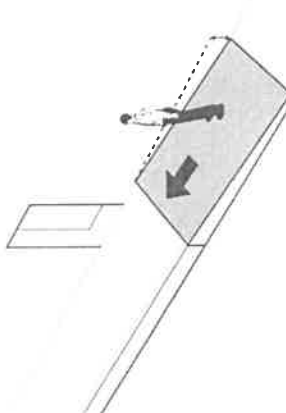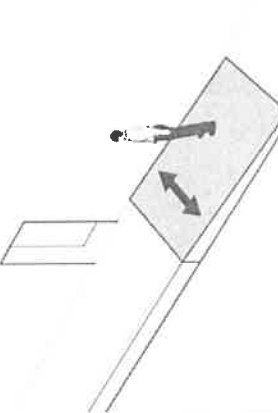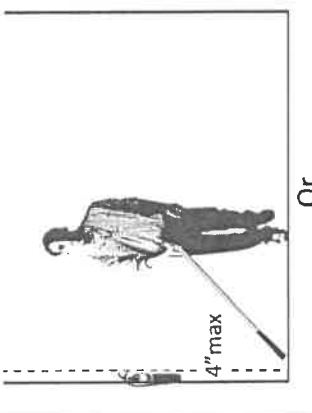
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
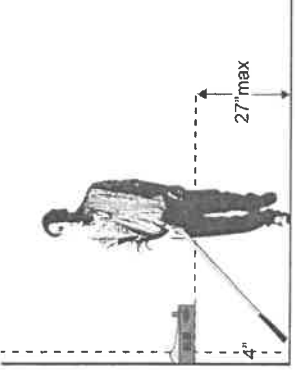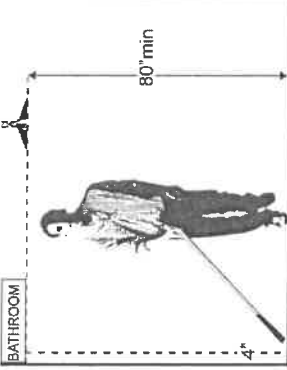
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.
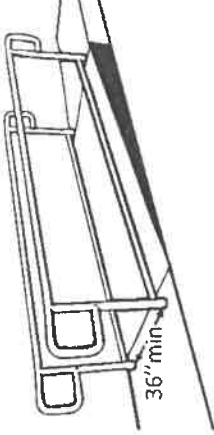
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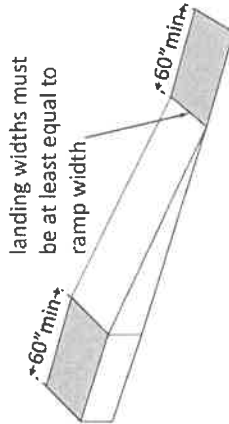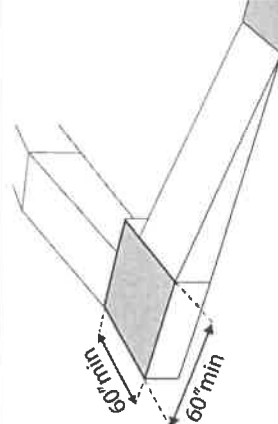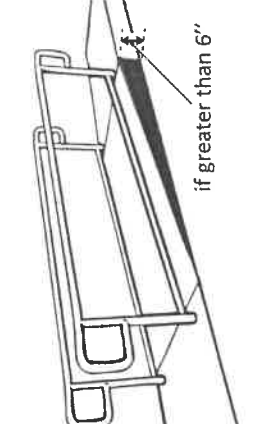
Priority 2 – Access to Goods & Services

		Comments	Possible Solutions
2.1	Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]	☒Yes ☐No Photo #:	• Create accessible route • •
Interior Accessible Route			
2.2	Are all public spaces on at least one accessible route? [206.2.4]	☒Yes ☐No Photo #:	• Create accessible route • •
2.3	Is the route stable, firm and slip-resistant? [40.2, 302.1]	☒Yes ☐No Photo #:	• Repair uneven surfaces • •
2.4	Is the route at least 36 inches wide? [403.5.1] Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.	☒Yes ☐No Measurement: 36'x 36"min 24"max 48" min 24"max 32"min 32"min Photo #:	• Widen route • •

2.5	If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]	☐ Yes ☒ No Measurement:		• Widen route for passing space • •
			Photo #:	
2.6	Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3] Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.	☐ Yes ☒ No Measurement:		• Regrade • •
			Photo #:	
2.7	Is the cross slope no steeper than 1:48? [403.3]	☒ Yes ☐ No Measurement: _Level_		• Regrade • •
			Photo #:	
2.8	Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or	☒ Yes ☐ No Measurement:		• Remove object • Add tactile warning such as permanent planter or partial walls •

ADA Checklist for Existing Facilities
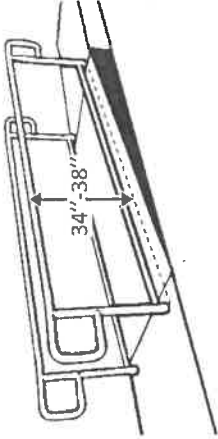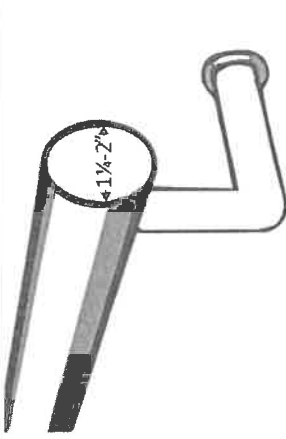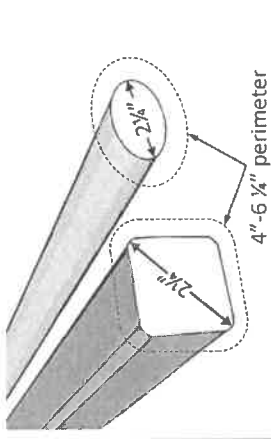
If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor? [307.2]

Or

Is the bottom leading edge at 80 inches or higher above the floor? [307.4]

☐ Yes ☐ No

Measurement: N/A

☐ Yes ☐ No

Measurement: N/A

27"max

Or

BATHROOM 80"min

4"

4"

Photo #:

2.9 Are there elevators or platform lifts to all public stories?

Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility

☒ Yes ☐ No

- Install if necessary
- Offer goods and services on an accessible story
-
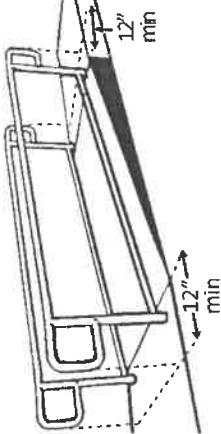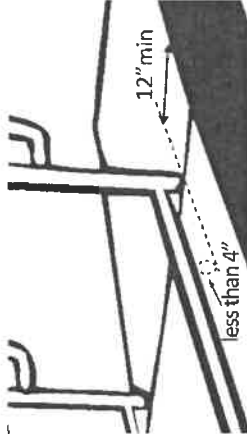
Photo #:

Ramps
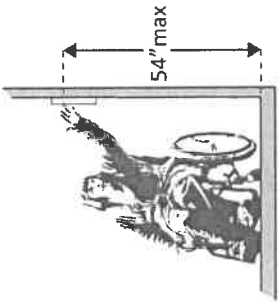
2.10	If there is a ramp, is it at least 36 inches wide? [405.5] Note: If there are handrails, measure between the handrails.	 36" min Photo #:	☑Yes ☐No Measurement: 37"
			• Alter ramp • •
2.11	Is the surface stable, firm and slip resistant? [405.4]	Photo #:	☑Yes ☐No
			• Resurface ramp • •
2.12	For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2] Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.	 1 12 min Photo #:	☑Yes ☐No Measurement: 1:12
			• Lengthen ramp to decrease slope • Relocate ramp •
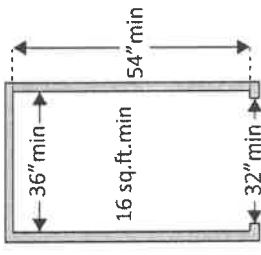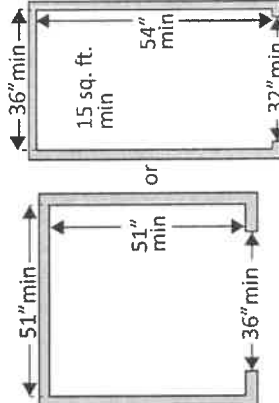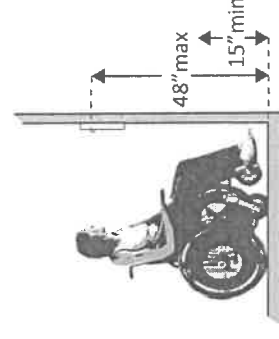
2.13	Is there a level landing that is at least 60 inches long and at least as wide as the ramp: At the top of the ramp? At the bottom of the ramp? [405.7.2, 405.7.3]	☒ Yes ☐ No Measurement: ☒ Yes ☐ No Measurement:	 landing widths must be at least equal to ramp width 60" min 60" min Photo #:	• Alter ramp • Relocate ramp •
2.14	Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]	☐ Yes ☒ No Measurement:	 60" min 60" min Photo #:	• Increase landing size • • •
2.15	If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]	☒ Yes ☐ No Measurement:	 if greater than 6" Photo #:	• Add handrails • • •
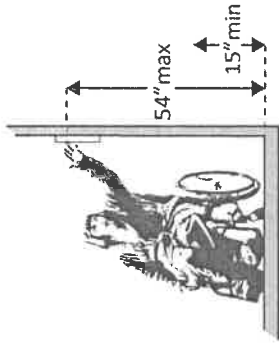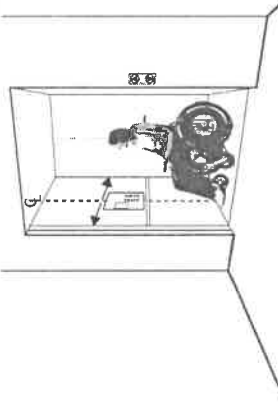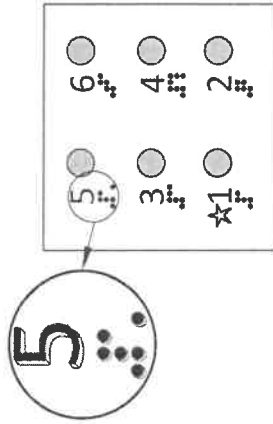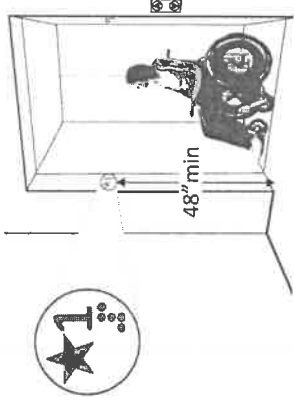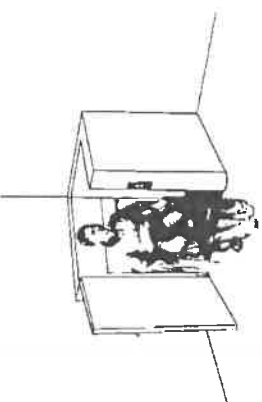
#	Question	Image	Response	Action
2.16	Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]	34"–38"	☒ Yes ☐ No Measurement: 34.5"	• Adjust handrail height • • Photo #:
2.17	Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]		☒ Yes ☐ No ☐ Yes ☐ No Measurement:	• Reconfigure or replace handrails • • Photo #:
2.18	If the handrail gripping surface is circular, is it no less than 1¼ inches and no greater than 2 inches in diameter? [505.7.1]	◀1¼–2"▶	☒ Yes ☐ No Measurement: 1.5"	• Replace handrails • • Photo #:
2.19	If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6¼ inches?	2¼" 2¼" 4"–6¼" perimeter	N/A ☐ Yes ☐ No Measurement:	• Replace handrails • •

ADA Checklist for Existing Facilities
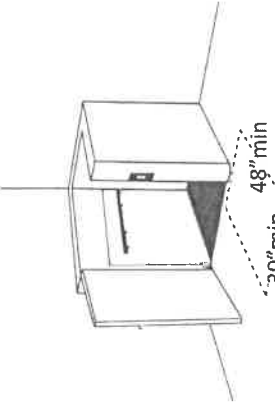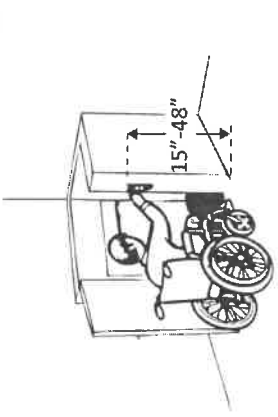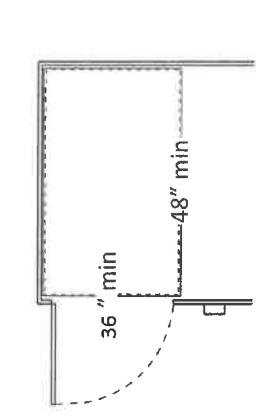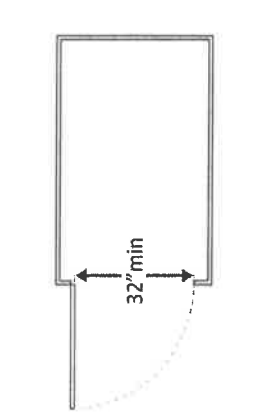
	Is the cross section no greater than 2¼ inches in diameter? [505.7.2]	N/k	☐ Yes ☐ No Measurement:	Photo #:	
2.20	Does the handrail:				• Alter handrails
	Extend at least 12 inches horizontally beyond the top and bottom of the ramp?		☒ Yes ☐ No Measurement: 12″ – 48″		• • •
	Return to a wall, guard, or landing surface? [505.10.1]		☒ Yes ☐ No		
	Note: If a 12″ extension would be hazardous (in circulation path), it is not required			Photo #:	
2.21	To prevent wheelchair casters and crutch tips from falling off:		☐ Yes ☐ No Measurement:		• Add curb • Add barrier • Extend ramp width
	Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]		☒ Yes ☐ No Measurement: No gap. Solid curb		• • •
				Photo #:	
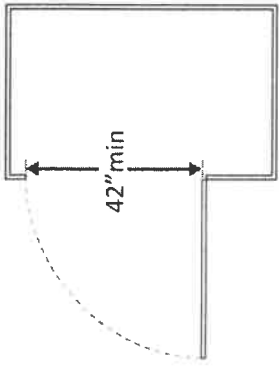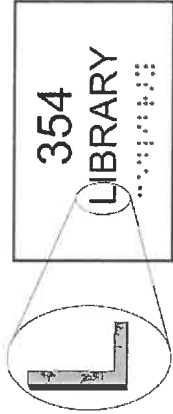
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.

2.22	If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]	☒ Yes ☐ No Measurement: 41.5"	54" max	• Change call button height • • Photo #:
2.23	If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?* [407.3.3]	☒ Yes ☐ No		* If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener • Photo #:
2.24	If there is a LULA elevator with a swinging door: Is the door power- operated? Does the door remain open for at least 20 seconds when activated? [403.3.2]	☐ Yes ☐ No ☐ Yes ☐ No Time:		• Add power operated door • Adjust opening time • Photo #:

ADA Checklist for Existing Facilities

2.25	If there is a full size elevator:		☒ Yes ☐ No	• Replace elevator • • •
	Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area?	16 sq.ft.min 36" min 54" min 32" min	Measurement: 70" + 65"	
	Is the door opening width at least 32 inches? [407.4.1 Exception]		☒ Yes ☐ No Measurement: 42"	
				Photo #:
2.26	If there is a LULA elevator, is the interior:	51"min 51" min 36" min	N/A ☐ Yes ☐ No	• Replace elevator • • •
	At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches? Or		Measurement:	
	At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? [408.4.1 Exceptions 1 and 2]	or 36" min 15 sq. ft. min 54" min 32" min	☐ Yes ☐ No Measurement:	
				Photo #:
2.27	If there is a full size or LULA elevator, are the in-car controls:	48" max 15" min	☒ Yes ☐ No	• Change control height • • •
	No less than 15 inches and no greater 48 inches above the floor? Or	Or	Measurement: 31" – 44"	

ADA Checklist for Existing Facilities
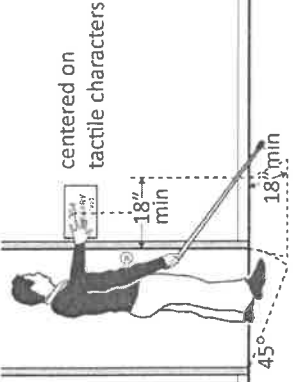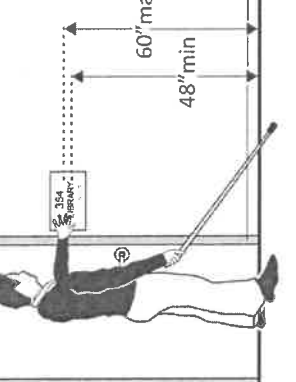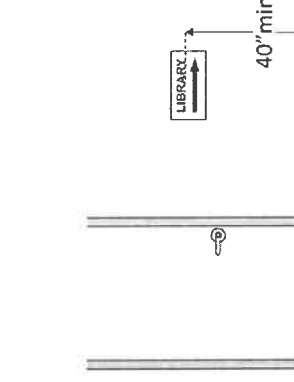
Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]	☒ Yes ☐ No Measurement: _4s"_		
		Photo #:	
2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]	☐ Yes ☐ No Measurement: _N/A_		• Reconfigure controls • •
		Photo #:	
2.29 If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille? [407.4.7.1, 703.2]	☒ Yes ☐ No ☒ Yes ☐ No		• Add raised characters • Add Braille •
		Photo #:	
2.30 If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]	☒ Yes ☐ No		• Install audible signals • •
		Photo #:	

2.31 If there is a full size or LULA elevator:

Is there a sign on both door jambs at every floor identifying the floor?
☒ Yes ☐ No

Is there a tactile star on both jambs at the main entry level?
☒ Yes ☐ No

Do text characters contrast with their backgrounds?
☒ Yes ☐ No

Are text characters raised?
☒ Yes ☐ No

Is there Braille?
☒ Yes ☐ No

Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*
[407.2.3, 408.2.3]
☐ Yes ☐ No

Measurement:

48" min

Photo #:

- Install signs
- Change sign height

* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

Platform Lifts

2.32 If a lift is provided, can it be used without assistance from others?
[410.1]
☒ Yes ☐ No

Photo #:

- Reconfigure so independently operable

ADA Checklist for Existing Facilities
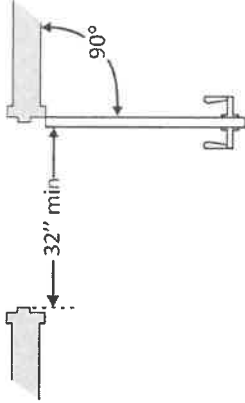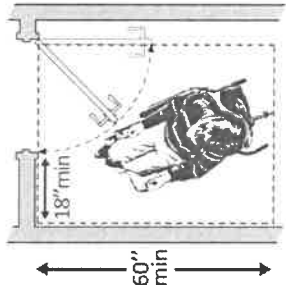
2.33	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]	☐Yes ☐No Measurement: N/A	30"min · · · 48"min	• Remove obstructions • • • Photo #:
2.34	Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]	☐Yes ☐No Measurement: N/A	15"–48"	• Change control height • • • Photo #:
2.35	Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]	☐Yes ☐No Measurement: N/A	36" min 48" min	• Replace lift • • • Photo #:
2.36	If there is an end door, is the clear opening width at least 32 inches? [410.6]	☐Yes ☐No Measurement: N/A	32"min	• Alter door width • • • Photo #:

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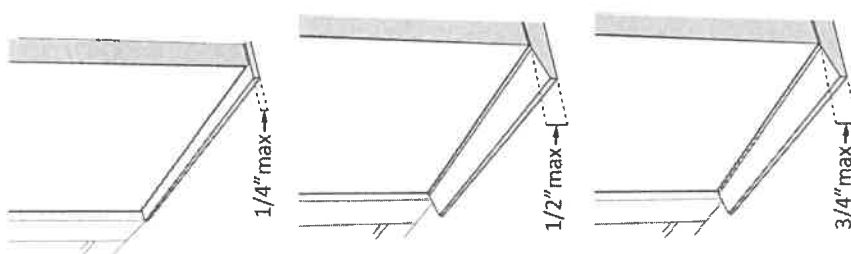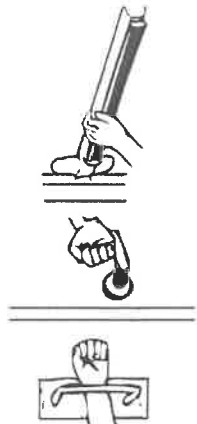
| 2.37 | If there is a side door, is the clear opening width at least 42 inches? [410.6] | ☐ Yes ☐ No Measurement: N/A | • Alter door width • • |

42"min

Photo #:

Signs "Tactile characters" are read using touch, i.e. raised characters and Braille.

2.38	If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]		• Install tactile sign • Relocate sign •
	Do text characters contrast with their backgrounds? [703.5]	☒ Yes ☐ No	
	Are text characters raised? [703.2]	☒ Yes ☐ No	
	Is there Braille? [703.3]	☒ Yes ☐ No	
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☒ Yes ☐ No	*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.		

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LIBRARY

ADA Checklist for Existing Facilities
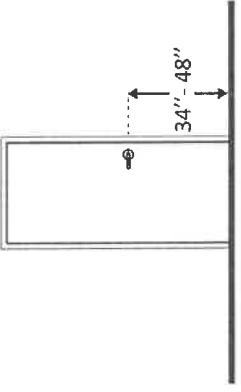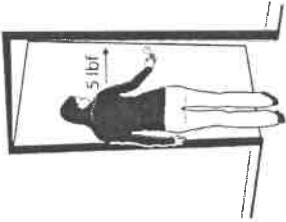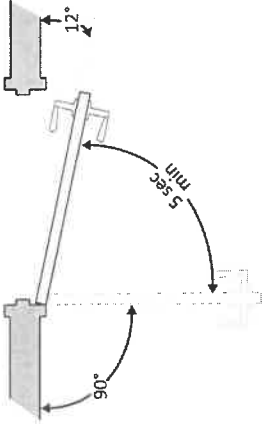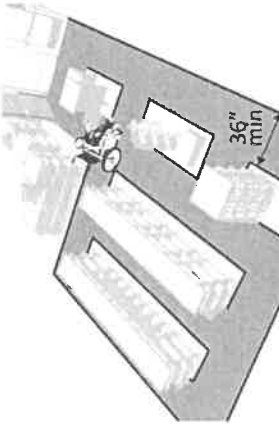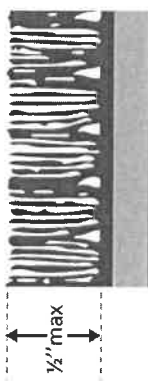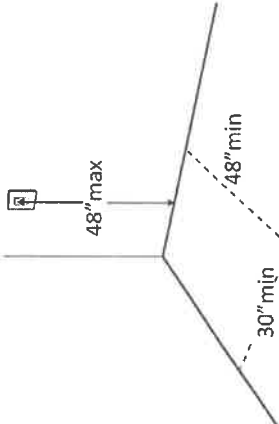
With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters?*
[703.4.2]

☒ Yes ☐ No

Measurement: 24"

centered on tactile characters

18" min

45°

18" min

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *
[703.4.1]

☐ Yes ☐ No

Measurement: 52.5"

60" max

48" min

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

encountering protruding objects or standing within the door swing, relocation not required

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required

Photo #:

2.39   If there are signs that provide direction to or information about interior spaces:

Do text characters contrast with their backgrounds?
[703.5.1]

☒ Yes ☐ No

Is the sign mounted so that characters are at least 40 inches above the floor?
[703.5.6]

☒ Yes ☐ No

Measurement: 52"

Note: Raised characters and Braille are not required.

LIBRARY

40" min

- Install signs with contrasting characters
- Change sign height
-

Photo #:

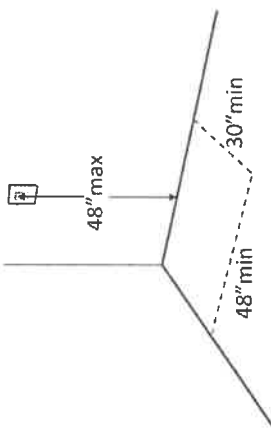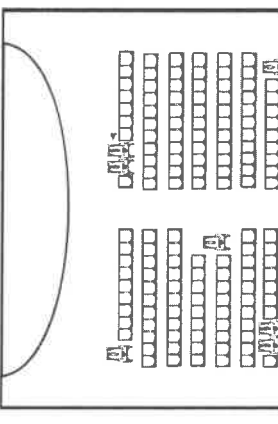## Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.
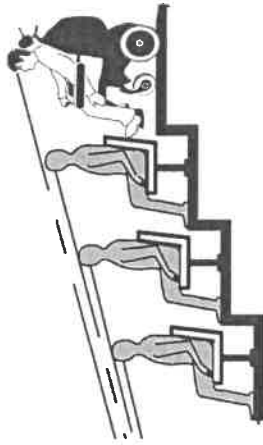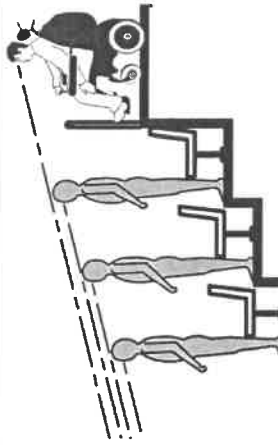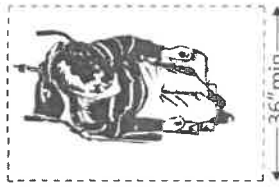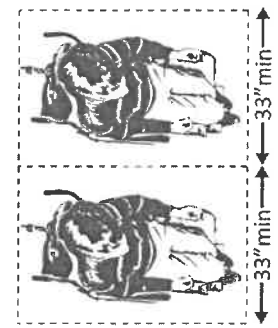
2.40	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☒ Yes ☐ No Measurement: 33"

Photo #: | • Install offset hinges
• Alter the doorway
• |
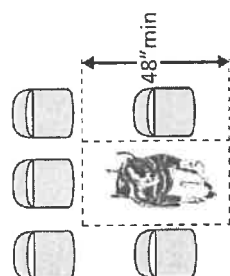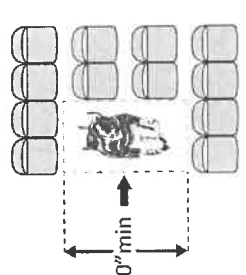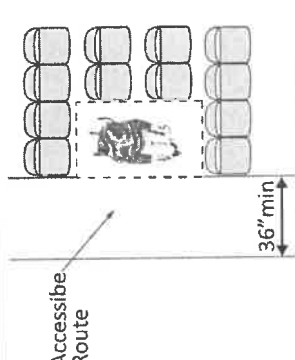| **2.41** | If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.

On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4] | ☒ Yes ☐ No

Measurement: 24" +

60+"

☒ Yes ☐ No

Measurement: Level |

Photo #: | • Remove obstructions
• Reconfigure walls
• Add automatic door opener |

ADA Checklist for Existing Facilities

2.42	If the threshold is vertical is it no more than ¼ inch high?	☐ Yes ☐ No
	Or	Measurement:
	No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?	☐ Yes ☐ No
	Or	Measurement:
	No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]	☐ Yes ☐ No
	Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	Measurement:

Handwritten note in 2.42 answer area.

1/4" max
1/2" max
3/4" max

• Remove or replace threshold
• •
Photo #:

2.43	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?	☒ Yes ☐ No
	Door handle?	☒ Yes ☐ No
	Lock (if provided)? [404.2.7]	☒ Yes ☐ No

• Replace inaccessible knob with lever, loop or push hardware
• Add automatic door opener
•
Photo #:

2.44	Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 38"	• Change hardware height • • •
		Photo #:	
2.45	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☒ Yes ☐ No Measurement:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
		Photo #:	
2.46	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☒ Yes ☐ No Measurement: 5 sec	• Adjust closer • • •
		Photo #:	

Rooms and Spaces – stores, supermarkets, libraries, etc.

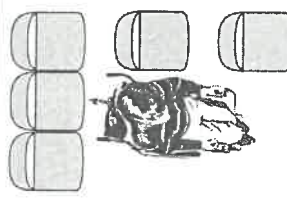ADA Checklist for Existing Facilities

2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: 42"	• Rearrange goods, equipment and furniture • • •
	Photo #:	
2.48 Are floor surfaces stable, firm and slip resistant? [302.1]	☒ Yes ☐ No	• Change floor surface • • •
	Photo #:	
2.49 If there is carpet: Is it no higher than ½ inch?	☒ Yes ☐ No Measurement: ⅟₁₆"	• Replace carpet • • •
Is it securely attached along the edges? [302.2]	☒ Yes ☐ No	
	Photo #:	

Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.

2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3]	☒ Yes ☐ No Measurement: 45"& open	• Change height of control • • *If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor
Are the operable parts no higher than 48 inches above the floor?* [309.3, 308]	☒ Yes ☐ No Measurement: 42"	
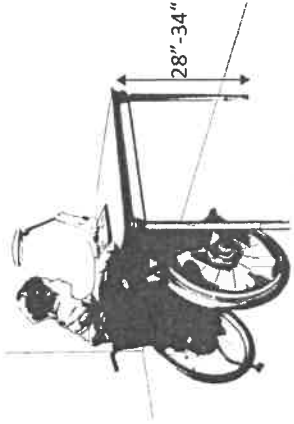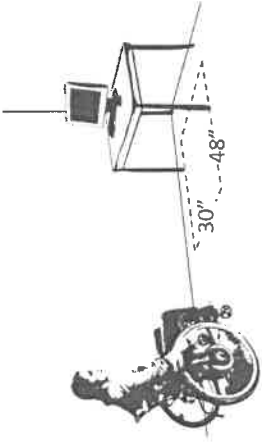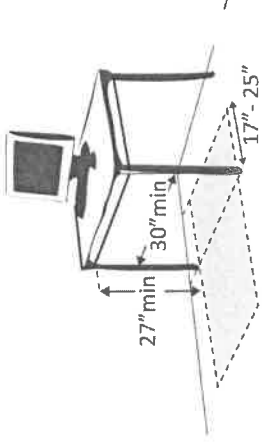
| 2.51 | Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4] | ☒Yes ☐No | Photo #: | • Replace control |

Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc.

| 2.52 | Are an adequate number of wheelchair spaces provided? [221.2.1] | ☐Yes ☐No Total #: ___ Wheelchair #: ___ | # of Seats / Wheelchair Spaces table below Photo #: | • Reconfigure to add wheelchair spaces |

# of Seats	Wheelchair Spaces
4 - 25	1
26 - 50	2
51 - 150	4
151 - 300	5
300+ see 2010 Standards 221.2.1.	

| 2.53 | Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3] | ☐Yes ☐No | Photo #: | • Reconfigure to disperse wheelchair spaces |

ADA Checklist for Existing Facilities

2.54	Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]	☐ Yes ☐ No	• Alter for line of sight • ... Photo #:
2.55	Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]	☐ Yes ☐ No	• Alter for line of sight • ... Photo #:
2.56	If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]	☐ Yes ☐ No Measurement:	• Alter space • ... Photo #:
2.57	If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]	☐ Yes ☐ No Measurement:	• Alter spaces • ... Photo #:

ADA Checklist for Existing Facilities

2.58	If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]	☐ Yes ☐ No Measurement:	• Alter space • • •
		Photo #:	
2.59	If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]	☐ Yes ☐ No Measurement:	• Alter space • • •
		Photo #:	
2.60	Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]	☐ Yes ☐ No	• Alter spaces • • •
		Photo #:	
2.61	Is there at least one companion seat for each wheelchair space? [221.3]	☐ Yes ☐ No	• Add companion seats • • •
		Photo #:	

2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]	☐ Yes ☐ No Photo #:	• Alter seating • • •
2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]	☐ Yes ☐ No Photo #:	• Add equivalent seating • • •

Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)

2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]	☒ Yes ☐ No Total #: Wheelchair #: *All Tables are accessible* Photo #:	• Alter to provide accessible spaces • •
2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]	☐ Yes ☐ No Measurement: 36"min Photo #:	• Widen route • • •

2.66	At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3] Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.	☒ Yes ☐ No Measurement: 29¼"	• Alter surface height • • 28"–34" Photo #:
2.67	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3]	☒ Yes ☐ No Measurement: open	• Alter table or work surface • Add accessible table or work surface • 30" – 48" 27" min 30" min 17" – 25" Photo #:
	Does it extend no less than 17 inches and no greater than 25 inches under the surface?	☒ Yes ☐ No Measurement: 27"	
	Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3] Note: If for children, the knee space may be 24 inches high.	☒ Yes ☐ No Measurement: 36"	

Seating: General – reception areas, waiting rooms, etc.

ADA Checklist for Existing Facilities
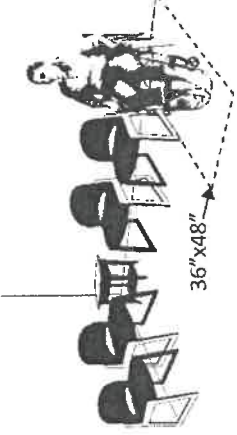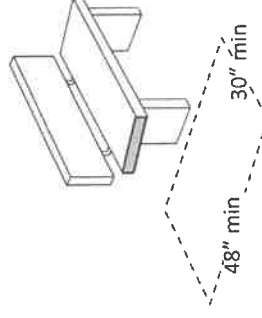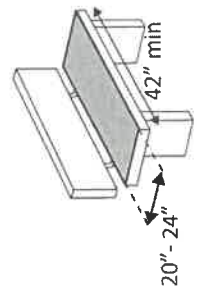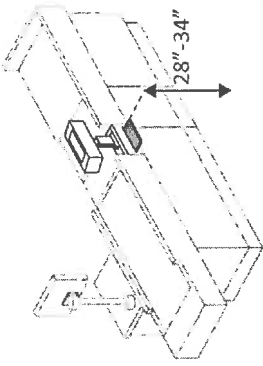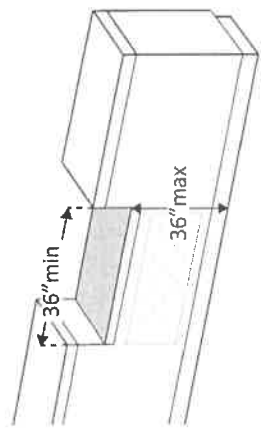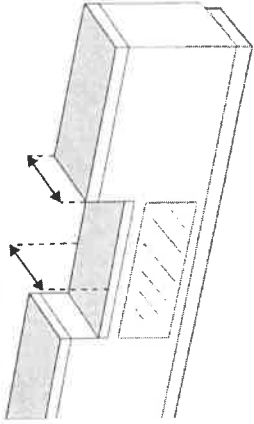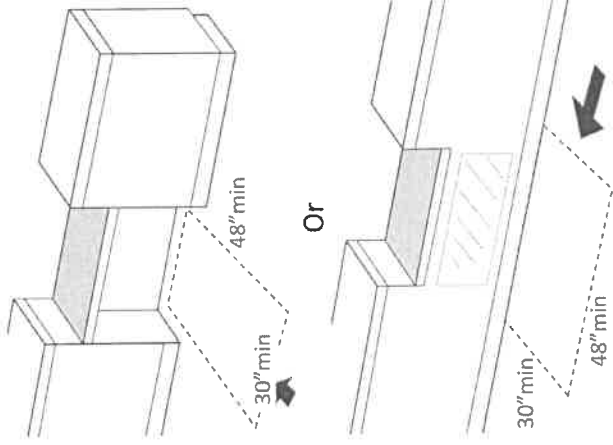
2.68	Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? [802.1.2, 802.1.3]	 36"x48" ☐ Yes ☐ No Measurement: N/A	• Move furniture and equipment to provide space • • • Photo #:

Benches – In locker rooms, dressing rooms, fitting rooms This section d[...]

2.69	In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? [222.1, 803.4]	N/A ☐ Yes ☐ No	• Add bench • • • Photo #:
2.70	Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?	 48" min 30" min ☐ Yes ☐ No Measurement:	• Move bench • Replace bench • Affix bench to wall • • •
	Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?	42" min 20" – 24" ☐ Yes ☐ No Measurement:	
	Does the bench have back support or is it affixed to a wall?	☐ Yes ☐ No	
	Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? [903]	☐ Yes ☐ No Measurement:	

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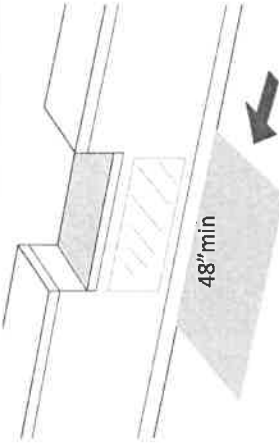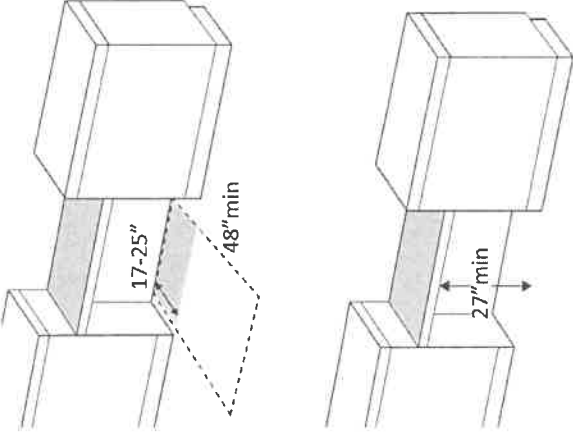
Check-Out Aisles – supermarkets, large retail stores, etc.

2.71	Is the aisle at least 36 inches wide? [904.3.1]	17" – 19" ☒Yes ☐No Measurement: 50"	Photo #:
2.72	Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]	36"min / 38"max ☒Yes ☐No Measurement: 36"	Photo #: • Widen aisle • • •
2.73	Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]	2" max ☐Yes ☐No Measurement: N/A	Photo #: • Lower counter • • •
			Photo #: • Lower edge protection • • •

ADA Checklist for Existing Facilities

| 2.74 | If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3] | ☒ Yes ☐ No Measurement: _30"_ | 28"-34" | • Alter check writing surface
•
•

Photo #: |
| 2.75 | If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11] | ☐ Yes ☐ No _N/A_ | | • Add sign
•
•

Photo #: |
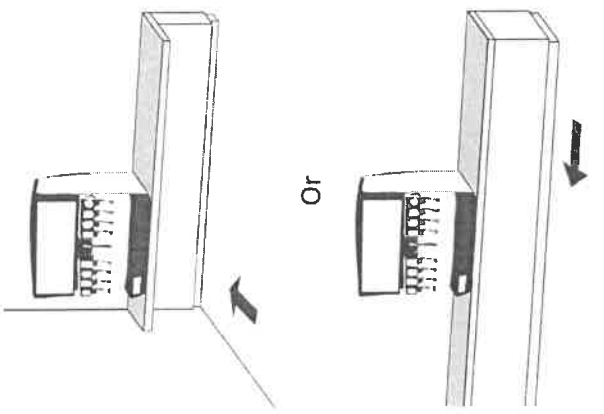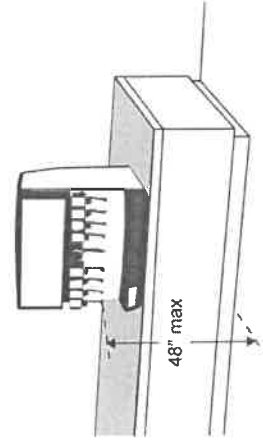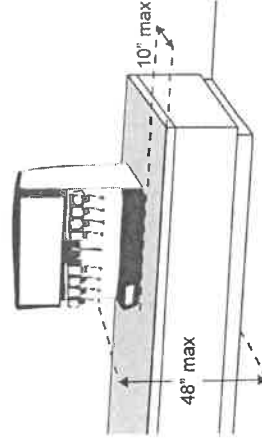
Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc.

| 2.76 | Is there a portion of at least one of each type of counter that is:

No higher than 36 inches above the floor?

At least 36 inches long? [904.4.1] | ☒ Yes ☐ No Measurement: _30"_

☒ Yes ☐ No Measurement: _55"_ | 36"min 36"max | • Lower section of counter
• Lengthen section of counter
•

Photo #: |

ADA Checklist for Existing Facilities
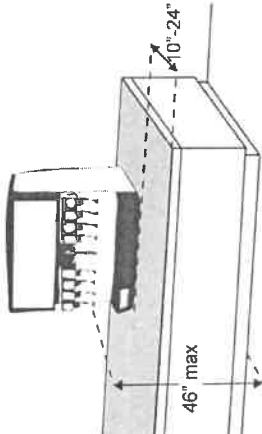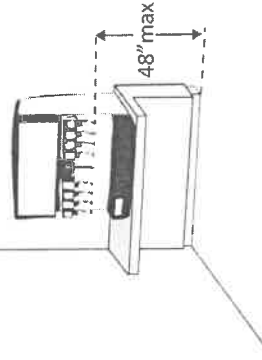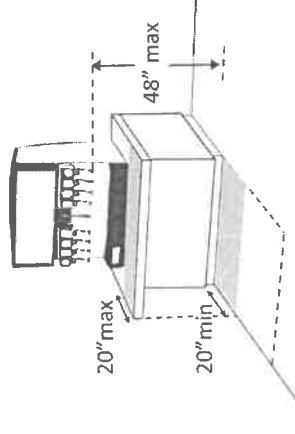
2.77	Does the accessible portion of the counter extend the same depth as the counter top? [904.4]	☒ Yes ☐ No Measurement: 33"	• Alter accessible portion • • • Photo #:
2.78	Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]	☒ Yes ☐ No ☐ Parallel Measurement: 66" ☐ Forward Measurement: 60"	• Reconfigure to provide a parallel or forward approach • • • Photo #:

48"min

Or

30"min

30"min

48"min
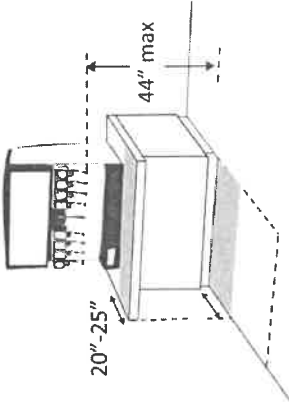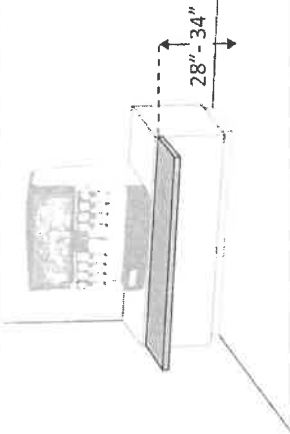
| 2.79 | For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1] | ☒Yes ☐No Measurement: *60"* | | • If a parallel approach is not possible, a forward approach is required |
| | | | Photo #: | |

| 2.80 | For a forward approach: Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3] Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1] | ☒Yes ☐No Measurement: *18"* ☒Yes ☐No Measurement: *28"* | | • Reconfigure to provide knee clearance |
| | | | Photo #: | |

Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc.

ADA Checklist for Existing Facilities

#	Question	Response	Illustration	Recommendations
2.81	Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]	☐ Yes ☐ No ☐ Forward ☐ Parallel N/A		• Reconfigure to provide approach • • •
2.82	If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement: N/A	48" max Photo #:	• Lower shelf and/or dispensing device • • •
2.83	If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]	☐ Yes ☐ No Measurement: N/A	10" max 48" max Photo #:	• Lower shelf and/or dispensing device • • •

#	Question		Diagram	Suggestions
2.84	If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]	☐ Yes ☐ No Measurement: _N/A_	46" max 10"-24" Photo #:	• Lower shelf and/or dispensing device • •
2.85	If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]	☐ Yes ☐ No Measurement: _N/A_	48" max Photo #:	• Lower shelf and/or dispensing device • •
2.86	If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]	☐ Yes ☐ No Measurement: ☐ Yes ☐ No Measurement:	48" max 20" max 20" min Photo #:	• Reconfigure to provide knee space • Lower shelf and/or dispensing device •

#	Question		Image	Photo #	Recommendation
2.87	If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?	N/A			• Reconfigure to provide knee space • Lower shelf and/or dispensing device •
		☐ Yes ☐ No Measurement:			
	Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]	☐ Yes ☐ No Measurement:		Photo #:	
2.88	If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]	☐ Yes ☐ No Measurement: N/A			• Reconfigure • • •
		☐ Yes ☐ No		Photo #:	• • •
		☐ Yes ☐ No		Photo #:	• • •
				Photo #:	

Director's Report: January 2022

Annual Operating Budget Meeting with Council and CIP Update to Council
The annual operating budget meeting with Council was held on Saturday, January 8. This is part of the regular budget cycle, and an opportunity for departments to go over highlights to their budget requests for the upcoming fiscal year. I had prepared remarks providing an overview of the Library and its governance, some of our newer services, and our general approach to the FY23 budget. I also outlined the biggest change to the budget we are moving toward, which is the shift to a permanent fine-free model on all collections. I included the complexity that COVID brought to a traditional approach to this kind of change and talked about the DEI implications of reducing barriers to service. Unfortunately, I developed COVID symptoms on Friday evening, and felt that it was inappropriately risky to present to Council without receiving a negative COVID test. Anne Mangano was able to present for the Library; I shared my notes and she adapted them to her own style. Council had positive feedback about the Library. Big thanks to Anne for stepping up on a Saturday morning.

The CIP report to Council was held Wednesday, January 12. I gave a brief overview of the Automatic Material Handler and flooring/furnishings projects. These presentations are very quick, but I did note that the AMH was designed to compliment the work of staff and not replace employees, and that the overall intentions of exploring AMH options was to reduce the time it takes to get materials back on the shelf after returns and increase accuracy of shelving.

OSHA COVID-19 Vaccination and Testing Emergency Temporary Standards (ETS) City of Iowa City Policy Update
Early in January, City Administration alerted all departments that, incompliance with the OSHA ETS, all employees were to verify COVID vaccination status with City HR. A system was put in place for verification, and soon after, a City of Iowa City policy was shared with all staff that covered expected actions for both vaccinated and unvaccinated staff members. I planned to comply with the policy and share it with the Library Board as part of the January meeting. Before the policy went into effect, the State of Iowa OSHA issued a statement that it would not adopt or enforce the federal OSHA ETS, and the City paused implementation of the policy. On January 19, Geoff Fruin communicated that the U.S. Supreme Court struck down the part of the OSHA ETS that applied to the City of Iowa City, and the City policy has been suspended indefinitely. I will keep the Board abreast of any updates on this situation.

Items of Note from Quarter 2, Fiscal Year 2022 Statistics and Financials Review
It can be overwhelming to review the more in-depth statistics and financials provided in quarterly documents, since they cover so many details, and this becomes even more complex in a COVID recovery year. Below are some lines I believe stand out in these reports, and why.

- **Library Expenditures: July 1, 2021 to December 31, 2021**
  This budget report is a real indicator of our return to normal operations after the COVID closure. There are very few specific lines that stand out to me as worthy of note, but the following details show some ongoing impacts of COVID recovery and will be monitored as we move forward.
  - Electricity and Heating Gas are both spend a little higher than I would like. This is due to known increases in cost.

438030 Electricity	97,430	58,563	38,867	60%
438070 Heating Fuel/Gas	13,757	9,080	4,677	66%

  - Inter-Library Loans (Services>445250) is spent at 105%; this is an annual payout handled early in the fiscal year
  - Sanitation & Industrial Supplies (452040), First Aid/Safety Supplies (469210), and Miscellaneous Supplies (469320) are all spent at over 50%; these are lines we buy masks from and knew it would be difficulty to accurately futurecast the quantity of PPE we would purchase this year. At this point, I am confident we can adjust to cover these issues as the year moves on.

- **FY22 Circulation by Area and Agency**
  - Preschool/Daycare and Deposit Collections/Nursing Homes circulation counts are up significantly due to an increase of stops and re-engagement with locations that had paused service during COVID closures.

FY22 Circulation by Area & Agency

	1ST Q	2ND Q	YTD	LYTD	% CHG
Iowa City					
General Iowa City	185,967	170,184	356,151	169,519	110.1%
Downloads + Streaming	65,091	64,745	129,836	148,525	-12.6%
Temporary	79	29	108	31	248.4%
Public schools	0	0	0	0	0.0%
Private schools	86	230	316	0	0.0%
Preschool/Daycare	716	783	1,499	219	584.5%
Non-profit organizations	292	302	594	0	0.0%
Business	0	0	0	0	0.0%
City departments	18	12	30	2	1400.0%
State/Federal agencies	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0.0%
At Home	1,919	1,957	3,876	3,010	28.8%
Interlibrary loan	672	313	985	1,010	-2.5%
Deposit collections/Nursing Homes	552	1,425	1,977	373	430.0%
Jail patrons	1,042	906	1,948	732	166.1%
Total Iowa City	256,434	240,886	497,320	323,421	53.77%

- **FY22 Circulation by Type and Format**
  - The YTD totals for Adult Materials in Q2 FY22 (top image) and Q2 FY20 (lower image) are remarkably similar

FY22 Circulation by Type & Format					6 Months
Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	48,559	12.0%	29,091	10.2%	66.9%
Mystery	14,873	3.7%	9,331	3.3%	59.4%
Science Fiction	8,213	2.0%	4,698	1.7%	74.8%
Book Club Kits (10 items per kit)	26	0.0%	15	0.0%	73.3%
Young Adult Fiction	9,846	2.4%	6,270	2.2%	57.0%
Comics	17,395	4.3%	5,132	1.8%	239.0%
Large Print	5,406	1.3%	3,121	1.1%	73.2%
Books in Other Languages	424	0.1%	66	0.0%	542.4%
Total Fiction	104,742	26.0%	57,724	20.3%	81.5%

FY20 Circulation by Type & Format					6 Months
Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	47,026	10.4%	46,025	10.2%	2.2%
Mystery	15,759	3.5%	16,319	3.6%	-3.4%
Science Fiction	8,775	1.9%	8,153	1.8%	7.6%
Book Club Kits (10 items per kit)	17	0.0%	36	0.0%	-52.8%
Young Adult Fiction	10,210	2.2%	10,714	2.4%	-4.7%
Comics	16,303	3.6%	14,920	3.3%	9.3%
Large Print	5,756	1.3%	4,797	1.1%	20.0%
Books in Other Languages	575	0.1%	591	0.1%	-2.7%
Total Fiction	104,421	23.0%	101,555	22.5%	2.8%

  - Express/DVDs decreased circulation by 99.7%; this collection was ended around the time we closed the building. Remaining items with this identifier will be removed as they are handled by staff.
  - There are some interesting numbers in the Children's collections. Large increases across the major print sections reflect an increase in displays and merchandizing (including smart, temporary adjustments like using the former children's computer counter as display space), more patrons using the hold system to get materials (a skill many learned during the building closure), and a return to face-to-face patron/staff interactions, during which staff can employ readers' (and/or viewers' and listeners') advisory to connect patrons with materials.
  - Another notable area of increase is in the Read-Along collection. This collection includes Vox and Wonder Books, which are traditional print books with an audio system incorporated. This is a newer collection for ICPL and is proving to be very popular.

- Games and Toys have been back in circulation for about a month, and patrons are maximizing use of these items, as evidenced by the 905 check outs so far this year.

Children's Materials

Fiction	33,501	15.2%	17,623	17.5%	90.1%
Comics	27,996	12.7%	6,458	6.4%	333.5%
Holiday	2	0.0%	3,868	3.8%	-99.9%
jLarge Print Fiction	488	0.2%	197	0.2%	147.7%
Picture: Big, Board, Easy	64,235	29.2%	25,960	25.8%	147.4%
Readers	26,930	12.3%	7,328	7.3%	267.5%
Nonfiction & Biography	28,042	12.8%	10,493	10.4%	167.2%
jLarge Print Nonfiction	15	0.0%	6	0.0%	150.0%
Total Children's Print	181,209	82.5%	71,933	71.4%	151.9%
Video/DVD/Blu-Ray	16,059	7.3%	4,947	4.9%	224.6%
Books on Disc	842	0.4%	409	0.4%	105.9%
Read-Along set	4,782	2.2%	339	0.3%	1310.6%
Children's Music	653	0.3%	225	0.2%	190.2%
Children's Video Games	727	0.3%	259	0.3%	180.7%
Read with Me Kits	266	0.1%	141	0.1%	88.7%
Games & Toys	905	0.4%	204	0.2%	343.6%
jDiscovery Kits	32	0.0%	20	0.0%	60.0%
Total Children's Nonprint	24,266	11.0%	6,544	6.5%	270.8%

Letter to *The New York Times* Customer Care

In response to a change in *The New York Times* distribution system, which removed the option of residential and business delivery of the daily print edition of the paper to Eastern Iowa, John Culshaw, Alison Ames Galstad, Jennie Gardner, and I submitted a letter outlining our concerns. That letter is attached to this report for your review.

Respectfully submitted,

Elsworth Carman

January 11, 2022

Casey Bland
Customer Care/Call Center
The New York Times
620 Eighth Avenue
New York, NY 10018
Via e-mail at casey.bland@nytimes.com

Dear Casey Bland:

As the leadership of the public and academic libraries in Johnson County, Iowa, we write to share our extreme disappointment and deep concern about the elimination of residential and business delivery of the daily print *The New York Times* in Eastern Iowa. This decision also affects libraries and it will have a dramatic negative effect on the services we provide to our communities. Print newspapers remain valuable and crucial information sources for the general public, students, and faculty. We can assure you they are read frequently by significant numbers of patrons in our libraries. Because daily delivery has been eliminated for daily editions of *The Times*, our only choice to acquire those daily editions is via the U.S. Postal Service. That option is not timely enough to meet the needs of the readers in our libraries.

While we are fortunate to have relatively good broadband coverage in our county, elimination of daily print delivery of *The Times* only deepens the digital divide, particularly in our rural areas. It also complicates access for those members of our communities who cannot endure screen time because they suffer from health or vision conditions.

Libraries are the lifeline of our communities and campuses in Johnson County. *As Professor Eric Klinenberg wrote in the pages of The New York Times*, libraries are vital "social infrastructure." We couldn't agree more. We are committed to providing robust information resources to our communities and campuses. We are also committed to teaching our patrons how to critically evaluate information sources and make their own judgments about the perspectives in each. Our inability to make the daily print *The New York Times* available to our patrons on a timely basis challenges our success in doing so.

We urge you to reconsider this decision. Please identify a mechanism to restore daily delivery of the print *The New York Times* to Eastern Iowa.

Sincerely,

Elsworth Carman
Director
Iowa City Public Library

John Culshaw
Jack B. King University Librarian
University of Iowa

Alison Ames Galstad
Director, Coralville Public Library

Jennie Garner
Director, North Liberty Public Library

cc: Mark Weitzel
     Vice President, Circulation Operations
     Via e-mail: mark.weitzel@nytimes.com

Adult Services Department Report
Prepared for the January 27, 2022, Meeting of the Iowa City Public Library Board of Trustees
Jason Paulios, Adult Services Coordinator

Teen Center programming update
November and December in the Koza Family Teen Center saw a return to the bustling activity of teens utilizing the gaming resources after school, on nights, and Saturday afternoons. While we know gaming is a hit for some teens, Victoria and our two Interns Patience and Yasmina want to diversify the kinds of activities offered in the space to appeal to a wider audience. They have developed a new after-school drop-in schedule focusing on different topics and moved the open gaming hours to the evenings and Saturdays. January launched this new schedule:

THE TEEN CENTER HAS A NEW SCHEDULE!

MONDAYS: Teen Art Drop-In, 4-6 PM

TUESDAYS: Teen Catalyst Hangout, 4-6 PM

WEDNESDAYS: Teen Crafting and Table Games Hangout, 4-6 PM

THURSDAYS: Teen Writing Hangout, 4-6 PM

SATURDAYS: Teen Gaming Tournament, 1-6 PM

Tuesday Catalyst nights are for discussing issues like climate change, equity, and justice culminating with "projects that can positively impact our local community." January focuses on homelessness in our community. Our volunteer program has seen an increase in adult and teen folks that want to share and teach skills to teens/peers, we currently have volunteers offering writing help and knitting/crochet instruction.

Digital Media Lab programming highlights

Our Digital Media Lab organizer, Stacey, has some recent success stories involving homemade holiday gifts created with DML resources including scanning old slides and digitizing VHS tapes to share with family members, as well as designing and printing holiday cards. An attendee at the "Make a Custom Coloring Page" event traced over an old family photo and planned to share it with her siblings.
Beth organized our annual month-long December drop-in DIY gift wrapping area in the DML. This is a popular service that utilizes recycled and discount purchase gift wrapping supplies for patrons to use for holiday purchases. This year we did some scrambling to try to align with the Iowa City Downtown District's post-Thanksgiving holiday shopping days and pop-up events. We've already marked the calendar for next year to align with the ICDD's marketing efforts to feature this service alongside their shopping promotions.

The following are some examples of community member shrinky dinks creations from November's "Craft Night in the Lab," a new all ages creativity drop-in program happening on alternating months in the Digital Media Lab.

Stacey and Victoria were hosts for our first "Teen and Adult Bad Art Night" at the end of December, promising "a combination of guided and open-ended activities that will get your creative juices flowing, allowing you to create a final, awful *masterpiece*." Attendees had a great time and embraced the absurdity and the creative potential in imperfection. I regret I didn't get a photo of Stacey's home-made trophy for the winner but here are examples of the goofy work from the night (on display in January outside the DML).
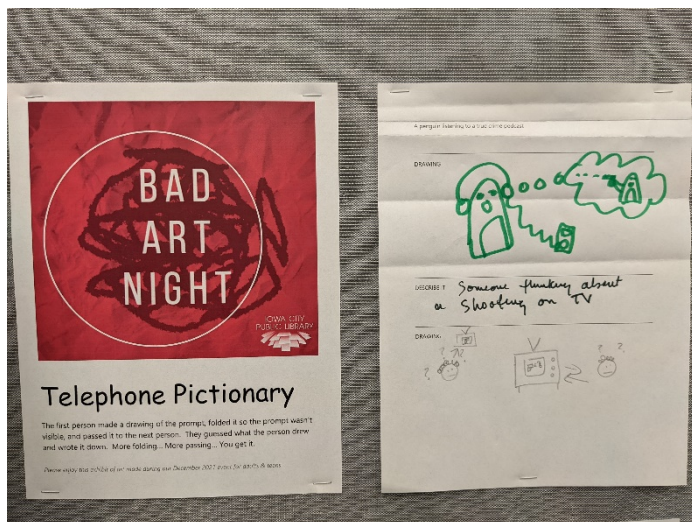
COMMUNITY & ACCESS SERVICES REPORT

MOBILE PAGING

On average, ICPL handles 350 holds per day. CAS Library Aides retrieve and process items on an hourly basis (Paging) for items available on the shelves to be transitioned to the Hold Shelf. For years leading up to the fall of 2021, Paging lists were printed every hour, each containing basic information about hold items that needed to be pulled.

Through the summer, Todd Brown, Adult Services Librarian and Tech Specialist worked to develop a web-based method of Paging made accessible through an iPad. With collaborative planning and opportunities for feedback between Tech Support, Switchboard staff, CAS Library Pages, and the Page Supervisor, Becky Dannenberg, this web-based method has evolved to incorporate several added features that have greatly improved and enhanced the entire process of Paging.

MOBILE PAGING BENEFITS

Waste Reduction! Mobile Paging will save us more than 15,000 pages of paper per year!

Shorter Paging, Check In, and Holds Processing Times!

DECEMBER 2019, 2020, 2021 COMPARISON

	DEC 2019	DEC 2020	DEC 2021
ITEM RESERVES	10,402	22,095	10,769
% SELF CHECK	71.1	0	72.2
LIBRARY CARDS	390	222	258

CIRCULATON & COLLECTION MAINTANENCE

Internal and external sources report a leveling off of check-in errors and claimed returns. ICPL's accuracy rate in checking in returned materials from patron accounts has been increased by:

- allocating Page hours to provide consistent coverage
- managing check-in exclusively by Library staff
- assessing and revamping training tools and communication
- building an infrastructure for training
- supporting access to instructions for circulation functions
- providing processes training and refreshers

This accuracy directly influences our relationship with the community we serve and our overall reputation to keep accounts accurate. Our Pages, CAS Page Supervisor, Switchboard Team, and Community and Access Services staff are to be applauded for embracing this change and providing support when needed.
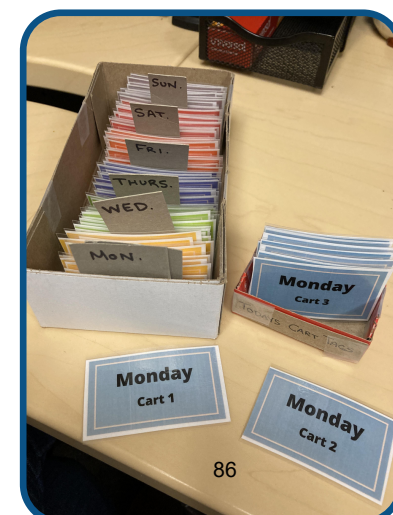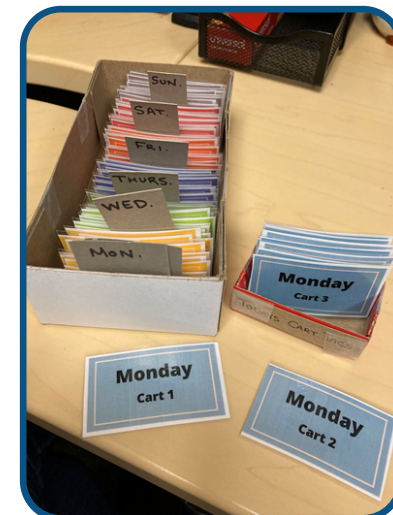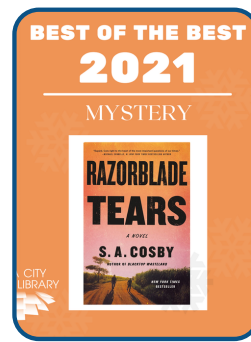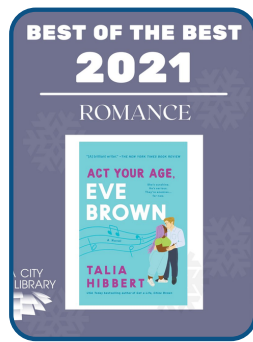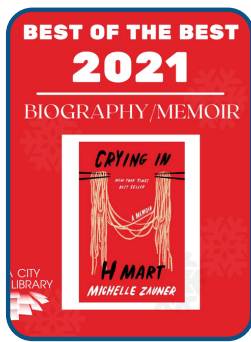
ICPL'S BEST OF THE BEST 2021

As 2021 came to a close, Iowa City Public Library Staff reflected on some of the literary highlights published this year. They submitted titles and voted for their favorites in a variety of genres. Coincidentally, 125 different titles were submitted as we celebrated the Library's 125th Anniversary! Each genre had at least one stand-out title for the Best of the Best 2021.

"A World Without Email" by Cal Newport was named the Best in Non-Fiction. The Best of the Best in Children's was "The Genius Under the Table" by Eugene Yelchin. "Act Your Age, Eve Brown" by Talia Hibbert, and "Klara and the Sun" by Kazuo Ishiguro tied for the all-time 2021 Best of the Best.

I recommend these titles and more when participating in the Winter Reading Program!

DISPLAYS

There are a variety of book displays to kick off the new year. Frannie has set up displays for National Soup Month, Inspirational Memoirs, and books on homemaking (decor, organizing, making essentials) on the second floor. The Traveling History of the Book exhibit will be displayed at the Library until February.

One the first floor you will find Urban Fiction displayed as well as Snow Day Reads and Getting Through 2022 movie suggestions.

LIBRARY OUTREACH: POP-UP BOOKMOBILE

Heidi and Shawna will take the Bookmobile to Prelude on the first Friday of each month during the next schedule. This existing partnership is expanding to Bookmobile services to support clients at Prelude (also Shelter House, Four Oaks Children's Services, and Hawkeye Area Community Action Program which are all on Southgate Avenue.)

This new outreach program relates directly to the tactics of Goal 2 in the ICPL Strategic Plan: Focus on Community Aspirations.

- Create a programming infrastructure for community-led, library-funded programs, with an emphasis on historically underrepresented, marginalized, and historically oppressed populations.
- Goal 2, Tactic 5: Contribute to social and restorative justice.
- Goal 2, Tactic 8: Prioritize access to information and materials related to community priorities like equity.

OUTREACH & INREACH

OUTREACH: Mobile Tech Help was a regularly scheduled outreach service before the pandemic and it feels great to reintroduce it to the community again. Mobile Tech Help is an outreach program that blends information technology support with reader's advisory and library service/event marketing.

Mac Edwards shared How-To guides and device manuals from the collection with the residents of Walden Place Retirement Community. She also guided participants through computer, phone, iPad, or social media navigation while fielding patron questions about their accounts and library services. Promoting the latest additions to the Digital Library was a timely reminder that many Library collections and services are accessible online 24/7.

OUTREACH SNAPSHOT - WALDEN PLACE

VISITS: 2
PARTICIPANTS: 20
NEW CARD REGISTRATIONS: 6
AT HOME REGISTRATIONS: 4
REFERENCE QUESTIONS: 24
ITEM HOLDS: 4
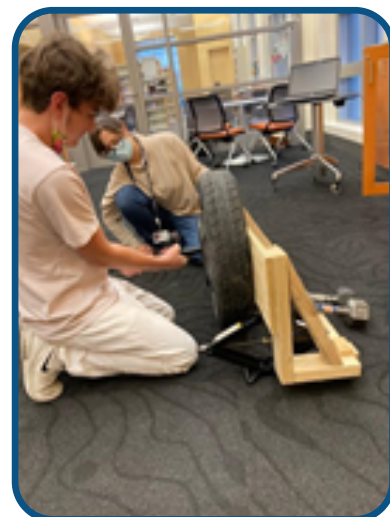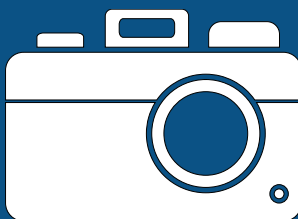
INREACH:
Mac partnered with ICPL Teen Services Librarian, Victoria Fernandez, to present Do It Yourself Car Fixes and Do It Yourself Tools classes.

This first 1-hour class provided hands-on experience in the library for changing tires, jump-starting a car, checking oil, and airing up a flat tire. The program provided a flip card handout that would fit any glove box or center console of a car and contained step-by-step instructions.

The second class was broken into two phases: introduction and application. Patrons interacted with stud finders, power drills, screwdrivers, hammers, nails, and levels. Portable walls permitted use of each tool without fear of damage.

I am grateful for Mac's efforts to collaborate across Library departments and apply outreach skills to in-house programs.

Respectfully submitted,

Sam Helmick

Community & Access Services Coordinator
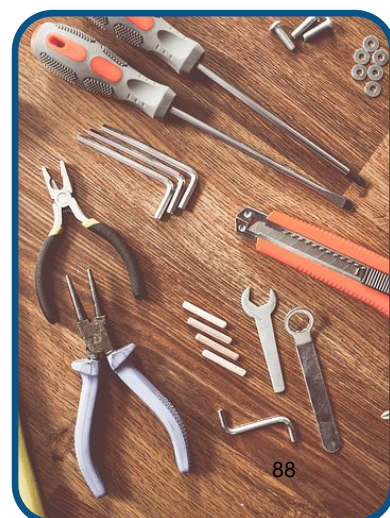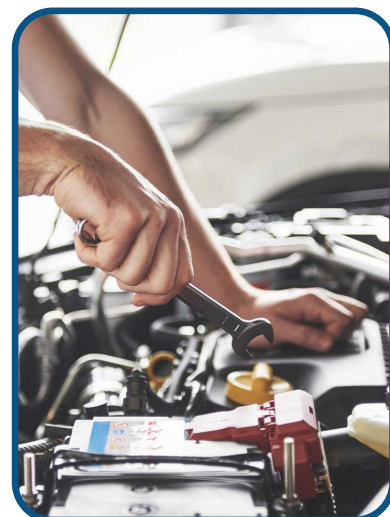
Development Office Report
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
January 27, 2022

Sidekick Gives Back on January 28

Shop at Sidekick Coffee & Books on Friday, January 28 to benefit the Iowa City Public Library at the same time. A generous percentage from sales of books, gifts, toys, coffee, pastries and ice cream, in person or online, will be donated to the Iowa City Public Library Friends Foundation.

Sidekick Coffee & Books is at 1310 ½ Melrose Avenue in Iowa City with parking in the back. In person shopping is open 7:30am-5pm while online shopping is possible all day and night at www.sidekickonline.shopsettings.com . Gift card purchases are not included. Please call the store at 319-569-1010 if you have any questions about this opportunity.

Thank you Sidekick Coffee & Books for partnering to grow the Iowa City Public Library!

Hy-Vee Wine Tasting on February 18

With fingers crossed, plans are being made for the return of the ICPL Friends Foundation's annual fundraising wine and craft beer tasting on Friday, February 18.

Adults are invited to enjoy the tasting from 5-7pm at the HyVee Wine & Spirits, at the corner of First and Rochester Avenues in Iowa City. Distributors will be on hand to offer samples of their products for library friends and the public. It's a drop in casual event to give you the opportunity to try, and buy, new adult beverages and bring your shopping list to stock your bar. Participants must be age 21 or older. There's no admission charge.

A generous percentage of the evening's sales of adult beverages will be donated to the Iowa City Public Library Friends Foundation.

Seeking Book End Volunteers

With hopes of returning the Book End to pre-pandemic hours of service, additional volunteers are being recruited. The Book End is now open weekdays 10:30am-4:30pm. We hope to restore evening and weekend hours.

Please help spread the word that we're looking for people who love to read and can help store customers for a few hours every month. Training is required and will be provided by members of the Book End Committee of the Iowa City Public Library Friends Foundation.
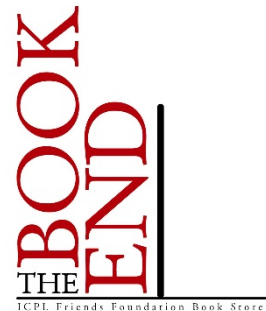
Potential volunteers start by completing an ICPL Volunteer Application. It's available to download from the library website. After it's received, one of us in the Development Office will contact the prospective volunteer to talk more about the opportunity and find out whether their availability matches current openings. The volunteer will then be asked to complete forms for a criminal background check, and after it's processed, will be invited to an orientation and training.

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

BOARD OF TRUSTEES
Minutes of the Recorded Regular Meeting
December 16, 2021
 DRAFT

Members Present: Derek Johnk, Noa Kim, Robin Paetzold, Hannah Shultz, Dan Stevenson, Carol Kirsch, Claire Ritz Matthews, and Daniel Keranen (on Zoom)

Members Absent: Tom Rocklin

Staff/Others Present: Elsworth Carman, Anne Mangano, Brent Palmer, Jason Paulios, Angie Pilkington, Sam Helmick
Call Meeting to Order: Kirsch called the meeting to order at 5:01pm.

Approval of December 16, 2021 Board Meeting Agenda
Kirsch noted that a motion to approve the agenda is required. Shultz made the motion to approve the agenda, Stevenson seconded. Motion carried.

Public Discussion: No public discussion.

Items to be discussed:
A. Welcome New Board Member
Claire Ritz Matthews' term runs until June 30, 2023

Note: Matthews introduced herself. She has been in libraries for a long time including at Chicago and Winfield, Iowa, and is currently the Teacher-Librarian at Lucas School. The Board provided introductions.

B. Intellectual Freedom memo
Overview of Iowa and national challenge
Helmick reported on challenges publicly occurring in Iowa libraries and schools. Paetzold mentioned that the Board of Trustees have written supportive letters in the past and provided additional copies as needed. Johnk agreed that this is a practice to consider continuing. Paetzold will draft a letter to send support to libraries and submit it electronically for majority vote. Shultz suggested a letter to the editor. Stevenson noted the importance of promoting intellectual freedom without created unforeseen harm.

Paetzold noted that Intellectual Freedom is a foundational principle of librarianship. Johnk suggested that we ensure we have all the challenged titles to promote access. Paetzold suggested this may be the work of a community. Carman recommended meeting with Helmick to discuss potential audiences and projects.

Mangano noted that Iowans are not fully aware of the suggested legislation to remove the library and school clause in Iowa Code 728 regarding obscenity. Paetzold noted that a legislative advocacy role may be part of the work of this Board. Mangano suggested bring reconsideration steps to the Board at the January meeting. Johnk asked about making this a public statement.
Matthews asked if the Board would entertain multiple audiences including a town hall held for school libraries and a general letter to Iowa School Library Association.

Kirsch mentioned that United for Libraries recommendations concerning Library Foundations. Helmick reported that United for Libraries resources are scaled for smaller institutions.

Note: Carman and Helmick will report on the political sensitivities of this situation and suggestions on messaging and audiences. Staff will unpack the legislative agenda connected with challenges.

Staff Reports:
Director's Report – Carman reported that the addition of the Ped Mall step has stopped the aggregations of water and ice but still poses an access issue. Safety tape has been placed, "watch your step" signage, and large planters flanking the steps have been added. In Spring 2022, the intention is to add rails to the space to provide additional safety measures. The planters will be moved across the steps until the safety rails can be installed.

Carman worked with Law Librarian, Mandy Easter, to determine the approach to approve an agenda and the process by which a Library Board of Trustees approve reviewed policies without making a change. Kirsch said they were open to either process, either moving along without approving unamended or approving the policy unamended. Stevenson agreed.

Shultz asked if Carman could unpack the three-tier steps of accreditation. Carman noted the accreditation highlights including collection turnaround, presence of professional staffing, and community size, staff CE credits, and operational hours. Carman will share more about accreditation in his January and February reports.

Department Reports:
Children's Services – Pilkington provided a report, and noted that Karen Gordon announced her retirement at the end of the year. Pilkington remarked on the pre-pandemic "sea of strollers" at Karen's Book Babies, how Karen is beloved by the community and staff, and that she will be missed.

Collection Services – Mangano provided a report and noted that hoopla had 228 patron sign ups in the first week. 250 items were checked out which is an excellent response rate.

Kirsch remarked on its ease in finding hoopla titles. Mangano reported that the top 25,000 hoopla records will be imported and maintained in the ICPL catalog going forward. Kirsch asked about record maintenance. Mangano confirmed the process and how additions and deletions of records are performed.

Information Technology – Palmer provided a report. Johnk is excited about anAMH. Kirsch mentioned that an AMH could have a profound effect on the Iowa City Public Library.

Miscellaneous: Kirsch remarked on the attached Art to Go article in the Board packet

President's Report: Kirsch praised Inservice Day and the opportunity to meet staff. She liked the opportunity to learn and remarked that four Board members attended.

Kirsch sat in on the Legislature Reception. She remarked that the Iowa Library Association has four legislative talking points for 2022: Increase State Library funding, add additional 1 million dollars for Direct State Aide, create more school support through library positions, and lobbying the right for libraries to set their own collection development policies.

Announcements from Members: Nothing to report.

Committee Reports: Nothing to report.
Schultz noted that the Foundation did not meet and that when they meet it is on Zoom. Paetzold noted that the Board should clarify process to ensure they do not act in violation of Open Meeting Laws in concern to letters of support and efforts encouraging intellectual freedom in Iowa libraries. Matthews suggested calling a special meeting to review support letters and actions taken.

Communications: Included in the packet.

Consent Agenda: Johnk made the motion to approve the consent agenda as written. Kim seconded. Motion carried.

Set Agenda for November Meeting:
Strategic Plan Review
City of Iowa City COVID-19 Policy review
Iowa City Public Library COVID-19 Policy review
Intellectual Freedom: Reconsideration Process Overview & Staff Recommendation to the Board
State Library Accreditation Overview: ADA Checklist

Department Reports: Adult Services, Community and Access Services

Adjournment: Kirsch closed the meeting at 5:49 p.m.

Respectfully submitted,

Sam Helmick
Community and Access Services Coordinator

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	1,178.88 123121	266944	AMangano/Mastercard
014353 ONE SOURCE THE BACKG	PLUS4649-20211130	0	2022 6 INV P	80.00 121021	28686	BACKGROUND CHECKS F
014353 ONE SOURCE THE BACKG	PLUS4649VOL-20211130	0	2022 6 INV P	160.00 121021	28686	BACKGROUND CHECKS F
				240.00		
			ACCOUNT TOTAL	1,418.88		
10550110 435055			Mail & Delivery			
010473 UNITED PARCEL SERVIC	000068774R471	0	2022 6 INV P	12.75 121021	266314	Admin/UPS Internet
010473 UNITED PARCEL SERVIC	000068774R481	0	2022 6 INV P	14.98 121721	266471	Admin/UPS Internet
				27.73		
012264 MAILBOXES OF IOWA CI	111721	0	2022 6 INV P	108.00 121721	28741	Admin/#2 Bubble Mai
			ACCOUNT TOTAL	135.73		
10550110 436050			Registration			
010475 GREENSTATE CREDIT U	108217149	0	2022 6 INV P	330.00 123121	266939	SHelmick/Mastercard
010475 GREENSTATE CREDIT U	108220250	0	2022 6 INV P	45.00 123121	266940	BPalmer/ Mastercard
				375.00		
			ACCOUNT TOTAL	375.00		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS	9894773494	0	2022 6 INV P	372.79 123121	267028	Admin/ Cell Phone S
			ACCOUNT TOTAL	372.79		
10550110 443020			Office Equipment R&M Services			
011736 KONICA MINOLTA BUSIN	276619217	0	2022 6 INV P	645.39 121021	266262	Admin/Quarterly Mai
			ACCOUNT TOTAL	645.39		
10550110 445140			Outside Printing			
010050 TRU ART	116901011	0	2022 6 INV P	252.00 123121	267010	Admin/100 Inservice
016115 SOLBERG'S INC	35513	0	2022 6 INV P	153.00 121021	266303	Admin/18 ICPL Namet
			ACCOUNT TOTAL	405.00		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN	74696890	0	2022 6 INV P	114.30 123121	266960	Admin/ Lease Paymen
			ACCOUNT TOTAL	114.30		
10550110 449280			Misc Services & Charges			

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
000111 ROSE, CLARE	120721CR	0	2022 6 INV P	9.00 121721	266420	Admin/ Found Librar
000111 LETCHER, DREW	120721DL	0	2022 6 INV P	7.00 121721	266419	Admin/Found Library
000111 GUILING, TONG	121621TG	0	2022 6 INV P	10.50 123121	266961	Admin/ Found Librar
				26.50		
			ACCOUNT TOTAL	26.50		
10550110 452010			Office Supplies			
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	252.00 123121	266944	AMangano/Mastercard
010475 GREENSTATE CREDIT U	108227131IDBKM	0	2022 6 INV P	279.29 123121	266942	ECarman/ Mastercard
				531.29		
			ACCOUNT TOTAL	531.29		
10550110 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	59.00 123121	266944	AMangano/Mastercard
			ACCOUNT TOTAL	59.00		
10550110 469360			Food and Beverages			
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	104.93 123121	266944	AMangano/Mastercard
010475 GREENSTATE CREDIT U	108217446WRPID	0	2022 6 INV P	16.66 123121	266943	APilkington/Masterc
010475 GREENSTATE CREDIT U	108227131IDBKM	0	2022 6 INV P	166.30 123121	266942	ECarman/ Mastercard
				287.89		
016131 OASIS FALAFEL LLC	49213	0	2022 6 INV P	985.50 123121	266978	Admin/ID Inservice
			ACCOUNT TOTAL	1,273.39		
			ORG 10550110 TOTAL	5,357.27		
10550121			Library Bldg Maint - Public			
10550121 438030			Electricity			
010319 MIDAMERICAN ENERGY	20211229123441	0	2022 6 INV P	188.14 123121	29238	MidAmBilling 122920
			ACCOUNT TOTAL	188.14		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20211229123441	0	2022 6 INV P	200.45 123121	29238	MidAmBilling 122920
			ACCOUNT TOTAL	200.45		
10550121 442010			Other Building R&M Services			
010181 GREENERY DESIGNS	3481	0	2022 6 INV P	67.00 123121	266938	FAC/April Interior
010181 GREENERY DESIGNS	3627	0	2022 6 INV P	74.00 121021	266225	FAC/November Interi
				141.00		
010981 JOE'S QUALITY WINDOW	20759	0	2022 6 INV P	150.00 121021	266247	FAC/ Lower Outside

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	291.00		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR 90537991		0	2022 6 INV P	625.21 121021	28692	Elevator Service NO
			ACCOUNT TOTAL	625.21		
10550121 445330			Other Waste Disposal			
013663 REPUBLIC SERVICES OF 0897-000943862		0	2022 6 INV P	134.44 121021	266297	Refuse & Recycling
			ACCOUNT TOTAL	134.44		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4102959086	0	2022 6 INV P	191.87 121021	266207	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4104275618	0	2022 6 INV P	223.25 122421	266511	FAC/Sanitation Supp
				415.12		
			ACCOUNT TOTAL	415.12		
10550121 452040			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE 371279/3		0	2022 6 INV P	839.58 121721	266418	FAC/Sanitary Suppli
010290 LENOCH AND CILEK ACE 371388/3		0	2022 6 INV P	785.76 121721	266418	FAC/Sanitary Suppli
010290 LENOCH AND CILEK ACE 371418/3		0	2022 6 INV P	57.50 121721	266418	FAC/Sanitary Suppli
				1,682.84		
010627 CINTAS CORPORATION	4102959086	0	2022 6 INV P	224.93 121021	266207	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4104275618	0	2022 6 INV P	190.17 122421	266511	FAC/Sanitation Supp
				415.10		
			ACCOUNT TOTAL	2,097.94		
10550121 463040			Water/Sewer Chemicals			
010689 AQUA TECHNOLOGIES OF 10129		0	2022 6 INV P	248.24 121721	266360	FAC/2 Apple Blossom
			ACCOUNT TOTAL	248.24		
			ORG 10550121 TOTAL	4,200.54		
10550140			Library Computer Systems			
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION 0789007015.12.21		0	2022 6 INV P	300.00 121021	266190	Internet Services
014293 IMON COMMUNICATIONS 2621198		0	2022 6 INV P	477.73 123121	266953	IT/Public Internet
			ACCOUNT TOTAL	777.73		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U 108220250		0	2022 6 INV P	170.97 123121	266940	BPalmer/ Mastercard

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010525 ENCOMPASS IOWA LLC	11933	0	2022 6 INV P	3,584.00 123121	29229	IT/VMWare Renewal 1
010525 ENCOMPASS IOWA LLC	11963	0	2022 6 INV P	982.00 121721	28735	IT/ IT Essentials &
				4,566.00		
014841 ADOBE SYSTEMS INCORP	1550564195	0	2022 6 INV P	4,065.60 123121	266908	IT/Adobe CC Subscri
			ACCOUNT TOTAL	8,802.57		
10550140 444100			Hardware R&M Services			
010525 ENCOMPASS IOWA LLC	11932	0	2022 6 INV P	1,425.00 121721	28735	IT/VM Server HW Mai
012766 RMC IMAGING INC	2588	0	2022 6 INV P	785.00 123121	266994	IT/Microfilm Reader
			ACCOUNT TOTAL	2,210.00		
			ORG 10550140 TOTAL	11,790.30		
10550150			Library Public Services			
10550150 421300			Life Insurance			
011048 MADISON NATIONAL LIF	TylerTritten_Dec2021	0	2022 6 INV P	4.21 122421	266563	Tyler Tritten_Dec 2
			ACCOUNT TOTAL	4.21		
			ORG 10550150 TOTAL	4.21		
10550151			Lib Public Services - Adults			
10550151 445250			Inter-Library Loans			
000119 THE UNIVERSITY OF IO	20619	0	2022 6 INV P	300.00 122421	266576	AD/ILL Replacement
			ACCOUNT TOTAL	300.00		
10550151 452010			Office Supplies			
010475 GREENSTATE CREDIT U	108227792WRP	0	2022 6 INV P	156.00 123121	266941	JPaulios/Mastercard
			ACCOUNT TOTAL	156.00		
10550151 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	108227131IDBKM	0	2022 6 INV P	94.91 123121	266942	ECarman/ Mastercard
010475 GREENSTATE CREDIT U	108227792WRP	0	2022 6 INV P	396.47 123121	266941	JPaulios/Mastercard
				491.38		
			ACCOUNT TOTAL	491.38		
10550151 469360			Food and Beverages			
010475 GREENSTATE CREDIT U	108227792WRP	0	2022 6 INV P	22.86 123121	266941	JPaulios/Mastercard
			ACCOUNT TOTAL	22.86		
10550151 469370			Paper Products			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	55.45 123121	266944	AMangano/Mastercard
			ACCOUNT TOTAL	55.45		
			ORG 10550151 TOTAL	1,025.69		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
012922 BRAMMER, RICK	122921REBWRP	0	2022 6 INV P	350.00 121021	266201	CHI/ Winter Break M
014444 BALLET QUAD CITIES	121621	0	2022 6 INV P	150.00 123121	266915	CHI/Dance Me A Stor
016116 COLD-BLOODED REDHEAD	6WRP	0	2022 6 INV P	100.00 121021	266210	CHI/December Reptil
			ACCOUNT TOTAL	600.00		
10550152 432080 043			Other Professional Services			
014415 FONZIBA KOSTER	123021	0	2022 6 INV P	350.00 122421	266527	CHI/ Winter Break A
			ACCOUNT TOTAL	350.00		
10550152 469320			Miscellaneous Supplies			
010125 BLICK ART MATERIALS	251561	0	2022 6 INV P	9.27 121021	266199	CHI/Acrylic Paint
010475 GREENSTATE CREDIT U	108217446WRPID	0	2022 6 INV P	671.21 123121	266943	APilkington/Masterc
			ACCOUNT TOTAL	680.48		
10550152 469370			Paper Products			
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	55.49 123121	266944	AMangano/Mastercard
			ACCOUNT TOTAL	55.49		
			ORG 10550152 TOTAL	1,685.97		
10550159			Lib Public Srvs-Comm Access			
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ	9826	0	2022 6 INV P	350.00 123121	266962	CAS/ Advertising
012233 IOWA CITY COMMUNITY	120221	0	2022 6 INV P	90.00 121721	266400	CAS/West High Journ
			ACCOUNT TOTAL	440.00		
10550159 445140			Outside Printing			
010373 PIP PRINTING	108082	0	2022 6 INV P	380.08 121721	28748	CAS/5,000 At Home R
			ACCOUNT TOTAL	380.08		
10550159 452010			Office Supplies			
010475 GREENSTATE CREDIT U	108227131IDBKM	0	2022 6 INV P	231.96 123121	266942	ECarman/ Mastercard
			ACCOUNT TOTAL	231.96		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550159 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	108227131IDBKM	0	2022 6 INV P	58.99 123121	266942	ECarman/ Mastercard
			ACCOUNT TOTAL	58.99		
			ORG 10550159 TOTAL	1,111.03		
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137021478792	0	2022 6 INV P	197.00 121721	266442	LIBRARY MATERIALS
			ACCOUNT TOTAL	197.00		
10550160 445140			Outside Printing			
010373 PIP PRINTING	108193	0	2022 6 INV P	246.12 123121	29245	LIBRARY MATERIALS
			ACCOUNT TOTAL	246.12		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055112021V	0	2022 6 INV P	1,013.79 121721	266362	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	INV2011860	0	2022 6 INV P	11.94 122421	28773	LIBRARY MATERIALS
			ACCOUNT TOTAL	1,025.73		
10550160 469110			Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H656124DM	0	2022 6 INV P	4.78 122421	266506	LIBRARY MATERIALS
010510 DEMCO INC	7036261	0	2022 6 INV P	957.00 121021	266214	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326630	0	2022 6 INV P	10.98 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501351120	0	2022 6 INV P	277.16 121721	266429	LIBRARY MATERIALS
				288.14		
			ACCOUNT TOTAL	1,249.92		
			ORG 10550160 TOTAL	2,718.77		
10550210			Library Children's Materials			
10550210 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2036304261	0	2022 6 INV P	89.64 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036307606	0	2022 6 INV P	200.31 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036308784	0	2022 6 INV P	51.44 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036311749	0	2022 6 INV P	27.14 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036311876	0	2022 6 INV P	453.72 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036311895	0	2022 6 INV P	148.25 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036314700	0	2022 6 INV P	169.08 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036315711	0	2022 6 INV P	20.14 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036321452	0	2022 6 INV P	160.44 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036324981	0	2022 6 INV P	353.26 121721	266362	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2036327177	0	2022 6 INV P	69.51 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036328013	0	2022 6 INV P	121.81 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036331510	0	2022 6 INV P	57.37 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036333344	0	2022 6 INV P	66.50 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036333462	0	2022 6 INV P	35.10 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036335382	0	2022 6 INV P	241.50 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036340500	0	2022 6 INV P	231.32 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036341021	0	2022 6 INV P	281.05 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036343304	0	2022 6 INV P	101.20 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036351249	0	2022 6 INV P	95.26 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036361610	0	2022 6 INV P	100.64 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036365576	0	2022 6 INV P	405.84 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036371906	0	2022 6 INV P	95.61 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036371939	0	2022 6 INV P	200.84 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036377822	0	2022 6 INV P	26.85 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036380617	0	2022 6 INV P	439.28 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036382683	0	2022 6 INV P	150.21 123121	266913	LIBRARY MATERIALS
				4,393.31		
010531 GALE GROUP	76194431	0	2022 6 INV P	120.68 121021	266223	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55100476	0	2022 6 INV P	7.45 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55339951	0	2022 6 INV P	39.87 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55764771	0	2022 6 INV P	145.10 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55817680	0	2022 6 INV P	36.16 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55843216	0	2022 6 INV P	31.03 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55866900	0	2022 6 INV P	26.84 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55866901	0	2022 6 INV P	3.44 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55954830	0	2022 6 INV P	72.97 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56083475	0	2022 6 INV P	83.29 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56129364	0	2022 6 INV P	62.04 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56184710	0	2022 6 INV P	105.13 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56238032	0	2022 6 CRM P	-7.45 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56264093	0	2022 6 INV P	10.33 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56415078	0	2022 6 INV P	51.13 123121	266954	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56445958	0	2022 6 INV P	135.55 123121	266954	LIBRARY MATERIALS
				802.88		
			ACCOUNT TOTAL	5,316.87		
10550210 477030			Books (Uncataloged)			
010509 BAKER & TAYLOR INC C	2036304261	0	2022 6 INV P	27.98 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036307606	0	2022 6 INV P	14.54 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036321452	0	2022 6 INV P	47.98 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036327177	0	2022 6 INV P	17.56 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036331510	0	2022 6 INV P	162.66 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036351249	0	2022 6 INV P	83.94 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036382683	0	2022 6 INV P	87.94 123121	266913	LIBRARY MATERIALS
				442.60		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	55339951	0	2022 6 INV P	43.32 122421	266544	LIBRARY MATERIALS
			ACCOUNT TOTAL	485.92		
10550210 477040			Books (Cat/Reference)			
010509 BAKER & TAYLOR INC C	2036314700	0	2022 6 INV P	9.49 121021	266194	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036321452	0	2022 6 INV P	6.38 121021	266194	LIBRARY MATERIALS
				15.87		
010536 INGRAM LIBRARY SERVI	55339951	0	2022 6 INV P	23.40 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55866900	0	2022 6 INV P	27.75 121021	266235	LIBRARY MATERIALS
				51.15		
			ACCOUNT TOTAL	67.02		
10550210 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21447889	0	2022 6 INV P	480.97 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21453308	0	2022 6 INV P	119.66 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21468687	0	2022 6 INV P	298.97 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21482619	0	2022 6 INV P	16.37 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21490315	0	2022 6 INV P	56.32 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21497402	0	2022 6 INV P	219.90 123121	266980	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21432811	0	2022 6 INV P	40.00 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21443553	0	2022 6 INV P	122.98 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21451045	0	2022 6 INV P	35.00 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21459262	0	2022 6 INV P	59.53 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21472693	0	2022 6 INV P	47.99 121721	266442	LIBRARY MATERIALS
				1,497.69		
			ACCOUNT TOTAL	1,497.69		
10550210 477120			Other Audio-CD			
015457 LIBRARY IDEAS LLC	85789	0	2022 6 INV P	43.95 121021	266263	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	364560	0	2022 6 INV P	2,887.46 121021	266221	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	366525	0	2022 6 INV P	54.99 121021	266221	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	368644	0	2022 6 INV P	54.99 121021	266221	LIBRARY MATERIALS
				2,997.44		
			ACCOUNT TOTAL	3,041.39		
10550210 477160			Video Recordings			
010546 MIDWEST TAPE	500883747	0	2022 6 INV P	84.71 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501155415	0	2022 6 INV P	61.47 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326612	0	2022 6 INV P	82.44 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501366468	0	2022 6 INV P	92.20 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501399091	0	2022 6 INV P	33.72 122421	266569	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	501427787	0	2022 6 INV P	28.49	123121	266970 LIBRARY MATERIALS
				383.03		
			ACCOUNT TOTAL	383.03		
10550210 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21453308	0	2022 6 INV P	54.00	121021	266287 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21497402	0	2022 6 INV P	45.00	123121	266980 LIBRARY MATERIALS
				99.00		
015034 KANOPY INC	274543 - PPU	0	2022 6 INV P	170.00	121021	266258 LIBRARY MATERIALS
			ACCOUNT TOTAL	269.00		
			ORG 10550210 TOTAL	11,060.92		
10550220			Library Adult Materials			
10550220 477020			Books (Cat/Cir)			
010378 PRAIRIE LIGHTS BOOKS	3238	0	2022 6 INV P	48.00	122421	266594 LIBRARY MATERIALS
010378 PRAIRIE LIGHTS BOOKS	3265	0	2022 6 INV P	13.60	123121	266988 LIBRARY MATERIALS
				61.60		
010475 GREENSTATE CREDIT U	108210292ID	0	2022 6 INV P	57.49	123121	266944 AMangano/Mastercard
010509 BAKER & TAYLOR INC C	2036186426	0	2022 6 INV P	131.13	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036304261	0	2022 6 INV P	285.91	123121	266913 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036307606	0	2022 6 INV P	861.12	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036312008	0	2022 6 INV P	266.47	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036312265	0	2022 6 INV P	47.59	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036314700	0	2022 6 INV P	300.21	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036319543	0	2022 6 INV P	106.30	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036321452	0	2022 6 INV P	920.36	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036325233	0	2022 6 INV P	324.81	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036327177	0	2022 6 INV P	467.84	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036328013	0	2022 6 INV P	161.86	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036328897	0	2022 6 INV P	196.49	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036329023	0	2022 6 INV P	147.30	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036331510	0	2022 6 INV P	1,022.10	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036333618	0	2022 6 INV P	290.60	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036335382	0	2022 6 INV P	396.04	121021	266194 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036340500	0	2022 6 INV P	895.85	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036340971	0	2022 6 INV P	115.21	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036341021	0	2022 6 INV P	27.16	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036341151	0	2022 6 INV P	171.51	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036343304	0	2022 6 INV P	243.83	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036345114	0	2022 6 INV P	136.11	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036345376	0	2022 6 INV P	325.34	121721	266362 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036351249	0	2022 6 INV P	649.91	122421	266505 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036361607	0	2022 6 INV P	201.35	122421	266505 LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2036361617	0	2022 6	INV	P	133.14 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036361834	0	2022 6	INV	P	56.60 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036365745	0	2022 6	INV	P	292.52 122421	266505	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036371911	0	2022 6	INV	P	142.75 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036377811	0	2022 6	INV	P	50.44 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2036382683	0	2022 6	INV	P	438.05 123121	266913	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017352383	0	2022 6	INV	P	223.66 121021	266193	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017388688	0	2022 6	INV	P	252.67 122421	266504	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017417610	0	2022 6	INV	P	211.74 122421	266504	LIBRARY MATERIALS
						10,493.97		
010514 AMAZON	66528111021	0	2022 6	INV	P	14.98 121021	266186	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1895049	0	2022 6	INV	P	138.42 122421	266509	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1896096	0	2022 6	INV	P	31.56 121721	266371	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH	1898304	0	2022 6	INV	P	29.96 121721	266371	LIBRARY MATERIALS
						199.94		
010531 GALE GROUP	76182474	0	2022 6	INV	P	25.59 121021	266223	LIBRARY MATERIALS
010531 GALE GROUP	76186661	0	2022 6	INV	P	59.18 121021	266223	LIBRARY MATERIALS
010531 GALE GROUP	76194405	0	2022 6	INV	P	24.79 121021	266223	LIBRARY MATERIALS
010531 GALE GROUP	76224332	0	2022 6	INV	P	27.99 121721	266391	LIBRARY MATERIALS
010531 GALE GROUP	76245968	0	2022 6	INV	P	29.59 121721	266391	LIBRARY MATERIALS
010531 GALE GROUP	76246179	0	2022 6	INV	P	31.19 121721	266391	LIBRARY MATERIALS
010531 GALE GROUP	76268028	0	2022 6	INV	P	62.38 122421	266529	LIBRARY MATERIALS
						260.71		
010536 INGRAM LIBRARY SERVI	55339951	0	2022 6	INV	P	240.00 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55764771	0	2022 6	INV	P	27.44 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55817680	0	2022 6	INV	P	22.99 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55843216	0	2022 6	INV	P	20.38 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55866900	0	2022 6	INV	P	35.33 121021	266235	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56083475	0	2022 6	INV	P	49.33 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56129364	0	2022 6	INV	P	17.22 121721	266399	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56184710	0	2022 6	INV	P	112.90 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56264093	0	2022 6	INV	P	85.43 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56268769	0	2022 6	CRM	P	-240.00 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56589851	0	2022 6	INV	P	26.38 123121	266954	LIBRARY MATERIALS
						397.40		
			ACCOUNT TOTAL			11,486.09		

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10550220 477040                           Books (Cat/Reference)
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2036340500	0	2022 6	INV	P	59.00 121721	266362	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017352383	0	2022 6	INV	P	17.82 121021	266193	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5017417610	0	2022 6	INV	P	35.94 122421	266504	LIBRARY MATERIALS
						112.76		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	56264093	0	2022 6 INV P	109.99 122421	266544	LIBRARY MATERIALS
			ACCOUNT TOTAL	222.75		
10550220 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21447596	0	2022 6 INV P	570.14 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21447726	0	2022 6 INV P	111.99 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21447883	0	2022 6 INV P	671.77 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21449436	0	2022 6 INV P	580.20 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21449444	0	2022 6 INV P	781.46 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21453296	0	2022 6 INV P	637.34 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21457273	0	2022 6 INV P	520.16 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21461432	0	2022 6 INV P	40.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21465964	0	2022 6 INV P	179.46 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21465976	0	2022 6 INV P	45.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21466002	0	2022 6 INV P	303.59 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21468327	0	2022 6 INV P	562.01 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21468677	0	2022 6 INV P	2,972.68 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21475286	0	2022 6 INV P	592.99 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21480658	0	2022 6 INV P	1,725.86 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21482609	0	2022 6 INV P	664.21 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21483112	0	2022 6 INV P	175.00 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21489225	0	2022 6 INV P	540.98 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21490312	0	2022 6 INV P	489.10 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21492858	0	2022 6 INV P	716.98 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21493152	0	2022 6 INV P	557.48 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21497399	0	2022 6 INV P	796.03 123121	266980	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21477289	0	2022 6 INV P	164.50 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21432811	0	2022 6 INV P	535.18 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21443553	0	2022 6 INV P	626.68 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21451045	0	2022 6 INV P	830.43 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21451046	0	2022 6 INV P	60.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21453517	0	2022 6 INV P	27.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21459262	0	2022 6 INV P	593.99 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21463084	0	2022 6 INV P	17.49 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21464781	0	2022 6 INV P	65.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21466415	0	2022 6 INV P	243.39 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21468988	0	2022 6 INV P	60.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21472693	0	2022 6 INV P	422.53 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21478406	0	2022 6 INV P	60.00 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21484823	0	2022 6 INV P	400.13 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21484824	0	2022 6 INV P	34.49 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21493545	0	2022 6 INV P	254.68 123121	266980	LIBRARY MATERIALS
				18,629.92		
			ACCOUNT TOTAL	18,629.92		
10550220 477100			Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	INV2003108	0	2022 6 INV P	278.98 121021	28660	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	INV2007580	0	2022 6 INV P	40.00 121021	28660	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010518 BLACKSTONE AUDIOBOOK	INV2013978	0	2022 6	INV	P	116.97 123121	29220	LIBRARY MATERIALS
						435.95		
010546 MIDWEST TAPE	501339545	0	2022 6	INV	P	47.99 121721	266429	LIBRARY MATERIALS
			ACCOUNT TOTAL			483.94		
10550220 477110			Music-CD					
010546 MIDWEST TAPE	501241931	0	2022 6	INV	P	42.86 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501281000	0	2022 6	INV	P	12.74 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501306233	0	2022 6	INV	P	50.07 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326612	0	2022 6	INV	P	33.74 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501339543	0	2022 6	INV	P	30.57 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501355718	0	2022 6	INV	P	14.24 122421	266569	LIBRARY MATERIALS
010546 MIDWEST TAPE	501400536	0	2022 6	INV	P	146.22 123121	266970	LIBRARY MATERIALS
						330.44		
			ACCOUNT TOTAL			330.44		
10550220 477160			Video Recordings					
010509 BAKER & TAYLOR INC C	H58687150	0	2022 6	INV	P	21.71 121021	266195	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H58917510	0	2022 6	INV	P	21.71 121721	266363	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H59057190	0	2022 6	INV	P	21.71 123121	266914	LIBRARY MATERIALS
						65.13		
010546 MIDWEST TAPE	500883747	0	2022 6	INV	P	308.85 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501087847	0	2022 6	INV	P	458.04 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501155415	0	2022 6	INV	P	458.06 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501241259	0	2022 6	CRM	P	-24.74 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501241259B	0	2022 6	CRM	P	-46.48 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501265570	0	2022 6	INV	P	47.98 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501297467	0	2022 6	INV	P	161.91 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326612	0	2022 6	INV	P	187.41 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326613	0	2022 6	INV	P	22.39 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501366468	0	2022 6	INV	P	110.94 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501399091	0	2022 6	INV	P	462.56 122421	266569	LIBRARY MATERIALS
010546 MIDWEST TAPE	501399092	0	2022 6	INV	P	53.23 122421	266569	LIBRARY MATERIALS
010546 MIDWEST TAPE	501427787	0	2022 6	INV	P	545.75 123121	266970	LIBRARY MATERIALS
010546 MIDWEST TAPE	501427788	0	2022 6	INV	P	29.99 123121	266970	LIBRARY MATERIALS
						2,775.89		
			ACCOUNT TOTAL			2,841.02		
10550220 477210			Non-Fiction Video-DVD					
010546 MIDWEST TAPE	500883747	0	2022 6	INV	P	87.70 121721	266429	LIBRARY MATERIALS
010546 MIDWEST TAPE	501155415	0	2022 6	INV	P	14.99 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501297467	0	2022 6	INV	P	52.47 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501326612	0	2022 6	INV	P	33.73 121021	266274	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	501326630	0	2022 6 INV P	74.99 121021	266274	LIBRARY MATERIALS
010546 MIDWEST TAPE	501427787	0	2022 6 INV P	18.74 123121	266970	LIBRARY MATERIALS
				282.62		
			ACCOUNT TOTAL	282.62		
10550220 477220			Multi-Media/Gaming			
010514 AMAZON	66528111021	0	2022 6 INV P	29.88 121021	266186	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	55339951	0	2022 6 INV P	56.99 122421	266544	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	56264093	0	2022 6 INV P	113.98 122421	266544	LIBRARY MATERIALS
				170.97		
			ACCOUNT TOTAL	200.85		
10550220 477230			Non-Fiction Audio-CD			
010518 BLACKSTONE AUDIOBOOK	INV2001475	0	2022 6 INV P	32.49 121021	28660	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	INV2002330	0	2022 6 INV P	40.00 121021	28660	LIBRARY MATERIALS
				72.49		
			ACCOUNT TOTAL	72.49		
10550220 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21447603	0	2022 6 INV P	651.92 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21447693	0	2022 6 INV P	672.09 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21447883	0	2022 6 INV P	164.99 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21449439	0	2022 6 INV P	1,015.87 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21449443	0	2022 6 INV P	372.41 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21453296	0	2022 6 INV P	137.25 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21457278	0	2022 6 INV P	521.70 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21461438	0	2022 6 INV P	532.38 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21465970	0	2022 6 INV P	208.23 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21466003	0	2022 6 INV P	278.75 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21468325	0	2022 6 INV P	507.04 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21468677	0	2022 6 INV P	812.47 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21475288	0	2022 6 INV P	946.52 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21480660	0	2022 6 INV P	1,771.40 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21482609	0	2022 6 INV P	164.98 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21483114	0	2022 6 INV P	210.00 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21489226	0	2022 6 INV P	296.99 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21490312	0	2022 6 INV P	128.25 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21492859	0	2022 6 INV P	649.93 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21493160	0	2022 6 INV P	533.96 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21494263	0	2022 6 INV P	244.90 123121	266980	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21497399	0	2022 6 INV P	166.12 123121	266980	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21432811	0	2022 6 INV P	486.49 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21443553	0	2022 6 INV P	409.03 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21443554	0	2022 6 INV P	57.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21451045	0	2022 6 INV P	1,077.85 121721	266442	LIBRARY MATERIALS

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370DA21455830	0	2022 6	INV	P	65.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21456026	0	2022 6	INV	P	92.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21459262	0	2022 6	INV	P	397.56 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21463823	0	2022 6	INV	P	65.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21464781	0	2022 6	INV	P	65.00 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21466415	0	2022 6	INV	P	305.74 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21467464	0	2022 6	INV	P	61.77 121021	266287	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21472693	0	2022 6	INV	P	472.19 121721	266442	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21481196	0	2022 6	INV	P	31.50 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21484823	0	2022 6	INV	P	222.94 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21488385	0	2022 6	INV	P	44.99 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21489485	0	2022 6	INV	P	61.77 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21490557	0	2022 6	INV	P	76.30 122421	266583	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21493545	0	2022 6	INV	P	263.26 123121	266980	LIBRARY MATERIALS
						15,243.54		
015034 KANOPY INC	274543 - PPU	0	2022 6	INV	P	3,708.00 121021	266258	LIBRARY MATERIALS
			ACCOUNT TOTAL			18,951.54		
10550220 477330			Print/Reference Serials					
010169 GAZETTE COMMUNICATIO	GAZE1211421	0	2022 6	INV	P	811.20 123121	266935	GAZETTE SUBSCRIPTIO
010524 EBSCO	2202528	0	2022 6	INV	P	645.75 122421	28782	LIBRARY MATERIALS
			ACCOUNT TOTAL			1,456.95		
10550220 477350			Online Reference					
010509 BAKER & TAYLOR INC C	NS21110290	0	2022 6	INV	P	1,910.00 121021	266194	LIBRARY MATERIALS
010550 PROQUEST INFORMATION	70708619	0	2022 6	INV	P	4,066.28 121021	28690	LIBRARY MATERIALS
			ACCOUNT TOTAL			5,976.28		
			ORG 10550220 TOTAL			60,934.89		

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          FUND 1000 General   TOTAL: 99,889.59

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Carol Kirsch, President   Derek Johnk, Secretary   107