

# Iowa City Public Library Board of Trustees Meeting Agenda

July 27, 2023

2<sup>nd</sup> Floor - Boardroom

Regular Meeting - 5:00 PM

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Tom Rocklin - President

Lucy Green

John Raeburn

DJ Johnk - Vice President

Joseph Massa

Dan Stevenson

Hannah Shultz-Secretary

Claire Matthews

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## 1. Call Meeting to Order.

## 2. Approval of July 27, 2023 Board Meeting Agenda.

## 3. Public Discussion.

## 4. Items to be Discussed.

### A. FY23 Strategic Plan Review.

Comment: This is a regularly scheduled agenda item. Board action not required.

### B. Board of Trustees Annual Report.

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

### C. FY23 NOBU Budget Request.

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

## 5. Staff Reports.

### A. Director's Report.

### B. Departmental Reports: Adult and Community & Access Services.

### C. Miscellaneous: News Articles.

## 6. President's Report.

## 7. Announcements from Members.

## 8. Committee Reports.

## 9. Communications.

## 10. Consent Agenda.

### A. Approve Minutes of Library Board of Trustees June 22, 2023 Regular Meeting.

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

B. Approve Disbursements June, 2023.

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

**12. Adjournment.**

# Iowa City Public Library- Board of Trustee Meetings

## Agenda Items and Order Schedule

July 27, 2023	August 24, 2023	September 28, 2023
Strategic Plan Review  Board of Trustees Annual Report  Departmental Reports: AS, CAS	Review 4 <sup>th</sup> Quarter Financials & Statistics  <b>Policy Review: 816 Library Access for Sex Offenders Convicted of Sex Offenses Against Minors (Admin)</b>  MOA-ICPLFF & ICPL  Dept Reports: CH, CLS, IT	Budget Discussion  <b>Policy Review: 808 Art Advisory Committee (COL/AS)</b>  <b>Policy Review: 810 Discussion Rooms (AS/CAS)</b>  Dept Reports: AS, CAS
October 26, 2023	November 16, 2023	December 21, 2023
Budget Discussion  Review 1 <sup>st</sup> Quarter Financials & Statistics  <b>Policy Review: 804 Free Materials Distribution (CAS)</b>  Dept Reports: CH, CLS, IT  <b>Special Events:</b> <b>Homecoming Parade</b>	Appoint Committee: Directors Evaluation  <b>Policy Review: 811 Theft, Defacement, Alteration (AS/IT/CAS)</b>  Dept Reports: AS, CAS	<b>Policy Review: 704 Use of Library's Cardholder Database (CAS)</b>  Dept Reports: CH, CLS, IT  <b>Special Events:</b> <b>Staff Inservice Day</b>
January 25, 2024	February 22, 2024	March 28, 2024
Six Month Strategic Plan Update  <b>Policy Review: 701 Public Relations (CAS)</b>  Review 2 <sup>nd</sup> Quarter Financials & Statistics  Dept Reports: AS, CAS	Director Evaluation  Appoint Nominating Committee  <b>Policy Review: 812 Hours of Service (Admin)</b>  Set Calendar for Next Fiscal Year  Dept Reports: AS, CAS	<b>Policy Review: 700 Community Relations (CAS)</b>  <b>Policy Review: 702 Library Programs (AS,CH,IT)</b>  Dept Reports: AS, CAS

# FY21-FY23 Strategic Plan Final Report

Prepared for the July 27, 2023  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

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I am pleased to share the FY21-FY23 Strategic Plan Final Report.

This is a dense document. It reflects the work we have done over the past three years, including designing and implementing service delivery through the pandemic building closure and our reopening process. It demonstrates our commitment to intellectual freedom and access and shows the significant efforts made by staff in all departments to connect our community with needed resources.

The report also shows a heightened dedication to process improvement and a willingness to try new things. We set high goals and implemented new practices. We had an opportunity to think differently about how our services impact the community and how our resource allocation reflects our values, including investing in both staff training and general wellbeing.

The FY21-FY23 Strategic Plan was an atypical plan, in that a significant section was devoted to a building closure and a global pandemic. The plan worked well as we navigated a very challenging period of time when accurate futurecasting was largely impossible. As we have moved back into more traditional service delivery, I am thankful that you supported a plan that allowed us to be nimble and responsive while also building the foundation for our next projects.

I am immeasurably thankful for the work that library staff put into the past three years. It is important to note that while this report documents significant portions of our work, it does not include the details of many mission-critical projects and tasks that keep the library functioning. Every staff member contributed to our progress over the past three years and deserves recognition.



## Iowa City Public Library FY2021-FY2023 Strategic Plan Final Report

GOAL 1: Recovery and Renewal following the COVID-19 Closure		
Objectives	Tactics	Comments
1.1. Reimagine ICPL in the community: Evaluate the services we offer and the ways we offer them.	Create public-facing surveys focused on service delivery throughout the post-COVID closure reopening process to get direct input from patrons on current and emerging needs. Include online, in-person, and paper-based collection tools.	Multiple online and paper surveys were done related to library services during the design and implementation of our phased reopening. Feedback was also collected in person and via email, text, and chat systems.
	Create a programming schedule with internal and external partners to identify areas of overlap and/or gaps in programming.	Successfully reached out to Prelude, Insight, Hope House, and the Senior Center to promote a variety of services including At Home, Deposit Collection, library card registration and app/tech support.
		Established a shared, internal partner spreadsheet for better internal communication related to programming. This tool helps each department identify and narrow service gaps in the community.
		Programming departments began meeting with other City departments monthly to discuss possible collaboration and overlap.
		The Public Relations team has been expanded to include department Coordinators, who attend monthly meetings and contribute to marketing decisions, initiatives, and priorities. Coordinators then report back to their departments as appropriate.
	Retire Encore catalog.	The Encore catalog was retired in March, 2022. Several improvements were introduced with the new catalog, including increased filtering capabilities, additional contextual information about materials (book reviews and excerpts), and upgraded reading history options.

	Add ways for patrons to explore the collection from home by building out digital browsing options.	Monthly featured collections are now listed on the home page of our website. A new “Browse the Shelves” page was introduced in October, 2020, providing digital versions of recently returned shelves, the new shelf, and a “surprise me” feature, offering a randomly-generated title. Instructional posts on how to use the catalog as a browsing tool were featured on the new web page.
	Increase bookmobile activity by 20% by adding Fridays to regular schedule.	The Bookmobile formerly operated on a Monday-Thursday daytime schedule, with the exception of specially scheduled community events (festivals, parades, etc.). After evaluating the community reach of the Bookmobile, the schedule has been extended to include Fridays, which allows for several new stops in lesser-served areas of the community. This change was made without increasing staff, and the effects of the additional service hours have an impact across the library. This impact is being evaluated along with the benefits of expanded services.
1.2. Identify carry-over goals from third and fourth quarters of FY20 strategic plan to FY21 plan; create new timeline for completion.	Plan for changes to general availability of compact discs and DVDs.	A new streaming service, hoopla, was introduced in December, 2021. The service offers music, movies, television programs, comics, eBooks, and audiobooks, widening the library’s digital catalog significantly. Patrons can check out up to eight titles per month.
		After comparing use statistics with digital collections, we developed a plan to phase out audiobooks on compact disc. We will first remove young adult and children’s book on disc collections at the end of July 2023. By December 2024, we will retire the adult fiction and nonfiction collections. During this time, we will add popular compact disc titles to our digital collections, work with patrons on migrating to the digital collections, and highlight alternative resources such as interlibrary loan and the Iowa Library for the Blind and Print Disabled.

	Offer an interactive online readers' advisory service.	"Staff Picks...for You," a personalized reading service, was launched in July, 2021. Patrons submit a form indicating their reading interests and staff provide recommendations and place holds (if requested).
	Introduce new catalog to the public.	Our new catalog was introduced to the public in October, 2021. Developed in-house by ICPL staff using VuFind open-source software, the catalog provides more flexibility and allows us to adapt to our community's needs. The old catalog, Encore, was retired in March, 2022. Improvements to the new catalog were also implemented, including search result filtering by availability and on order, inclusion of book reviews and excerpts, and an overhaul of the reading history option, providing more usability to patrons. In Spring of 2023, we added the ability to narrow results to items on the bookmobile and pictures for items in our toy collection.
	Migrate Digital History Project (DHP) content to new content management system.	Due to staffing and time considerations, we will archive the Digital History Project's content on our website so patrons can continue to access it. However, we are pausing further growth of the DHP.
	Plan and produce the Library's 125th anniversary celebration.	<p>Several community-wide activities were offered including the installation of 40 Pole Banners in downtown Iowa City July-October, 2021, featuring significant Iowa City anniversaries and the Big Grove 'Brary Birthday Bash.</p> <p>New anniversary Library Card designs have been made available throughout the community.</p> <p>A series of blog posts highlighting important events and people in ICPL's history (from 1897 to the present) were added to our website throughout the celebration.</p>
	Explore circulation support offered away from the Help Desk and expand and/or provide training as needed.	Adult Services, Community Access Services, and Children's Services staff have been providing more extensive patron account support since working remotely in March, 2020. A RFID pad was installed at the Info

		Desk in 2021, allowing staff to check materials out from the desk. Training documents were created for staff unfamiliar with the circulation processes, with more extensive in-person training offered in FY22.
		The Help Desk, Circulation, and Payment procedures were updated and expanded to document changes and introduced as a training tool for new Clerks and Pages. Bookmobile and Circulation procedures were similarly updated and expanded. These documents are available in an internal shared location and are scheduled to be reviewed every 2 or 3 years.
	Extend “fine free” initiative to include all collections.	Permanently expanding “fine free” to include all ICPL collections was included in the library’s annual department budget presentation to Council in January, 2022, and identified by City of Iowa City Administration as a recommended change to the FY23 budget.
		The Library Board unanimously voted to amend Policy 801: Circulation and Library Card Policy to remove fines on non-Children’s and YA collections as a permanent measure at its February, 2022 meeting.
	Continue History Tour Programming	Adult Services staff hosted walking history tours in fall 2022 and spring 2023. This idea will be incorporated into the programming repertoire going forward.
	Research social workers in libraries.	Practicum placement for Social Workers in Eastern Iowa Public Library Project began in January, 2023. We were host to an undergraduate student in the University of Iowa’s School of Social Work. She shadowed at various service points and held drop-in visit hours to learn more about the overlaps with her education and training and our library needs. She held a series of training opportunities for staff related to de-escalation, human trafficking, antiracism, and compassion fatigue. We hope

		to enact future initiatives with our new partners at the School of Social Work as a result of this pilot study.
1.3. Prioritize public health and safety in designing and delivering library services.	Compete a detailed, phased reopening plan that identifies benchmarks and transition information for moving through the phases of reopening after the COVID-19 closure.	Initial draft completed and used through September 2020; second draft presented at November, 2020 Board Meeting and used through April, 2021. Final draft, reflective of variants, completed in May, 2021.
	Adapt selection and management of collection in response to changing patron demand and needs during pandemic.	Shifted FY21 collection budget to meet patron demand for digital collections; revised print standing order plans; offered new digital collections, including LinkedIn Learning, Creative Bug, and more digital magazines and newspapers.
	Continue to review and edit "ICPL service guidelines" that reflect best practices in COVID safety while also allowing active service to the community.	Reopening document replaced with general guidelines, which were then recrafted into a model focused on staffing levels.
	Determine ways to provide low contact printing.	In FY23, staff reviewed mobile print features/limitations to compare different software products and identified a preferred vendor. Implementation had impact on other public computer management software so we decided to postpone a decision until staff could visit in-person with reps at the ALA annual conference in June 2023. Staff identified a new product at the conference as well as revisited prior vendors. IT and Adult Services will confer in FY24 to analyze the two vendor options as well as discuss a potential in-house solution.
1.4. Assess and implement improved internal networks for individual, departmental, and	Purchase Microsoft Teams; provide training to all staff.	Staff from all departments are using Teams for multiple projects.
	Try different times and participation options for monthly "all staff" meetings.	Scheduled "all staff" Zoom meetings at various times to see what worked best for the staff during C19 closure. Continued to offer virtual participation in "all staff"

group/team communication.		meetings through FY22, and resumed in-person meetings mid-FY23.
	Identify communication gaps and needs throughout organization.	Worked with an external trainer to identify areas for improvement in communication and communication expectations.
	Create a communication best practice plan for the library.	A cross-departmental communications committee meets regularly. The committee surveyed the entire staff to identify department/group trends in experiences with current communication tools. We conducted focus groups with departments and committees to determine staff needs, what communication pathways work well, and what areas need improvement. We decided to focus on Microsoft Teams, Sharepoint, and other Microsoft Suite products to communicate, share, and organize information. Next steps include creating a detailed plan and training staff. We are also developing best practices for holding and participating in meetings and document storage.

GOAL 2: Focus on Community Aspirations		
Objectives	Tactics	Comments
2.1. By FY2022, dedicate at least 30% of resources allocated to programming, outreach, and collections to services for and with BIPOC.	Conduct a diversity audit of teen and children's fiction collections.	An audit of print materials was conducted using software from Ingram, a library vendor. Results show that our collections (adult, children's, and young adult) are similar in comparison to peer public libraries. We have a list of areas to focus on and improve. We are also looking at ways to continually monitor collection changes and progress using in-house methods.
	Establish weekly in-person and streaming bilingual Storytimes in Chinese and Spanish.	Two new Storytimes were developed for young patrons and their caretakers in FY22. Each week, bilingual Spanish/English and Chinese/English Storytime sessions are presented by Children's Room staff.

		These—and all other Storytime—offerings were live streamed until the building was fully reopened after the COVID-19 closure, so they could be enjoyed remotely. These programs continue in an in-person format.
	Maintain the Read Woke Reading Program for all age groups to participate in.	We continue to run this as a passive reading program on our website, offer multiple related online book lists, and distribute promotional bookmarks in the library.
	Create, develop, and evaluate tools to track resources spent on programming, outreach, and collections for and with BIPOC.	A new purchasing infrastructure/project code was created to track expenditures starting in FY22.
		In Collection Services, selectors tracked purchases of new print items that met diversity audit parameters. Titles were identified at point of order and staff relied on publisher information and trade reviews. Items attained through purchase suggestions and duplicates were not included. Programmers created specific parameters for resource allocation and monitoring related to this goal.
2.2. Identify and address human resources and employment-related barriers to establishing a workplace that reflects the community.	Update list of posting locations for all positions with special emphasis on nontraditional posting sites in areas around the community.	Expanded our physical and online posting locations, starting with the PR Specialist and Coordinator of Administrative Services positions; this practice has continued with open positions.
	Reevaluate balance of professional and volunteer experience and educational accomplishments in candidate selection.	Worked with City HR to craft new language around “relevant experience” in position descriptions and posting language.
		Adjusted minimum requirements and preferences for Library Clerk position and Internships in Adult Services.
		Introduced options of alternative requirements to ALA-Accredited MLIS degree for Hourly Librarian positions.
	Create personnel checklists to streamline hiring process, ensure consistency in HR practices, and identify areas of growth.	Checklists were created for supervisors to use when employees leave employment at ICPL and when onboarding new employees.



2.3. Establish new ways for the community and library to communicate, including web-based, in-person, and postal mail options.	Implement new ways for patrons to communicate with library staff and administration.	Introduced a virtual readers' advisory option, text access to library director, remote printing, and ways to "browse the stacks" virtually.
	Introduce volunteer-staffed "Welcome Desk" on first floor.	Welcome desk successfully integrated into library service model. Staff presented on the project at the 2022 Iowa Library Association Conference. The Welcome Desk will be continually assessed for effectiveness and sustainability.
2.4. Create a programming infrastructure for community-led, library-funded programs, with an emphasis on historically underrepresented, marginalized, and historically oppressed populations.	Partner with other community organizations to offer high profile, popular author programs in an accessible, low-barrier format (Local Libraries LIT [Listen, Initiate, Talk]).	Established in 2020, Local Libraries LIT online programs attracted hundreds of people in FY23. The programs featured award winning writers sharing their diverse experiences, such as living with a chronic illness, documenting Queer relationships, and being a writer with Tourette Syndrome. The popular programs were free thanks to support from a grant, donations, and sponsorships from the seven public libraries in Johnson County, the University of Iowa Libraries, and Kirkwood Community College Library.
	Create internal plan for community-led programming series for late FY22/early FY23 focused on amplifying the voices of BIPOC community members.	Staff have prioritized seeking broad representation in our calls for speakers/presenters and when collaborating on local co-sponsorships. We have been moving from a volunteer-ask to paid compensation for local program speakers.
2.5. Review select policies, procedures, and practices with community representatives focusing on restorative justice.	Evaluate and modify cataloging practices.	To reduce bias in classification, a staff committee identified specific parts of the children's collection as an initial reclassification project. In FY21, major reclassification projects included the holiday, folklore, and fairy tale sections in the Children's Room were completed.
	Adopt Juneteenth as a library holiday.	After the City of Iowa City and AFSCME adopted the Juneteenth agreement, the Hours of Service policy (812) and AFSCME contract were amended to reflect changes to holiday schedule.



	Create new guidelines for staff implementation of Library Use Policy.	New guidelines were drafted in December, 2022. The document was shared with Community Crisis Services staff for comment. Staff saw first iteration in February, 2023 and changes were adopted after an initial comment period. These guidelines are considered part of an iterative process and we will continue to adapt the language and action steps. In spring of 2023, changes were made to internal conduct database based on modifications to Library Use guidelines.
2.6. Seek alternatives to calling the police for violations of the Library Use Policy.	Use FY21 Inservice Day to provide learning opportunities and training related to this goal.	A virtual Inservice Day to discuss this topic was held on February 26, 2021. Pre-recorded videos with community partners and agencies were shared with staff. Brainstorming sessions with staff evaluating the Library Use Policy (809) and Ban and Bar Guidelines were held.
	Connect with local partners to learn and share best practices and support options as alternatives for calling the police for interpersonal/minor-to-moderate behavior issues.	We have offered staff training in collaboration with multiple community service groups, including Shelter House and CommUnity. We have met with Mental Health Liaisons for CommUnity Crisis Services and with CommUnity Mobile Crisis Response representatives to discuss parameters for requests for service in lieu of police response. CommUnity representatives helped with a Teen Mental Health Summit program in spring 2023.
2.7. Partner with other City departments and community groups to create a comprehensive, sustainable, shared response to behavior issues.	Increase staff presence in partner spaces to build trust and gain knowledge of how the community is engaging around behavior issues.	Partnered with Iowa City Community School District and CommUnity Mobile Crisis Unit to offer Inservice Day (2021) information videos, which have been retained for use in future trainings.
		Our Teen Librarian has expanded outreach to new partner sites and is spending time with teens in these spaces regularly.
		We have discussed behavior management strategies with the Iowa City Senior Center, Parks & Rec, and the Office of Human Rights for training ideas.

	Engage with local agencies for training and communication of library return options for banned patrons.	We established a practice of coordinating specific patron bans with Shelter House to facilitate library return options.
		Partnered with CommUnity Crisis Services for de-escalation training during Inservice Day (FY 2022).
		Got feedback on draft changes to Library Use guidelines from CommUnity staff.
2.8. Prioritize access to information and materials related to community priorities: equity, antiracism, and First Amendment rights.	Collaborate with other area libraries to develop a program series featuring writers who champion equity, antiracism, and inclusion.	A unique group of staff from the public libraries in Coralville, Iowa City, North Liberty, Oxford, Solon, Swisher, and Tiffin worked with those from University of Iowa Libraries and Kirkwood Community College-Iowa City Library to organize and host three well-attended Local Libraries LIT (listen, initiate, talk) programs in 2020. The second LLLIT season featured acclaimed diverse writers in free online presentations with time for questions from those in attendance. The partnership expanded when a Kirkwood Community College professor incorporated one of the Local Libraries LIT programs into their curriculum.
		We discontinued the use of the “Christian Fiction” label on materials. The ALA classifies this label as “prejudicial” and no other labels are placed on other fiction books with religious themes. We also updated our other genre labels to a more modern style including fantasy, horror, science fiction, mystery, western, and romance.
	Ensure materials cataloging and processing reflect library and community values.	In FY23, we engaged Backstage to add new subject terms from Homosaurus (an international LGBTQ+ linked data vocabulary) and people and subject terms from a study from Iowa State, where librarians worked with individual tribal nations in the state of Iowa to create terms for the catalog. We will work with Backstage to

		implement this update to our catalog records in early FY24.
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<b>GOAL 3: Resource Management</b>		
<b>Objectives</b>	<b>Tactics</b>	<b>Comments</b>
3.1. Meet current and anticipate future community needs with intentionally-collected input from the community, library staff, public librarianship trends, adjacent professional fields, and other sources of inspiration.	Create staff “survey committee” to make regular inquiries about staff morale and needs related to PPE and other protective measures related to the COVID-19 reopening.	A staff committee was developed and analyzed three surveys. Responses were integrated in reopening procedures.
	Plan and compete World Films reclassification.	Collection Services completed the reclassification of our collection of films on DVD in other languages to "World Film." We previously used the film industry term “foreign film” in our cataloging, labeling, and shelving for this collection. This collection contains over 1,200 items, covering 67 different languages.
	Add Adventure Pass program to library offerings.	In response to patron requests, the Iowa Libraries Adventure Pass program was introduced to patrons in June, 2022. Resident cardholders can check out a free day pass to cultural attractions and museums in Iowa, including the African-American Museum of Iowa, Blank Park Zoo, Figge Art Museum, and the Science Center of Iowa.
	Identify best practices on managing digital collection resources, especially pricing of licensed content.	<p>Selectors evaluated and updated current repurchasing guidelines for expiring titles, creating stricter terms for rebuying a title to ensure a balanced budget.</p> <p>University of Iowa practicum student Alexa Starry researched peer libraries to compare how others approach purchasing eBooks and audiobooks. Her research showed that while most libraries are grappling with these same issues, best practices in managing</p>

		digital collections for public libraries have not been developed. Library staff continue to monitor this issue.
		The selection team evaluated selection assignments and decided to shift collection responsibilities to create a digital collections selector. New selection assignments begin in FY24.
	Plan next Strategic Plan	Staff committee facilitated community and staff engagement around needs and wants in library service. Allocated significant time on the planning process at the 2023 Inservice Day. New plan approved by library board at the June, 2023 meeting.
3.2. Communicate proactively and consistently; maintain transparency in decision-making and process internally and externally.	Hire new CAS Coordinator and PR Specialist; audit current internal and external communication strategies.	New CAS Coordinator hired in September, 2020; PR Specialist hired in January, 2021. Internal and external communication strategies are under review by a staff committee.
	Explore ways of engaging and communicating with library staff during periods of remote work and while transitioning back into the building	Adapted “all staff” meeting schedules to better meet staff needs during the COVID-19 closure and reopening phases and appropriately communicate changes and updates to all employees; this included weekly meetings through the reopening phases.
		Developed departmental phasing plans that emphasized a safe and comfortable return to onsite work.
	Focus on workplace communication and culture at 2021 Inservice Day.	Terry Whitson, a training and development consultant, conducted staff focus groups to identify themes around workplace culture and communication. Whitson provided the results of her all staff, small group discussions as well as training on change management at Inservice Day, 2021.
	Create a template for the Board packet.	Graphics and Admin worked to create a Board packet template to streamline the presentation of documents, make general navigation easier, and reduce unnecessary formatting efforts. This template continues to be evaluated and modified.

	Institute a “weekly message” from the library director and offer regularly scheduled “office hours” for staff engagement.	In response to feedback from staff, a weekly message from the library director and weekly “office hours” have been offered since February, 2022.
3.3. Ensure all ICPL employees, volunteers, and donors are ready to champion the changing work of librarianship; seek and allocate resources to build and maintain readiness and resiliency for staff and volunteers.	Join Urban Libraries Council for increased access to relevant training, education, and networking opportunities for staff and volunteers.	Joined Urban Libraries Council in June, 2023 and renewed for FY24.
	Provide staff training on Intellectual Freedom.	Intellectual Freedom training sessions were offered to all staff in March, 2022. At the March staff meeting, we reviewed the concept of intellectual freedom and why it is a value in public libraries and at ICPL specifically. Katelyn Browne, Youth Services Librarian at University of Northern Iowa and member of ILA’s Intellectual Freedom Committee joined us to present a portion of “The Unhappy Patron: A Choose Your Option Intellectual Freedom Story Game.” Several sessions of "Intellectual Freedom at ICPL" were held for staff to review library policy, discuss talking points, and practice speaking with patrons about intellectual freedom issues, especially where a patron might escalate in tone and manner. Additional trainings were offered related to Freedom of Speech, library programming, and the Library Use Policy.
	Develop infrastructure for staff and volunteer orientation and training.	New staff orientation developed; Volunteer job descriptions refreshed and updated.
		The Volunteer Committee has established a strong workflow. Traditional and new volunteer positions are being regularly filled. A Volunteer Recognition Ceremony was held in the spring of 2023.
	Support staff mental health and wellness.	Created a staff mental health space and began offering the Headspace mindfulness app in July, 2022 to all library employees, regardless of their benefit status. Staff

		wellbeing is a core element of the FY2023-FY2025 strategic plan.
	Provide opportunities to promote the importance of intellectual freedom.	Staff members provided two conference sessions at the Iowa Library Association in October, 2022 on the role of board members during materials challenges and how public libraries can support school librarians. Staff members from Johnson County libraries provided an overview of intellectual freedom to Johnson County legislators and other political representatives in December of 2022. Staff also met with the City Manager in late December, 2022 to emphasize ICPL's commitment to intellectual freedom, how the library handles challenges, and how the City Manager's office and City Council might be impacted if a member of the public challenges materials or programming.
	Plan and implement public campaign educating our patrons on licensing issues with eBook and audiobook content.	The selection staff had preliminary discussions on elements of a future public campaign. We shared an information sheet with the City Manager's office about eBook and audiobook licensing issues and its impacts on the materials budget and staff time.
	Provide continuing education opportunities for staff.	Staff attended trainings on Leadership, Food Safety, ALICE, Naloxone, Burnout, Internet Librarian, project management, planning libraries post-COVID, and more through in-library and web-based training and attendance at YALSA, ILA, ALA, Computers in Libraries, and SHRM conferences.
3.4. Make choices informed by data, evidence, and research; practice assessment and evaluation.	Evaluate online resources database collection performance.	Vendors have been contacted to obtain access to stats modules. Some decisions already made regarding renewals and purchases of databases. Parameters for analysis are being developed.
	Evaluate Reference standing order collections.	The reference standing order list has been checked for currency, cost, duplication, and usage.

	Extend computer session length for second-floor public access computers.	After monitoring computer use through the phases of reopening, access was increased by allowing patrons to use computers for longer daily sessions. Pre-COVID closure, each patron could have one two-hour session per day, with manual extensions (made by staff) possible if computers were available (patron would need to notice their session was ending and approach staff to ask for more time to get an extension). Now, patrons start with a two-hour session that automatically rolls into unlimited extensions—as long as there are still machines available for use—with no action needed by the patron, resulting in a session length of up to five hours.
	Evaluate newspaper holdings.	Conducted a patron newspaper use study in June, 2022 to determine whether collection meets browsing needs. Identified potential savings as well as need to add titles in some areas.
3.5. Perform a building audit to determine whether spaces are compatible with current and changing needs.	Analyze second floor study room availability.	Based on data prior to COVID-19, expansion of study spaces may be warranted. We will continue to analyze use in FY24.
	Assess storm shelter needs for patrons and staff.	A socially distanced storm shelter plan was created and implemented while social distancing was recommended by the CDC and local public health agencies. We are now back to using our pre-COVID safety plans.
	Evaluate computer layout.	We have identified a need for public access computers in other areas of the second floor and made a plan for FY23 to move some desktops to the west end of the second floor.
	Perform a space study of public areas.	A preliminary space study was conducted in February, 2023 with ThirdWay Brand Trainers.
3.6. Proactively maintain an efficient, functional, clean	Adjust cleaning schedules to reflect best practices related to management of COVID-19 transmission.	Cleaning schedules continually assessed by Facilities management; adjusted as needed.

building and take pride in our physical spaces.	Schedule and complete painting and repair projects during building closure to minimize impact on library patrons.	Significant portions of the interior were deep cleaned and painted ahead of schedule.
	Evaluate furniture, shelving, and general library tools; repair and replace as necessary	Replaced end-of-life book carts, children's computer desks, couches, and outreach carts.
		Installed standing desks for staff to use at individual workstations.
		Identified a need for Teen Center craft supplies storage; added storage units. Removed existing bench/table structure in Teen Center to make the room layout more flexible.



## FY23 Library Board of Trustees Annual Report Memo

Prepared for the July 27, 2023  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

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A draft of the FY23 Library Board of Trustees Annual Report is attached. This document is submitted to the City as part of the annual operating budget process.

Historically, a draft is crafted by the library Leadership Team and shared with the board. After discussion, the document is edited and brought back the following month to be considered for approval.

I have intentionally included more accomplishments and goals than needed so the board has several options in what to retain and what to eliminate. New accomplishments and goals can be added by the board as desired.

This document will be included in the FY24 City of Iowa City Budget Book with the annual reports from other City departments. The primary audiences are the City of Iowa City Council and the Iowa City community.

# FY23 Library Board of Trustees Annual Report

## DRAFT

### General Responsibilities

The Iowa City Public Library Board of Trustees 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:

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

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

### Accomplishments for Fiscal Year 2023

1. Crafted and distributed a statement on the state government reorganization bill.
2. Formed a Finance Committee to review library quarterly financial reporting.
3. Formed a committee to evaluate the Library Director and held a closed session evaluation.
4. Welcomed and oriented one new Board member.
5. Kept abreast of current State of Iowa legislature that had potential to impact library work.
6. Set the FY24 Building Calendar.
7. Supported the Iowa City UNESCO City of Literature; The Iowa City Book Festival and One Book Two Book.
8. Completed the goals of the FY2021-FY2023 Strategic Plan.
9. Supported the Iowa City Public Library Friends Foundation and library administration in welcoming a new Development Director.
10. Approved all library expenditures and NOBU budget requests.
11. Hosted the 2022 Public Libraries of Johnson County Legislative Reception, which focused on celebrating the freedom to read and maintaining access to diverse materials in public library collections
12. Approved a new Strategic Plan that represents the Iowa City Community and its needs.
13. Presented a session titled "Trustee on the Front Lines: Intellectual Freedom in Public Libraries and Your Role" at the Iowa Library Association Conference in Coralville, IA
14. Supported and addended numerous trainings and programs, including the ICPL Inservice Day, children's events, and the fREADom to Read program.
15. Appointed two trustees to serve on the Friends Foundation board.
16. Reviewed and updated the following policies:
  - 101 Bylaws

- 401 Finance policy
- 601 Collection Development policy
- 703 Recording and Streaming policy
- 705 Naming and Recognition policy
- 801 Circulation and Library Card policy
- 802 Confidentiality and Privacy policy
- 815 Internet Use policy
- City of Iowa City Bereavement policy

## GOALS FOR FISCAL YEAR 2024

- Monitor financial impacts of HF718 and SF514 and advocate for budget stability and growth.
- Develop a plan of annual reporting to the City of Iowa City and Johnson County Board of Supervisors.
- Examine and revise Library Board policies on a three-year review cycle.
- Welcome the new board member and support them in learning about ICPL and the work of the ICPL board.
- Build on and continue advocacy related to library access and Intellectual Freedom.
- Implement new ICPL strategic plan.

## Board Members:

Carol Kirsch, President  
 Tom Rocklin, Vice President  
 Derek Johnk, Secretary  
 Noa Kim  
 Claire Matthews  
 Robin Paetzold  
 John Raeburn  
 Hannah Shultz  
 Dan Stevenson

## FY24 NOBU/Direct State Aid

Prepared for the June 22, 2023  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

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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 FY24, and undesignated passthrough gifts. These funds are complemented by state funding through Enrich Iowa, which was \$71,120 in FY23 (the FY24 payment will be received in Fall 2024, so we use the previous year total as an estimate). 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 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 budget may be amended at any time.

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

### Ongoing Expenses, \$160,730

**Personnel, Children's Services:** In **FY17** 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. Gift funds are needed to keep these hours in place. This request reflects forty percent (40%) of the position's expenses (wages and benefits).

FY24 NOBU Request: \$34,715

**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.

FY24 NOBU Request: \$34,715

**Iowa City Book Festival:** The Library donates space, furnishings, and equipment (phones, computers, etc.) to support the non-profit Iowa City UNESCO City of Literature. Iowa City UNESCO City of Literature also receives funding from the City of Iowa City and other sources. The Library also traditionally supports the Iowa City Book Festival, an event that includes many programs that align with our mission but that we could not fund on our own.

FY24 NOBU Request: \$2,500

**Collection Support:** Non-operating funds are used to support collection needs that cannot be met through the City's operating budget allocation.

FY24 NOBU Budget: \$52,500

**Third Issue of the Window:** Gift funds have been used 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 third Window is typically distributed in December, and serves as the Foundation's annual report and appeal.

FY24 NOBU Budget: \$16,300

**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. This funding will ensure ICPL staff remain empowered to build enriching experiences for all ages and supplements the resources allocated for programming in the operating budget.

FY24 NOBU Budget: \$20,000

### **Project-Related/Strategic Initiatives Expenses, \$27,890**

**Staff Learning:** Investing in the continuing education and training for library staff is critical for long term staff engagement and work satisfaction. Staff at all levels deserve access to diverse and high-quality training, and additional funding will allow library leadership to support both all-staff and departmental learning opportunities and educational experiences for individual staff. A Leadership Team retreat, including an informal session with the Board of Trustees to recognize the efforts of outgoing board members, will be planned for late 2023.

FY24 NOBU Budget: \$15,000

**Evaluation/Assessment Tools:** Returning to pre-COVID service levels has highlighted the need for evaluation and assessment of several of our traditional practices, and investing in tools to help us evaluate and assess our services will allow us to make informed decisions moving forward.

FY24 NOBU Budget \$2,000

**Technology Upgrades:** Maintaining flexibility in our approach to cybersecurity and general technology upgrades allows us to respond to opportunities throughout the year. In FY24, we anticipate upgrading some public-facing technology in the Children's Room and continuing to invest in cybersecurity measures.

FY24 NOBU Budget \$2,690

**BTCat Cataloging Subscription:** BTCat is a cataloging product from Baker and Taylor that will replace some of our functions in OCLC Connexion and OCLC WorldShare and provides one-click authority linking for subjects and authors. This tool will make cataloging easier and reduce database mistakes.

FY24 NOBU Budget: \$5,000

**Staff Engagement/Wellbeing:** One of the four goals in our strategic plan draft is improving staff wellbeing. In FY24, we anticipate forming a staff committee to identify ways our spaces and inward-facing services can best meet the needs of all staff. Expenses related to this work could include small-scale changes to individual and shared work spaces, staff events designed to support wellbeing, or services like wellbeing apps. An emphasis will be placed on efforts that will impact all staff.

FY24 NOBU Budget \$5,000

**Maintenance Equipment:** Replacing three vacuums will increase the efficiency and effectiveness of our custodial staff.

FY24 NOBU Budget: \$1,200

**Translation Services:** To continue to offer print and digital materials in multiple languages, resources outside the operating budget are needed. These funds will be applied to translation of high-impact materials.

FY24 NOBU Budget: \$500

**Total FY24 NOBU Budget: \$188,620**

## Director's Report

Prepared for the July 27, 2023  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

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### 2023 American Library Association Annual Conference

The American Library Association Annual Conference was held in Chicago from June 22 through June 27. Seven ICPL staff members attended, including Melody Dworak, Alyssa Hanson, Sam Helmick, Anne Mangano, Jason Paulios, Katie Roche, and myself. I attended sessions on using data in library storytelling, elevating community arts in public libraries, collaboration across library types, outreach services, the revision of accreditation standards for SLIS programs, library innovation outside of the US, and diversity in libraries, and came back to ICPL with some new things to think about. I also spoke with a few vendors about products that we are interested in and participated in some library leadership/director networking and social events. It's always great to connect with library people at this type of conference and engage around topics we are all passionate about.

### City of Iowa City Position and Classification Study

The City of Iowa City is working with The Austin Peters Group (out of Colorado) on a position and classification study. All permanent City staff are part of the study. The Austin Peters Group did a similar study with the City in 2006. For the first part of the process, all permanent library staff are completing position questionnaires, which detail the tasks performed in their position, required skills/education/training, and outline the working conditions specific to their role. These questionnaires are reviewed by supervisors, then I will review all library questionnaires before returning them to City HR. I will complete a questionnaire that Board President Tom Rocklin will review before it is submitted to HR. After the consultants assess the questionnaires, there will be a second stage to the project, including supervisor interviews. A project overview document is attached. This project has an aggressive timeline, and summer is a very busy time for many library departments, but staff are working hard to complete their questionnaires in a timely and accurate manner.

### Dinner Event with ALA President Emily Drabinski

ALA President Emily Drabinski was hosted in Iowa this month by Dr. Lucy Santos Green (incoming ICPL board member and Director of University of Iowa SLIS) and Sam Helmick (ICPL Community and Access Services Coordinator and President of ILA). Angie Pilkington and I had an opportunity to meet with Drabinski, and a number of library people from the area, and it was a pleasure to hear about Drabinski's vision for ALA and learn more about her as a person.

### Intercultural Development Inventory Opportunity

Stefanie Bowers, Equity Director for the City of Iowa City, reached out with an opportunity for the Library Board to take an inventory of intercultural competence. The process includes an online questionnaire and a debrief with a DEI consultant. Information from Stefanie Bowers is included with this report. This looks like a great way to learn more about intercultural competency and identify ways to strengthen individual and group skillsets.





FORT COLLINS, CO OFFICE: 4809 Prairie Vista Drive, Fort Collins, CO 80526 Phone: (970) 266-8724  
[www.austinpeters.com](http://www.austinpeters.com)

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**Division/Department Head Question and Answer Session –**

**July 12<sup>th</sup> 2:00 pm and July 13<sup>th</sup> 9:00am – in person sessions**

**Iowa City Human Resource Project: Internal Equity Update, Job Description Update, and Market Analysis**

**Project Overview**

**Who – The Austin Peters Group**

- We specialize in working with local government in salary surveys, compensation studies, and job descriptions. Our team worked with Iowa City in 2006 on a classification study and job description update. The Austin Peters Group is a consulting firm based in Fort Collins, Colorado. Our clients include cities, counties, university systems, and the non-profit sector.

**What – Scope of Services**

- Iowa City has asked our firm to review of all positions and their placement within current classification system and analyze market changes. The project has three components: a review of internal equity, an analysis of market data, and an update of job descriptions. We anticipate that the study results will not identify a need for dramatic changes but will provide recommendations on necessary realignment of positions.
- Compare employees with their position classifications for internal equity and external equity (market analysis).
- For internal equity, use a point-factor system that reflects the value of work – supervisory responsibility, budgetary impact, knowledge, decision-making, public contact, working conditions, and physical conditions.
- For external equity, analyze market data from peers used by Iowa City in compensation using benchmark positions.
- Provide updates to job descriptions based on position questionnaires and review by department and division heads.
- Develop recommendations for changes in classification and compensation system.
- Provide staff training and detailed system for future updates for compensation.



**How – Employee Position Questionnaires, Department and Division Head Interviews, Review of Market Data, Open Communication**

- Employees fill out position questionnaire. Division Heads and Department Heads review questionnaires. Review questionnaires for accuracy and make notes/comments on questionnaires of changes/corrections.
- Complete Division Head/Department Head survey to provide insights into workforce challenges for Iowa City.
- Austin Peters Group conducts interviews with Division Heads and Department Heads to review questionnaires and confirm job description functions.
- Hold Q&A Sessions for employees, Division Heads and Department Heads.
- Employees are encouraged to ask the Division Head and Department Head questions.

**When**

Project will be completed in phases. Phase I with Classification and Compensation Recommendations November 2023 and Phase II updates in Job Descriptions March 2024.

**Questions & Answers**

Beth Tatarko, President (etatarko@austinpeters.com), phone 970-266-8724.

**Project Principles**

- Project uses outside consulting team to eliminate bias in both internal and external reviews for job classification.
- Position questionnaires are structured.
- Employee and Manager input is critical.
- Interviews with Division and Department Heads and their review will be critical.
- Process looks at the position not the person.
- Project is intended to adjust classification system for realignments as needed and alignment with the market.

**This Study is Not**

- A process for identifying job cuts, efficiencies, or process improvements.
- A workload study about one department's performance vs. another.
- A listing of pay cuts.
- A workload study.
- About personalities or people, but it is about the positions.
- About rewarding top performers or disciplining poor performers.
- An avenue to raise all employees' pay, but a process to treat employees uniformly and fairly.



# CITY OF IOWA MEMORANDUM

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Date: July 10, 2023  
To: Library Board of Trustees  
From: Stefanie Bowers, Equity Director  
Re: Intercultural Development Inventory (IDI) Opportunity

The purpose of this memo is to invite the members of the Library Board of Trustees to take a voluntary Intercultural Development Inventory (IDI). Members of the Human Rights Commission participated in the IDI and one of their top recommendations was for more board and commission members to avail themselves of this opportunity. Since that time, both the Parks and Recreation Commission and the Climate Action Commission have also completed the IDI and the accompanying assessment.

## **About the Intercultural Development Inventory (IDI)**

The Intercultural Development Inventory (IDI) is the premier cross-cultural assessment of intercultural competence. Intercultural Competence is the capability to shift cultural perspective and appropriately adapt behavior to cultural differences and commonalities. Research conducted on intercultural effectiveness, cross-cultural adaptation and adjustment, international job performance, diversity & inclusion efforts, and other forms of intercultural contact (e.g., tourism, immigration, refugee resettlement), clearly identifies intercultural competence as a key capability for working and living effectively with people from different cultures. Indeed, intercultural competence is essential for transcending ethnocentrism and establishing effective, positive relations across cultural boundaries both internationally and domestically.

Watch the introduction video [here](#).

## **Why the IDI is useful for members of boards, commissions, and their staff**

Being able to provide this opportunity to persons who serve or staff a commission supports the City Council's strategic value of racial equity, social justice, and human rights. Persons who serve on city boards and commissions play a vital role in shaping this community and the place that we all call home. Providing the opportunity for commission members and their staff to become more conscious of where they are on the IDI continuum and how they can increase their intercultural competence is a win-win for the city and the community.

## **Who administers the IDI**

We have the privilege of working with [Schabel Solutions](#), a premier DEI firm located in Des Moines. Since 2016, they have been leveraging their experience and expertise as a strategic DEI consulting partner helping many business, education, government, and non-profit clients develop and implement innovative diversity and inclusion programs to build more collaborative, engaged, and productive workplaces and workforces.

July 10, 2023  
Page 2

The IDI assesses intercultural competence through a 50-item questionnaire, available online, that can be completed in 15–20 minutes.

Once all inventories are completed you will receive an email from Claudia Schabel to arrange a time for a one-hour debrief (via Zoom). Prior to the debriefing, you will receive a copy of your individual results and an aggregate of how others overall scored with no names or identifiers. At the debriefing, Claudia will walk you through the inventory and provide direction on how you can strengthen your intercultural competence based on your assessment and the group assessment.

Please note that only Claudia has access to individual results. No information on individual results is shared with fellow commission members or city staff.

### **How to sign up**

Simply send an email, no later than July 31, to Stefanie Bowers at [sbowers@iowa-city.org](mailto:sbowers@iowa-city.org) to indicate your interest in completing the inventory. Because there is a cost to the city for the inventories, if you are unsure or if you may not have the time to follow through, including taking time to participate in the assessment with Claudia, we would ask that you please decline this opportunity as we hope to continue to offer more opportunities like this to board and commission members in the future.

# Adult Services Department Report

Prepared for the July 27, 2023  
Meeting of the Iowa City Public Library Board of Trustees  
Jason Paulios, Adult Services Coordinator

## Final FY Stats

	FY19	FY22	FY23	Percent Change FY19 to FY23
<b>Info Desk</b>				
Reference	15466	11314	12677	-18%
Other	6425	9124	9355	46%
<b>Total Questions</b>	<b>21891</b>	<b>20438</b>	<b>22032</b>	<b>1%</b>
<b>Switchboard</b>				
Reference	5752	3380	3534	-39%
Other	9662	9102	7392	-23%
<b>Total Questions</b>	<b>15414</b>	<b>12482</b>	<b>10926</b>	<b>-29%</b>
Total Calls	16962	12724	11801	-30%
<b>Page Station</b>				
Computer Help	1068	607	427	-60%
Copier/Printer Help	1581	1076	871	-45%
Other	982	346	236	-76%
Discussion Rooms	6015	5041	6790	13%

The final Adult Service numbers for our FY23 public service points show both a progression towards pre-COVID library usage but also the new ways patrons are served / seek service. We're certainly having fewer overall in-person and phone reference interactions at the Info Desk. Some splits that aren't included in the table show that we're down about -22% in these types of interactions compared to FY19 whereas we're only down -6% with the same types of questions handled via email or chat. While these types of interactions aren't happening as frequently, we're seeing a steady increase in our "other" category which would include questions or patron interactions that don't involve "knowledge, use, recommendation, interpretation, or instruction in the use of information sources." This increase would make sense as the Info Desk staff were cross-trained on library account and circulation processes during COVID phases, allowing staff to now handle account renewals and account interpretation questions. A further impact is seen with our change to the internet guest pass system, prior to FY20 we required patrons to check out a guest pass via the Page Station staff. Our new process has removed that extra step and patrons may now get a pass via Info Desk or Page Station staff with the majority of requests now coming via Info Desk. We've known that there is a correlation between who the patron first interacts with and follow-up requests for assistance (printing, computer use questions, scanning) so it explains the increase in Info Desk "Other" and decrease in Page Station "Other" and "Copier/Printer Help."

Another notable change includes a continued decline in the number of calls arriving via Switchboard. This has been a slightly declining service prior to FY20 but it was likely heavily impacted by the introduction of fine



free and automatic renewals. It will be something to watch as we continue to automate and remove barriers to service.

## Summer Reading Program Success



The inaugural "Adult Day Camp" was a big hit with attendees getting a chance to experience traditional camper activities such as bracelet making, tie-dye, free reading, a short hike, and snack time. Feedback ranged from "Perfect!" to "Loved it! Got kind of tired @ the end" – so that's one vote for an included nap time!



Teens had a full schedule this summer with events happening every weekday! Examples of successes include: cup noodle program, a great tour of the Stanley Museum (see photo above), a dog tag etching using the Cricut, first garden harvest (and subsequent impromptu pickle-making), tie-dye, temporary tattoo design, and a tour of UAY (they checked out the art space and recording studio that can be reserved for free!).

### **Some Patron Feedback**

"Your book choices have touched me and no doubt others in strange and interesting ways that I thought you might like to know about...I have recommended your service to all my friends who are readers too, even suggesting out of town might check their libraries. I appreciate this service immensely." – From a patron using the Staff Picks...Just for You Readers Advisory service.

# Community and Access Services Department Report

Prepared for the July 27, 2023  
Meeting of the Library Board of Trustees  
Sam Helmick, Community and Access Services Coordinator

## Outreach

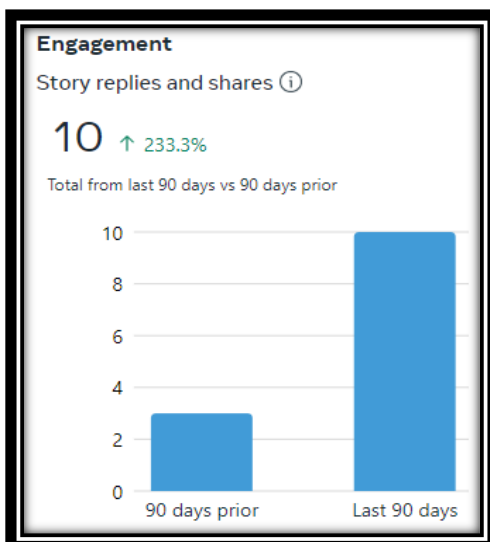
Iowa City Public Library outreach has been in full swing this summer. The Parties in the Park, Stories in the Park, ICPL Bookmobile stops (31 stops, five days a week) and special events like IC Farmers Market have enabled us to promote summer reading and connect with patrons directly where they engage with their community. We anticipate the upcoming Kids Day at the Johnson County Fair, offering a bi-lingual Storytime with Clifford at the Diversity Market, participating with Latino Fest, and celebrating Herky the Hawk's 75<sup>th</sup> birthday at the FRYfest in the coming weeks.

Our new staff member, Audrey Brock, has been onboarded for At Home and Johnson County Jail library services. We will collaborate with the Children's Department and Development Office in the coming months to find avenues of efficiency in our work to provide deposit collections throughout the service area as well as paths to partner with community groups on potential deposit collections in communities of need/interest.



## Marcom

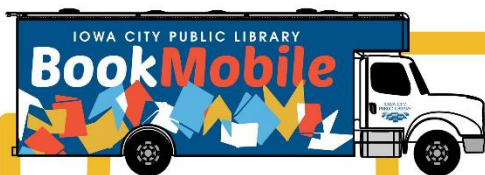
Marketing and Communications work has shifted from promoting the Summer Library Bus and Ride and Read with the Iowa City Public Library to *Ride, Read, Repeat!* We are celebrating the Fare Free initiative and reminding folks to use the transportation system to visit their library. It's been joyful to honor this City of Iowa City efforts by reminding patrons that they can "book their journey with free bus rides," as well as "transport to tales," but also find "destination imagination" when the ride to the Iowa City Public Library.



Additionally, the Marketing and Public Relations team have grown content for Facebook Stories which support engagement with followings on both Facebook and Instagram through Meta. We are excited to create shorter form content which informs and engages in the coming months – especially as initial data demonstrates the popularity of the content. While we grew by half a million page impressions and a quarter of a million post impressions in the last fiscal year, we are excited to keep growing and creating awareness of library services and programs.

Efforts to enhance the story, style, simplicity, stats, and shareability of our graphics is taking place for our evergreen and mass-produced content. Recent examples include translating the Welcome Brochure and Bookmobile Brochure into Spanish as well as dissecting steps for access into short, shareable infographics.





## What is the ICPL Bookmobile?

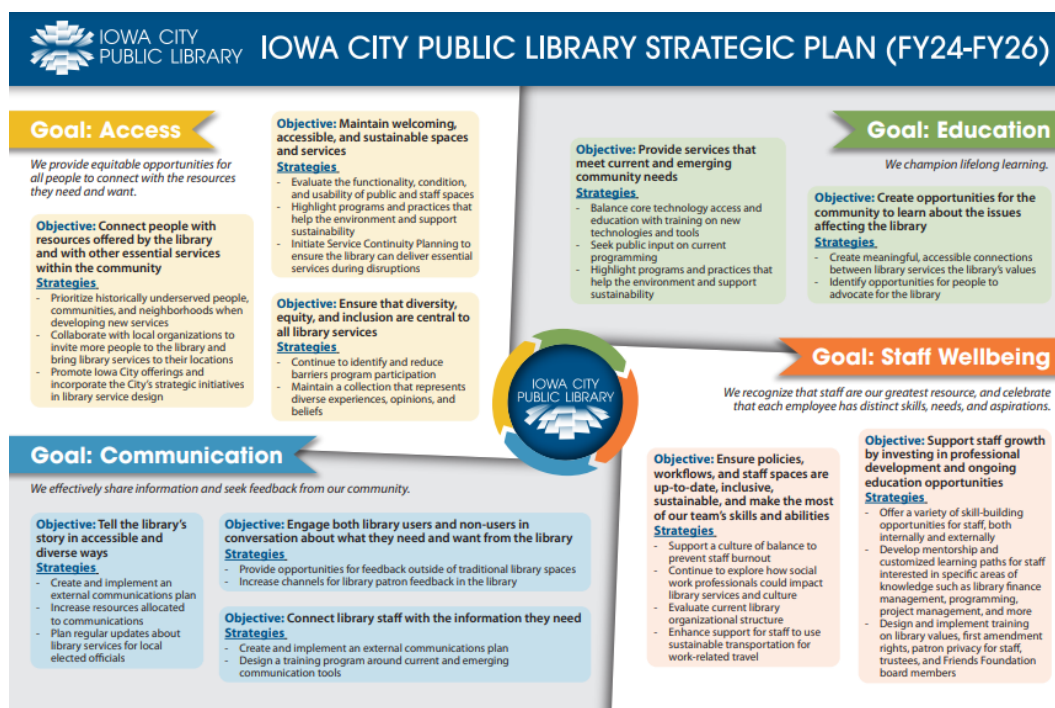
The Bookmobile is Iowa City Public Library's mobile service to the community. You can browse its shelves, sign up for a library card, ask questions about library services or your account, and even place items from the Downtown collection to pick up from the Bookmobile. All are welcome to pop inside for tech support and book suggestions from Bookmobile staff. We look forward to seeing you and serving you out and about!

## Can I pick up holds and Interlibrary Loans at the Bookmobile?

Anyone who has an ICPL library card can check out materials at the Bookmobile. When you ask for a hold or Interlibrary Loan, let us know you'd like to pick it up at the Bookmobile. All stops are open to the public!

## How do I get a library card?

Sign up for your Iowa City Public Library card online at [icpl.org/register](https://icpl.org/register) or ask staff during your next visit. Please remember to bring your photo ID with you when you register.



Respectfully submitted,  
 Sam Helmick





## Iowa's public libraries 'next grounds for the oncoming civil rights movement'

### **Librarians speak on the growing role of public libraries in the political sphere**

By Jami Martin-Trainor | July 16, 2023 7:48 AM



Books like “The Absolutely True Diary of a Part-Time Indian,” an award-winning coming-of-age story acclaimed for its beautiful writing but panned because of sexual references and profanity, could perhaps be banned from Iowa school libraries under a new state law — but nonetheless can be found at public libraries.

Yet community challenges to books some see as obscene or too liberal — which forced the [Vinton Public Library to briefly close](#) and pressured the [Kalona Public Library to remove a book](#), which it

ultimately did not — illustrate how public libraries, in addition to school libraries, have become another front of political strife.

Following this year’s vote for [Senate File 496](#) to restrict school library offerings in Iowa and efforts in other states to bar books from public libraries, some Iowa public librarians worry they may be the next target for Iowa lawmakers.

“Whether the restrictions are coming from the (potential future) legislation, or whether they’re coming from people in the communities, it’s just adding pressure,” said Jennie Garner, president of the Association for Rural and Small Libraries and director of the North Liberty Public Library. “Those kinds of attacks are going to be a big struggle for libraries.”

Sam Helmick, president of the Iowa Library Association and community and access services coordinator at the Iowa City Public Library, said the importance of libraries as one of the last free public spaces has been growing amid such calls to limit access.

“I think that we’ve, in part, become the next grounds for the oncoming civil rights movement,” Helmick said. “It’s important to recognize that as the information sector for everybody — the great equalizer of democracy — libraries are going to always be a part of the civil rights conversation.”

Iowa legislative leaders, including those involved in pressing for the school library legislation, did not return calls or emails seeking comment.

## Where library money comes from

Public libraries are, of course, dependent on public funding. And critics of library selections say that tax money should not be used to acquire materials or programming they disagree with.

Money for libraries comes from the federal state and local governments. In some Iowa communities, including Iowa City, voters also have agreed to tax themselves extra for library services. There are also libraries across Iowa that, in addition to relying on public funds, accept donations from citizens and hold fundraisers to support the space.

"It is sort of sad how much work it takes to just keep basic level funding for libraries often in the state of Iowa — despite the fact that the [Library Bill of Rights](#) were penned here, and that a lot of library ideals and values and standards come straight out of Iowa," Helmick said.

Funding for public libraries is divvied into a variety of expenses, including programming, book acquisitions and staffing. Deciding where that money goes depends on the individual library team.

State legislation passed earlier this year could impact library funding in communities where voters already had approved raising property taxes for public libraries. [House File 718](#), passed to rein in local property taxes, forces communities that levy the library tax to count it toward their overall cap — and not in addition to it — beginning in the [2029 budget year](#).

That means that in Iowa City, where voters approved taxing themselves an extra 27 cents per thousand dollars of taxable value, libraries may have to compete with other city services for all its funding. Helmick said the Iowa City Public Library receives 17 percent of its funding from the library levy.

While content in public libraries has not been restricted in Iowa, there has been a precedent in a neighboring state for tying public funding to book selection. According to a [report from NPR](#), Missouri Secretary of State Jay Ashcroft adopted an "administrative rule" that causes libraries to lose state funding if they provide materials state officials deem as inappropriate for young readers.

"When you start taking books out, where does it end? Is it going to end with the school district, or is the public library going to be the next here in Iowa that will be asked to remove materials?" asked Janette McMahon, the library director at the DeWitt Community Library, north of Davenport. "This is a snowball that's going to be very hard to stop."

## Future of public libraries

Helmick said there is some "classic misdirection" about the role of public libraries in the political sphere. Unlike, for instance, assigned readings in classrooms, libraries are not compulsory. This means the information, events and books available there are not forced upon anyone.

"They're simply there to serve as the community's collection of resources so that everybody can be guided, and informed, and grow and be well-rounded," Helmick said. "The library's role, I think, is to continue to do the great work that we have been doing since the Founding Fathers funded public and free libraries."

Public libraries are going to do what they can to fill the gap caused by a potential book bans in schools, according to Helmick. While there is not going to be a "one-to-one" purchase for every book banned,

Helmick said many librarians plan on purchasing books that speak to the general topics — like American history, critical race theory, gender identity and social justice.

Dara Schmidt, the director of the Cedar Rapids Public Library, said deciding what books to buy in the Cedar Rapids system is based on what books the public is interested in. Schmidt said the collection development model Cedar Rapids follows is centered on the “popular browsing library,” where books that are requested or in high demand are purchased to meet community needs.

“A library's collection is a living and breathing thing,” she said. “Parents and individuals who are really frustrated because their child no longer has access to that book — if they are then asking the public library for copies of it, then absolutely you would see it on our shelves.”

DeWitt's McMahon said access to diverse and representative literature is essential for education and building empathy in any space.

McMahon said her library has hosted programming centered on “understanding” and “debunking some of the fear” surrounding certain controversial topics, including the LGBTQ community. In rural spaces that are predominantly white and Christian, McMahon said access to different perspectives is essential.

“It's hard to understand people or other ideas if you don't have the chance to explore them,” McMahon said.

One of the main goals of any public library is “continuing education,” according to McMahon. But continuing education will take on a new, more crucial meaning, she said, as efforts continue to limit the information that is available.

“We are not a school in the public library, but we are here for adults to continue to educate themselves, and for kids to go beyond the curriculum to find interest,” McMahon said. “We still are that, and now we're going to need to be even more so as they scale back school districts.”

While there are obvious similarities between school and public libraries, these spaces do have their distinct roles. Public librarians can help guide children to a book they would enjoy that is targeted to their age demographic.

But according to Erin Sehorn — the Midwest regional representative for the Association for Rural and Small Libraries — the role of librarians is not to facilitate the reading materials of children based on their own opinions.

“I think sometimes there's this expectation on us that we are policing what kids read, and we're 100 percent not doing that,” Sehorn said.

Angela Pilkington, the children's services coordinator at the Iowa City Public Library, said librarians don't necessarily need to fulfill that role as a gatekeeper of what children read — because most kids visit the libraries with a parent.

But many libraries in Iowa have [reconsideration policies](#), where community members can formally come forward with concerns about a book. In turn, the Iowa Library Association has a [confidential form](#) where “intellectual freedom challenges” can be reported and potentially garner push back from the association.

## Where public and school libraries intersect

In Iowa, there are several programs where school libraries and public libraries have conjoined services.

In some rural Iowa spaces, a city's public library also functions as a school's library. With unclear guidelines spurred by SF 496, conflict between city entities and school officials have risen. For these spaces, guidance has not yet been provided by state officials.

There are also spaces where schools and public libraries offer programs that come from collaboration between the two entities. A few years ago, the Iowa City, Coralville and North Liberty public libraries implemented a system where students are able to use student identification to check out library books.

Pilkington, the librarian who spearheaded the efforts for this collaboration, said the program was founded to make information more accessible to students.

"We really wanted this card to be an extension of the library when the kids are not in school," Pilkington said. "We want to just make the library experience accessible and barrier-free to every student in our community."

Pilkington said she doesn't anticipate this program will be impacted. Despite the connection to schools, access is contingent on parental approval.

However, Pilkington said [the lack of guidance from the state on how to implement SF 496](#) and specificity in the bill's language is a sign that increased restrictions beyond current expectations is going to be put into play.

"Students have educational civil rights, legal rights, to make sure that they have access," Pilkington said. "We don't need any new processes, especially one that cannot be explained to any librarian in the state."

*Comments: jami.martin-trainor@thegazette.com*

**The Gazette**  
140<sup>th</sup> ANNIVERSARY

## Comics and Cookies: Leon the Extraordinary

### **Make Cherry Thumbprint Cookies and create your own comic book character**

Iowa City Public Library | July 3, 2023 7:30 AM



IOWA CITY — Each month, the Iowa City Public Library's will feature a comic or graphic novel for kids, suggest a sweet treat pairing, include a game or activity, and ask a couple discussion questions about the book.

In *Leon the Extraordinary* by Jamar Nicholas, Leon is just an ordinary kid who lives in a city where superheroes and supervillains are common. Leon's classmates are suddenly obsessed with an app that turns them into zombies. Without any superpowers himself, how will Leon save his classmates? Pairs well with: Cherry Thumbprint Cookies. A light summery cookie that also hearkens back to Leon's need to use his brains and his heart to save the day! These cookies are made from a simple sugar cookie dough but feature a heart on top made of jam.

## **Discuss**

If you could have any superpower, what would it be?

How can we still be heroes even if we don't have superpowers?

Many of the kids at Leon's school don't understand him or think the things he likes are weird. Are there things you like that other people don't understand?

Leon's mom says his superpower is "common sense." What do you think that means?

## **Try**

This "Imagination Aquarium" Activity comes straight from the book's author, Jamar Nicholas:

Take a piece of paper. Fold it in half. On one side, at the top, write JOB. On the other side, write THING. Now fill up the columns with silly, interesting examples of jobs and things! Ask your friends and family to contribute, too. Write whatever comes to mind!

When you've filled up your paper, find wacky or funny match-ups to create new, fun characters like "Librarian Bird" or "Gym Teacher Lemonade." Take your favorite combo and design a character around it, make a drawing and write a comic strip!



american  
libraries

## Accessible Audiobooks in a Post-CD World

**Apps can provide service to low-vision patrons, but librarians need to prepare**

By Greg Landgraf | June 26, 2023



Alyssa Hanson (right) and Melody Dworak of Iowa City Public Library speaking at the session "Accessible Digital Libraries: Navigating Audiobook Apps with Low-Vision Patrons" at the American Library Association's 2023 Annual Conference in Chicago on June 26.

Photo: Rebecca Lomax/*American Libraries*

Audiobooks on CD are a valuable tool for visually impaired readers, but CD technology is in decline as Bluetooth is replacing CD readers in computers and cars, and fewer audiobooks are being published in the format.

Iowa City Public Library is now purchasing books on CD by request only, and by FY25 it plans to phase out its CD formats. Librarian Melody Dworak and Web Specialist Alyssa Hanson shared what they have learned about providing app-based audiobook service in the session “Accessible Digital Libraries: Navigating Audiobook Apps with Low-Vision Patrons” at the American Library Association’s 2023 Annual Conference and Exhibition in Chicago on June 26.

Dworak said the change was shocking to many patrons when it was announced—one even called it “senior abuse”—but even that patron was satisfied when Dworak was able to demonstrate the audiobooks available on apps like Libby and Hoopla, where collections are strong and growing.

Those apps represent a significant change for users, however. Moreover, Dworak said, “Librarians need to improve their technical literacy to be able to serve patrons in the future.” Librarians accustomed to demonstrating techniques visually need to adapt their thinking and learn how low-vision patrons will use those apps in order to provide the assistance and instruction those users are likely to need.

Both iPhones and Android-based devices have assistive technologies built in, including built-in and customizable voice commands, magnification, and screen readers. There are also specific gestures that need to be learned for a person with low vision to be able to control the device. “It’s a little bit different rhythm than what you use as a sighted reader,” Hanson explained. There are several swiping actions that need to be learned to navigate through a page, and actions that may require only a single tap for sighted users may require two or three. Additionally, some gestures are universal, but others are specific to one type of device.

While the system is complicated and new for most sighted librarians, Dworak said it’s possible to learn the basics fairly quickly and develop further skills over time. But it is a good idea to prepare before trying to help patrons. “Learn an app’s roadmap for the fastest path to a goal, know the content of audiobook apps, and to practice the accessibility controls,” she recommended. Also, practice using your systems with your eyes closed.

Dworak and Hanson shared a [list of commands](#) for operating smartphones using accessibility features that they prepared for the 2022 Iowa Library Association Conference that librarians can learn. They also recommended guides to screen reader gestures from [Deque University](#), and [Apple’s](#) and [Google’s](#) support pages for their screen readers.

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GREG LANDGRAF is a regular contributor to *American Libraries*.



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## Is the Library the Last Remaining Public Space?

By Jennie Sekanics | July 17, 2023

"If your primary reason for visiting your local library is checking out books, you are privileged." This statement, shared in a conversation at the most recent [American Libraries Association](#) (ALA) conference, may furrow the brows of those like myself—a first-year PhD student in English—who scour the library shelves and online catalogs to avoid spending limited funds on books. As a child, visiting the library with my grandmother was a weekly ritual. She checked out books for me long before I could have a library card of my own and even graciously paid the overdue fee more than once when I forgot to return a book on time, eventually placing a limit on the number of books I could check out per visit (we settled on three). Yet, my engagement with local libraries changed when I became a young professional and eventually, a graduate student at the University of Iowa.

As an admissions professional at a medium-sized public liberal arts college in New Jersey, I travelled all over New Jersey presenting on admissions practices and application strategies to various high schools, community colleges, and community partners. Scheduling multiple presentations at locations an incredible distance apart, my greatest challenge was finding sojourn between visits. Many coffee shops, such as [Starbucks](#), may require a purchase to use the restroom while others have limited access to outlets. After spending hours answering questions about college applications, I wondered where I could stop to rest or eat or use the facilities without spending any money. Although I spent most of my time in places supposedly made for the "public," I found myself asking, do public spaces still exist?

I began seeking refuge at local libraries, visiting upwards of fifty different libraries across the state throughout my career. Sometimes I would explore the titles displayed on the new releases table or marvel at the structure's unique design features—my favorite being the stained-glass ceiling at the [Newark Public Library](#)—but usually I would find a comfortable place to sit, scarf down a pre-packed lunch, refill my water bottle, and use the restroom before commencing my next leg of travel. Now, as a graduate student who relies on public transportation, I rely on the library as not only a place for discovery and study but also a resource for water, rest, and comfort.

The context in which libraries are currently discussed in mainstream media—focusing on [book banning](#) and [censorship efforts](#)—both illuminates the diverse audience libraries are meant to serve and obscures the scope of services libraries have provided and continue to provide beyond checking out books. As an HPG fellow for the [Iowa City Public Library](#), I am currently researching the creative strategies and practices adopted by libraries, their bookstores, and their [friends foundations](#) to sustain a wide range of services often under attack in the Midwest. Joining the Iowa City Public Library community has allowed



me to observe these services—some overlooked and some unwritten—firsthand, illuminating who is perhaps most harmed yet unnamed in typical media conversations about the public library: people who are unhoused, people who are poor, and children.

Perched on the second floor of the library on the third day of my internship, I overheard a librarian help an older person navigate the Iowa City bus schedule. My eavesdropping was interrupted by an announcement that in fifteen minutes a juggler would be in Meeting Room A followed by [World Languages Storytime](#). Eventually choosing the table next to me, a patron searched for privacy to make a phone call and charged their phone while discussing their eligibility for food stamps. Walking to another section to try to respect their privacy, I heard a group of teenagers applaud one another for knowing their mothers' birthdays while exploring the free books section. All the while a long line of people of all ages eager to receive a free bus pass through the [Ride and Read program](#) emerged on the first floor of the library and outside, the plants of the library's community garden rustled in the morning wind. Later that night, the [Bookmobile](#) would bring the library to a [neighboring park](#).



Left photo: Iowa City Public Library's Community Garden in the Ped Mall.

Right photo: The Book Mobile features various books for people of all ages. See when the Book Mobile will be at a location near you [here!](#)



Within the library, access to books means access to transportation, entertainment, internet, privacy, and electricity, illustrating the [Library Bill of Rights](#)' commitment to equity, intellectual freedom, and free expression. Adopted by the ALA in 1939, the Library Bill of Rights was crafted in 1938 by Iowa's very own [Forrest Spaulding](#), who was the library director of the Des Moines Public Library at the time. In 2007, the ALA re-emphasized the library's [commitment](#) to "enabling poor people to participate fully in a democratic society," calling for library staffers across the nation to recognize their role in protecting poor and unhoused patrons. While legislative efforts to [ban books](#) and [control the leadership of the library](#) ostensibly primarily challenge the pillars of intellectual freedom and free expression of the Library Bill of Rights, censorship also means [less funding](#), less harm reduction and support services training for library staffers, and less protection for the essential services that benefit the most marginalized and underlie expression. Checking out a book from the library thus means advocating for both the right for

someone else to choose to read or not read that book *and* protecting the library as a necessary public space, guarding services that sustain those who enter the library for less-privileged reasons.

When everyone's primary reason for visiting the local library is checking out books, it should mean that the need for shelter, water, electricity, and internet access are adequately met by other public services—not that the library has transformed into a space for a [privileged minority](#). Placing censorship efforts in dialogue with the often-unacknowledged public services the library provides illuminates how protecting access to literature cannot be extricated from protecting access to water, housing, internet, and electricity. Protecting the right to housing *is* protecting the right to experience the joy of reading a library book.

*Photo Above: The Iowa City Public Library highlights new and exciting releases each month.*

You can support the [Iowa City Public Library](#) today by checking out a book, [donating your gently used books](#), [volunteering at the library](#) or through the [Friends Foundation](#), or exploring books for purchase at the library's [BookEnd bookstore](#).





*Left photo: Sekanics standing outside of the BookEnd bookstore on the second floor of the Iowa City Public Library.*

*Right photo: BookEnd bookstore*

# Little Village, Eastern Iowa Issue 319

Published July, 2023

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*Compelling nonfiction to inspire your travels*

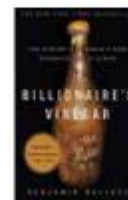
I am here! For me that means it's almost time for two of my favorite reading situations: one, where I'm in a very comfy chair, near the water, preferably on a beach; and two, where I'm traveling to the place where the book I'm reading is set. In both, I'm reading something with twists and turns, full of surprises and intrigue, with a memorable cast of characters in interesting locales. So naturally, many of my preferred vacation and/or beach reads are nonfiction. Here are some of my all-time favorites.

Erik Larson's *Devil in the White City* has got to be one of the best nonfiction works in recent history. It's a story that has it all: one of the world's major cities, built up by some of the most well-known architects of the 19th century; the World's Fair, full of new inventions and curiosities from around the world; heaving masses of travelers and city-dwellers in a city that offers everything from splendor to squalor; and, of course, a prolific serial killer in the midst of all this. Larson is a master at uncovering the details and tying the stories together to create a mesmerizing picture of turn-of-the-century Chicago at its most exciting and terrifying. Readers can even take a quick trip to the city to marvel at some of the architecture featured in the book, and avail ourselves of some of Chicago's lovely beaches.

John Berendt's *Midnight in the Garden of Good and Evil* might have you ready for another kind of road trip. Berendt spent almost a decade living in sultry Savannah, Georgia, and his book is a portrait of a vanished, genteel city with a memorable array of inhabitants living outlandish lives. There's an out-of-time feeling to this story, with the homes, manners and speech of a seemingly more-refined era, but an undercurrent of physical and moral decay pervades everything. The murder that is at the center of the story is, in all honesty, almost mundane when compared to the other goings-on.

Other books that will keep you firmly glued to your beach chair or send you scurrying to the airport: *The Lost Painting* by Jonathan Harr, which will make you want to track down and see every Caravaggio painting that exists (that we know of!); *The Billionaire's Vinegar* by Benjamin Wallace, which delves deep into the murky worlds of vintage and fake wines, and those who will stop at nothing to get them; and *The Lost City of Z* by David Grann, a mesmerizing account of the search for a fabled city in the Amazon, and the disappearance of British explorer Percy Fawcett.

Finally, two books that that will appeal to real adventurous travelers are *Into Thin Air* by Jon Krakauer and *The Perfect Storm* by Sebastian Junger (which I read while on a very smooth-sailing ferry from Greece to Italy), both of which focus on the most extreme of environments and are cautionary tales of the truest sort. **LV** —Candice Smith



LITTLEVILLAGEMAG.COM/LV319 JULY 2023 25



# The Daily Iowan

THE INDEPENDENT NEWSPAPER OF THE UNIVERSITY OF IOWA COMMUNITY SINCE 1868

## Behind the scenes of Iowa City Pride 2023

**Apps can provide service to low-vision patrons, but librarians need to prepare**

By Emma Gaughan, Arts Reporter | June 20, 2023



Cody Blissett

Iowa City residents walk the parade route during the 2023 Pride Parade & Festival in downtown Iowa City on Saturday, June 17, 2023.

Full of joy and rainbow flags, celebrations of queer pride have long been celebrated through the month of June — even if it was only nationally designated as “LGBTQ+ Pride” in 2021. There are numerous ways that one can celebrate pride month: going to a parade, watching a drag show, or any of the many other events

that occur throughout the month. Many of these events are large-scale and require work and organization to be successful.

Iowa City Pride is the organization that puts on the Iowa City pride festival every year, but they do a lot more than just the festival. Iowa City Pride was formally founded in 1970 by a group of students as a reaction to what they saw happening across the country. Now, Iowa City Pride allows the community to come together for many events throughout the year, not just during pride month.

Nighttime Mayor for the Iowa City Downtown District and Iowa City Pride Board President Joe Reilly shared that, especially regarding the festival, making sure there is enough space is incredibly important. There needs to be enough space for vendors, performers, and attendees, as well as keeping the fire lanes open. Reilly also added that the organization also did not want to have too much space, and block off city streets that they will not end up needing.

"Sometimes you really need to check yourself as an event producer because you're impacting other people's business and how people can access downtown," Reilly said. "So really ask yourself, 'Is this street closure necessary? Do I need this block?'"

Iowa City Pride partners with multiple organizations including FilmScene and the Englert Theater to hold events throughout the month. There are many ways for the community to get involved, and Iowa City Pride is always looking for volunteers to help set up events.

This year's theme for the pride festival was "Stronger Together," a message that speaks to the love and power of community. In light of recent legislation and attacks on the LGBTQ+ community, especially the transgender community, Iowa City Pride wanted to spread a message that each member of the community is valued and important.

"What we realized over this last year is, I think we kind of fell asleep at the wheel and thought we had everything figured out and nothing could go wrong," Reilly said. "And then, all sudden, it kind of swings back the other way and you realize you need all these people in our community."

Reilly shared that protesters are common at the pride festival and other events, but that it is best to ignore them to avoid escalating the situation. Other pride events also experience protestors, including “drag story times” hosted by the Iowa City Public Library.

RELATED: Iowa City Pride 2023 aims to foster community strength

“We were really surprised that we had maybe about 20 adults there without children who were there in protestation of their protesting the event, and we really hadn’t planned for anything like that to happen,” said Mari Redington, the children’s services assistant at Iowa City Public Library, about a drag story time they hosted last year. This year, they made sure to plan for it.

This pride month, drag story time took place at an event called “Pride at the Pool” at Upper City Park Pool on June 16, and Redington wanted to make sure that they could safely hold this event while avoiding disruptions from protesters. The main goal was to make sure that eventgoers felt safe.

Aside from planning for protestors, a lot more goes into planning a drag story time. Redington shared that her main goal when planning any story time is to spread literacy and diversity, which she feels makes drag story times a great event.

“It’s always a very joyful story time. We do a lot of dancing and read some really great books,” Redington said. “There are some awesome books out there that show, LGBTQ+ families or recognize the huge strides in social justice that the Pride festival is all about promoting. And we have a really fun book about drag queens and what they are all about.”



# Iowa City Press-Citizen

## [Iowa City Pride: See photos of parade and performances at 2023 festival](#)

26 PHOTOS

4:10 p.m. CDT June 17, 2023



Bruce Teague, mayor of Iowa City, left, and his husband Colton Alexander-Teague walk in the parade as thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





Drag queens wave to supporters during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





A University of Iowa Campus vehicle is decorated with LGBTQ Pride flags as employees greet people with bubbles during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.  
JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Cole Eckhardt, 23, of Iowa City leads marchers in the parade during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.  
JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Temple Hiatt speaks into a megaphone while marching with Mom's Demand Action during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Tony Currin poses for a photo during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



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Iowa City Public Library employees march in the parade during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.  
JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Benito Ocampo, owner of Beno's Flowers on Iowa Avenue in Iowa City, waves an LGBTQ Pride flag during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.  
JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Rabbi Esther Hugenoltz waves during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Performers from Studio 13 pose for a photo during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

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Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

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Mars Hojilla performs during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Joe Reilly, president of Iowa City Pride, speaks during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN



Thousands of people celebrate during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

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Colton Alexander-Teague, husband of Iowa City Mayor Bruce Teague, holds a bouquet of flowers during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN





Members of the Quire perform during the 52nd annual Iowa City Pride Festival, Saturday, June 17, 2023, in Iowa City, Iowa.

JOSEPH CRESS/IOWA CITY PRESS-CITIZEN

# Iowa City Public Library Board of Trustees

## Meeting Minutes

June 22, 2023

2<sup>nd</sup> Floor - Boardroom

Regular Meeting - 5:00 PM

**DRAFT**

Carol Kirsch - President

Tom Rocklin - Vice President

DJ Johnk - Secretary

Joseph Massa

Claire Matthews

Robin Paetzold

John Raeburn

Hannah Shultz

Dan Stevenson

**Members Present:** DJ Johnk, Carol Kirsch, Joseph Massa, Claire Matthews, Robin Paetzold, John Raeburn, Tom Rocklin (Zoom), Dan Stevenson.

**Members Absent:** Hannah Shultz.

**Staff Present:** Elsworth Carman, Anne Mangano, Jen Miller, Brent Palmer, Jason Paulios, Angie Pilkington, Katie Roche.

**Guests Present:** None.

**Call Meeting to Order.** Kirsch called the meeting to order at 5:01 pm. A quorum was present.

**Approval of June 22, 2023 Board Meeting Agenda.** Raeburn made a motion to approve the June 23, 2023 Board Meeting Agenda. Johnk seconded. Motion passed 8/0.

**Public Discussion.** None.

### Items to be Discussed.

**Policy Review: 705 Naming and Recognition.** Kirsch clarified at the last meeting trustees wanted to know if the Board could go into a closed session to discuss a naming opportunity, she shared Trustees could not. Carman discussed this with legal and they reiterated the committee could be a closed meeting but the whole Board could not close. Massa made a motion to approve the Naming and Recognition policy. Johnk seconded. Motion passed 8/0.

**NOBU Budget Request. (NonOperating Budget)** Carman shared staff don't know state funding totals for FY24 and Carman based the request on what was received from the state last year. State funding is trending down but Carman shared NOBU funds can roll over into the next fiscal year. Carman said if state funds are lower than estimated he will build in accommodation for that and underspend a project. Carman said we do know what the Friends Foundation Memo of Understanding gift will be. Matthews asked if changes to the state library will impact Enrich Iowa funding. Carman said all parts of state funding could be affected by the

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



State Library changes, including Inter-Library Loan (ILL). Carman is confident the FY24 budget cycle needs will be fulfilled but is uncertain going forward. Matthews noted state funding totals won't be available until after Trustees have allotted the funds. Carman said if there were articulated reductions in the future the NOBU request could highlight priority projects. Carman shared state funds need to be spent by the end of the fiscal year but funds from the Friends Foundation do not. As a larger library in the state of Iowa, Iowa City Public Library gets more funds than smaller libraries. Matthews clarified that ICPL also does more inter-library loans and is more of a participator.

Raeburn noted these types of documents demand vagueness but asked for clarification on "evaluation of an assessment tool". Kirsch agreed this was confusing. Carman imagines this to be used for technology tools to track click through rates on social media to determine effective ways to share the library story. Determining the level of engagement isn't built into the tools we have and there are additional costs to understand this. Carman shared there is a distinct possibility \$2,000 won't cover that cost and it could be used for staff training. Raeburn asked what the cost of staff training would be. Carman shared he would probably bring in an outside trainer for this.

Paetzold said supporting children's room staff wages in the NOBU budget made her uncomfortable and felt there needs to be a plan for moving personnel costs to the operating budget. Paetzold said library staff need to be paid by the City of Iowa City and that could look like a 5% decrease each year from NOBU funds. Paetzold said the Development Office position is different because the function of that office is tied to NOBU funds but direct service provision for children's services Paetzold strongly believes should not be coming from the NOBU budget any longer. Originally it was used to get the Bookmobile up and running but we have already proven the value of these services. Carman agreed with Paetzold and said no timeline was discussed when this position was rolled out but library staff have the same thoughts. Carman said the City of Iowa City has made it clear that now is not the time to be asking for new positions but thinks there is value in offering a step system to transition the children's services position from NOBU to the operating budget. Paetzold and Carman agreed NOBU funds could be used for other needs in the future. Paetzold felt funders don't understand we're using their funds to pay for staffing and transparency could be better. Pilkington agreed that she and Carman have been having similar conversations. Paetzold said at the time that this was agreed to we needed to get the Bookmobile going but noted it has been five years and the library needs to do something else. Carman said every year personnel costs go up.

Paetzold noted the costs listed for the Board recognition event and felt uncomfortable with the funds being used on Trustees. Rocklin understands and agreed it is hard, there could be a recognition event that costs less money. Rocklin said another option would be to have trustees to pay for the recognition which is uncomfortable also. Having an event is consistent with other nonprofits Rocklin has served on. Rocklin said it is important to thank Trustees for volunteering so much time and have fellowship. Rocklin felt the cost requested could go down. Paetzold agreed acknowledgement is important and shared it was done in the past at the expense of staff and Trustees. Carman checked with legal to see if an event was a conflict of interest and learned it was not but they felt it had the potential to be an optics issue. Miller and Carman brainstormed using these resources towards the general volunteer recognition event. Carman said it is an event that funds are already allocated for from the operating budget, however it is a large event and would lose the Board fellowship aspect. Paetzold said she is only speaking for herself and didn't want to speak for everyone. Johnk felt Paetzold's opinion was fair. Johnk said if you look at the funds raised by the Book Sale and thought about all the work that went into it, it didn't feel right. Kirsch said she understands the arguments and felt it was a bit of a conundrum. Kirsch said we haven't had this event for quite a while and our circumstances have changed. Previously it was hosted by the Board President at their home or at a restaurant owned by the previous Library Director's family. Kirsch said space rentals are expensive on their own and then there is the cost of food in

addition. Kirsch said in the past everyone would pay their own way except new and retiring Board members. Due to COVID-19, there are quite a few Trustees that haven't been recognized which also adds to the cost. Kirsch is uncomfortable asking staff to pay for that too. Paetzold said if we piggy back on another event that is already planned or do it in a park would that still meet the goal and not be \$1,000. Kirsch said you still have the food costs. Paetzold agreed when you think about the labor that goes into a book sale to treat the Trustees felt problematic. Matthews said it seemed appropriate to piggy back with volunteer recognition event as Trustees are volunteers. Kirsch said Trustees would miss the chance to socialize even though they are lovely events. Stephenson said relationship building and socialization is important. Kirsch understands the argument for not using NOBU funds and doesn't necessarily disagree with it. Rocklin said some are uncomfortable with funding at the level requested. Rocklin said he is hearing two options one would be a low expense Board only event and another is volunteer appreciation event. Rocklin said he was inclined to put off a decision and gather input to bring back another proposal. Paetzold asked what do we do with the NOBU budget tonight. Carman said we could put off approving until next month or approve with the expectation of making a change later. Miller said it used to be approved in July. Matthews suggested using the funds for Board recognition for staff recognition instead. Carman said another event it could be rolled into is Inservice day. Carman said using NOBU funds for either Inservice Day or the Volunteer Recognition event would be fine with him and an extra \$1,500 towards either of those events would be a gamechanger. Mathews suggested putting the money towards a Board and staff event. Kirsch shared she has attended both Inservice Day and the Volunteer Recognition event. At each event it was a positive experience to sit down with whoever you are next to and learn more about them. Johnk suggested tabling the conversation to come up with a few options at a lower cost. Rocklin suggested forming a committee. Johnk agreed to meet with Rocklin. Paetzold asked how the Friends Foundation recognizes Trustees. Roche said traditionally there has been a certificate and a thank you card. Roche feels stewardship of the board is something they need to deepen. Carman suggested funding a leadership retreat with the funds is another option. Mangano said from the staff perspective Mangano has found it very valuable to meet with the Trustees. Massa said \$1,500 is not a lot of money. Kirsch said thinking about 40 people and you can't do an event for much less. Rocklin said he and Johnk would bring something back next month.

Massa noted the categories for spending were vague but were also priced out and asked how the totals were decided. Carman shared some of the categories are easy to itemize and some are not. Carman gave the example of library programming that has annually scheduled programs and is easy to put a dollar amount to, while others are an estimate. Carman said this has traditionally been the practice as the NOBU budget rolls over if it isn't spent, so there is no pressure on losing funds. Massa asked what is collection support. Mangano said it supplements the operating budget to add library materials in the collection. Mangano noted the BT cataloging subscription and this request is to supplement the operating budget to compare two products, to decide which product to move forward with in the operating budget next year.

Kirsch suggested the committee meet and bring the NOBU budget request back in July. Paetzold asked if this might be a problem with many new Board members beginning their term at the next meeting. Johnk agreed this was a good point. Johnk suggested approving with the recommendation to make a budget amendment. Matthews noted if the NOBU budget rolls over the budget could be approved with the hope to underspend the money set aside for Board recognition. Paetzold noted the library's budget is complex and it was a lot to ask of new Trustees to approve it. Johnk liked the idea of not codifying what the recognition would be. Johnk suggested approving the budget as is but also having the committee determine how cost could be reduced. Matthews said approve as is so new Trustees don't have to walk in on that request and with the idea in mind that the \$1,500 isn't set in stone. Matthews agreed with Massa and noted the recognition request is also one of the smallest allotments on the request. Kirsch said none of the options that have been discussed are free; approving the funds doesn't lock the Trustees into anything. Paetzold clarified, approving the budget knowing

what the intention is behind not spending the full amount. Carman agreed and shared the Board could recall the NOBU request at any point. Carman said NOBU funds are Board controlled and can be amended if needed too. Johnk made a motion to Approve the FY24 NOBU budget request. Matthews seconded. Motion passed 8/0.

**Review draft of FY24 Strategic Plan.** Kirsch asked if the new plan was ready to approve and Carman agreed it was. Carman incorporated staff and trustee feedback into the document. Carman shared he tried to remove library jargon so the document could work with many audiences. Raeburn, Johnk, and Kirsch agreed Carman succeeded. Kirsch asked if staff were comfortable with the document. Carman shared staff have concern about future of the library budget and maintaining library services in politicized environment. Carman shared the new strategic plan allows room for this type of work and long-term work to set the Library up for a capital campaign in the next strategic plan for a library expansion. Carman shared the experience of working with a staff committee to create the plan was amazing, it helped with staff buy in and awareness. Carman imagines creating additional staff committees that could each work on an aspect of the new plan. Raeburn asked if Trustees are mandated to review the document now and in the future. Carman agreed and said traditionally there are six-month updates on the plan. Massa made a motion to approve the FY24 Strategic Plan. Johnk seconded. Motion passed 8/0.

## Staff Reports.

**Director's Report.** Carman said the Summer Reading Program is going well and Pilkington would share a report on that. Carman said children's programming is edging towards pre-pandemic numbers.

Carman noted a change to Paetzold's term as a trustee. Carman, Rod Sullivan, and Paetzold met to discuss the Johnson County appointee to the Library Board. No applications were received for the Johnson County trustee position and Paetzold indicated an interest in continuing another term. Paetzold shared the appointment will be determined by the Johnson County Board of Supervisors vote. Carman shared if Paetzold is not reappointed the term will be posted for an additional 30 days. Carman shared that Paetzold's knowledge base is amazing and continued service would be an asset to the library. Paetzold felt Johnson County Supervisors were very sensitive to challenges currently affecting libraries. Kirsch commented Paetzold will have completed 18 years as a Library Trustee if appointed.

**Departmental Reports: Children's.** Pilkington shared there were 1,044 kids signed up for the summer reading program and 737 adults and teens. Paetzold asked how this compares to past years. Pilkington said sign up is slightly lower than pre-pandemic levels. Pilkington shared signups are down by 400 from last year. Last year school went until June 6<sup>th</sup> and Pilkington feels this impacted the data. Pilkington shared the reading logs have been at the self-checkout so they aren't always signing up first. Pilkington thinks more children will sign up after they have completed the program. Matthews asked if it is helpful to have the reading program always begin on June 1<sup>st</sup>. Pilkington agreed and said it is nice and makes it easier to roll out. Pilkington noted the entrance doors have gorgeous new window clings to announce the summer reading program.

Rocklin lost internet connection at 5:48 pm and left the meeting via Zoom.

**Collection Services.** Mangano shared two staff, Alyssa Hanson and Melody Dworak, will be presenting at the American Library Association conference. Mangano said the presentation is a big deal and tied to ICPL phasing out the audio book on disc collection. The phase out will be gradual over the next year and a half which will enable staff to make sure patrons are comfortable with digital collections. Mangano shared the children's and young adult collections will go first as they have the least amount of use, only seven patrons in the last year. Johnk noted Chromebooks and hotspots will be going away. Johnk felt everyone is disappointed because the intent was to increase access to our patrons, and it didn't work and that is okay. Johnk thanked Mangano for explaining why. Mangano said it was disheartening to add new materials to this collection and in three

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

months need replacement parts. Mangano shared this was very time intensive for a collection with only 12 items when 1.2 million library materials get checked out in a year. Mangano felt that community broadband access is a community issue that the library can't tackle alone. Paetzold requested that library staff stay involved in community discussions on this topic because it truly is about access to information. Mangano agreed will make sure the library is involved. Matthews said that Iowa City schools provide hotspots for students. They are available to every family attending an Iowa City school who doesn't have adequate internet coverage.

**IT.** Matthews asked if there was any feedback from the hearing loop. Pilkington got positive feedback from a children's program participant. Roche said the Optimist Club of Iowa City sent \$1,200 in support of the hearing loop installation.

**Development Report.** Roche discussed the recent book sale which made a little over \$3,000 and the majority of books were sold.

**Miscellaneous: News Articles.** None.

**President's Report.** Kirsch said Paetzold has been a good partner, mentor, and the Library is very fortunate that Paetzold may continue on. Kirsch thought the June Board meeting was especially good because it was a tremendous opportunity to learn many perspectives. Kirsch appreciated the Board's ability to have conversations with diverse opinions. Kirsch shared some of her experiences while on the Board. Kirsch and Paetzold were part of the director search committee with Paulios and Mangano. The transition from a legacy director to new director was harder for everyone than anticipated, for the staff and the new director. Kirsch said there have been more opportunities for the Board to be involved and engaged and it has been positive. Kirsch said if she had never been on the Board she never would have known the level of staff that we have, especially the Leadership Team. Kirsch worked for 30 years in libraries and she would have been so appreciative to work with the staff at Iowa City Public Library.

**Announcements from Members.** Johnk thanked Kirsch for her time on the Library Board. Kirsch said she did not plan to be Board President but it has been good experience.

**Committee Reports.** Johnk shared the Friends Foundation met and discussed the strategic plan, mission, and objectives.

**Communications.** None.

**Consent Agenda.** Matthews made a motion to approve the Consent Agenda. Johnk seconded. Motion passed 7/0.

**Set Agenda Order for July Meeting.** Kirsch said the strategic plan wrap-up will be discussed. Carman added the Drag Storytime at pool went great with no adult conflict. Carman said it felt like a children's program. Library staff requested police presence at the event and it was met with positive feedback from patrons. Paetzold asked if there were protestors. Carman said no, story time was in the pool area and there was also a cookout with no counter measures.

**Adjournment.** Kirsch adjourned the meeting at 6:03 pm.

Respectfully submitted,

Jen Miller



# CITY OF IOWA CITY



### Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550110										Library Administration
10550110	336140									University Heights
011698	UNIVERSITY HEIGHTS	P	052323_Refund	0	2023	12	INV P	6,969.00	060923	285831 Overpayment on inv.
								6,969.00		ACCOUNT TOTAL
10550110	432080									Other Professional Services
010286	LANGUAGE LINE SERVIC		11017455	0	2023	12	INV P	15.60	060923	285724 LANGUAGE LINE SERVI
014353	ONE SOURCE THE BACKG		2022125631	0	2023	12	INV P	210.00	060923	40761 BACKGROUND CHECKS F
014353	ONE SOURCE THE BACKG		2022125632	0	2023	12	INV P	84.00	060923	40761 BACKGROUND CHECKS F
								294.00		
								309.60		ACCOUNT TOTAL
10550110	435055									Mail & Delivery
010473	UNITED PARCEL SERVIC		000068774R203	0	2023	12	INV P	11.80	060923	285830 Admin/Internet Ship
010473	UNITED PARCEL SERVIC		000068774R213	0	2023	12	INV P	13.03	061623	285963 ADMIN/Internet Ship
								24.83		
								24.83		ACCOUNT TOTAL
10550110	436050									Registration
010277	KIRKWOOD COMMUNITY C		41138	0	2023	12	INV P	253.00	062323	286173 Admin/Library Staff
								253.00		ACCOUNT TOTAL
10550110	443020									Office Equipment R&M Services
011736	KONICA MINOLTA BUSIN		80032146	0	2023	12	INV P	114.30	063023	286572 Admin/Lease Payment
								114.30		ACCOUNT TOTAL
10550110	449160									Other Rentals
014150	ADVANCED BUSINESS SY		INV321345	0	2023	12	INV P	127.47	061623	40804 ADMIN/Sharp Meter
								127.47		ACCOUNT TOTAL
10550110	469320									Miscellaneous Supplies
012264	MAILBOXES OF IOWA CI		612646	0	2023	12	INV P	17.00	061623	285924 ADMIN/USPS Priority
								17.00		ACCOUNT TOTAL
								7,815.20		ORG 10550110 TOTAL
10550121										Library Bldg Maint - Public
10550121	438030									Electricity
010319	MIDAMERICAN ENERGY		20230628110818	0	2023	12	INV P	14,281.94	063023	41368 MidAmBilling 062820
								14,281.94		ACCOUNT TOTAL



## CITY OF IOWA CITY

## Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12		INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ACCOUNT/VENDOR									
10550121 438070									
010319 MIDAMERICAN ENERGY	20230628110818		0	2023 12	INV	P	1,076.32	063023	41368 MidAmBilling 062820
							ACCOUNT TOTAL	1,076.32	
10550121 442010									
010392 RMB CO INC	12578		0	2023 12	INV	P	1,084.35	063023	41379 FAC/Filters
010981 JOE'S QUALITY WINDOW	20611		0	2023 12	INV	P	150.00	063023	286567 FAC/Window Cleaning
010981 JOE'S QUALITY WINDOW	21573		0	2023 12	INV	P	150.00	060923	285710 FAC/Window Cleaning
							300.00		
							ACCOUNT TOTAL	1,384.35	
10550121 442020									
010823 SCHUMACHER ELEVATOR	90584160		0	2023 12	INV	P	625.21	060923	40767 May 23 Elev Mainten
							ACCOUNT TOTAL	625.21	
10550121 442030									
010392 RMB CO INC	12499		0	2023 12	INV	P	4,389.92	060923	40766 FAC/Circulation Pum
010392 RMB CO INC	12567		0	2023 12	INV	P	261.00	063023	41379 FAC/RTU#6 Labor, Mi
							4,650.92		
							ACCOUNT TOTAL	4,650.92	
10550121 445030									
010181 GREENERY DESIGNS	4007		0	2023 12	INV	P	74.00	062323	286141 FAC/Interior Plants
							ACCOUNT TOTAL	74.00	
10550121 445330									
013663 REPUBLIC SERVICES OF	0897-000991254		0	2023 12	INV	P	168.21	060923	285801 Refuse & Recycling
							ACCOUNT TOTAL	168.21	
10550121 449160									
010627 CINTAS CORPORATION	4149686013		0	2023 12	INV	P	223.25	063023	286519 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4156716221		0	2023 12	INV	P	223.25	060923	285657 FAC/Sanitary Suppli
010627 CINTAS CORPORATION	4158106115		0	2023 12	INV	P	223.25	062323	286118 FAC/Sanitary Suppli
							669.75		
							ACCOUNT TOTAL	669.75	
10550121 452040									
010290 LENOCH AND CILEK ACE	374011/3		0	2023 12	INV	P	29.70	062323	286177 FAC/Household Lye
010290 LENOCH AND CILEK ACE	374106/3		0	2023 12	INV	P	1,079.55	062323	286177 FAC/Sanitary Suppli
							1,109.25		

## CITY OF IOWA CITY

## Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12										
ACCOUNT/VENDOR			INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010627	CINTAS CORPORATION	4149686013		0	2023 12	INV	P	320.36	063023	286519 FAC/Sanitary Suppli
010627	CINTAS CORPORATION	4156716221		0	2023 12	INV	P	245.69	060923	285657 FAC/Sanitary Suppli
010627	CINTAS CORPORATION	4158106115		0	2023 12	INV	P	320.36	062323	286118 FAC/Sanitary Suppli
								886.41		
ACCOUNT TOTAL								1,995.66		
Other Maintenance Supplies										
10550121	466070				2023 12	INV	P	528.80	063023	41348 FAC/Lightbulbs
011399	ELECTRIC EQUIPMENT S 9500			0						
ACCOUNT TOTAL								528.80		
Miscellaneous Supplies										
10550121	469320				2023 12	INV	P	1,520.00	060923	285676 FAC/Audio Code Cabl
010171	GERARD ELECTRIC INC	11721		0						
ACCOUNT TOTAL								1,520.00		
ORG 10550121 TOTAL								26,975.16		
Library Computer Systems										
10550140	438140				2023 12	INV	P	477.50	063023	286558 IT/Phone & Internet
014293	IMON COMMUNICATIONS	3090587		0						
ACCOUNT TOTAL								477.50		
Software R&M Services										
10550140	444080				2023 12	INV	P	975.00	061623	40822 IT/Exchange Backup
010525	ENCOMPASS IOWA LLC	13735		0						
014765	MITIGATE SOLUTIONS	238114		0	2023 12	INV	P	2,194.00	062323	286196 IT/Archiving Servic
016644	CENTER FOR INTERNET	INV-230609-0046641		0	2023 12	INV	P	579.32	062323	286116 IT/Internet Securit
ACCOUNT TOTAL								3,748.32		
ORG 10550140 TOTAL								4,225.82		
Lib Public Services - Adults										
10550151	432080				2023 12	INV	P	150.00	062323	40870 AS/Self-Care from t
011234	BACKYARD ABUNDANCE	283		0						
013810	SIMS, JONATHAN	ICPL001		0	2023 12	INV	P	100.00	060923	285809 AS/Honorarium for T
ACCOUNT TOTAL								250.00		
Outside Printing										
10550151	445140				2023 12	INV	P	82.55	063023	41376 CAS&AD/MyICPL and D
010373	PIP PRINTING	113209		0						
ACCOUNT TOTAL								82.55		
Inter-Library Loans										

## CITY OF IOWA CITY

## Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	WARRANT		CHECK	DESCRIPTION	
000119	Drake Community Libr	061623	0	2023 12	INV	P	21.95	061623	285932	Adult/Lost Book	
000119	Spencer Public Libra	380930	0	2023 12	INV	P	59.99	061623	285933	AD/Lost ILL Video G	
							81.94				
ACCOUNT TOTAL							81.94				
10550151	469320			Miscellaneous Supplies							
010536	INGRAM LIBRARY SERVI	76094026	0	2023 12	INV	P	108.87	061623	285906	LIBRARY MATERIALS C	
ACCOUNT TOTAL							108.87				
ORG 10550151 TOTAL							523.36				
10550152				Lib Public Services - Children							
10550152	432080			Other Professional Services							
011941	VIGIL, ERIC	061323	0	2023 12	INV	P	150.00	062323	286287	CHI/How-To Tuesday	
ACCOUNT TOTAL							150.00				
10550152	445140			Outside Printing							
010050	TRU ART	122884011	0	2023 12	INV	P	3,104.00	060923	285823	CHI/6,000 Summer Re	
010050	TRU ART	123283011	0	2023 12	INV	P	570.00	060923	285822	CHI/6,000 Summer Re	
010050	TRU ART	123323011	0	2023 12	INV	P	298.00	060923	285820	CAS/Bookmobile Broc	
010050	TRU ART	123324011	0	2023 12	INV	P	216.00	060923	285821	CAS/2000 Bookmobile	
							4,188.00				
010373	PIP PRINTING	113054	0	2023 12	INV	P	30.37	060923	40764	CAS/500 Lost and Fo	
ACCOUNT TOTAL							4,218.37				
ORG 10550152 TOTAL							4,368.37				
10550159				Lib Public Srvs-Comm Access							
10550159	435059			Advertising							
010114	DAILY IOWAN	062023	0	2023 12	INV	P	525.00	063023	286528	CAS/Jazz Fest Adver	
010169	GAZETTE COMMUNICATIO	19634	0	2023 12	INV	P	290.08	062323	286135	CAS/Summer Reading	
011328	LITTLE VILLAGE MAGAZ	11206	0	2023 12	INV	P	483.00	061623	285920	CAS/Advertisements	
011328	LITTLE VILLAGE MAGAZ	11285	0	2023 12	INV	P	483.00	061623	285920	CAS/Advertisements	
011328	LITTLE VILLAGE MAGAZ	11453	0	2023 12	INV	P	483.00	062323	286179	CAS/Advertisements	
							1,449.00				
ACCOUNT TOTAL							2,264.08				
10550159	445140			Outside Printing							
010050	TRU ART	123469011	0	2023 12	INV	P	86.01	060923	285824	CAS/26 SRP Business	
010355	OLD CAPITOL SCREEN P	522713	0	2023 12	INV	P	288.00	062323	40910	CAS/Vinyl window Cl	

# CITY OF IOWA CITY



## Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
010373	PIP PRINTING	113075	0	2023 12	INV	P	671.58	060923	40764	CAS/6,000 window En	
010373	PIP PRINTING	113209	0	2023 12	INV	P	593.01	063023	41376	CAS&AD/MyICPL and D	
							1,264.59				
ACCOUNT TOTAL							1,638.60				
ORG 10550159 TOTAL							3,902.68				
Library Collection Services											
Library Material R&M Services											
10550160	445270										
010509	BAKER & TAYLOR INC C	200055052023V	0	2023 12	INV	P	1,510.74	061623	285852	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC C	2037510766	0	2023 12	INV	P	11.61	062323	286110	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC C	2037543448	0	2023 12	INV	P	21.93	063023	286507	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC C	2037560980	0	2023 12	INV	P	9.03	063023	286507	LIBRARY MATERIALS	
							1,553.31				
ACCOUNT TOTAL							1,553.31				
Misc Processing Supplies											
10550160	469110										
010509	BAKER & TAYLOR INC C	H664312DM	0	2023 12	INV	P	391.95	062323	286112	LIBRARY MATERIALS	
010510	DEMCO INC	7309507	0	2023 12	INV	P	838.38	060923	285664	LIBRARY MATERIALS	
010546	MIDWEST TAPE	503765393	0	2023 12	INV	P	10.98	060923	285736	LIBRARY MATERIALS	
010546	MIDWEST TAPE	503802819	0	2023 12	INV	P	153.72	060923	285736	LIBRARY MATERIALS	
010546	MIDWEST TAPE	H503868896	0	2023 12	INV	P	300.86	062323	286189	LIBRARY MATERIALS	
							465.56				
ACCOUNT TOTAL							1,695.89				
Library-RFI Tags											
10550160	477380										
011252	ENVISIONWARE INC	INV-US-65708	0	2023 12	INV	P	6,412.90	061623	285877	LIBRARY PROCESSING	
ACCOUNT TOTAL							6,412.90				
ORG 10550160 TOTAL							9,662.10				
Library Children's Materials											
Books (Cat/Cir)											
10550210	477020										
010509	BAKER & TAYLOR INC C	2037498805	0	2023 12	INV	P	102.99	060923	285644	LIBRARY MATERIALS	
010509	BAKER & TAYLOR INC C	2037504980	0	2023 12	INV	P	580.07	060923	285644	LIBRARY MATERIALS	
							683.06				
ACCOUNT TOTAL							683.06				
Video (DVD)											
10550210	477160										
010546	MIDWEST TAPE	503802905	0	2023 12	INV	P	105.68	060923	285736	LIBRARY MATERIALS	

## CITY OF IOWA CITY

## Library Disbursements: June 1 to June 30, 2023

YEAR/PERIOD: 2023/12 TO 2023/12		INVOICE		PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL								105.68		
ORG 10550210 TOTAL								788.74		
10550220		Library Adult Materials								
10550220 477020		Books (Cat/Cir)								
010509	BAKER & TAYLOR INC	C	2037224835	0	2023 12	INV	P	1,342.31	060923	285644 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2037503181	0	2023 12	INV	P	1,022.13	060923	285644 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2037509353	0	2023 12	INV	P	602.22	060923	285644 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2037526505	0	2023 12	INV	P	1,098.67	060923	285644 LIBRARY MATERIALS
								4,065.33		
ACCOUNT TOTAL								4,065.33		
10550220 477110		Audio (Digital)								
011068	OVERDRIVE INC		01370CO23161166	0	2023 12	INV	P	720.19	060923	285754 LIBRARY MATERIALS
011068	OVERDRIVE INC		01370DA23164646	0	2023 12	INV	P	535.81	060923	285754 LIBRARY MATERIALS
								1,256.00		
ACCOUNT TOTAL								1,256.00		
10550220 477150		Art Reproductions								
010125	BLICK ART MATERIALS		263610	0	2023 12	INV	P	1,351.73	060923	285648 LIBRARY MATERIALS
ACCOUNT TOTAL								1,351.73		
10550220 477160		Video (DVD)								
010546	MIDWEST TAPE		503765393	0	2023 12	INV	P	61.49	060923	285736 LIBRARY MATERIALS
010546	MIDWEST TAPE		503802819	0	2023 12	INV	P	733.36	060923	285736 LIBRARY MATERIALS
								794.85		
ACCOUNT TOTAL								794.85		
10550220 477350		Online Reference								
015850	WORLD ARCHIVES HOLDI		270414	0	2023 12	INV	P	6,419.00	060923	285840 LIBRARY MATERIALS
ACCOUNT TOTAL								6,419.00		
ORG 10550220 TOTAL								13,886.91		
FUND 1000 General				TOTAL:				72,148.34		

Tom Rocklin, President

Hannah Shultz Secretary