



# IOWA CITY PUBLIC LIBRARY

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

## LIBRARY BOARD OF TRUSTEES

June 24, 2021

**Electronic** Formal Meeting - 5:00 pm

**ZOOM MEETING PLATFORM**

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### **Electronic Meeting**

*(Pursuant to Iowa Code section 21.8)*

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

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

<https://zoom.us/meeting/register/tJcqdeGorDlrGtTxH9Vg4rpBVC8YNLV3jBKr>

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

to enter a "Waiting Room" for the meeting.

If you do not have a computer or smartphone, or a computer without a microphone, you may call in by telephone by dialing (312) 626-6799.

When prompted, enter the **Meeting ID: 937 2802 910**

Providing comments in person is not an option.

**LIBRARY BOARD OF TRUSTEES**

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**Wesley Beary, President**

**John Beasley**

**Kellee Forkenbrock**

**Derek Johnk, Secretary**

**Carol Kirsch, Vice-President**

**Robin Paetzold**

**Tom Rocklin**

**Hannah Shultz**

**Monique Washington**

**1. Call Meeting to Order**

**2. Public Discussion**

**3. Items to be discussed**

**A. Fine Free**

Comment: Old business item to decided which option is best. Board action required.

**B. Annual Board Report**

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

**C. NOBU Budget Request**

Comment: Board discussion pertaining to the NOBU budget request. Board action required.

**D. Policy Review: 809: Library Use**

Comment: This is a regularly scheduled policy review. Board action required.

**E. Review Statistics and Financials**

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

**4. Staff Reports:**

**A. Director's Report**

**B. Departmental Reports: Children's Services, Collection Services, Information Technology**

**C. Development Office Report**

**D. Miscellaneous**

**5. President's Report**

**6. Announcements from Members**

**7. Committee Reports**

**8. Communications**

- A. Comment: Thankful for Open Libraries article.

**9. Consent Agenda:**

- B. Approve Minutes of Library Board of Trustees May 27, 2021 Regular Meeting
- C. Approve Applying Fines Free Program for 2021.
- D. Approve Disbursements for May 1 TO May 31 2021

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

**11. Adjournment**



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DIRECTOR Elsworth Carman • PHONE 319-356-5200 • FAX 319-356-5494 • [icpl.org](http://icpl.org)

**To:** Library Board of Trustees  
**From:** Elsworth Carman  
**Date:** June 24, 2021  
**Re:** Library Wide Fine-Free Staff Recommendation

## **Context**

At the May, 2021 Board Meeting, staff shared an update on the temporary fine-free for all collections model, which was put in place due to the pandemic and originally scheduled to end December 31, 2020, then extended with Board support to go through June 30, 2021.

The reasons for temporarily removing fines from adult materials remain in effect; our community is still feeling the social and financial impacts of COVID-19, we know that fines place an unjust burden on community members living in poverty, and that historically fines have impacted BIPOC unfairly. Removing fines completely has been proven to reduce barriers to accessing library services throughout the United States. The American Library Association continues to promote fine free models as the standard of modern library service.

## **Board Request**

Trustees requested more information on the impact of going fine free, and expressed an interest in extending the current model for additional time to allow data to be collected. Trustees asked for a staff recommendation be presented at the June, 2021 meeting, with a specific focus on answering the following questions.

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

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

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

## **Process and Expected Data Reporting**

With COVID-19 impacts still being felt throughout our services—including how our collections are used—we know there are limits on the amount of relevant data we can collect this year. That said, we strive to employ data evaluation in all of our decision-making, and agree with the Board that even imperfect or partial data will be beneficial as we determine next steps in our path forward.

To help illustrate what data we can collect related to the specific questions posed by Trustees—and how this data will be collected and analyzed—I asked Todd Brown, a Senior Librarian in IT and Adult Services (and an expert in data retrieval and analysis from our ILS), to describe what his approach would be to identifying and collecting the data needed to answer the Board's questions. His comments are below.

To compare the results of going fine free we would ideally use numbers from a full year before and after going fine free. Without having two full years to compare we should at least use the same date range from before and after because library use fluctuates depending on the time of year. This was challenging for a couple of reasons. First, as per our privacy guidelines, we do not keep records of fines and fees that were paid more than 3 years ago. Second, many of our policies and procedures changed during different phases of COVID and the lack of consistency makes comparisons challenging.

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

For Children's and Young Adult billed materials I used a 9-month period from June 1, 2018 to March 1, 2019 (with fines) and compared it with June 1, 2019 to March 1, 2020 (without fines). These numbers are comparable.

For Adult billed materials I was only able to use a 3-month period from December 1, 2019 to March 1, 2020 (with fines) and compared it with December 1, 2020 to March 1, 2021 (without fines during COVID). This is the only window of time where we were not charging fines and we had resumed billing for lost materials after being closed. There would have been other COVID factors involved in materials not being returned so it is hard to compare directly.

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

We do not have a built-in report that will tell us average loan periods. However, each item has a field with the date of the last checkout and the date of the last check-in. If the item is on the shelf then these dates can be used to calculate how many days that item was last checked out. We can only use it if the item was checked out during the timeframe we are looking at and has not checked out since then. Once the item is checked out again the out date in the record is updated and we can no longer calculate the number of days for the last checkout. The further back we look, the more likely the item has checked out again and those fields no longer have the data we need. The further back we

look the fewer items are used to calculate the averages and the numbers are less dependable.

For Children's and Young Adult, I was able to use the same timeframes as above. Unfortunately, the data was pretty limited for some of the numbers from the first time period.

For Adult materials I was able to use a longer sample period than above. I used a 9-month period from June 3, 2019 to March 1, 2020 (with fines before COVID) and compared it to June 3, 2020 to March 1, 2021 (without fines during COVID). While I did have more data to work with, the loan periods were different for the second time period. More than half of that time we were circulating all materials for 6 weeks. Despite the longer loan period patrons kept 3-week items for less time during COVID than they did before it.

Similarly, Anne Mangano, Coordinator of Collections Services, explained the possible impacts of a library-wide fine free model on the work of her department.

One potential impact of the fine-free model Collection Services staff will monitor is the potential increase in wait times. If longer hold periods exist, it may mean more duplicate copies purchased to meet demand. To accomplish this, we will 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.

A positive aspect of a fine-free policy that would also impact collection availability is an increase in collection use. According to a recent study, two-thirds of public libraries that eliminated fines saw an increase in circulation of their physical collection.<sup>1</sup> Higher usage of the collection may also mean more titles purchased within a subject and more duplicate copies to ensure availability. We will monitor circulation data as well as collection turnover, which shows the average circulation of each item.

## **Stakeholder Involvement**

As stewards of community resources, it feels important to strategically involve stakeholders in decisions related to revenue changes and establishing equitable practices that reflect community aspirations. Fines speak directly to both parts of that notion. While going fine free library-wide is the direction staff want to go, we would like to strategically work with City Council to ensure they feel fully informed of our exploration around going fine free. Our hope is that by communicating our process and aspirations with City Council as part of the upcoming budget cycle, the Library Board, City Council, City Administration, and Library staff can all share the positive aspects of

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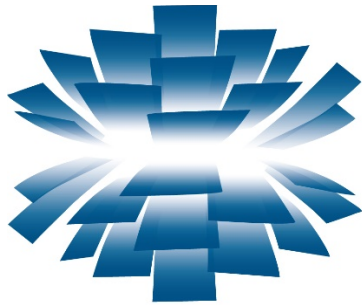
<sup>1</sup>Unrein, Sabrina. (2020). "Overdue Fines: Advantages, Disadvantages, and How Eliminating Them Can Benefit Public Libraries." Syracuse, NY: iSchool Public Libraries Initiative at Syracuse University.

moving toward a fully fine free model and feel informed, included, and invested in a possible future change.

**Staff Recommendation**

In order to appropriately include stakeholders and collect and analyze available data, staff recommends extending the current library-wide fine free model through June 30, 2022. We proposed providing updates to the Board quarterly (data reporting will be centered on the three specific questions articulated by the Board at the May, 2021 meeting), and sharing our data and process with the City Council as appropriate to ensure they feel included in the project and have ample opportunities to ask for additional data sets or anecdotal evidence of impacts.

Our ultimate objective is to institutionalize a completely fine free service model in FY23, and we look forward to working with the Board on this positive change for our community.



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**To:** Library Board  
**From:** Elsworth Carman  
**Date:** June 24, 2021  
**Re:** Annual Report to the City of Iowa City

Each year the City of Iowa City asks boards and commissions to complete a brief annual report noting accomplishments for the year just ending (July 1, 2020-June 30, 2021), and indicating goals for the coming year. The current report (with goals for FY21) is attached for review. Staff generally offer suggestions for reporting accomplishments for the closing year and goals for the next year at the June Board meeting, during which there is a discussion of options. An updated draft—incorporating the Board's feedback and directives—is presented at the July or August meeting for review and approval.



## LIBRARY BOARD OF TRUSTEES

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### GENERAL RESPONSIBILITIES

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

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

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

### ACCOMPLISHMENTS FOR FISCAL YEAR 2020

#### *General Accomplishments*

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

- 801 Circulation/Library Card
- 812 Hours of Service
- 815 Internet Use

*Accomplishments related to COVID-19*

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

**GOALS FOR FISCAL YEAR 2021**

1. Plan and implement a Board training curriculum in cooperation with the State Library of Iowa and other educational partners.
2. Prioritize public health and safety in designing and delivering library services.
3. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community.
4. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.
5. Review select policies, procedures, and practices with community representatives with a focus on restorative justice.
6. Ensure all ICPL employees, Board members, 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.
7. Complete RFP process and select vendor for second floor reflooring project.

**Board Members:**

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

Robin Paetzold  
Tom Rocklin  
Hannah Shultz  
Monique Washington



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**TO: Library Board of Trustees**

**FROM: Elsworth Carman, Director**

**DATE: June 24, 2022**

**RE: FY22 NOBU/Direct State Aid Budget**

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

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

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

## **Ongoing/Annual Expenses, \$128,100**

**Personnel, Children's Services:** The Board agreed that if the City approved an additional full-time position to be funded through tax sources, part of the Foundation's annual gift would be used to support 16 hours a week of additional staffing in Children's Services to support bookmobile service. A part-time position was transitioned to full-time in February, FY18. Gift funds are needed to keep these hours in

place. FY22 budget reflects forty percent (40%) of the position's expenses (wages and benefits).

FY22 NOBU Budget: \$32,900

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

FY22 NOBU Budget: \$34,000

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

FY22 NOBU Budget: \$1,000

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

FY22 NOBU Budget: \$44,200

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

FY22 NOBU Budget: \$9,000

Library Programming: One of the hallmarks of ICPL's service is offering relevant, high-interest programming and events, often designed to complement initiatives from the library's strategic plan, City Council work, or projects from City of Iowa City administration. Additional funding will ensure ICPL staff remain empowered to build enriching experiences about climate change awareness and climate action culture, social justice, equity, and other important topics.

FY22 NOBU Budget: \$5,000

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

FY22 NOBU Budget: \$2,000

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

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

FY22 NOBU Budget: \$15,000

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

FY22 NOBU Budget: \$10,000

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

FY22 NOBU Budget: \$12,000

Community-Driven Programming: In our strategic plan, we aspire to do more programming with and for BIPOC and nontraditional library users. To make this happen in an authentic and meaningful way, we need resources to fund and promote selected community projects. These could range in cost from \$500 to \$2,000 each and will be

sponsored, including funding, help promoting, and support in designing and conceptualizing the project or event, by the Library.

FY22 NOBU Budget: \$2,500

Local Libraries LIT (Listen, Initiate, Talk) Programming: Developed in FY21, Local Libraries LIT is a collaboration between ICPL, Coralville Public Library, North Liberty Public Library, University of Iowa Libraries, and Kirkwood Community College Libraries that facilitates conversations between authors of note and the local community. Past programs have featured Mira Jacob, Saeed Jones, and Roxane Gay, and have drawn robust local audiences as well as attendees from across the world. This program is an example of how powerful collaborations can be in offering high-interest programs.

FY22 NOBU Budget: \$5,000

125<sup>th</sup> Anniversary Celebration, Part 2: To recognize ICPL's 125<sup>th</sup> anniversary, we will continue to offer events, programs, giveaways, and promotions reflective of ICPL's past and present. If practical, these events will coincide with re-opening phases and possibly be combined with a celebration of recent retirees and Lolly Eggers' legacy. The celebration began in FY21.

FY22 NOBU Budget: \$14,480

**Total FY22 NOBU Budget: \$186,580**

## 809 Library Use Policy

**Proposal:** A routine, three-year review of the Library Use Policy.

**Issues:** The Library Use Policy helps define and clarify patron interaction with the library space and resources as well as Library staff's response when issues arise. Reviewing similar policies at public libraries across the U.S., it is clear that most are written in a similar style focusing on lists of examples of "problem behaviors". Our review of the past 20 years of revisions of this policy have shown that we often add new examples when an issue arises but very rarely do we remove things. The accumulation of "problem behavior" tends to skew the policy away from guiding patrons and staff in clarifying gray areas (appropriate noise levels) or unique library-specific issues (photography at events) and instead becomes a guide to policing the library. The Committee addressed this when appropriate and removed some language that was redundant or seemed to address an issue that was rarely encountered and was not safety-related.

Board debate about sleeping in the library was noted from December 2001 until finally introduced in January 2013 in a special review. From the memo to the Board, "Concerns about sleeping have continued to increase and are often expressed to Library staff and the Board. I believe that library use is affected by people sleeping here. People are uncomfortable being in proximity to a sleeping person, and some parents are reluctant to have their children come to the Library...a busy facility with only a limited number of seats, a person sleeping inhibits the use of furniture around them. The fact is that our mission-related services are negatively impacted because we allow sleeping." Many from the InService Day group work and the Library Use Committee were here when the language was added to no longer allow sleeping, despite that experience we still saw many staff comments about softening the language.

### **Staff Recommendations:**

1. Add mention of the bookmobile in the introduction in order to make it clear these rules also apply on the vehicle.
2. Remove 809.203 because the illegal actions are covered under harassment in 809.201.
3. Expand 809.301 to include all ages. This was in response to staff feedback from InService Day work as well as Committee recommendation. Our main concern with sleeping is safety, we need to be sure that a person is not having a medical event. If the person is accompanied we can check with that individual to determine patron health. If other aspects of the sleeping behavior are disrupting patrons (snoring) or limiting use of resources, then staff should address that aspect of the behavior.
4. Amend 809.302 to clarify intent with language. InService Day comments and Committee members felt uncomfortable limiting free expression, defining profane/obscene, and wanted to focus on language intent. Staff could still intervene if profane language was delivered at a disruptive volume or if it was used to abuse or threaten.
5. Move noise language to 809.304 which already concerned that topic. Remove 'boisterous activity' which InService Day participants felt was not plain language and was redundant. Concerns were raised about leeway for younger patrons here (and elsewhere) as well as for those with a disability. This can be dealt with in staff procedures but we also added language in 809.6 (enforcement section) to soften expectations in a complaint situation. Remove 'pushing', redundant.

6. Cell phone use in public libraries has a notorious customer service history with regards to Library Use Policies and overly aggressive signage. We no longer need to specifically call out cell phone usage here as the behavior can be covered by other aspects of the policy (noise levels).
7. Remove 'reasonable' from 809.305 as this is already covered in 809.6.
8. Remove 809.308 as we do not currently enforce this for many furniture items. Was useful for the heavier tables as dragging them can damage carpet or table legs, but we will be exploring different furniture in future.
9. Remove 809.402 as it is already addressed in the introduction of the section in 809.4.
10. Remove section 809.405, added in response to an issue in 2007, rarely encounter behavior and can be addressed by 809.4 if encountered.
11. Edit 809.406 to better explain the intent and cover library impact for the collection. Most financial impact comes from identifying, quarantining, and treating collection material.
12. Expand enforcement section with language from Edmonton Public Library policy to reinforce to concerned patrons and staff that we start enforcement conversations from the perspective that we assume the best of our patrons. This can also help clarify exceptions for younger patrons or those with a disability.
13. Amend 809.601 to include potential new social services partners such as CommUnity / GuideLink Center's Mobile Crisis Outreach program. Add 'inform' language to reinforce that component of enforcement conversations.

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

**Prepared by:** Jason Paulios, Adult Services Coordinator, June 14, 2021.

**Review Committee:** Paul Bethke (Children's, Collection Services), Becky Dannenberg (Community & Access, Adult Services), Victoria Fernandez (Adult Services), Sam Helmick (Community & Access), Jason Paulios (Adult Services), Amanda Ray (Adult Services), Anne Wilmoth (Children's, Collection Services).



## 809. Library Use Policy

See also related policies on [Outreach and Bookmobile \(706\)](#), Meeting Room and Lobby Use (806), Unattended Children (813), Theft/Mutilation of Library Materials (811), Copyright (814), Event Board (803), [Discussion Rooms \(810\)](#) and Internet Use (815). See also Iowa Code and Code of Iowa City, at the end of the policy.

809.1 The purpose of the Library Use Policy is to affirm the rights of all people to free and equal access to information and use of the Library [and bookmobile](#) without discrimination, intimidation, threat of harm or invasion of privacy. The Iowa City Public Library is dedicated to providing [a](#) friendly, courteous and respectful [serviceexperience](#). The ~~goal of the~~ Iowa City Public Library ~~is~~ [strives](#) to provide an enjoyable, clean and comfortable environment for all Library users.

809.2 The ~~role of the~~ Iowa City Public Library is [committed](#) to ~~ensure providing~~ a safe and secure environment [for all](#). Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Iowa City Public Library property. Examples of prohibited activities include but are not limited to:

809.201 Sexual, physical or other harassment including bullying youth or others on the basis of their sexual orientation or gender identity.

809.202 Possessing, consuming, selling or being under the influence of alcohol, illegal drugs or other substances.

~~809.203 Engaging in peeping, stalking or indecent exposure.~~

809.20~~4~~<sup>3</sup> Soliciting, panhandling or gambling.

809.20~~5~~<sup>4</sup> Trespassing or entering Library property when banned.

809.20~~6~~<sup>5</sup> Impeding passageways through physical presence or with personal property.

809.20~~6~~<sup>7</sup> Leaving personal property unattended. Items left unattended will be removed.

809.20~~7~~<sup>8</sup> Fraudulent use of another person's Library Card or account number.

809.3 The ~~role of the~~ Iowa City Public Library ~~is to~~ [patrons and staff expect provide](#) a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask Library users to be respectful of each other and behave in a manner that does not disrupt other ~~library users~~ or interfere with normal operation of the Library. Examples of disruptive behaviors include but are not limited to:

809.301 Sleeping, except for attended ~~children~~ [individuals](#).

809.302 Using ~~profane, obscene~~ [threatening](#) or abusive language.

809.303 ~~Creating unreasonable noise or engaging in boisterous activity unless caused by a disability~~. Fighting or challenging to fight, running, ~~pushing~~, shoving or throwing things.

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- 809.304 ~~Creating unreasonable noise.~~ Using audible devices without headphones or using headphones set at a volume that disturbs others. ~~Using any communication devices in a manner that disturbs others.~~
- 809.305 Failing to comply with a ~~reasonable~~ staff request, unauthorized entry in a staff area or failure to leave the library during emergencies and at closing time.
- 809.306 Campaigning, petitioning, interviewing, survey taking, posting notices, fundraising or selling, unless authorized by the Director or designee.
- 809.307 Taking pictures or videotaping people, except at events, unless authorized by the Director or designee and by the patrons involved or parents if minors are present.
- ~~809.308 Relocating tables, chairs, equipment or other furniture without staff permission.~~
- 809.4 The ~~role of the~~ Iowa City Public Library ~~is to will~~ maintain a healthy and clean environment for all Library users. Considerate consumption of snack food or a covered beverage is allowed in public areas of the Library unless otherwise noted. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:
- 809.401 Using cigarettes, e-cigarettes, chewing tobacco or other tobacco.
- ~~809.402 Consuming food or beverages in a manner that creates an unclean environment, disrupts other patrons or is harmful to Library resources.~~
- 809.40~~32~~ Personal hygiene, odor or scent that constitutes a nuisance to others or poses a health risk.
- 809.40~~43~~ Bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs.
- ~~809.405 Using restrooms for bathing, washing of clothes or extended periods.~~
- 809.40~~64~~ ~~Entering the Library with infestation of~~Introducing bed bugs or other pests ~~via returned materials or personal belongings.~~
- 809.5 The ~~role of the~~ Iowa City Public Library is ~~to responsible for~~ protect~~ing~~ collections, equipment and property for present and future users. Intentionally damaging, destroying or stealing any materials, equipment or property belonging to the Library, another patron or staff member is prohibited.
- 809.6 Enforcement of the Library Use Policy will be conducted in a fair and reasonable manner. ~~Individuals may not be aware that their conduct is disruptive.~~
- 809.601 Library staff, ~~and/or~~ Iowa City Police Department ~~and/or other trained professionals~~ will intervene to ~~inform and~~ stop prohibited activities and behaviors.

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- 809.602 Individuals who fail to observe the Library Use Policy may be asked to leave the Library building and property, be banned from the Library for a period of time, be subject to arrest or be subject to other lawful action.
- 809.603 Security cameras are located in public and staff areas of the Library to protect the safety and security of people, the building, and its contents.

Iowa Code: Disorderly Conduct, §723.4  
 Assault, §708.1  
 Intoxication, §123.46 3  
 Trespass, §716.7  
 Criminal Mischief, §716.1  
 Indecent Exposure, §709.9  
 Theft, §714.1  
 Unlawful Assembly, §723.2,  
 Harassment of Public Officers, Employees, §718.4  
 Willful Disturbance, §718.3  
 Public Health: Smoke Free Air §641.153  
 Use of Computers, §622.51A, §702.1A, §702.14, §714.1, and §716.6B

Code of Iowa City: Disorderly Conduct (8-5-1)  
 Aggressive Solicitation (8-5-2)  
 Damaging, Defacing Property (8-5-4)  
 Indecent Exposure (8-5-6)  
 False Alarms (8-5-7)  
 Animal Control (8-4-6)

Adopted: 4/25/91  
 Revised: 5/25/95  
 Revised: 1/28/99  
 Revised: 12/10/01  
 Revised: 1/27/05  
 Revised: 1/8/08  
 Revised: 1/27/11  
 Revised: 1/24/13  
 Revised: 11/21/13  
 Revised: 3/24/16  
 Revised: 11/16/17  
 Revised: 07/23/20  
Revised: 06/24/21

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CITY OF IOWA CITY  
LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR					INVOICE	PO	YEAR/PR TYP S			WARRANT	CHECK	DESCRIPTION	
Library Administration													
Other Professional Services													
10550110	432080												
014353	ONE SOURCE THE BACKG PLUS4649-20210430				0	2021	11	INV P	125.30	050721		23711	BACKGROUND CHECKS F
014353	ONE SOURCE THE BACKG PLUS4649VOL-20210430				0	2021	11	INV P	40.00	051421		23780	BACKGROUND CHECKS F
									165.30				
ACCOUNT TOTAL									165.30				
Mail & Delivery													
10550110	435055												
010473	UNITED PARCEL SERVIC 000068774R171				0	2021	11	INV P	11.83	051421		256668	Admin/ ILL Shipping
010473	UNITED PARCEL SERVIC 000068774R181				0	2021	11	INV P	13.23	052821		257237	ADMIN POSTMAIL SERV
010473	UNITED PARCEL SERVIC 000068774R191				0	2021	11	INV P	12.72	052821		257236	ADMIN-POSTG MAIL SE
									37.78				
012264	MAILBOXES OF IOWA CI 2021.04.30ICPL				0	2021	11	INV P	22.86	052821		257160	ADMIN POSTAGE SERV
ACCOUNT TOTAL									60.64				
Cell Phone/Data Services													
10550110	438130												
010482	VERIZON WIRELESS 9879502651				0	2021	11	INV P	164.59	052821		257270	ADMIN-CELL PHONES S
010889	U S CELLULAR 0438105977				0	2021	11	INV P	100.14	052821		257232	ADMIN-CELL PHONES S
014293	IMON COMMUNICATIONS 2468079				0	2021	11	INV P	65.94	052821		257132	IT/ADMIN COMP SYST
ACCOUNT TOTAL									330.67				
Outside Printing													
10550110	445140												
010355	OLD CAPITOL SCREEN P 521223				0	2021	11	INV P	967.50	052821		24297	ADMIN OUTSIDE PRINT
010373	PIP PRINTING 106366				0	2021	11	INV P	40.57	052821		24300	ADMIN-OUTSIDE PRINT
ACCOUNT TOTAL									1,008.07				
Equipment Rental													
10550110	449120												
011736	KONICA MINOLTA BUSIN 72439445				0	2021	11	INV P	114.30	052821		257151	ADMIN-EQUIP RENTAL-
011898	QUADIENT LEASING USA N8860062				0	2021	11	INV P	758.31	052821		24302	ADMIN EQUIP RENTAL
ACCOUNT TOTAL									872.61				
ORG 10550110 TOTAL									2,437.29				
Library Bldg Maint - Public													
Electricity													
10550121	438030												
010319	MIDAMERICAN ENERGY 20210526115728				0	2021	11	INV P	6,713.33	052821		24293	MidAmBilling 052620
ACCOUNT TOTAL									6,713.33				
Heating Fuel/Gas													

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CITY OF IOWA CITY  
LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010319 MIDAMERICAN ENERGY	20210505074929	0	2021 11 INV P	12.13 050721		23706 MidAmBilling 050520
010319 MIDAMERICAN ENERGY	20210526115728	0	2021 11 INV P	2,165.88 052821		24293 MidAmBilling 052620
				2,178.01		
			ACCOUNT TOTAL	2,178.01		
10550121 442010			Other Building R&M Services			
010248 IOWA FIRE EQUIPMENT	926119	0	2021 11 INV P	879.00 050721		23700 FAC/ Annual Fire Ex
010452 T & K ROOFING & SHEE	7840	0	2021 11 INV P	1,287.00 050721		256459 FAC/ Roof Repair
010817 AUTOMATIC DOOR GROUP	100942	0	2021 11 INV P	406.44 052821		24259 BLDG MAINT PUBLIC R
010981 JOE'S QUALITY WINDOW	19762	0	2021 11 INV P	140.00 050721		256397 FAC/ Lower Outside
014457 A TECH INC	507312	0	2021 11 INV P	72.00 052821		24253 BLDG MAINT PUBLIC R
014520 FREEMAN LOCKSMITH LL	1492	0	2021 11 INV P	120.00 052121		23856 FAC/ Deadbolt Part,
			ACCOUNT TOTAL	2,904.44		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90521399	0	2021 11 INV P	607.00 050721		23719 Elevator Maintenanc
			ACCOUNT TOTAL	607.00		
10550121 442030			Heating & Cooling R&M Services			
010392 RMB CO INC	7676	0	2021 11 INV P	669.64 051421		23789 FAC/ Boiler Repair
			ACCOUNT TOTAL	669.64		
10550121 442060			Electrical & Plumbing R&M Srvc			
015932 NEON DESIGNS	3006	0	2021 11 INV P	183.00 052821		257175 S/C REPAIR NEON SIG
			ACCOUNT TOTAL	183.00		
10550121 445330			Other Waste Disposal			
013663 REPUBLIC SERVICES OF	0897-000925992	0	2021 11 INV P	97.60 050721		256451 FAC/April Waste & R
			ACCOUNT TOTAL	97.60		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4083021466	0	2021 11 INV P	46.59 051421		256512 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4084343043	0	2021 11 INV P	46.59 052821		257101 FACS-RNTALS & SANT/
				93.18		
			ACCOUNT TOTAL	93.18		
10550121 452040			Sanitation & Indust Supplies			
010627 CINTAS CORPORATION	4083021466	0	2021 11 INV P	163.76 051421		256512 FAC/ Sanitary Suppl

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CITY OF IOWA CITY  
LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010627 CINTAS CORPORATION	4084343043	0	2021 11 INV P	370.21 052821	257101	FACS-RNTALS & SANT/
				533.97		
			ACCOUNT TOTAL	533.97		
10550121 466070			Other Maintenance Supplies			
011399 ELECTRIC EQUIPMENT S 8735		0	2021 11 INV P	351.00 050721	23693	FAC/ 100 Cases of 2
011399 ELECTRIC EQUIPMENT S 8745		0	2021 11 INV P	55.93 052121	23852	FAC/ 7 Philips Fluo
				406.93		
			ACCOUNT TOTAL	406.93		
			ORG 10550121 TOTAL	14,387.10		
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC 11303		0	2021 11 INV P	900.00 052121	23854	IT/ IT Essentials &
			ACCOUNT TOTAL	900.00		
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION 0789007015.21.05		0	2021 11 INV P	300.00 052121	256726	Internet Services
014293 IMON COMMUNICATIONS 2468079		0	2021 11 INV P	412.01 052821	257132	IT/ADMIN COMP SYST
			ACCOUNT TOTAL	712.01		
10550140 444080			Software R&M Services			
010525 ENCOMPASS IOWA LLC 11303		0	2021 11 INV P	87.00 052121	23854	IT/ IT Essentials &
015910 SECURE BY DESGIN INC 36644493		0	2021 11 INV P	600.00 051421	256648	IT/ 250 Machines Ni
			ACCOUNT TOTAL	687.00		
10550140 444100			Hardware R&M Services			
012971 SEN SOURCE 48346		0	2021 11 INV P	520.00 051421	256649	IT/ Annual Renewal
			ACCOUNT TOTAL	520.00		
			ORG 10550140 TOTAL	2,819.01		
10550150			Library Public Services			
10550150 421500			Unemployment Compensation			
010246 IOWA WORKFORCE DEVEL 03312021		0	2021 11 INV P	-220.79 050721	23702	UNEMPLOYMENT EXPENS
			ACCOUNT TOTAL	-220.79		
			ORG 10550150 TOTAL	-220.79		

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LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550151			Lib Public Services - Adults			
10550151 432080			Other Professional Services			
015905 GREENE, GREGORY T	42921GG	0	2021 11 INV P	100.00 050721	256384	AD/ Teen Workplace
015913 SMITH, MELANIE	2021.05.27MS	0	2021 11 INV P	100.00 052821	257222	151-AS-TEEN WRKPLC
			ACCOUNT TOTAL	200.00		
10550151 445250			Inter-Library Loans			
000119 NICC LIBRARY	50321	0	2021 11 INV P	39.95 051421	256611	AD/ ILL Replacement
			ACCOUNT TOTAL	39.95		
			ORG 10550151 TOTAL	239.95		
10550152			Lib Public Services - Children			
10550152 445140			Outside Printing			
010050 TRU ART	113215011	0	2021 11 INV P	2,806.65 052821	257227	CS-OUTSIDE PRINTING
			ACCOUNT TOTAL	2,806.65		
10550152 469320			Miscellaneous Supplies			
010125 BLICK ART MATERIALS	247770	0	2021 11 INV P	21.18 052821	257092	CS-MISC SPLS-TWEEN
			ACCOUNT TOTAL	21.18		
10550152 469370			Paper Products			
010536 INGRAM LIBRARY SERVI	52774783	0	2021 11 INV P	28.82 052821	257134	LIBRARY MATERIALS
			ACCOUNT TOTAL	28.82		
			ORG 10550152 TOTAL	2,856.65		
10550159			Lib Public Srvs-Comm Access			
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ	9086	0	2021 11 INV P	350.00 050721	256405	CAS/ Advertising
011328 LITTLE VILLAGE MAGAZ	9162	0	2021 11 INV P	350.00 052821	257153	CAS-ADV-CRANDIC FUL
				700.00		
			ACCOUNT TOTAL	700.00		
10550159 445140			Outside Printing			
010373 PIP PRINTING	106220	0	2021 11 INV P	85.90 051421	23783	CAS/ 500 MyICPL Boo
010373 PIP PRINTING	106272	0	2021 11 INV P	18.54 051421	23783	CAS/ 300 Parent Let
				104.44		
			ACCOUNT TOTAL	104.44		
10550159 469320			Miscellaneous Supplies			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010759 CUSTOM IMPRESSIONS	105623	0	2021 11 INV P	161.85 052821	257106	CAS MISC SPLS RIDER
			ACCOUNT TOTAL	161.85		
			ORG 10550159 TOTAL	966.29		
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137021209187	0	2021 11 INV P	248.00 051421	256625	LIBRARY MATERIALS
			ACCOUNT TOTAL	248.00		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C 200055032021V		0	2021 11 INV P	719.50 052821	257086	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 200055042021V		0	2021 11 INV P	821.23 052821	257086	LIBRARY MATERIALS
				1,540.73		
			ACCOUNT TOTAL	1,540.73		
10550160 469110			Misc Processing Supplies			
010509 BAKER & TAYLOR INC C H647111DM		0	2021 11 INV P	9.56 052121	256730	LIBRARY MATERIALS
010510 DEMCO INC	6938899	0	2021 11 INV P	454.72 052121	256753	LIBRARY MATERIALS
010546 MIDWEST TAPE	500384117	0	2021 11 INV P	456.54 051421	256602	LIBRARY MATERIALS
			ACCOUNT TOTAL	920.82		
10550160 469190			Minor Equipment			
010510 DEMCO INC	6946949	0	2021 11 INV P	2,022.81 052821	257108	COL-MINOR EQUIP/FUR
			ACCOUNT TOTAL	2,022.81		
			ORG 10550160 TOTAL	4,732.36		
10550210			Library Children's Materials			
10550210 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C 2035509376		0	2021 11 INV P	238.25 050721	256353	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035840329		0	2021 11 INV P	206.80 051421	256502	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035840979		0	2021 11 INV P	54.31 051421	256502	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035870643		0	2021 11 INV P	189.28 051421	256502	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035872793		0	2021 11 INV P	332.96 051421	256502	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035880866		0	2021 11 INV P	85.78 052121	256729	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035898726		0	2021 11 INV P	86.47 050721	256353	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035919145		0	2021 11 INV P	303.03 052821	257086	LIBRARY MATERIALS
				1,496.88		
010531 GALE GROUP	74167923	0	2021 11 INV P	18.39 050721	256378	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52451054	0	2021 11 INV P	51.13 050721	256392	LIBRARY MATERIALS



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LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	52500490	0	2021 11 INV P	197.45 050721	256392	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52500491	0	2021 11 INV P	202.61 052121	256783	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52534418	0	2021 11 INV P	66.34 050721	256392	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52683790	0	2021 11 INV P	21.26 052121	256783	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52705523	0	2021 11 INV P	168.22 052121	256783	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52725132	0	2021 11 INV P	14.38 052121	256783	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52763477	0	2021 11 INV P	31.21 052121	256783	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52774783	0	2021 11 INV P	41.95 052821	257134	LIBRARY MATERIALS
				794.55		
ACCOUNT TOTAL				2,309.82		
10550210 477070	Downloadable-eBooks					
011068 OVERDRIVE INC	01370CO21166058	0	2021 11 INV P	113.56 050721	256439	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21181282	0	2021 11 INV P	213.40 050721	256439	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21184043	0	2021 11 INV P	92.50 051421	256625	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21215989	0	2021 11 INV P	494.64 052121	256832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21215991	0	2021 11 INV P	321.37 052121	256832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21217339	0	2021 11 INV P	124.89 052121	256832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21225471	0	2021 11 INV P	14.98 052821	257179	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21208260	0	2021 11 INV P	23.15 051421	256625	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21182226	0	2021 11 INV P	52.99 050721	256439	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21213737	0	2021 11 INV P	61.48 052121	256832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21219142	0	2021 11 INV P	12.99 052121	256832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21222402	0	2021 11 INV P	123.48 052821	257179	LIBRARY MATERIALS
				1,649.43		
ACCOUNT TOTAL				1,649.43		
10550210 477100	Fiction Audio-CD					
015458 FINDAWAY WORLD LLC	345808	0	2021 11 INV P	1,014.79 050721	256376	LIBRARY MATERIALS
ACCOUNT TOTAL				1,014.79		
10550210 477120	Other Audio-CD					
015458 FINDAWAY WORLD LLC	345775	0	2021 11 INV P	2,029.59 050721	256376	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	345808	0	2021 11 INV P	3,386.31 050721	256376	LIBRARY MATERIALS
015458 FINDAWAY WORLD LLC	347420	0	2021 11 INV P	39.99 052121	256763	LIBRARY MATERIALS
				5,455.89		
ACCOUNT TOTAL				5,455.89		
10550210 477160	Video Recordings					
010546 MIDWEST TAPE	500305373	0	2021 11 INV P	35.22 050721	256413	LIBRARY MATERIALS
010546 MIDWEST TAPE	500377194	0	2021 11 INV P	75.69 051421	256602	LIBRARY MATERIALS
010546 MIDWEST TAPE	500401295	0	2021 11 INV P	108.70 052121	256819	LIBRARY MATERIALS
				219.61		

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LIBRARY DISBURSEMENTS: MAY 1 TO MAY 31

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL				219.61		
10550210 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21166058	0	2021 11 INV P	310.50	050721	256439 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21181281	0	2021 11 INV P	58.96	050721	256439 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21215992	0	2021 11 INV P	534.89	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21213737	0	2021 11 INV P	102.46	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21222402	0	2021 11 INV P	179.95	052821	257179 LIBRARY MATERIALS
				1,186.76		
015034 KANOPY INC	245958 - PPU	0	2021 11 INV P	160.00	051421	256591 LIBRARY MATERIALS
ACCOUNT TOTAL				1,346.76		
10550210 477350			Online Reference			
013093 TUMBLEWEED PRESS INC	104696	0	2021 11 INV P	699.00	051421	256661 LIBRARY MATERIALS
ACCOUNT TOTAL				699.00		
ORG 10550210 TOTAL				12,695.30		
10550220			Library Adult Materials			
10550220 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC	C 0003225872	0	2021 11 CRM P	-14.07	052821	257086 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 0003233007	0	2021 11 CRM P	-2.38	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 0003233008	0	2021 11 CRM P	-1.28	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 0003233009	0	2021 11 CRM P	-2.68	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 0003233010	0	2021 11 CRM P	-4.80	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035509376	0	2021 11 INV P	2.38	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035512135	0	2021 11 INV P	4.80	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035515194	0	2021 11 INV P	1.28	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035524583	0	2021 11 INV P	2.68	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035840979	0	2021 11 INV P	1,011.62	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035843564	0	2021 11 INV P	203.35	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035844140	0	2021 11 INV P	88.45	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035846431	0	2021 11 INV P	42.09	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035861665	0	2021 11 INV P	148.43	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035861773	0	2021 11 INV P	318.57	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035867368	0	2021 11 INV P	381.70	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035870237	0	2021 11 INV P	92.35	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035872793	0	2021 11 INV P	1,870.74	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035877210	0	2021 11 INV P	296.30	052121	256729 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035880866	0	2021 11 INV P	654.94	052121	256729 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035884861	0	2021 11 INV P	279.13	052121	256729 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035885251	0	2021 11 INV P	352.33	052121	256729 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035892058	0	2021 11 INV P	344.67	052121	256729 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035898726	0	2021 11 INV P	3,384.72	050721	256353 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035910587	0	2021 11 INV P	293.97	051421	256502 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035916318	0	2021 11 INV P	249.38	052821	257086 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035919145	0	2021 11 INV P	742.25	052821	257086 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 5016863656	0	2021 11 INV P	107.14	050721	256352 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	5016897837	0	2021 11	INV	P	11.97	050721	256352 LIBRARY MATERIALS
						10,860.03		
010520 CENTER POINT PUBLISH	1845427	0	2021 11	INV	P	134.82	052821	257099 LIBRARY MATERIALS
010531 GALE GROUP	74167923	0	2021 11	INV	P	391.13	050721	256378 LIBRARY MATERIALS
010531 GALE GROUP	74172706	0	2021 11	INV	P	77.57	050721	256378 LIBRARY MATERIALS
010531 GALE GROUP	74193888	0	2021 11	INV	P	21.59	052821	257118 LIBRARY MATERIALS
010531 GALE GROUP	74222768	0	2021 11	INV	P	28.79	052821	257118 LIBRARY MATERIALS
010531 GALE GROUP	74233339	0	2021 11	INV	P	87.97	052821	257118 LIBRARY MATERIALS
010531 GALE GROUP	74238581	0	2021 11	INV	P	86.37	052821	257118 LIBRARY MATERIALS
010531 GALE GROUP	74243892	0	2021 11	INV	P	29.59	052821	257118 LIBRARY MATERIALS
010531 GALE GROUP	74266618	0	2021 11	INV	P	59.18	052821	257118 LIBRARY MATERIALS
						782.19		
010536 INGRAM LIBRARY SERVI	52420044	0	2021 11	INV	P	217.31	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52451054	0	2021 11	INV	P	31.73	050721	256392 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52500490	0	2021 11	INV	P	168.16	050721	256392 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52500491	0	2021 11	INV	P	10.20	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52534418	0	2021 11	INV	P	99.20	050721	256392 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52683790	0	2021 11	INV	P	26.34	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52705523	0	2021 11	INV	P	134.57	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52725132	0	2021 11	INV	P	126.01	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52763477	0	2021 11	INV	P	105.85	052121	256783 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	52774783	0	2021 11	INV	P	34.27	052821	257134 LIBRARY MATERIALS
						953.64		
ACCOUNT TOTAL						12,730.68		
10550220 477040			Books (Cat/Reference)					
011706 DATA AXLE	83532645	0	2021 11	INV	P	447.00	052121	23849 LIBRARY MATERIALS
ACCOUNT TOTAL						447.00		
10550220 477070			Downloadable-eBooks					
011068 OVERDRIVE INC	01370CO21160635	0	2021 11	INV	P	548.97	050721	256439 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21166052	0	2021 11	INV	P	412.43	050721	256439 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21181094	0	2021 11	INV	P	136.99	050721	256439 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21184063	0	2021 11	INV	P	937.04	051421	256625 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21185980	0	2021 11	INV	P	1,367.27	051421	256625 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21210782	0	2021 11	INV	P	784.44	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21211262	0	2021 11	INV	P	1,757.03	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21217340	0	2021 11	INV	P	1,276.93	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21220326	0	2021 11	INV	P	847.45	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21220331	0	2021 11	INV	P	636.10	052121	256832 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21225387	0	2021 11	INV	P	72.48	052821	257179 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21225467	0	2021 11	INV	P	1,317.17	052821	257179 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21228795	0	2021 11	INV	P	465.46	052821	257179 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21228799	0	2021 11	INV	P	125.96	052821	257179 LIBRARY MATERIALS

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ACCOUNT /VENDOR			INVOICE	PO	YEAR/PR TYP S				WARRANT	CHECK	DESCRIPTION	
011068	OVERDRIVE	INC	01370DA21160958	0	2021	11	INV	P	830.37	050721	256439	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21169053	0	2021	11	INV	P	20.21	050721	256439	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21182226	0	2021	11	INV	P	800.94	050721	256439	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21184761	0	2021	11	INV	P	110.00	051421	256625	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21186302	0	2021	11	INV	P	15.54	051421	256625	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21213737	0	2021	11	INV	P	1,426.37	052121	256832	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21222402	0	2021	11	INV	P	1,124.88	052821	257179	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21227010	0	2021	11	INV	P	35.95	052821	257179	LIBRARY MATERIALS
									15,049.98			
ACCOUNT TOTAL									15,049.98			
10550220	477110				Music-CD							
010546	MIDWEST	TAPE	500389609	0	2021	11	INV	P	21.73	052121	256819	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500412426	0	2021	11	INV	P	27.58	052121	256819	LIBRARY MATERIALS
									49.31			
ACCOUNT TOTAL									49.31			
10550220	477160				Video Recordings							
010509	BAKER & TAYLOR	INC C	H55075780	0	2021	11	INV	P	21.71	051421	256503	LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC C	H55090930	0	2021	11	INV	P	12.32	052121	256730	LIBRARY MATERIALS
									34.03			
010546	MIDWEST	TAPE	500305373	0	2021	11	INV	P	249.59	050721	256413	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500339356	0	2021	11	INV	P	119.95	050721	256413	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500339357	0	2021	11	INV	P	252.60	050721	256413	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500377194	0	2021	11	INV	P	310.34	051421	256602	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500377195	0	2021	11	INV	P	29.99	051421	256602	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500401295	0	2021	11	INV	P	329.10	052121	256819	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500401296	0	2021	11	INV	P	29.99	052121	256819	LIBRARY MATERIALS
									1,321.56			
ACCOUNT TOTAL									1,355.59			
10550220	477210				Non-Fiction Video-DVD							
010546	MIDWEST	TAPE	500305373	0	2021	11	INV	P	67.46	050721	256413	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500339357	0	2021	11	INV	P	121.44	050721	256413	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500377194	0	2021	11	INV	P	80.20	051421	256602	LIBRARY MATERIALS
010546	MIDWEST	TAPE	500401295	0	2021	11	INV	P	196.40	052121	256819	LIBRARY MATERIALS
									465.50			
ACCOUNT TOTAL									465.50			
10550220	477220				Multi-Media/Gaming							
010536	INGRAM LIBRARY	SERVI	52534418	0	2021	11	INV	P	56.99	050721	256392	LIBRARY MATERIALS

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ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR TYP S		WARRANT	CHECK	DESCRIPTION	
ACCOUNT TOTAL						56.99			
10550220 477230				Non-Fiction Audio-CD					
010518 BLACKSTONE AUDIOBOOK	1220271	0	2021 11	INV P	38.99	051421	23750	LIBRARY	MATERIALS
010546 MIDWEST TAPE	500412428	0	2021 11	INV P	44.99	052121	256819	LIBRARY	MATERIALS
ACCOUNT TOTAL						83.98			
10550220 477250				Downloadable Media					
011068 OVERDRIVE INC	01370CO21160633	0	2021 11	INV P	370.96	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21181084	0	2021 11	INV P	169.39	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21185989	0	2021 11	INV P	1,949.52	051421	256625	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21210336	0	2021 11	INV P	1,229.23	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21210786	0	2021 11	INV P	583.42	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21211265	0	2021 11	INV P	1,716.75	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21220323	0	2021 11	INV P	541.97	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21220327	0	2021 11	INV P	750.36	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21225416	0	2021 11	INV P	451.39	052821	257179	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370CO21228801	0	2021 11	INV P	134.99	052821	257179	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21160958	0	2021 11	INV P	554.44	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21160959	0	2021 11	INV P	109.00	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21182226	0	2021 11	INV P	506.46	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21182227	0	2021 11	INV P	47.00	050721	256439	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21213737	0	2021 11	INV P	1,311.03	052121	256832	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21222402	0	2021 11	INV P	799.44	052821	257179	LIBRARY	MATERIALS
011068 OVERDRIVE INC	01370DA21224560	0	2021 11	INV P	83.00	052821	257179	LIBRARY	MATERIALS
						11,308.35			
015034 KANOPY INC	245958 - PPU	0	2021 11	INV P	3,321.00	051421	256591	LIBRARY	MATERIALS
ACCOUNT TOTAL						14,629.35			
10550220 477330				Print/Reference Serials					
015305 WEST BRANCH TIMES	WBTFY22	0	2021 11	INV P	30.00	052121	256902	LIBRARY	MATERIALS
ACCOUNT TOTAL						30.00			
10550220 477350				Online Reference					
010509 BAKER & TAYLOR INC C	NS21050219	0	2021 11	INV P	750.00	052821	257086	FIRST LOOK	CUSTOM
ACCOUNT TOTAL						750.00			
ORG 10550220 TOTAL						45,648.38			
=====									
FUND 1000 General			TOTAL:			86,561.54			
=====									

Wesley Beary, President

Derek Johnk, Secretary

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

### **End-of-Year Work**

Closing out fiscal year 2021 has been interesting, and has included some unusual challenges when compared to other years. Our expenditures drifted a bit throughout the year as we purchased the things we needed to get staff and patrons through the pandemic, and some lines are going to end up overspent while others are underspent (this is normal, but the amount of variance on some lines will be larger than usual). We had a modest reduction in our operating budget at the beginning of the year (as did other City departments) and elected to offer mailing as a way to receive holds for a significant portion of the year; both of these factors had an impact, as well. Kellie Kerns started as the Administrative Services Coordinator in April, and while she came in with extensive administrative experience and a mastery of budget work, she is still learning our systems and our budget process, so we're working through each step as it comes up. We are on track to finish the year with an appropriately balanced budget. I continue to monitor this closely and will provide more details at next month's meeting.

### **Masking**

Masking continues to be a topic of discussion at the Library. While comments from the community directly to me have decreased in number since my last report, they have increased in length and passion. More people are asking for follow-up communication and justifications for our current requirements, and it feels like proportionally more people are coming into the conversation angry about being asked to mask. Staff report continued questions and comments from patrons, but feel equipped to handle the vast majority of these conversations on the public floor without significant issue. I continue to feel our masking requirement is fair, reflective of appropriate science, and a positive practice for the whole community, but I am also comfortable with the planned end date of July 1, which aligns us with City practice and provided ample time for most eligible adults interested in receiving a vaccine to do so. I am curious to see what kind of community feedback we receive after moving from required to recommended. As always, I appreciate hearing from patrons on this issue, even if they are upset or disagree with our practice. Each and every comment helps us plan and evaluate our process.

### **Phase 5 Updates**

As we have been discussing, we are actively planning our next steps of reopening. As we move toward Phase 5—which will be where we “fully open” again—we have

been working closely with staff to ensure we are all ready and trained to add services. Our working timeline is as follows.

#### Starting July 1

- Masking expectations change from “required” to “requested” building-wide (for staff and patrons in the building and on the Bookmobile); we will continue to offer masks at entry points and strategically throughout the building
- Some furniture returned to public floor (department managers’ discretion)
- Expand to resume evening hours
- Drop time limit and capacity building-wide (and on the Bookmobile)
- Open Meeting Rooms
- Staff will not be expected to complete self-screening or temperature checks before their shifts

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

- In-person programing resumes (as practical; we do not plan to end all virtual programs immediately)
- Volunteer program resumes (depending on input from Volunteer Committee, response to volunteer surveys, and needs of the Library)
- Reopen Teen Center
- Reopen Digital Media Lab

#### **In-Person Meetings Update**

City Council has requested that moving forward, all Board and Commission meetings be recorded—with video and audio—to be archived. While Boards and Commissions are meeting via Zoom, this is relatively easy to do, since Zoom has an integrated recording system.

The Airport Commission held an in-person and Zoom hybrid meeting early this month, but I believe all other Boards and Commissions continue to meet virtually. Once the Library Board has an idea of when they would like to transition to in-person or hybrid meetings, we can work with Brent and the IT team to ensure our spaces are ready to go. As discussed, we might need to relocate from the Board Room into an alternative space that allows for more effective recording.

**Big Thanks/Board Transitions**

As the Board terms for Wes Beary, John Beasley, and Monique Washington come to a close, I want to express my deepest thanks for your service to the Library and the community. Each of you brought unique skills and talents to the board room, and each of you have positively impacted the ways ICPL serves the community. You shepherded this organization through its first director change since 1994, a global pandemic, and a derecho...and that's just since 2019.

On a personal note, I want to thank you for making me feel welcomed and supported as a new director for ICPL, for entering into hard and complex conversations about community needs and aspirations, and for making our meetings productive and meaningful. The Library is a better agency because of your work.

Traditionally, there has been a board dinner held after a regular meeting in the summer or early fall to recognize the outgoing and incoming Trustees. I respectfully request that we take a few minutes to talk about options for this year's event during the June meeting.

Respectfully Submitted,

Elsworth Carman



## Children's Services Report

Prepared for the Iowa City Public Library Board of Trustees, June 2021 meeting

By Angie Pilkington, Children's Services Coordinator

### Summer Reading

Our All Ages Summer Reading Program, "**125 Years of Stories**", has officially started! We are off to a good start with over 1052 people signed up in the first two weeks. Our first week of in-the-park library shows were very well received. We have 121,121 books left to read to hit our community goal of reading 125,000 books this summer! Make sure to sign-up for the Summer Reading Program and help us hit our goal for our 125<sup>th</sup> Anniversary!

We also had our community's very first permanent BookWalk installed in Willow Creek Park. In partnership with Iowa City Parks and Recreation and the Iowa City Public Library Friends Foundation to celebrate 125 years of Library Service people of all can now stroll along the path between Willow Creek Park and Kiwanis park and read the book, *Creekfinding: A True Story*, by Iowa City locals, Jacqueline Briggs Martin and Claudia McGehee. The BookWalk will feature a new book every month.



I want to thank Patty and the Friends Foundation for their hard work and financial contributions for all of our summer programs, BookWalk, prize books and grand prizes for the Summer Reading Program. Without their donations our program would not be as successful as it is!

### New Staff

Over the past year three of our long time Hourly Librarians have decided not to return, Debb Green (former Children's Coordinator), Victoria Walton, and Amy Childress. Becky Dannenberg, our Children's Library Assistant was promoted to Senior Library Assistant in Community and Access Services. While we are sad to see them go we are happy to welcome our new Library Assistant Raquel MacKay and Hourly Librarians, Fang Wang, Roxy Running and Amanda Choi. We have also welcomed two new Program Aides, Claire Edwards and Mia Kuehn and our new graduate Intern, Maggie Dambro. The next time you are in, you may see many new faces, so make sure to say Hi and introduce yourself!





## Collection Services Department Report

Prepared for the June 24, 2021 Meeting of the Iowa City Public Library Board of Trustees  
Anne Mangano, Collection Services Coordinator

### Collection Updates: Holiday Books

This month we are wrapping up the first phase of a major reclassification project in the Children's Room. Previously, we had a separate holiday section that highlighted six holidays: Valentine's Day, Easter, Halloween, Thanksgiving, Hanukkah, and Christmas. Our goal this year was to make our holiday collection reflect the diversity of our community and inclusive of the many holidays celebrated by our patrons.

To accomplish this, we decided to move these items back within the nonfiction collection. Therefore, all holiday books would remain together within the j390 section, the Dewey number for holidays. Browsers will still all of the books on an individual holiday shelved together, but placed within a larger holiday nonfiction section.

To assist the patron at the shelf, we applied new, eye-catching genre labels to the spines for each holiday. This replaces the color-coded labeling system we previously used. We have completed the relabeling of the books in the old holiday collection and moved them to their new section.

Our next step is to identify and affix genre labels to items on holidays beyond those original six represented. We hope to finish the project by the end of July. This project involved many people from different departments, including Facilities, Children's Services, and Community and Access Services.



*New labels have been added to make browsing easier. Our next step is to apply labels to highlight other holidays.*

### Remembering Lolly Eggers

On February 26<sup>th</sup>, we learned that former library director, Lolly Eggers, passed away. Lolly was instrumental in elevating the Library into the institution it is today. She introduced ICPL to strategic planning, professional collection development methods, tracking statistics, in-service day, and an online catalog. She built community support for the library levy as well as a new building (the 1980 one, but her work laid the foundation for our current library as well). She even wrote the book on our history: *A Century of Stories*. To honor Lolly, we wanted to tell her story. You can find our remembrance at [icpl.org/lolly](http://icpl.org/lolly). Many thanks to Melody Dworak, Alyssa Hanson, Beth Fisher, and Candice Smith who worked very hard to make this project possible.

### Welcome Olivia Waller!

Olivia Waller is a new Library Assistant III in Collection Services. In her position, she will work on the Digital History Project, develop and teach classes related to local history and digitization, and work on the Help Desk. We are excited to have Olivia on board.

## INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(June, 2021) Brent Palmer, IT Coordinator

### Virtual Server Infrastructure Progress

Over the past fiscal year, we have been making progress on various projects related to our Virtual Server Infrastructure. The overall goal of this initiative is to move away from hosting our own virtual environment. While there are significant advantages to continue using a virtual environment for our servers, there are options we can take advantage of without having to maintain the servers ourselves.

We virtualize (see sidebar) most of our servers and even some non-server resources on premises which utilizes a fairly complicated array of hardware. There are now many options for taking advantage of cloud-based virtual platforms that eliminate the need for small or medium sized organizations such as the Library from having to purchase and maintain these hardware systems. Because of the scale of the cloud computing options, there are opportunities for significant savings. In addition to cloud providers, we also have opportunities to use services provided by the City IT department. After evaluating a variety of options and providers, we settled on a hybrid approach rather than an all-in-one solution.

#### Windows Services

One of the biggest steps is to move our Windows-based services (mail, printing and authentication) over to the City. Allowing the city to take over the administration of these services would eliminate the duplication and have the added benefit of allowing staff to connect to other city departments more easily. Due to other priorities, the City's IT department was not able to do complete the migration this fiscal year. We still hope to make that transition early in the next fiscal year.

#### File Services

We have completed migration to a local Network Attached Storage (NAS) array. The migration was a multi-step process of moving resources on shared drives to the new server. We also adopted the use of OneDrive, a cloud-based file storage option that comes with our Microsoft 365 subscription, for user-level file storage.

#### One Sierra Migration

Another phase of this project included the migration of our Integrated Library System (ILS) to the City's virtual environment. Historically, the physical machines that run the ILS software have been located here at the Library. Our servers had gotten to the point where they would need to be replaced. For the same reasons that it no longer makes sense to maintain the virtual hosting platform, it no longer made sense for us to continue purchasing physical hardware for the ILS. Although our vendor offers cloud hosting options, it appears that it would be much more expensive than using the City's hosting options. And given the existing fiber connections between us, there would be no latency for the communication back and forth. The transition to the new virtual system was completed in late March and went very smoothly with very few bumps.

#### Web Services

Our web services are the one area that we aim to move fully to a cloud hosting platform. Although we have begun preparations, we were not able to complete that stage of the transition. This is planned for FY22.

### VIRTUALIZATION - definition

A variety of technologies for managing computer resources by providing a software interface, known as an "abstraction layer," between the software (operating system and applications) and the hardware. Virtualization turns "physical" RAM and storage into "logical" resources ...

#### Hardware Virtualization

Hardware virtualization is what most computer people are referring to when they talk about virtualization. It partitions the computer's RAM into separate and isolated "virtual machines" (VMs) simulating multiple computers within one physical computer. Hardware virtualization enables multiple copies of the same or different operating systems to run in the computer and prevents the OS and its applications in one VM from interfering with the OS and applications in another VM

Excerpted from:

<https://www.pcmag.com/encyclopedia/term/virtualization>

**Development Office Report**  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
June 24, 2021

## **Book End Reopening**

It's exciting to be working with the Book End Committee of the ICPL Friends Foundation Board to reopen the Book End store next month. While a firm date has not been determined as of this writing, we are hopeful it will be soon. For now, the plan is for weekday hours only because that's when we are in the Development Office and available to assist our volunteers as needed.

Evening and weekend hours will be added when additional volunteers are recruited. Customers who visit while the store is closed will continue to be able to shop at the Book Nook shelves on the library's first floor near the Help Desk.

A survey of volunteers last month brought the happy news that the majority of the Book End volunteers are willing to return to their sales roles. The survey also let us know that they too are thinking about health and safety. Plexiglass is in place on the desk at the store, and volunteers will be welcome to wear a mask over their nose and mouth during their shifts. Masks will be recommended for customers too.

Other changes include removing the 'spinners' which held small paperback books, and compact discs (CDs) to make room for a cart to accept donated items, and a table for customers to bag their purchases. The updates mean less handling of items except by the customers.

Small paperback books will only be stocked on the first floor Book Nook shelves. And after a lot of thoughtful discussion, the Book End Committee decided to discontinue sales of music CDs because there is no longer a big demand for the format. Books on disc will continue to be sold. And donations of small paperbacks and CDs will still be accepted.

Other preparations for reopening include new background checks for all volunteers before they can return, as well as creating a volunteer shift schedule, and offering retraining in use of the store equipment and procedures.

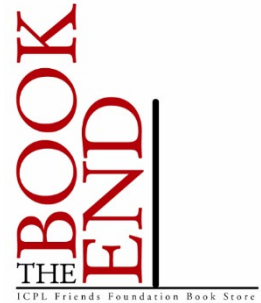
The Book End volunteers provide a wonderful service by giving their time and sharing their love of ICPL and reading with customers to promote sales of donated items. Those sales are an important source of income for the ICPL Friends Foundation. We look forward to welcoming back our dedicated volunteers as well as customers!

### ***Thank You!***

Your very generous financial contributions this year enabled the ICPL to offer services in new ways due to the pandemic. Your generosity meant the library could

- o mail thousands of collection items to patrons and provide craft kit supplies for many months;
- o add hundreds of eBooks and other online materials to meet community requests;
- o purchase hundreds of face masks and other safety equipment for public and staff use.

As we wrap Fiscal Year 2021, please know that the time, talent, treasure, and care that you gave this past year is greatly appreciated. It is a such a pleasure to work with you. *Thank you!*



## Thankful for open libraries

June 14 was the 40th anniversary of the opening of the "new" Iowa City Public Library. I am thankful that we could celebrate that day with the library being fully open. Those were long months when the library was closed because of COVID-19.

I am also thankful that the Coralville Public Library opened for circulation takeout and reference help months before the ICPL opened for takeout. I probably had not been to the Coralville library since the 2008 expansion and remodeling. I was quite pleasantly surprised that they issued an Iowa City resident a borrowers' card over the phone — and they humored me whenever I asked if I still needed a passport to drive to Coralville.

I would also like to acknowledge two people who were instrumental in the opening of the new Iowa City Public Library in 1981: Lolly Eggers, who was the library's director; and Carole deProsse, who, as an Iowa City councilwoman, was a strong supporter of the library and the coordinator of "A New Library for Everyone," the successful bond referendum campaign in 1978.

*-Gary Sanders, Iowa City*



## BOARD OF TRUSTEES

### Minutes of the Electronic Regular Meeting

May 27 2021

**DRAFT**

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#### Electronic Meeting

(Pursuant to Iowa Code Section 21.8)

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

**Members Present:** Wesley Beary, John Beasley, Kellee Forkenbrock, Carol Kirsch, Robin Paetzold, Hannah Shultz, Derek Johnk, Monique Washington

**Members Absent:** None

**Staff/Others Present:** Noa Kim, Dan Stevenson, Melody Dworak, Terri Byers, Elsworth Carman, Mara Cole, Karen Corbin, Melody Dworak, Alyssa Hanson, Sam Helmick, Kellie Kerns, Anne Mangano, Patty McCarthy, Jason Paulios, Brent Palmer, Angie Pilkington, Alyssa Hanson, Becky Dannenberg, Stacey McKim, Shawna Riggins

**Call Meeting to Order:** President Beary called the meeting to order at 5:10 p.m. A quorum was present.

**Public Discussion:** Welcome to new Board members. Noa Kim spoke to being recently appointed and comes with 10 years of library experience; currently, information technology being the focus. Noa is looking forward to serving the community. Dan Stevenson spoke to being recently appointed and comes with previous board experience. Dan is an eighth grade U.S. History teacher.

#### Items to be discussed:

**AFSCME Agreement Overview and Changes** - AFSCME Agreement for July 1 2021 TO June 30 2026 was presented to the Board for approval and recorded vote. Anne Mangano and Terri Byers advised the Board of context, changes made, and the process which lead to Board presentation. Derek Johnk made the motion to approve the agreement as presented. Robin Paetzold seconded. Motion carried on a recorded vote: 8 AYES 0 NAYS 0 Abstain 0 Absent; Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Washington, Johnk (AYEs).

**Policy Review: 806: Meeting Room & Lobby Use** - This is a regularly scheduled policy for review and Board approval. Specific sections of the policy were advised by Sam Hemlick. The Library mission, definition of private and party, and access to space as a community center were discussed and addressed. Director Carman advised he supports the recommendation by staff committee. President Beary recommended the Board approve the policy, with review in one year. Derek Johnk made the motion to approve the policy as amended. Hannah Shultz seconded. Motion carried on a recorded vote: 8 AYES 0 NAYs 0 Abstain 0 Absent; Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Washington, Johnk (AYEs).

**Policy Review: 809: Library Use** - A Memo was presented by Jason Paulios to the Board for review. Item will be added as old business to the June 24 2021 board meeting agenda for Board approval. Breakout sessions have been held and discussion of what could be done differently communicated. The staff committee is continuing to unpack the data and review former language, as well as, research back to 2001. The benefits of the staff in-service were discussed.

Tom Rocklin exited the meeting at 5:45 p.m.

**Fines and Fees Report** - Director Carman provided an update to fines and fees data for Board review and discussion. Carman advised that COVID-related changes have impacted the long term plans for exploring extending fine free throughout all collections. The current, though temporary fine-free model is working well and the community is responding to it. The Library could move forward to continue to gather data with a scripted plan as was done for Children's. There are early successes with a six-month analysis; however, lack full data due to COVID-19 variables. President Beasley recommended the Board revisit after more data is collected; continue fine free through the end of the fiscal year, children's stays, but reinstitute others - can extend the timeframe to try to gather data. Robin Paetzold recommended revisiting once summer has commenced. Discussion about positive community response, pragmatic thoughts, and clear valuable data collection took place. Carman recognizes the value and has no regret suspending fines. Discussion ensued about the benefits and detriment of continuing to suspend or re-establish fines. President Beary recommended to the Board sorting through the specifics of extending for however many months and setting a time frame, with a concrete proposal for Board approval:

- Option 1 - Extend through August
- Option 2 - Extend to end of year
- Option 3 - Reinstate as provisioned
- Option 4 - Abolish entirely

This item will be added as old business, and voting item, on the June 24, 2021, meeting agenda.

**Phase Transitions and Mask Mandate Changes** - Director Carman provided an update to COVID-19 positivity rates, Phase 4 to 5 transitions, and mask mandate changes regarding ICPL Reopening Guidelines. Carman asked members how involved they would like to be in operations concerning Phase 5, with lifting capacity and time limits. Vaccine availability and



learning more has helped. Carman advised will be ready for the transition once staff is fully prepared. The Library would like to combine an express model, yet, reestablish some seating. On or around July 1, the Library would bring back evening hours, study rooms, and have limited furniture placed on public floors. Transitions in capacity, time limits, mask mandates, and furniture positively moves into phase 5 and fulfills the benchmarks. The Library has autonomy and grounds to continue to enforce as Administration sees fit. Carman was asked to address masking phasing and feels is the right time for all areas of the Library. Carman thinks the Library is ready to take a deep dive and make some changes. With a paced time with most of these items, Carman moved into addressing masking requirements. The City Manager advised until July 1, Iowa City would like to continue to have staff and facilities masking; ultimately, it is at the discretion of each department. Most libraries have relaxed the mask mandate due to Library Director and Municipal direction. Carman received many community complaints last week, with none in the current week. Carman worries about staff having to experience this on the public floor. Carman sent a mask mandate survey to staff to gather information. 34% chose to stick with the current mandate and 36% chose should be a recommend or by request only. Carman read a few staff comments. Carman would like the July 1 mandate; however, understands staff stress in having to police the issue. The Board continued to discuss the options, pros and cons of this conflicting issue. Staff burden and protection is a concern either way. Carman advise the City Manager's justification for the July 1 date was to allow adequate time to have a full vaccination cycle for staff and public. The recommendation from County Health is to continue to masks if possible. John Beasley advised observed Parks is not requiring patrons to wear, but staff is. Carman advised City Hall continues to be closed, and staff wear masks. Parks, for example, saw positive compliance at the recent Farmers' Market. It can be a confusing to know what the right answer is. Board members would like to follow the City Manager's direction, and have a special meeting, if necessary, to address.

This item will continue as old business item for the June 24, 2021, meeting.

**In-Person Meetings** - Old business item to discuss resuming in-person Board meetings. Staff recommendation with visual diagrams were provided. Truly hybrid meetings present challenges, but are an option. President Beary recommended a step and analysis approach.

This item will continue as an old business item. Carman will bring and update of what other City boards are doing to the June 24, 2021, meeting.

**Staff Reports:**

Director's Report - Carman invited questions and comments.

**Departmental Reports:**

Adult Services - Paulios also provided updates regarding the New York Times.

Community and Access Services - Helmick invited questions and comments and advised is proud of the team embracing Phase 5.

Development Office Report - McCarthy invited questions and spoke of the most recent fundraiser at Pagliai's Pizza.

**Miscellaneous** - Nothing to Report

**President's Report** - Beary again welcomed new board member and invited questions.

**Announcements from Members:** None to Report.

**Committee Reports:** None to Report.

**Communications:** A Thank you to the Children's Department Staff was presented to the Board.

**Consent Agenda:** Derek Johnk made the motion to approve the consent agenda as amended. Hannah Shultz, seconded. Motion carried on a recorded vote: 8 AYES 0 NAYS 0 Abstain 0 Absent Beasley, Forkenbrock, Kirsch, Paetzold, Rocklin, Shultz, Washington, Johnk (AYEs).

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

Develop ideas for the Annual Report

CS, COL, IT reports

Policy 809 - in progress

Fine free - updates

Update on city and board commission meetings

Budget discussion – NOBU budget

MOU between the Foundation and ICPL will be in the July packet

**Adjournment.** Beary closed the meeting at 7:05 p.m.

Respectfully submitted,

Kellie Kerns

Administrative Services Coordinator

Iowa City Public Library Meeting Agendas and Other Significant Events		
APRIL 22, 2021	MAY 27, 2021	JUNE 24, 2021
<p>Election of Officers</p> <p>Review 3<sup>rd</sup> Quarter Statistics and Financials</p> <p><b>Policy Review:</b> 700: Community Relations 803: Event Board 804: Free Materials Distribution 805: Display 816: Library Access for Sex Offenders Convicted of Sex Offense Against a Minor</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>AFSCME Agreement (pending City Council approval)</p> <p>President Appoints to Foundation Board</p> <p><b>Policy Review:</b> 806: Meeting Room and Lobby Use</p> <p>Departmental Reports: AS, CAS</p>	<p>Develop ideas for Board Annual Report</p> <p><b>Policy Review:</b> 809: Library Use</p> <p>Departmental Reports: CH, CLS, IT</p>
JULY 22, 2021	AUGUST 26, 2021	SEPTEMBER 23, 2021
<p>Strategic Plan Update</p> <p>Review Board Annual Report</p> <p>Adopt NOBU Budget</p> <p>Memorandum of Agreement between ICPLFF and ICPL</p> <p>Review 4<sup>th</sup> Quarter/Annual Statistics and Financials</p> <p><b>Policy Review: TBD</b></p> <p>Departmental Reports: AS, CAS</p>	<p>Strategic Planning Update</p> <p><b>Policy Review: TBD</b></p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Budget Discussion</p> <p><b>Policy Review: TBD</b></p> <p>Departmental Reports: AS, CAS</p>
OCTOBER 28, 2021	NOVEMBER 18, 2021	DECEMBER 16, 2021
<p>Budget Discussion</p> <p>Review 1<sup>st</sup> Quarter Statistics and Financials</p> <p><b>Policy Review: TBD</b></p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Appoint Committee to Evaluate Director</p> <p><b>Policy Review: TBD</b></p> <p>Departmental Reports: AS, CAS</p>	<p><b>Policy Review: TBD</b></p> <p>Departmental Reports: CH, CLS, IT</p> <p><b>OTHER:</b> Inservice Day 12/10</p>

JANUARY 27, 2022	FEBRUARY 24, 2022	MARCH 24, 2022
6-month Strategic Planning Update  Review 2 <sup>nd</sup> Quarter Goals/Statistics and Financials  <b><i>Policy Review: TBD</i></b>  Departmental Reports: AS, CAS	Director Evaluation  Set Hours for Next Fiscal Year  Appoint Nominating Committee  <b><i>Policy Review: TBD</i></b>  Departmental Reports: CH, CLS, IT	<b><i>Policy Review: TBD</i></b>  Departmental Reports: AS, CAS