



BOARD OF TRUSTEES

AGENDA

5:00 pm – 2nd floor Board Room

January 23, 2020

Wesley Beary, President

John Beasley, Secretary

Kellee Forkenbrock

Derek Johnk

Carol Kirsch, Vice-President

Robin Paetzold

Tom Rocklin

Hannah Shultz

Monique Washington

1. Call Meeting to Order.

2. Public Discussion.

3. Items to be discussed.

A. FY21 Downtown Building Calendar.

Comment: The proposed building calendar for the next fiscal year requires Board approval.

B. Policy Review: 802: Confidentiality Policy.

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

C. FY20 Strategic Plan.

Comment: Staff have completed a six-month report on current strategic planning goals.

D. Fine-free Update.

Comment: A report on fine-free materials is included for Board review.

4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Community & Access Services.

C. Development Office Report.

D. Spotlight on the Collection.

E. Miscellaneous.

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

- 5. President's Report.**
- 6. Announcements from Members.**
- 7. Committee Reports.**
 - A. Foundation Members.
- 8. Communications.**
 - A. Response to Brandon Ross.
- 9. Quarterly Financial Reports.**
 - A. Second quarter Receipts and Expenditures.
- 10. Quarterly Use Reports.**
 - A. Six-month Output Measures.
 - B. Six-month Circulation by Area and Agency.
 - C. Six-month Circulation by Type and Format.
- 11. Consent Agenda.**
 - A. Approve Regular Minutes of Library Board of Trustees December 19, 2019 meeting.
 - B. Approve Disbursements for December, 2019.
- 12. Set Agenda Order for February Meeting.**
- 13. Adjournment.**

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Iowa City Public Library Meeting Agendas and Other Significant Events		
JANUARY 23, 2020	FEBRUARY 27, 2020	MARCH 26, 2020
6-month Strategic Planning Update Set Calendar for Next Fiscal Year Policy Review: 802: Confidentiality of Library Records Review 2 nd Quarter Goals/Statistics and Financials Departmental Reports: CAS	Appoint Nominating Committee Director Evaluation Departmental Reports: CH, CLS, IT OTHER: 2/21: Hy-Vee Wine Tasting	Policy Review: 815: Internet Use Departmental Reports: AS, CAS
APRIL 23, 2020	MAY 28, 2020	JUNE 25, 2020
President Appoints to Foundation Board Review 3 rd Quarter Statistics and Financials Election of Officers Departmental Reports: CH, CLS, IT OTHER: 4/23: Looking Forward	Policy Review: 705: Naming and Recognition Departmental Reports: AS, CAS OTHER: 5/2: Ped Mall Party	Develop Ideas for Board Annual Report Departmental Reports: CH, CLS, IT OTHER: 6/20: Pride Festival 6/27: Downtown Block Party
JULY 23, 2020	AUGUST 27, 2020	SEPTEMBER 24, 2020
Review Board Annual Report Strategic Planning Update Departmental Reports: AS, CAS	Review Annual Staff Report Adopt NOBU Budget Review 4 th Quarter Statistics and Financials Departmental Reports: CH, CLS, IT	Budget Discussion Departmental Reports: AS, CAS
OCTOBER 22, 2020	NOVEMBER 19, 2020	DECEMBER 17, 2020
Budget Discussion Review 1 st Quarter Statistics and Financials Departmental Reports: CH, CLS, IT	Departmental Reports: AS, CAS	Departmental Reports: CH, CLS, IT



FY21 Downtown Building Calendar

July 1, 2020 through June 30, 2021

2020

Day	Date	Description	Hours	Staffing
Friday	July 3	Independence Day Observed	Open 10-6	Holiday Staffing
Saturday	July 4	Independence Day	Closed	Remote Drop Only
Monday	September 7	Labor Day	Closed	Remote Drop only
Wednesday	November 11	Veterans Day	Open 10-6	Holiday Staffing
Wednesday	November 25	Thanksgiving Eve	Open 10-5	Regular Staffing
Thursday	November 26	Thanksgiving	Closed	Remote Drop only
Friday	November 27	City Holiday	Open 10-6	Holiday Staffing
Friday	December 11	Inservice Day	Closed	All Staff Attend
Thursday	December 24	Designated Holiday	Open 10-4	Holiday Staffing
Friday	December 25	Christmas Day	Closed	Remote Drop only
Thursday	December 31	New Year's Eve	Open 10-5	Regular Staffing

2021

Friday	January 1	New Year's Day	Closed	Remote Drop only
Monday	January 18	MLK Day	Open 10-6	Holiday Staffing
Monday	February 15	Presidents' Day	Open 10-6	Holiday Staffing
Monday	May 31	Memorial Day	Closed	Remote Drop only

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

812 Hours of Service

812.1 A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will be set to maximize access to the public at the times most convenient to them and within the resources available. When the Library is open all basic services will be available.

812.2 Library hours are reviewed annually and a calendar approved. Exceptions to hours changes other than those noted must be approved on a case-by-case basis. The Director may close the Library for weather or facility related emergencies. The Director may open the lobby and/or meeting rooms to accommodate large community events.

812.3 Regular library hours are:

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

812.4 Current Approved Exceptions to Stated Hours

812.41 Close at 5:00 p.m. on Thanksgiving Eve, and New Year's Eve.

812.42 Close at 4:00 p.m. on Christmas Eve

812.43 Closed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

812.44 Close at 6:00 p.m. on Martin Luther King Day, President's Day, and Veteran's Day, and any other day the Library is open on a designated City holiday.

812.45 Close an extra day near Christmas if it makes calendar sense to declare a fixed day for the "floating" day allowed in the AFSCME contract (see Article X, Section 1).

812.46 Close one day per calendar year for in-service training at staff request.

812.47 Extend hours on a case-by-case basis to participate in major downtown community events.

812.5 Bookmobile

812.51 The bookmobile will operate on a schedule set by the Library Director and posted at least tri-annually.

812.52 The bookmobile will not operate on any Library designated holiday, Thanksgiving Eve, Christmas Eve, New Year's Eve, or any day the downtown building is closed.

812.53 The bookmobile will not operate on days when inclement weather would result in hazardous driving or service conditions, including any day the Iowa City Community School District cancels classes due to weather.

812.54 The Library Director may cancel bookmobile service for emergencies.

812.6 History of Hours of Service

A. Closed 9:00 -10:00 a.m. since 1960s.

B. Closed Friday evenings about 1970-72.

C. Sunday hours started 1970-72 (dropped FY79, FY81, FY82) (1:00 p.m. -5:00 p.m. through FY80, 12:00 p.m. -4:00 p.m. through FY97), 1:00 p.m. - 5:00 p.m. until September 2006, then 1:00 p.m. - 6:00 p.m., changed to 12:00 p.m. – 5:00 p.m., May 2007).

- D. Closed Thursday mornings - December 1981 - June 1982.
- E. Closed on minor holidays - 1970-72, FY87, FY92 (Veteran's Day, day after Thanksgiving, President's Day).
- F. Closed Thursday evening, all day Friday, March 7, 1987 - June 1, 1988.
- G. Reopened Thursday evening, all day Friday, June 2, 1988.
- H. Closed Wednesday and Friday mornings, Thursday evenings, July 1, 1991.
- I. Reopened Wednesday and Friday mornings and Thursday evenings; reopened on four minor holidays (Veteran's Day, day after Thanksgiving, Martin Luther King Day, President's Day). Begin Sunday service on day after Labor Day instead of First Sunday in October, July 1, 1992.
- J. Funded in FY97 for Sundays before Memorial and Labor Day, Easter Sunday, and two Sundays in June. Six additional Sundays added in FY98 provides Sunday service through July, reopening after Labor Day.
- K. Open Sundays all year starting in FY99.
- L. Added 6:00 p.m. – 8:00 p.m. on Friday evenings beginning May 19, 2006 and 5:00 p.m. – 6:00 p.m. on Sunday, September 10, 2006.
- M. Changed Sunday hours from 1:00 p.m. – 6:00 p.m. to 12:00 p.m. – 5:00 p.m. on May 6, 2007.
- N. Bookmobile added June, 2017.

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

802 Confidentiality and Privacy Policy

Proposal: A routine staff review generated recommended minor changes to the Confidentiality and Privacy Policy. After the review, an unexpected issue with patron data and Inservice Day discussions generated further review and a recommended change to the policy.

Issues: The Confidentiality and Privacy Policy defines how the Library serves as custodian of records, protects this confidential information and responds to requests for information about Library patrons.

We propose adding an additional purpose to provide guidance if there is a data breach. After the policy review, we had an unintended release of patron data following an update to a routine daily work task. While we profoundly regret what happened, we had opportunity to consult with the policy and evaluate how the policy guided our work during an issue. Based on this, an addition is needed in 802.6.

At Staff Inservice Day in December, 2019, confidentiality and privacy were discussed and included as a major initiative for our new Strategic Plan. While we don't know exactly the goals and tasks that will become a part of this, the group collectively identified a need to help our community learn about privacy and confidentiality and gain skills and knowledge in this area. We look forward to this work and the outcomes it will generate.

Library staff completed a major overhaul of the Confidentiality and Privacy Policy in 2017 and there were many positive outcomes as a result of the review. Our review of the Library and Information Technology Association Privacy Checklist (<http://www.ala.org/lita/advocacy/privacy/library-privacy-checklists/overview>) was invaluable and gave tangible tasks we could complete.

In order to increase transparency, staff created a webpage (www.icpl.org/about/privacy-policy) that shares information about how we protect the confidentiality of patron records, how we approach confidentiality related to children and parents' access to a child's account, lists all types of information the Library collects and saves about patrons and includes links to third-party vendor privacy policies.

All staff are routinely trained regarding confidentiality as a part of Library orientation and receive additional training specifically related to their job. On the recommendation of the Library Board, staff were also trained to initiate conversations about confidentiality and privacy with teens when their Library Cards were updated. We also began mailing letters to teens during the month of their 16th and 18th birthdays, introducing confidentiality and privacy concepts, encouraging teens to consider updating their Library Account to remove parent contact information if preferred and responsibilities for materials checked out on their Library Account.

To help other libraries with these issues, staff also presented a summary of our work at the 2018 Iowa Library Association conference.

Library staff use the Confidentiality and Privacy Policy every day to guide our work. A common issue related to confidentiality is a parent asking for information about their child's account. If the parent does not have the child's Library Card, staff do not reveal information about a child's account until the item reaches a billed status, as outlined in this policy. If a parent does not have a child's card, Library staff try to be helpful to the parent while maintaining confidentiality for the child. For example, a parent may ask, "What is due on my child's account today?" Staff can respond with general information such as, "Two items are due today" without specifically revealing the titles.

Periodically law enforcement agents will ask for information related to a Library account. Staff are trained to refer these questions to the Library Director.

Staff Recommendations:

See also related policies:	Add a reference to the Collection Development policy because of confidentiality and privacy issues related to digital and electronic collections.
802.5.h	Add: The Library will consider third-party vendor privacy policies when selecting digital collections and resources.
802.6.f	Add: Responding to data breaches involving patron information by notifying patrons affected, evaluating related practices and procedures and making changes as needed to prevent future occurrences.

Action Required: Review and adopt as amended.

Prepared by: Kara Logsden, Community & Access Services Coordinator, January 9, 2020.

Review committee: Anne Mangano (Collection Services), Tom Jordan and Kara Logsden (Community and Access Services), Todd Brown (Adult Services & IT Services) and Alyssa Hanson and Brent Palmer (IT Services).

802: CONFIDENTIALITY and PRIVACY

See also related policies: Use of Library's Cardholder Database (704), Circulation of Materials (801), Display Policy (805), Internet Use Policy (815), Meeting Rooms (806), Library Bill of Rights (1001), Volunteer Policy (505), [Collection Development \(601\)](#) and Conduct in the Library (809). See also Code of Iowa, Chapter 22, Examination of Public Records (Open Records) and Section 22.7, Confidential Records.

802.1 The purpose of this policy is to explain how the Library serves as custodian of and protects confidential information; honors privacy; responds to requests for information about library users; and alerts patrons about confidentiality and privacy rights and potential risks.

802.2 Definitions:

- a. **Privacy** is the right to open inquiry without having the subject of one's interest examined or scrutinized by others.
- b. **Confidentiality** exists when a library is in possession of Personally Identifiable Information about users and keeps that information private on their behalf.
- c. **Personal Information** includes specific information such as an individual's name, address, telephone number, and eMail address. In some places this is also called Personal Identification.
- d. **Personally Identifiable Information** is information that connects Personal Information with preferences and interests such as webpages searched, reference questions asked, or items checked out from a Library.
- e. **Library Cards** provide ease of access to a type of Library Record.
- f. **Library Record** means a document, record, or other method of storing information retained by a library that identifies Personal Information and/or a person as having requested or obtained specific information or materials from a library.
- g. **Public Records** are documents, videos, or pieces of information related to the conduct of government that are not considered confidential.
- h. **The Custodian of the Library Records** is the Library Director or her/his designee.

802.3 Confidentiality of Library Records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

- 802.4 Privacy is essential to the exercise of free speech, free thought and free association.
- 802.5 Library Records and other Personally Identifiable Information are confidential in nature. No individual except authorized Library staff shall have access to Library Records other than his or her own without the individual's consent, except as listed below.
- a. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
 - b. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
 - c. Library Records for long overdue checked out materials for which a bill has been sent may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
 - d. Illegal activity is not protected. The Library may review information when a violation of law or Library policy designed to protect facilities, network, and equipment is suspected.
 - e. Contact information for displays and meetings reservations is provided by the user and considered public information.
 - f. Persons attending library programs or public meetings may be recorded or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on The Library Channel, Library website, the Internet, and other media.
 - g. Security cameras are installed in the Library to protect the safety and security of people, the building and its contents. Only authorized Library staff may view recordings. Library security camera recordings are public records, and may be viewed upon receipt of an open records or law enforcement request. Library security camera recordings will be shared with law enforcement as a part of investigating and prosecuting crimes committed in the Library.
 - h. The Library will consider third-party vendor privacy policies when selecting digital collections and resources. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When

patrons use those resources, they are subject to the individual third-party terms and privacy policies.

- i. The Library may use circulation records while attempting to identify the most recent user of an item that had something left inside, or contained harmful or suspicious content.

802.6 The Iowa City Public Library will take steps to inform library users of their privacy and confidentiality rights and potential risks including:

- a. Avoiding creating unnecessary records and retaining records only as needed for Library business purposes.
- b. Using the Library website to post the privacy policies of all third-party partners that require personally identifiable information.
- c. Permanently posting basic confidentiality and privacy information on the Lobby Bulletin Board, the Library website, and in the Teen Center.
- d. Routinely sharing reminders regarding privacy and confidentiality when Library Records are renewed.
- e. Investing in appropriate technology to protect the security of personally identifiable information in the Library's custody including removing cookies, browsing history, cached files, or other computer and Internet use records that are placed on our computers or networks.
- f. Responding to data breaches involving patron information by notifying patrons affected, evaluating related practices and procedures and making changes as needed to prevent future occurrences.

Adopted: 09/17/70

Revised: 01/23/20

Reviewed: 10/25/79

Reviewed: 04/27/89

Reviewed: 01/28/93

Revised: 03/30/95

Revised: 02/22/96

Revised: 05/27/99

Revised: 03/23/00

Revised: 01/23/03

Revised: 02/23/06

Revised: 01/22/09

Revised: 01/26/12

Reviewed: 08/28/14

Revised: 01/26/17



Strategic Plan FY20: Goals

- Connect:** The Iowa City Public Library connects people to information essential for daily living and offers them opportunities for enjoyment and personal growth
- Engage:** The Iowa City Public Library actively encourages discovery, learning, and greater participation in community life
- Enrich:** The Iowa City Public Library contributes to the quality of life in Iowa City by offering opportunities to explore diverse ideas, to exercise imagination, and to express creativity

Six-month Report	
Goal 1: Public Awareness	
1. Keep public aware of library access issues related to Ped Mall construction.	ICPL staff attended every Friday business update meeting and wrote the media releases sent by the City of Iowa City to keep the community informed about detours and progress. Staff maintained a public bulletin board with project updates and created blog posts that were shared on social media. After the Ped Mall opening, staff participated in designing safety features related to the changed ground scaping. Staff are part of the committee planning a Ped Mall opening celebration in May.
2. Seek new ways to communicate with residents who do not receive library news and information through current outlets.	Information about the Library was shared through the City Manager's Roundtable meetings. Information continues to be shared through mailings and posts at local laundromats and neighborhood grocery stores.
3. Undertake strategic planning process (new plan adopted June 2020, goes into effect July 1, 2020).	Community feedback sessions and an online and print survey were offered during December to identify community aspirations and ideas. Our strategic plan consultant was onsite for three days and assisted in the creation of a framework for our new plan. Work on the plan will continue through the winter and into the spring.
4. Share information about no fines on Children's and Young Adult collections and Student AIM Card.	Staff managed media shares with information about the new card, coordinated interviews with staff for local newspaper and television reporters, and collaborated with ICCSD to promote.
5. Evaluate Annual Report format and consider options for sharing information with the community.	Will be completed in second part of FY and informed by the new strategic plan and changes to board reporting procedures.

6. Evaluate participation in PrideFest and plan for future participation.	ICPL's increased participation in PrideFest was well received and staff enjoyed taking part. The FY20 PrideFest is a milestone year and the Library will work with a City staff committee to plan special events and displays.
7. Begin planning for the Library's 125 th anniversary.	Programs and a display were developed for 12/3/19 to celebrate the 123 rd year at 123 S. Linn Street, providing an opportunity to gather ideas for a larger, yearly celebration. A committee will be appointed in the spring.
8. Highlight library databases and online learning portals on Social Media sites and Library website.	A new video was created by The Library Channel staff featuring information about online resources. The video has been shared on social media and other venues. Informational posts on two online resources (<i>Consumer Reports</i> and <i>Gazette</i> archives) were featured on the website, in July and October.
Goal 2: Collaboration	
1. Continue to work with Iowa City Community School District, Coralville Public Library and North Liberty Community Library to develop and introduce Access to Information and Materials (AIM) Library Cards for students in the ICCSD.	The Student AIM Card was successfully introduced to ICCSD students in December 2019. ICCSD, CPL, NLCL and ICPL will continue to work together and evaluate the use and success of the card.
2. Continue working with Iowa City and partners to implement Equity Toolkit measures.	Although there are no new initiatives planned, we approach planning through an intentional lens and continue to plan programs and displays with social justice and racial equity themes. Staff training related to de-escalation of patron behavior and engaging teen patrons has been offered to staff.
3. Partner with Parks & Recreation to jointly plan several programs for teens.	Library staff met with Parks and Rec staff to discuss material sharing between the DML and the new Makerspace for adult and teen programming. Teen services staff from ICPL and Parks and Rec identified two programs (Cupcake Wars and DIY Bath Bombs) for IC Recreation to send their Teen Dynamics participants to. We will meet with IC Recreation again before the 2020 Teen Summer Reading program to identify more programming collaborations.
4. Work with City Public Works to put the history of bridges in IC on the Digital History Project.	Postpone to FY21.
5. Explore artist-in-residence in Digital Media Lab.	Literature review on artists-in-residence in libraries will begin in the second half of this fiscal year.

6. Work with Neighborhood Centers of Johnson County to strengthen Bookmobile services to elementary students.	Bookmobile staff met with Neighborhood Centers of Johnson County staff multiple times to coordinate student use of the Bookmobile. We're seeing increased use at the after-school programs operated by the NCJC. The Student AIM card will help with student access to materials at these sites.
7. Work with partners to address food insecurity for people 18 and younger.	We were gifted \$3,055 from Zion Lutheran Church Social Justice Committee to start offering snacks on a daily basis. We will continue to evaluate the need for this type of offering and seek partnerships as appropriate. Teen services staff reported that teens were enthusiastic about the snack during the summer.
Goal 3: Programs	
1. Evaluate Lib Con as an annual event produced by the Library.	Staff met after the 2019 Lib Con and will continue to evaluate based on feedback and attendance.
2. Evaluate Lobby Stop services.	Lobby Stop service has been well by the four retirements residences served. We continue to negotiate service schedules with current and potential locations. We will re-evaluate our resources and goals in the 3 rd quarter and determine if additional sites can be served.
3. Explore establishing programming series that engage patrons without homes	Some feedback was collected during strategic plan community engagement conversations. Work will continue in the second half of the FY.
4. Continue History Tour programming.	Weber Days planning has just begun, and History Tours are being considered.
5. Host a series of programs for adults aged 20s-30s.	Held as potential project for incoming Adult Services Coordinator; will be explored this winter.
6. Expand resources and programming opportunities for English language learners.	A list of local classes and discussion groups for English language learners has been developed for the new Q & A section of icpl.org.
7. Evaluate Digital Media Lab programming and membership.	We reviewed past Digital Media Lab programs, brainstormed new classes, and encouraged other instructional staff to share their ideas. We are developing new collaborations for programs and classes and expect the second part of the year to bring plans to develop new promotional materials for the DML to be distributed throughout the community.
8. Increase number of classes or workshops that focus on resource sustainability and climate change.	Two classes in Repair & Upcycle series scheduled, in cooperation with IC Recycling Center. Eco Film series continues with monthly films, cosponsored with Green Iowa AmeriCorps and IC Parks & Recreation.

Goal 4: Content	
1. Evaluate buying practices for digital collections.	In response to new lending models and limitations imposed by publishers, selectors looked at cost per use data and repurchasing costs of eBooks and eAudio through OverDrive. The selection team met with staff from Coralville and North Liberty in November to discuss the new purchasing models and other stresses on maintaining the collection. We drafted a list of needed practices and procedures and will bring proposals to our Digital Johnson County partners in the spring.
2. Plan for changes to availability of compact disc and DVD in marketplace.	We merged the three DVD collections in the children's room into one. We reduced the size of the collection as circulation has dropped and fewer items are released on DVD as streaming services offer their own popular content. A single collection will reduce patron confusion, provide more browsability, and streamline cataloging. We are also working to offer Vox and Wonderbook digital read-along books to supplement our compact disc collection. We hope to have these items on the shelf by February. We have stopped cleaning compact discs and DVDs through our disc cleaner. Far fewer items were being sent through mending for cleaning than in the past. If warranted, we will repurchase any scratched or damaged discs.
3. Consider digitizing city building permit collection and city directories.	This project will begin in the spring.
4. Continue work on preserving and digitizing institutional archives.	A collection plan was drafted and input provided by a group of staff. Work will continue in the spring.
5. Increase streaming video options.	A trial for Acorn TV through Recorded Books was set up for staff members. Responses to the trial are being collected and evaluated by the selector. Other streaming options will be evaluated in the spring.
6. Study availability of collections in response to changes in circulation policy.	Data for the differences in the percent checked out rate, holds filled, and the number of items six-months overdue is currently being gathered and will be reviewed by staff.
Goal 5: Technology	
1. Consider offering an interactive online readers' advisory service.	This project will begin in the spring.
2. Explore adding scrolling Event Board e-sign for community events.	Work on this will begin in the second half of the fiscal year.

3. Explore options for broadening internet access to locations outside the downtown building.	No work on this task was done during the first part of the fiscal year. Broadening internet access does not appear to be emerging as a primary strategic direction for the next planning period.
4. Reevaluate current web design and conduct content audit.	No progress has been made yet. Next steps planned for 2 nd half of FY20 include soliciting feedback from patrons and staff.
5. Make registration for reading programs easier.	The software company we work with is continually making updates. They recently rolled out a new way to let staff know they are entering a duplicate account.
6. Make checking out materials easier.	Work towards this task is planned for the spring.
7. Consider automatic renewal of materials.	This project will begin in the spring.
8. Migrate Digital History Project content to new content management system.	Preliminary project planning has begun, including identifying desired features for the new site, cleaning up items in current system, and discussing migration with other libraries that have worked on a similar project. Slated for completion in the spring.
9. Complete upgrade to the library catalog.	New library catalog is currently being tested by staff. We are gathering feedback and making changes. We will start testing the catalog with patrons in the spring.
10. Develop a budget request to translate parts of the webpage into identified languages.	Work will begin in the spring.
Goal 6: Space/Facilities	
1. Find improved parking location for the Bookmobile.	We are exploring options for this in partnership with other City departments.
2. Plan for re-flooring project.	An RFP and project timeline will be developed in the second half of the FY.
3. Plan for replacing public access computer workstations.	An RFP and project timeline will be developed in the second half of the FY.
4. Develop a plan for HVAC replacement.	Evaluation of current system and project scope will be established this spring.
5. Study building space needs, especially for Teen and Children's Services.	A facilities study and space audit will be part of the new strategic plan; this project will be postponed until new plan is operational.
6. Evaluate Library vehicle fleet and service needs.	Outreach staff will document existing vehicle availability and evaluate current outreach scheduling practices.
7. Conduct a building sign audit and plan for updates as needed.	Some signs were updated based on a request from the National Federation of the Blind of Iowa – Old Capitol Chapter, a group that routinely meets at ICPL. A sign audit is part of the new strategic plan.
8. Consider city's goal of "Promote environmental sustainability" when planning projects.	The leadership team will establish a plan for this in the second half of the FY.

9. Evaluate current meeting room spaces.	Programming staff will continue to document details of programs that draw audiences that exceed safe occupancy limits. Simulcasting and other strategies for maximizing program reach will be explored. A space audit will be part of the new strategic plan.
Goal 7: Staffing	
1. Offer and evaluate staff training program.	This project will begin in the spring.
2. Review public service desk time study and propose changes.	A group met to work on this task and decided to integrate the project into the new strategic plan. Meetings have been suspended pending decisions about how strategic plan work will proceed.
3. Explore circulation support offered away from the Help Desk and expand and/or provide training as needed.	Staff training is planned for spring 2020.
4. Evaluate Bookmobile staffing assignments and adjust as needed.	This was a part of 7.2 and is also suspended pending strategic plan work.
5. If adopted by Board and City Council, work with City on hourly employee staffing changes.	The library is not affected by current City Council staffing changes at this time.
6. Research social workers in libraries.	No action taken yet.
Goal 8: Funding	
1. Determine possible funding sources needed for various projects/programs.	Prioritized focus on unrestricted gifts resulted in decision to postpone this for inclusion in the next strategic plans for the Friends Foundation, and the library.
2. Explore funding opportunities related to outcomes of equity toolkit work.	Additional information is needed to determine the budget impact of eliminating fines on children's and young adult materials, an initiative developed as a result of use of the Equity Toolkit.
3. Work with Friends Foundation Board to increase number and total raised through financial donations.	Expanding the number of opportunities for support through events and appeals resulted in 42% (nearly \$25,000) increase in total donations received by December 31 compared to same time last year.
4. Evaluate impact of no fines on Children's and YA collections.	Data is being gathered for the differences in the percent checked out rate, holds filled, and the number of items six-months overdue and will be reviewed by staff to determine if there is an impact on the collection budget.
5. Consider extending no fines to all collections.	A six-month update and statistical/impact overview of our current partial fine-free model is included in the January Board packet. A more complete report will be compiled after one year, possibly with the addition of assumed impacts if the model was expanded to include all material collections.

Six Month Update on Impacts of Fine Free Children's and Teen Materials

In June 2019, ICPL stopped charging fines on overdue materials from the Children's and Teen collections. Research showed that Iowa City youth from low income areas were disproportionately affected by library fines, and since we know that access to reading material and library services contributes to academic, social, and professional success for children, teens, and adults, ending the practice of collecting overdue fines was a natural extension of our work focused on equity and inclusion. This decision was supported by national data shared by libraries that have moved away from fine collection; overall trends indicate that fines do not have the punitive/educational effect that was once believed and removing the overdue fine infrastructure allowed previously banned patrons to access library services again.

What are the impacts of our fine free policy after six months?

The number of blocked cards held by children and teens decreased by 57.6%.

On April 17, 2018, we took a snapshot of the number of blocked cards held by patrons who are under the age of 18. Cards are blocked when a patron owes more than \$10 in fines or fees. Two thousand and thirty-one children and teens held cards that were blocked from using the library. When we reran this number of December 9, 2019, this number dropped to 862. If you look at cards blocked by late fines alone, the number dropped 80.1%. A significant number of children and teens are able to use their Iowa City Public Library card this month than before our fine free policy.

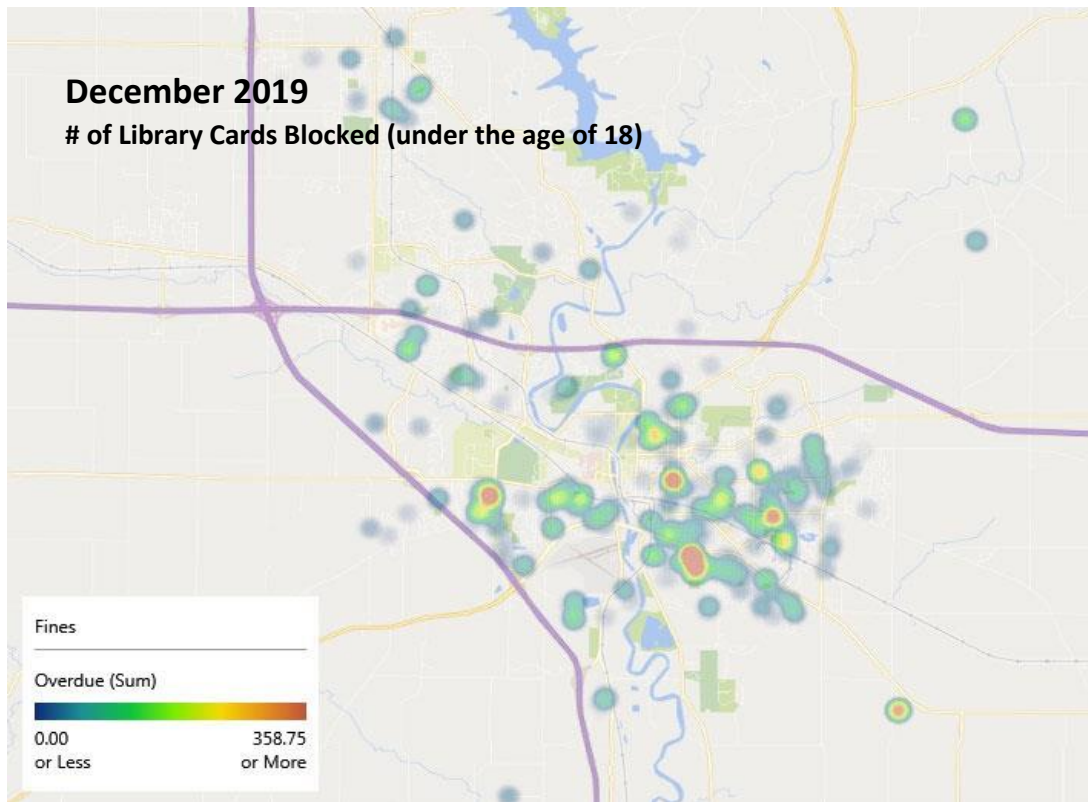
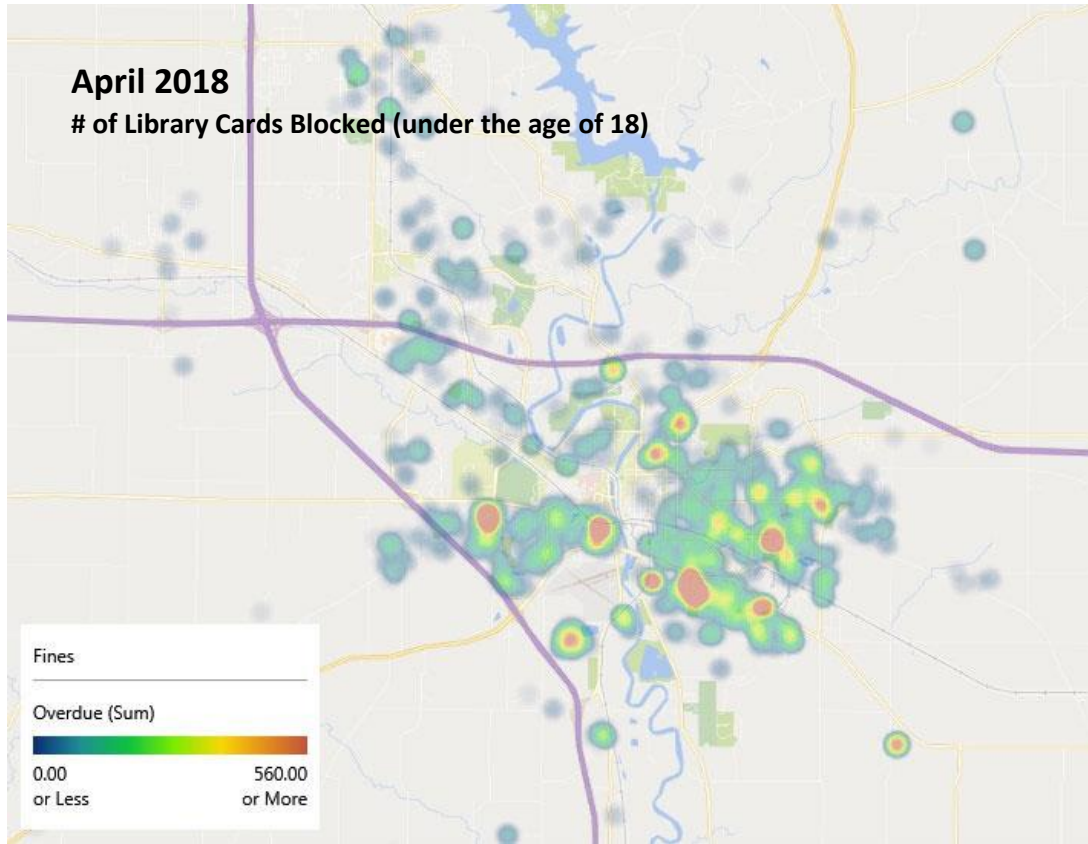
However, there are still blocked cards. The patron may have checked out materials from the adult collection, which still carry late fines. Late fines are tied to the collection, not the card. The second reason a card may be blocked is due to a replacement fee. The Library charges a one-time replacement fee when materials are not returned or if they are returned with damage. To kick-off our fine free policy and the 2019 Summer Reading Program, we automatically waived up to \$50 of fines and replacement fees on all accounts for people 18 and younger.

Under-18 active cardholders with blocked cards

Blocked due to:	April 2018	December 2019	Percent Change
Both Late Fines and Replacement Fees	2031	862	-57.6%
Just Late Fines	1128	224	-80.1%

Our Library is now more accessible to children and teens throughout our community.

The snapshot of blocked cards from April 2018 was visually represented by a heat map (available on the following page), pinpointing the addresses of patrons under 18. The heat map showed that there were areas of our community that disproportionately felt the impact of fines. The second map is one showing data from December 2019. The new map shows far less concentrated areas (red spots) and many areas in Iowa City are no longer showing blocked cards.



We are just beginning to assess the impact of fines free on the number of items that are long overdue. Every month we run a list of items that have been out for more than six months. Selectors use this list to make decisions about replacing missing and lost materials. The January list is the first time we are seeing items checked out and due in June 2019, the first month of the fines free policy. While we did not see any significant increases this month, this is an isolated comparison and does not reveal much information. As we add additional data, we will continue to track trends in long overdue materials.

Collection	January 2019	January 2020	Change
Children's Materials	33	65	+ 32
Teen Materials	26	11	- 15

The fines-free policy did not impact availability in the children's and young adult collections.

Percent checked out is an indicator of collection availability. The higher the number, the more items are out with patrons; if the number is lower it means more items are sitting on our shelves. From our percent checked out reports, there is no significant difference between the months we collected fines and the months we did not. In some cases, like young adult fiction and picture books, the differences are within a percentage point. In some months, there are more items on the shelves this year than last, the major exception being children's comics, which is a collection growing in popularity.

Average Percent Checked Out by Collection

(Data from June 2018 to December 2019)

Collection	Before Fines Free	During Fines Free
Young Adult Fiction	20.2%	18.9%
jFiction	21.3%	19.3%
jComics	39.9%	44.2%
jEasy (picture books)	19.1%	19.5%
jNonfiction	14.5%	15.6%
jDVD	32.4%	31.6%

Are more libraries regionally and nationally adopting a fines-free policy?

In Johnson County surrounding counties, Benton, Cedar, Muscatine, Louisa, Iowa, and Linn, there are 47 public libraries. Currently, 25 (53%) of these libraries are completely fine free, 2 (4.25%) of these libraries are partially fine free, and 5 (10.6%) of these libraries are discussing going fine free. 11 (23.4%) of these regional libraries are not fine free and do not have plans to end fines for overdue materials at this time. 4 (8.5%) libraries did not respond to our inquiries.

At a national level, we can compare to a list of libraries in similar communities: Westerville Public Library (OH), Evanston Public Library (IL), Boulder Public Library (CO), Ann Arbor District Library (MI), and Bloomington Public Library (IL). Of these similar libraries, 2 (40%) are fine free on all collections, 1 (20%) is discussing going fine free, and 2 (40%) are not fine free and do not have plans to change in the near future.

Nearly all of the feedback we have received from staff and patrons about going fine free for Children's and Teen materials has been positive.

Staff have shared how much of an impact the change has had on routine patron interactions, and how some patrons articulate their readiness for us to move forward with eliminating all fines.

I have honestly heard nothing but praise for the switch to fine free; on multiple occasions I have been able to relieve worried parents that they didn't have to pay for materials that were brought back late

– makes it less stressful at the desk when you don't have to talk about money owed, too. When I mention fine free while issuing a new library card, patrons are thrilled, they reference other libraries in their hometowns that have done the same, and comment on how much of a help it is.

I will say that I have heard some comments about adult materials still having fines, mostly when will fine free will happen for adult collections – for example, the half in, half out approach is challenging to explain to a patron when they check out all of the materials in their household on one card... I think people are quite appreciative, but when they also mention all of the libraries in the news that have gone completely fine free and question/comment on why we have not, it seems like they are waiting for us to take it further.

A patron (mom with young kids) told me once that as her family went around the dinner table the night she heard about our change, each family member sharing that day's "high" and "low" as is their custom, her "high" that day was our announcement of doing away with children's late fines. She was so happy and grateful! Still almost every time I tell a patron in the course of work at the desk we no longer charge late fines on children's materials, they always react with happy surprise - every time.

Patrons have made it clear that the shift allows them to access more materials with less stress and worry.

It's much less stressful when one of my kids manages to lose a library book (usually by camouflaging them on our bookshelves with the children's books that we own). Instead of worrying about how many fines we might rack up, we just look for the book until we find it--which usually happens just as quickly, but with fewer tears. So, it's definitely improved our quality of life!

I work in a junior high. At the beginning of the past 3 summers I have been in the library with my own kids. And each June, I have been approached by a junior high student that I know who ends up asking me to help pay their fine because their family is unable to do so. I always pay it because it's a long summer without access to check out their favorite things. I know that many kids stopped coming because of a fine as small as \$15, that was creating a huge barrier. Thank you!!

I love no longer limiting how many books my daughters can get at a time because I'm afraid of the fines if we're a day or two late returning them.

Very cool. Kids aren't very organized and mine don't always have access to transportation. My kids, who already read a ton, are reading more! And they are reading a wider selection of literature!

My mom and I were scared of libraries back in my day because of fines 😬

Holy moly, thank you for the forgiven fines on children's materials. This has saved us many times this fall/winter alone! Again, because autism is unpredictable and getting to the library can be tricky for [my son] and I, being able to have a little flexibility with returning books, movies, etc. makes everything much more accessible.

One response to removing fines really captured the reason for the change:

We started going back to the library again!

Director's Report: January 2020

We wished two long-serving staff members a happy retirement this month. Maeve Clark, Coordinator of Adult Services, started at ICPL in 1992. Juanita Walker, Custodian, began her position here in 2006. Both Maeve and Juanita will be missed, but we celebrate their next chapters and look forward to serving them as patrons. The Adult Services posting closed January 16th, and the Custodial posting will close on the 23rd.

You will notice there is not a dashboard accompanying this month's financials. We are working on developing a template for quarterly, six month, and annual budget visuals, but have not identified the most effective process for this project yet. In lieu of offering an incomplete draft, I decided to postpone delivery until February or March.

On January 2nd, I sent the Board an email describing an email notification issue that resulted in a limited number of patrons receiving—via email—some personal information about other cardholders. This issue is described in the Community and Access Services report, but I thought it warranted a mention here, as well. All impacted patrons were contacted by library staff, and those whose library card numbers had been shared were issued new passwords. We have fixed the script and have had multiple meetings about what information should be included on specific communications from the library moving forward. This experience helped us identify a weakness in our process and I am confident we will not have the same problem in the future.

You will find a draft response to Brandon Ross, the community member who spoke at the December Board of Trustees meeting, attached to this report. If you would like edits made, we can discuss those. Once finalized, I will mail this response to Mr. Ross.

At the "All Staff" meeting on Friday, January 3, Ryan Belk—a social worker from the VA health care system—presented an overview of services available to area veterans and answered questions from library employees. It was helpful to hear how he connects users with resources, and to learn more about the less visual supports available.

I had the opportunity to present the Library's 2021 budget proposal to City Council on Saturday, January 4th. It was great to be able to walk Council through some of the changes in our budget request and talk about upcoming projects. The annual Capital Improvement Plan meeting followed on Monday, January 6th. I spoke briefly about the upcoming flooring and furnishings refresh on the second floor.

I attended an IUPLA meeting on January 10th in Des Moines. We spoke at some length about the upcoming changes in the continuing education and certification requirements for librarians and directors; more information will be coming from the State Library soon. We also talked about outcomes of fine free policies and empathized with each other about the complexities of data collection to show the "success" of eliminating fines. Strategic planning, the new state courier service, service animals, and self-check machines were also discussed. I left the meeting at noon in an attempt to avoid driving in the winter weather.

On a personal note, this month marks my one-year anniversary at ICPL. My time here has included lots of learning, a healthy mix of successes and challenges, and many new relationships. Thank you for your patience and humor as I have settled into my role. I believe the next two or three years will continue to be a time of acclimation and education, and I am so thankful to have such strong, smart, inquisitive, and supportive people as both library staff and board members.

Respectfully Submitted,
Elsworth Carman



Community & Access Services Dept, Help Desk & Bookmobile

Update for ICPL Board of Trustees

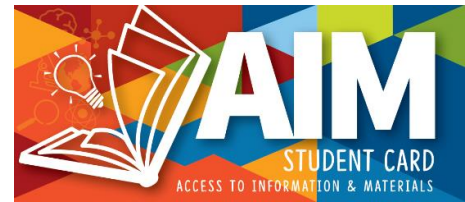
Prepared by Kara Logsden, January 2020

New State Library Courier Service

The new IA Shares state courier service is up and running. Overall the service has been working well; however, we believe there are changes the State Library could make to improve the service. Most notably, we believe larger libraries in Iowa should have two courier stops per week. This would help move materials more quickly through the system. It would also improve customer service and access to InterLibrary Loan materials. Elsworth is planning to share this information with State Librarian Michael Scott at an upcoming IUPLA meeting.

Student AIM Card

The Student AIM Cards were distributed to all ICCSD students the day before Winter Break. Many students came to the Library the next day with their adult caregivers. Some commented they had never been at the Library before and a number of adults decided to get their own Library Card. One caregiver said, "I'm going to come here now with my kids, I should get a Library Card too." We are delighted with the initial response and look forward to how this card is used by our students.



Bookmobile and Outreach Update

The Bookmobile Spring Schedule is off to a great start. New stops include Terry Trueblood Recreation Area and St. Andrew Presbyterian Church where we connect with the Fifth Ward Saints after school mentoring program. We are eager to see how many Student AIM cards are used on the Bookmobile.

Staff started a new book club with residents of Fairweather Lodge. This was initiated by Shelter House staff with the goal of helping residents bond over a shared reading experience, improving literacy and introduce Library services. Four people attended the first discussion and selected Philip K Dick's *the Man in the High Castle* for their first book discussion.

Staff also report, *"It has been a joy to get Tales and Travels back on the road visiting Oaknoll, Bickford, Emerson Point, and Brairwood! During first round of visits I talked about Denmark, where I recently visited, so I could share personal experiences. Next, we'll go on tour with New Year's Eve traditions from around the world including Scotland, China, Spain, and Central America. While I don't always connect with every resident, we have experienced meaningful programs. For others, the program is a break in their day and someone new to talk to."*

New Ped Mall Sign

The leadership team worked with Graphic Designer, Mara Cole, to design a new sign for outside the west entrance as a part of the Ped Mall reconstruction. We've received many compliments on the new design.

Email Notification Issue

As promised, we are sharing information about the email notification issue discovered on January 2 including what happened, why it happened and how Library staff responded.



Each day the Library sends three different types of courtesy notices generated from querying our cardholder database. 1) Your Library Card will expire soon, 2) Your Library Account is nearing \$10 of fines and 3)

Congratulations on your new Library Card. The first notice was previously sent only to cardholders living in our service area as a courtesy. The expiration notices list contact information, including address and phone number, so patrons can conveniently review the information and reply back confirming the information or send changes. Switchboard staff update many cards through these emails and patrons appreciate the reminder – especially those who use our digital resources.

Because of the success of these notifications, we recently made the decision to expand the coverage of these emails to all patrons, including those who are Open Access users. During the testing of the new script, a bug was introduced that caused the email to be sent to the wrong patron. The error began on December 19 but was not discovered until a patron called on January 2nd to report the issue.

When notified, staff immediately turned off the notices, identified 14 patrons who received the emails and the 230 patrons whose ICPL barcode, name, address, phone number and email were inadvertently shared. We also consulted with the City Attorney's office for guidance about how to respond. Each patron who received the emails was contacted with a personal telephone call. Those who did not answer after multiple attempts over a number of days received an email follow-up. Patrons whose information was inadvertently shared received an email and letter via USPS. Passwords were reset for all these accounts and patrons were offered free replacement cards.

Following this issue we reviewed what happened, why it happened and had good conversations about what safeguards we can put into place so it does not happen again. We are also discussing options to reduce or eliminate the personal information sent via email, including alternatives such as a clickable link for renewing accounts online. While we profoundly regret what happened, we have used it as a learning opportunity.

Simultaneously, we were reviewing the Confidentiality and Privacy policy and realized a statement is needed in this policy to direct what we do in this type of situation. We are recommending adding 802.6.f, the text highlighted below, to the policy:

- 802.6 The Iowa City Public Library will take steps to inform library users of their privacy and confidentiality rights and potential risks including:
- f. Responding to internal data breaches involving patron information by notifying patrons affected, evaluating related practices and procedures and making changes as needed to prevent future occurrences.

Because privacy and confidentiality will be a big part of the new Strategic Plan, we also made notes of additional safeguards and procedures to consider as we begin working on Strategic Plan goals and tasks.



Graphic-used-for-Emails-generated-for-patrons-with-new-and-expiring-Library-Cards¶



Graphic-used-for-Emails-generated-for-patrons-nearing-\$10-in-fines¶

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 January 23, 2020

Beat the Winter Blues

Eat, drink, and read your way to spring through these partnerships to benefit the Iowa City Public Library over the next four weeks.

Eat Out to Read

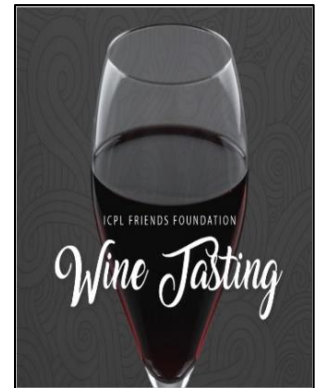
After the Trustees meeting on January 23--today--go to Pagliai's Pizza in Iowa City for a delicious dinner and know that you are helping ICPL at the same time. Even better? You can repeat the treat next Thursday, January 30.



When you pay your bill, whether you eat in or carry out, tell them that it's for the Iowa City Public Library and Pagliai's Pizza will donate a very generous portion of your total to the Library Friends Foundation. Pagliai's Pizza is at 302 E Bloomington Street, at the corner of North Linn and Bloomington Streets, open 4-11pm, 319-351-5073.

Wine Tasting at HyVee

Save the evening of Friday, February 21 to enjoy samples of wine, beer, and liquor while talking with other library friends during the fifth annual HyVee Wine Tasting. Our generous friends at the HyVee store at Rochester and First Avenues in Iowa City will donate a portion of the evening's total sales of adult beverages to the Library Friends Foundation.



Distributors of adult beverage will offer tastings of their products during this casual drop-in gathering for those 21 years and over. Join us at the HyVee Drugstore, 310 North 1st Ave in Iowa City. Parking is available in the convenient lot.

Leap Year Book Sale

Shop for new reads on Saturday, February 29 at the overstock book sale where you "name the price." Sale hours are 10am-3pm at the library in Meeting Room A.

Everyone is sure to find something from the hundreds of books, movies, and music, and artwork available to purchase. There are no set prices, with payment by cash, check, and credit cards accepted.



2020 Friends Foundation

Wednesday, January 29, 4pm, Board of Directors meeting.

Wednesday, March 11, 4pm, Board of Directors meeting.

Save the date: Looking Forward event, April 23, 7pm.

Wednesday, June 3, 4pm, Board of Directors annual meeting.

ICPL picks best books of 2019 By Iowa City Public Library staff

For seven years now, Iowa City Public Library staff have reviewed their annual reading logs to answer this question: What was the best book you read this year?

As any book lover will tell you, that's a difficult request. Still it's one we undertake every year in order to share a list of staff's favorites reads with the community. We make things a little easier by asking for favorite titles in 10 genres: fiction; young adult; picture books; middle grades and children's; romance; mysteries and thrillers; science fiction/fantasy; biography/memoir; non-fiction; and graphic novels.

Staff can nominate more than one book in a genre; the only rule is that it had to be published in the current year.

We're an assorted staff with various reading preferences. Because of this, any book that was nominated more than once made the Library's Best of the Best for 2019 list. These are the books we couldn't stop talking about, telling co-workers and patrons about them, tweeting about them, etc. The book that received the most nominations is named ICPL's No. 1 recommended book for 2019.

This year, that book was "Red, White & Royal Blue" by Casey McQuiston.

Described as "hilarious" and "so sweet" by Library staff, "Red, White & Royal Blue" is the story of First Son, Alex Claremont-Diaz, and his relationship with Prince Harry of England. The two are not friends, but must pretend they're buds after a photo involving an Alex-Henry altercation, U.S./British relations take a turn for the worse. The pair set the social media world ablaze with stories of their friendship, with arranged public outings to support the spin. However, the more time Alex and Henry spend together, the more they realize they don't hate each other. In fact, they might like each other – as more than friends.

"Red, White & Royal Blue" is McQuiston's debut novel and several members of ICPL's staff eagerly await the announcement of her second book.

In all, ICPL staff nominated more than 100 titles as their favorite books of 2019. Of this total, 27 made our Best of the Best list, including "With the Fire on High" by Elizabeth Acevedo; "Recursion" by Blake Crouch; "Say Nothing: A True Story of Murder and Memory in Northern Ireland" by Patrick Radden Keefe; and "Guts" by Raina Telgemeier.

The complete Best of the Best list, as well as the titles of all nominated books, can be found at www.icpl.org/books-more/staff-picks/lists.

Read More Books

Melody Dworak, Collection Services Librarian, Iowa City Public Library

January 2020

World events getting you down? Feel like you're losing friends and family from arguments on social media? Put down the smartphone and commit to reading more books this year. Whether it's true that reading stories increases your ability to empathize with your fellow human, a little escapism never hurt anyone. Some of us aim to read more books every year.

The Iowa City Public Library is the best place to help you with this goal. Not only do we have a top-notch collection in our downtown and Bookmobile locations, you have so much to choose from using the Libby app for e-books and e-audiobooks. The "Too hot to hold" section on the Libby app showcases popular books that are available to read or listen to. Some examples include Kevin Kwan's *Crazy Rich Asians*, Gillian Flynn's *Sharp Objects*, and Ernest Cline's *Ready Player One*.

Another way to jump into reading using the Libby app is by following the "what's available?" option. Then find what suits your tastes—e-books, audiobooks, fiction, non-fiction, then by genre or subject. I find most of my "next reads" just by seeing what's available. I love audiobooks for how they make chores, workouts, and commuting less annoying. I might be scrubbing a pan or doing lunges, but my mind is happily in la-la land.

ICPL's Express collection is the best way to get new über-popular print books. You can always book a hold on the book you heard was new and exciting, and grab the Express copy when you are downtown. And if nothing looks good, ask us for recommendations! We are librarians. We love talking about books. Stop by the desk or send us an email at icpl.org/ask.

Now that you have options to get books quickly, how do you want to track your reading goals? ICPL's Reading History option in your Library account is an opt-in tool that tracks what books you checked out from the Library. Libby users can go to their Shelf and follow the "See your timeline" option. You can also search for a book in Libby, and it will note whether you borrowed the book before.

Or, as they say, there's an app for that! Bookcrawler (iOS only) and Bookshelf both allow you to build your own personal library using an ISBN scanner that imports title information for you. The Libib app expands the tracking to movies, music, and video games.

Social reading apps—or, apps that prioritize engaging with a community of readers—are also very popular. Amazon-owned Goodreads is probably the most well-known. Goodreads invites you to take a reading challenge each year and set the number of books you aim to read.

Litsy emphasizes playfulness and sharing joy with your fellow bookworms. Litsy was created by the people at LibraryThing.com, which has community forums along with book tracking.

The Library has taught classes on tracking your reading. If you want to learn more about this or any other technology topics, contact our classes organizer at Stacey-McKim@icpl.org.

Why many libraries are eliminating late fees

F forbes.com/sites/rachelkramerbussel/2020/12/30/why-many-libraries-are-eliminating-late-fees

December 30, 2019

Library fines are swiftly becoming a thing of the past with the recent trend of libraries eliminating them in favor of other models regarding return of outstanding materials. A library in northeast Ohio is among the latest to eliminate fines, according to *The News-Herald*. The Geauga County Public Library system, which operates six libraries and a bookmobile, will eliminate fines starting on January 1, 2020, for all items except telescopes, new video games and Blu-Ray DVDs. Those with materials over 21 days overdue won't be able to check out more because their cards will be blocked, which will be reversed once the items are returned.



The Denver Public Library is one of many libraries across the United States that has eliminated late ... [+]
 Getty Images

The library Tweeted on December 27 about going fine-free, writing, "GCPL Administration hopes that going fine-free will reduce barriers to service and move towards a connection with the community that does not involve negative association with fines."

In November, NPR reported that public libraries in cities such as San Diego, Chicago and Boston had also banished library fines as a way to make libraries more accessible, regardless of financial status. Ramiro Salazar, President of the American Library Association's public library division, told NPR, "Library users with limited income tend to stay away from libraries because they may be afraid of incurring debt. It stands to reason these same users will also stay away if they have already incurred a fine simply because they don't have the money to pay the fine."

Today In: Business ▲

At the 2019 ALA Midwinter meeting, a resolution by Peter Hepburn, Councilor At-Large, was introduced urging libraries to eliminate monetary fines because they “present an economic barrier to access of library materials and services” and “there is mounting evidence that indicates eliminating fines increases library card adoption and library usage.” The resolution also urged “governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.”

This trend is growing in both libraries in major cities, such as Los Angeles, which will get rid of late fees starting in spring 2020, and smaller communities. In December, The Free Library of Philadelphia voted to eliminate fines for overdue items, although lost items will still require payment for replacement. According to *The Philly Voice*, The Free Library of Philadelphia Board of Trustees Chair Pamela Dembe said in a statement, “We are delighted to be able to join many libraries across the country in removing overdue materials fines as a barrier for customers. We look forward to welcoming back many customers and long-missing materials in the near future.”

PROMOTED

Other libraries have been more selective about library fines, with Wisconsin’s Wauwatosa Library eliminating fines on children’s books in December. According to WDJT CBS 58, “Library staff found that more than 70-percent of blocked Wauwatosa library cards were blocked solely because of overdue fines. These people had actually returned all of their library materials.”

Washington state’s Timberland Regional Library system voted unanimously this month to stop charging late fees for books. The Chronicle noted that “The amount of revenue generated by library fines has been trending downward over the last few years due to the use of digital materials.” Corby Varness, the Timberland Board of Trustees’ Grays Harbor County representative, told the paper, “I work with kids all the time, I hear it all the time: ‘I don’t go to the library, can’t afford it. You have to pay.’ But if they have a late fee, they think they can never go back. And these are kids that are sucking up books, but aren’t using our library because they can’t pay some piddly fine. I think we can take a 1 percent hit if it gives us more users.”

Tennessee’s Nashville Public Library was an early adopter of these policies in 2017, when they erased any outstanding library fines and stopped collecting them. The library’s Director Kent Oliver told WKRN at the time, “Accessibility for all in our community is a core value for Nashville Public Library; it’s at the center of how we view our library. That’s why it makes sense to do away with late fines.”

The Denver Post reports that after the Denver Public Library got rid of library fines, residents are returning to the library, with 35 percent of patrons who’d had overdue fines now re-engaging. After Minnesota’s St. Paul Public Library System stopped collecting late fees in January 2019, they saw a positive response. Library staffer Mark Vue of Rondo Community Library told the *Star Tribune*, “People are coming back to the library because they heard about this.”

Racial equity report shows progress and room to improve

BP012320-0030

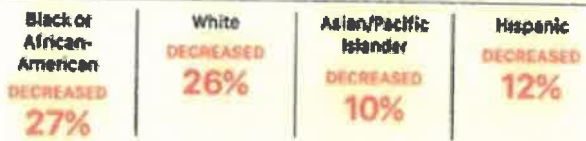
press-citizen.com/story/news/2019/12/17/racial-equity-report-shows-progress-room-improve/2637819001

CLOSE X

SINCE 2014, THE NUMBER OF CITY EMPLOYEES HAS DECREASED. THE NUMBER OF:



ADULT NUMBER OF CHARGES



Totals represent the number of charges, not the number of persons charged. Some persons may have been charged more than once. Charges filed do not necessarily represent custodial arrests.

YOUTH NUMBER OF CHARGES



Totals represent the number of charges, not the number of persons charged. Some persons may have been charged more than once.

The City of Iowa City released its second Racial Equity Report Dec. 5, 2019, after it released its first report in 2013. (Photo: City of Iowa City)

When the Iowa City Public Library evaluated its services to understand if a specific group was adversely impacted by its policies, one of the items it assessed was library fines and how it became a barrier for some users to access the library.

After mapping the areas of town where children's cards were blocked from using their accounts due to fines, the library found that some areas were disproportionately impacted.

City documents show neighborhoods identified by Housing and Urban Development as having low to moderate-income status had the largest number of blocked cards held by children.

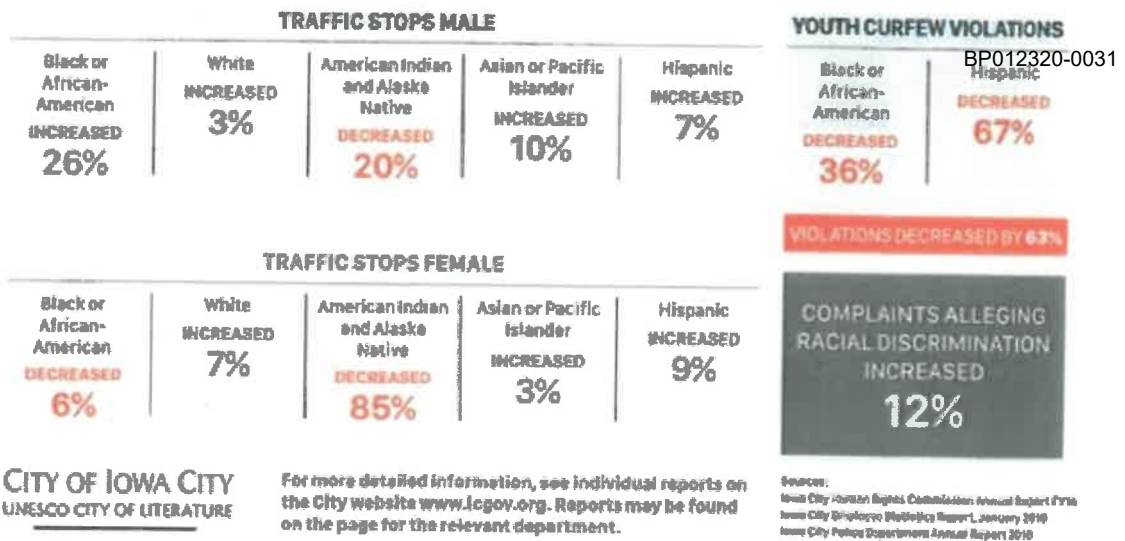
Consistent with a study by the Colorado Library Association, the library's analysis found that rather than encouraging users to return items, the fines were a barrier.

As a result, since June this year, children and young adult materials are fine-free.

The library's initiative was just one part of the city of Iowa City's efforts to improve racial equity within the city government and in the greater community.

Six years after publishing its first racial equity report, the city published a second report examining changes between 2014 and 2018. The data, published Dec. 5, focuses on three main categories: city employment, criminal justice and inclusiveness.

From 2014 to 2018, the city saw "incremental progress" in its hiring and retention of staff of Hispanic origin and Black or African American staff and simultaneously recorded a decrease in the number of youth and adults charged with crimes.



The City of Iowa City released its second Racial Equity Report Dec. 5, 2019, after it released its first report in 2013. (Photo: City of Iowa City)

"We need to deepen our commitment to achieving racial equity through both internal and external initiatives, using analysis and feedback, and expand our learning opportunities while working on increasing our transparency and accountability with the community on racial equity," said Human Rights Coordinator & Equity Director Stefanie Bowers.

As for hiring and retention, the overall number of city employees decreased from 1,112 down to 960 from 2014 to 2018.

Since 2014, the number of Black or African American city employees increased by 10% and the number of Hispanic employees increased by 11%, according to the report.

During the same time period, the number of American Indian and Alaska Native city employees stayed the same, while the number of White employees decreased by 16% and the number of Asian employees decreased by 42%.

Bowers said these changes could be due in part to changes made by the Human Resources department over the past several years.

City documents show the department, as part of the City Council's Strategic Plan for 2016-2017, examined its services in a similar manner the library did, to understand disproportionate adverse impacts. It assessed how it posts job openings internally and externally.

Through an employee survey, it found that employee groups "with the highest percentages of racial diversity" had a higher likelihood of not receiving information about job postings, according to a 2017 city memo. The employees requested 10 days instead of the previously required five days in order to apply.

The city memo says the changes were implemented in April 2017.

When it comes to the city's criminal justice statistics, the police department recorded decreases in charges for adults and youth.

According to the report, the number of traffic stops for Black males increased by 26% but the number decreased in disproportionality of stops and citations since 2017.

"We keep our eyes on [the numbers]. It's a concern," said Iowa City Police Chief Jody Matherly. "We won't be satisfied until we make it equal."

The Iowa City Police Department has been evaluating disproportionate contact during traffic stops stretching back to 2007, with help from a criminal justice professor at St. Ambrose University in Davenport. Matherly said the department has made progress, but it has room to grow.

"The only way that the community is going to trust and legitimize their police department is for us to show that we're fair and consistent for everybody," he said. "These statistics are very important for us to use as a goal."

He said the department has expanded its Coffee with a Cop events and also attends more cultural events to give the community opportunities to get to know officers.

BP012320-0032

When it comes to inclusivitsness at the city, between 2014 and 2018, the Human Rights Office saw the number of complaints filed increased from 37 to 40.

Bowers said there are several factors that may have contributed to the increase in complaints, including the office's increased outreach and education, the ability to submit a complaint online 24/7 and that bias and stereotyping exist.

The city's first report, which was the first in the county, was published in 2013.

The new report was compiled from the city's Human Rights Commissions' Annual Report, the Police Department's Annual Reports and the Employee Statistics Reports.

Reach Hillary Ojeda at 319-339-7345, hojeda@press-citizen.com or follow her on Twitter at [@hillaryojeda](https://twitter.com/hillaryojeda).

Librarians band together to put books in more kids' hands over break with "AIM" cards

BP012320-0033

[press-citizen.com/story/news/2019/12/20/librarians-band-together-put-books-more-kids-hands-over-break-aim-](https://www.press-citizen.com/story/news/2019/12/20/librarians-band-together-put-books-more-kids-hands-over-break-aim-)

Aimee Breaux, Iowa City Press-Citizen Published 3:41 p.m. CT Dec. 20, 2019

CLOSE 



Buy Photo

Shelves of books on the main floor are pictured, Wednesday, Oct. 16, 2019, at the Public Library in Coralville, Iowa. (Photo: Joseph Cress/Iowa City Press-Citizen)

A coalition of librarians are expanding kids' access to public libraries this winter break.

Students at Iowa City schools can now check out up to three books and access online resources at the Iowa City, Coralville and North Liberty public libraries without a library card. Iowa City schools issued "AIM" cards to students across the district.

The students need only show a school-issued "AIM" card — or share their school ID number — to check out books at physical locations or get access to ebooks and audiobooks through the Digital Johnson County as well as movies through Kanopy.

Maybe most critically, the kids with the AIM card do not have to pay late fees or lost-book fines.

"When you have different rules at different libraries it ends up being punitive," explains Erin Silva, youth and teen services librarian in North Liberty.

Silva reasons fines can make public libraries inaccessible to students who have housing instability.

"There is a population of homeless students and students who have unstable housing, and we don't want them to be punished for taking out items, and then the next day they have to leave," Silva said.

The AIM card, which stands for Access to Information and Materials, was issued this week to students. Some kids have already excitedly flashed their cards when checking out at Iowa City Public Libraries, said Angela Pilkington, coordinator of children's services at the Iowa City Public Library.

The two librarians were inspired by a similar program in Los Angeles, called the Student Success Card, that they learned about at a conference.

"I figured if they can do it with 638,000 [students], we can do it with 16,000," Pilkington said.

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ICCSD partners with three Johnson County libraries to improve literary access for students

BP012320-0035

 [cbs2iowa.com/news/local/iccscd-partners-with-three-johnson-county-libraries-to-improve-literary-access-for-students](https://www.cbs2iowa.com/news/local/iccscd-partners-with-three-johnson-county-libraries-to-improve-literary-access-for-students)

IOWA CITY, Iowa — A new program in Johnson County is meant to improve literacy for students, regardless of their circumstances.

Iowa City Community School District students will now have access to books and other resources from three libraries.

ADVERTISING

ICCSD students won't need a library card anymore to check out materials from North Liberty, Coraville and Iowa City public libraries.

Starting Monday, students can get their AIM, which stands for access to information and materials.

"It will allow them to check out materials at North Liberty, Iowa City and Corallville without having an actual library card for each of those institutions," said Erin Silva, youth and teen services librarian for North Liberty Community Library.

This card applies to ICCSD students in kindergarten through 12th grade.

Children's services coordinator for Iowa City Public Library, Angela Pilkington, says this will grant students access to information when school is not in session.

"When the schools are closed we want to be their place where they can come and get information, either for leisure or for school research projects," said Pilkington.

Items checked out on a student's AIM card are exempt from late fines and fees.

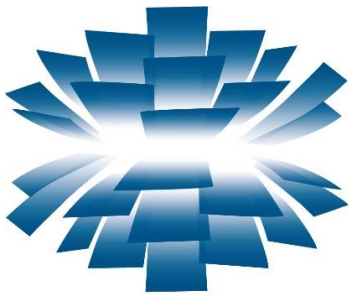
"It's completely liability free for the students to use at any of the three libraries with their student ID number," said Pilkington.

Silva says this card will give students more freedom within the library.

"We have a lot a kids who come in here after school on the weekends without a parent and it will make access to the items much easier for them," said Silva.

This new literacy initiative now provides students with a wide variety of resources to choose from.

"This is an amazing way to get more books in the hands of the kids that want them," said Silva.



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

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

January 14, 2020

Mr. Ross:

Thank you for joining us at the December 19th Iowa City Public Library Board of Trustees meeting to share your comments about our Teen Center and DVD collection. Feedback from community members is vital to staying relevant and meeting the changing needs of our region.

Please find responses to your inquiries below.

At any given time, teen patrons can be found throughout our facility. Whether in the Children's area with a younger sibling, using a computer on the second floor, browsing for materials in any of our shelving areas, studying or hanging out in a study room, or spending time in the Teen Center, young adults are welcome in all of our spaces. The Koza Family Teen Center opened in 2013 in response to community requests for a teen-specific area of the library. The space was designed to maximize a small footprint and visually connect to the rest of the second floor, and teens had input into furnishings and amenities. Brian Visser, ICPL's Teen Services Librarian, had this to add: "The Koza Family Teen Center offers a safe, welcoming space for teens in the Iowa City Public Library. It is intended for students in grades 7-12. We have a staff person in the space after school and on Saturdays. The staff person is there to help the teens use the equipment in the Teen Center, make sure everyone is being respectful, and to build relationships with the teens. The space and staff person are there to communicate to teens that the Library cares about their needs and advocates for them. The staff person is typically a graduate or undergraduate student studying a field that emphasizes serving and interacting with teens such as Education, Social Work and Library Science. Teens are not required to use the Teen Center when they are in the Library. You'll find them throughout the building using study rooms or reading in a quiet corner. The Teen Center is an optional space that caters to them by offering video games, comfy chairs, and the opportunity to be a bit louder than is what's normally expected in the Library. We have teens sign in because we want to know who's there (it's a great way to learn names!), but also because there is the age restriction for the room."

We aspire to create a new, larger space for teens in the library at some point in the future. It is considered a best practice in public library design to have a designated teen area, since this demographic has unique developmental and social needs. In recent community dialog sessions related to the next strategic plan, multiple teen participants advocated for a larger teen space in the library, articulating that they liked the relaxed expectations around interacting with other teen patrons and being around staff members who could assist with video gaming technology and

recommend young adult/teen materials. Brian and I would be more than happy to continue this conversation; just let us know!

In response to your comments about the DVD collection, Anne Mangano, Collection Services Coordinator at ICPL, shared the following: “Librarians at the Iowa City Public Library strive to offer a broad, popular collection, which means balancing a variety of needs and interests as diverse as our community. Overall, the use of our audiovisual collection, including the Movie/TV DVD section, has declined steadily over the last five years as people engage with video in different ways. The use of the Movie DVD collection has decreased 23% from last year alone. This decrease means there are more DVDs on the shelves as they are not checked out by the public. In turn, we have to remove items from our collection that are not being used to make room for those that are. According to our Collection Development Policy, our collections are meant to be broad and popular, which means DVDs, books, and compact discs need to be used by the community to be included in our collection.”

Mangano offered this additional insight into the collection, “Another trend affecting the collection is that not all new movies are released in a physical form. It is much harder to purchase new documentaries, international films, and independent cinema on DVD or Blu-ray. Streaming services like Amazon Prime and Netflix are becoming the sole distributor for many new and interesting films. Those companies see these exclusives as incentives for people to sign up for their service. To bolster our documentary, classic, international, and independent film offerings, we provide access to Kanopy, a library streaming service. You are able to watch 10 films a month with your library card. We encourage you to look at the Kanopy catalog as there are many great films available through the service.”

Hopefully this information provides some context and reasoning behind the library’s decisions in serving teens and maintaining a relevant DVD collection. If you have additional questions or would like more information, let me know. You are absolutely welcome to come to Board meetings, but please don’t feel as if you have to limit your input to just once a month. Library staff are always happy to receive feedback (or connect you with an appropriate listener) and I am eager to speak with interested patrons whenever I am available. You can schedule a conversation with me in advance, as well.

Thank you,

Elsworth Carman
Director, Iowa City Public Library
elsworth-carman@icpl.org
Office Phone: 319.356.5241
Cell Phone/Text: 319.383.1269



Receipts

FY20 compared to FY19 YTD

	Q2 FY19	Q2 FY20	% Change	FY20 Budget	% Received
General Fund					
Fines, Fees, etc.	\$68,149	\$42,225	-38.0%	\$106,747	39.6%
Vending, etc.	\$1,010	\$1,013	0.3%	\$2,190	46.3%
General Fund Total	\$69,159	\$43,238	-37.5%	\$108,937	39.7%
Enterprise Fund					
Photocopies	\$1,468	\$1,500	2.2%	\$3,040	49.4%
Electronic Printing/Debit Card	\$5,304	\$5,921	11.6%	\$10,610	55.8%
Counter/Cloth bag/Misc	\$734	\$743	1.2%	\$1,450	51.2%
Recycle	\$98	\$101	3.0%	\$320	31.5%
Enterprise Fund Total	\$7,604	\$8,265	8.7%	\$15,420	53.6%
Lost & Damaged					
Lost & Damaged Total	\$7,239	\$7,198	-0.6%	\$0	0.0%
State Funds					
Open Access / Access Plus	\$48,240	\$44,621	-7.5%	\$54,070	82.5%
Enrich Iowa/Direct State Aid	\$21,344	\$22,362	4.8%	\$19,750	113.2%
State Fund Total	\$69,584	\$66,984	-3.7%	\$73,820	90.7%

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Capital Outlay	\$ 22,400.00	\$ -	\$ 22,400.00	
474420 Other Operating Equipment	\$ 22,400.00	\$ -	\$ 22,400.00	
Library Materials	\$ 681,245.00	\$ 332,293.99	\$ 348,951.01	49%
477020 Books (Cat/Cir)	\$ 674,245.00	\$ 118,294.47	\$ 555,950.53	
477040 Books (Cat/Reference)	\$ -	\$ 2,705.80	\$ (2,705.80)	
477070 Downloadable-eBooks	\$ -	\$ 46,428.87	\$ (46,428.87)	
477100 Fiction Audio-CD	\$ -	\$ 3,278.24	\$ (3,278.24)	
477110 Music-CD	\$ -	\$ 3,925.01	\$ (3,925.01)	
477120 Other Audio-CD	\$ -	\$ 680.25	\$ (680.25)	
477160 Video Recordings	\$ -	\$ 18,857.33	\$ (18,857.33)	
477190 Puzzles	\$ -	\$ 238.48	\$ (238.48)	
477200 Toys	\$ -	\$ 305.39	\$ (305.39)	
477210 Non-Fiction Video-DVD	\$ -	\$ 1,738.44	\$ (1,738.44)	
477220 Multi-Media/Gaming	\$ -	\$ 5,363.14	\$ (5,363.14)	
477230 Non-Fiction Audio-CD	\$ -	\$ 1,327.79	\$ (1,327.79)	
477250 Downloadable Media	\$ -	\$ 42,958.13	\$ (42,958.13)	
477290 Microforms-STO	\$ -	\$ 4,391.00	\$ (4,391.00)	
477330 Print/Reference Serials	\$ -	\$ 8,144.45	\$ (8,144.45)	
477340 Print/Circulating Serials	\$ -	\$ 6,895.27	\$ (6,895.27)	
477350 Online Reference	\$ -	\$ 66,761.93	\$ (66,761.93)	
477380 Library-RFI Tags	\$ 7,000.00	\$ -	\$ 7,000.00	
Other Financing	\$ 62,422.00	\$ 31,210.96	\$ 31,211.04	50%
490160 Misc Transfers Out	\$ 62,422.00	\$ 31,210.96	\$ 31,211.04	
Personnel	\$ 4,951,475.35	\$ 2,235,638.20	\$ 2,715,837.15	45%
411000 Perm Full Time	\$ 2,659,898.00	\$ 1,187,080.84	\$ 1,472,817.16	
412000 Perm Part Time	\$ 421,224.00	\$ 191,140.41	\$ 230,083.59	
413000 Temporary Employees	\$ 551,392.00	\$ 239,866.16	\$ 311,525.84	
414100 Overtime Wages	\$ 68,500.00	\$ 33,528.98	\$ 34,971.02	
414300 Term-Vacation Pay	\$ -	\$ 890.11	\$ (890.11)	
414500 Longevity Pay	\$ 22,046.00	\$ 20,108.50	\$ 1,937.50	
421100 Health Insurance	\$ 557,882.66	\$ 275,018.82	\$ 282,863.84	
421200 Dental Insurance	\$ 15,916.00	\$ 7,431.08	\$ 8,484.92	
421300 Life Insurance	\$ 6,342.00	\$ 2,962.68	\$ 3,379.32	
421400 Disability Insurance	\$ 9,639.00	\$ 4,661.27	\$ 4,977.73	
421500 Unemployment Compensation	\$ 10,000.00	\$ -	\$ 10,000.00	
422100 FICA	\$ 277,156.80	\$ 124,924.58	\$ 152,232.22	
423100 IPERS	\$ 351,478.89	\$ 148,024.77	\$ 203,454.12	

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
Services	\$ 660,012.00	\$ 343,049.05	\$ 316,962.95	52%
432030 Financial Services & Charges	\$ 6,044.00	\$ 2,392.25	\$ 3,651.75	40%
432060 Consultant Services	\$ 12,000.00	\$ 9,426.00	\$ 2,574.00	79%
432080 Other Professional Services	\$ 16,500.00	\$ 8,526.30	\$ 7,973.70	52%
435010 Data Processing	\$ 22,790.00	\$ -	\$ 22,790.00	
435055 Mail & Delivery	\$ 47,213.00	\$ 25,150.84	\$ 22,062.16	53%
435059 Advertising	\$ 4,595.00	\$ 1,605.00	\$ 2,990.00	35%
436030 Transportation	\$ 3,000.00	\$ 861.41	\$ 2,138.59	29%
436050 Registration	\$ 5,000.00	\$ 1,988.48	\$ 3,011.52	40%
436060 Lodging	\$ 4,000.00	\$ 1,607.29	\$ 2,392.71	40%
436080 Meals	\$ 1,000.00	\$ 50.39	\$ 949.61	5%
438030 Electricity	\$ 120,000.00	\$ 45,447.12	\$ 74,552.88	38%
438070 Heating Fuel/Gas	\$ 17,270.00	\$ 2,833.29	\$ 14,436.71	16%
438100 Refuse Collection Charges	\$ 1,840.00	\$ 600.00	\$ 1,240.00	33%
438120 Long Distance Service	\$ 156.00	\$ -	\$ 156.00	
438130 Cell Phone/Data Services	\$ 3,008.00	\$ 1,881.46	\$ 1,126.54	63%
438140 Internet Fees	\$ 18,000.00	\$ 5,373.98	\$ 12,626.02	30%
442010 Other Building R&M Services	\$ 64,131.00	\$ 42,382.04	\$ 21,748.96	66%
442020 Structure R&M Services	\$ 5,742.00	\$ 3,035.00	\$ 2,707.00	53%
442030 Heating & Cooling R&M Services	\$ 22,000.00	\$ 12,139.28	\$ 9,860.72	55%
442050 Furnishing R&M Services	\$ 1,024.00	\$ 2,000.00	\$ (976.00)	195%
442060 Electrical & Plumbing R&M Srvc	\$ 3,756.00	\$ 993.10	\$ 2,762.90	26%
443020 Office Equipment R&M Services	\$ 3,364.00	\$ 774.23	\$ 2,589.77	23%
444080 Software R&M Services	\$ 126,083.00	\$ 99,715.66	\$ 26,367.34	79%
444100 Hardware R&M Services	\$ 19,000.00	\$ 8,553.00	\$ 10,447.00	45%
445030 Nursery Srvc-Lawn & Plant Care	\$ 847.00	\$ 402.00	\$ 445.00	47%
445140 Outside Printing	\$ 30,417.00	\$ 16,197.97	\$ 14,219.03	53%
445250 Inter-Library Loans	\$ 199.00	\$ 113.90	\$ 85.10	57%
445270 Library Material R&M Services	\$ 17,000.00	\$ 8,386.46	\$ 8,613.54	49%
445290 Book Binding	\$ 2,352.00	\$ 190.75	\$ 2,161.25	8%
445330 Other Waste Disposal	\$ 583.00	\$ 167.25	\$ 415.75	29%

Type	Revised Budget	YTD Expenditures	Available Budget	% Used
446190 ITS-Software SAAS Chgbk	\$ -	\$ 4,000.00	\$ (4,000.00)	
446300 Phone Equipment/Line Chgbk	\$ 26,772.00	\$ 11,721.80	\$ 15,050.20	44%
446320 Mail Chargeback	\$ 715.00	\$ 227.89	\$ 487.11	32%
446340 Radio Maintenance Chgbk	\$ 303.00	\$ 17.41	\$ 285.59	6%
446350 City Vehicle Replacement Chgbk	\$ 20,293.00	\$ 9,663.12	\$ 10,629.88	48%
446360 City Vehicle Rental Chargeback	\$ 5,374.00	\$ 2,779.46	\$ 2,594.54	52%
446370 Fuel Chargeback	\$ 2,002.00	\$ 1,087.16	\$ 914.84	54%
446380 Vehicle R&M Chargeback	\$ 4,531.00	\$ 1,087.70	\$ 3,443.30	24%
448030 Community Events Funding	\$ 200.00	\$ 200.00	\$ -	
449055 Permitting Fees	\$ 525.00	\$ -	\$ 525.00	
449060 Dues & Memberships	\$ 4,400.00	\$ 1,146.50	\$ 3,253.50	26%
449090 Land & Building Rental	\$ 332.00	\$ -	\$ 332.00	
449120 Equipment Rental	\$ 1,650.00	\$ 2,504.12	\$ (854.12)	152%
449160 Other Rentals	\$ 6,485.00	\$ 2,110.57	\$ 4,374.43	33%
449260 Parking	\$ 3,448.00	\$ 1,534.50	\$ 1,913.50	45%
449280 Misc Services & Charges	\$ 4,068.00	\$ 2,174.37	\$ 1,893.63	53%
Supplies	\$ 112,357.00	\$ 58,827.71	\$ 53,529.29	52%
452010 Office Supplies	\$ 6,649.00	\$ 3,816.70	\$ 2,832.30	57%
452040 Sanitation & Indust Supplies	\$ 19,043.00	\$ 8,584.38	\$ 10,458.62	45%
452050 Photo Supplies & Equipment	\$ 461.00	\$ 250.00	\$ 211.00	54%
454020 Subscriptions	\$ 540.00	\$ 576.00	\$ (36.00)	107%
455110 Software	\$ 1,478.00	\$ 7,815.65	\$ (6,337.65)	529%
455120 Misc Computer Hardware	\$ 35,000.00	\$ 17,591.92	\$ 17,408.08	50%
463040 Water/Sewer Chemicals	\$ 2,214.00	\$ 473.50	\$ 1,740.50	21%
463100 Ice Control Chemicals	\$ 252.00	\$ 302.50	\$ (50.50)	120%
466070 Other Maintenance Supplies	\$ 5,000.00	\$ 1,867.40	\$ 3,132.60	37%
467020 Equipment R&M Supplies	\$ -	\$ 397.85	\$ (397.85)	
469110 Misc Processing Supplies	\$ 26,380.00	\$ 9,875.27	\$ 16,504.73	37%
469320 Miscellaneous Supplies	\$ 10,832.00	\$ 5,837.64	\$ 4,994.36	54%
469360 Food and Beverages	\$ 3,587.00	\$ 1,211.27	\$ 2,375.73	34%
469370 Paper Products	\$ 921.00	\$ 227.63	\$ 693.37	25%
Grand Total	\$ 6,489,911.35	\$ 3,001,019.91	\$ 3,488,891.44	46%



FY20 Output Statistics- Quarterly Report

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.							
A. Downtown Building Use							
Total Hours Open	860	817	0	0	1,677	1,673	0.2%
People into the Building	168,890	151,867	0	0	320,757	350,491	-8.5%
Average Number Per Hour	196.4	185.9	0.0	0.0	191.3	195	-1.9%
Bookmobile Use							
Bookmobile Total Hours Open	217	176	0	0	393	384	2.5%
People on Bookmobile	5,257	4,437	0	0	9,694	8,395	15.5%
Average Number per Hour	24	25	0	0	25	22	12.7%
Total Downtown & Bookmobile Hours Open	1,077	993	0	0	2,070	2,057	0.7%
Total People Downtown & on Bookmobile	174,147	156,304	0	0	330,451	358,886	-7.9%
Total Average Number per Hour	162	157	0	0	160	174	-8.5%
B. Meeting Rooms							
Number of Non-Library Meetings	393	426	0	0	819	716	14.4%
Estimated Attendance	5,362	7,041	0	0	12,403	13,708	-9.5%
Equipment Set-ups	29	51	0	0	80	80	0.0%
Group Study Room Use	1,403	1,480	0	0	2,883	2,847	1.3%
Lobby Use	2	1	0	0	3	6	-50.0%
C. Equipment Usage							
Photocopies by Public	6,945	5,502	0	0	12,447	12,084	3.0%
Pay for Print Copies	25,082	19,200	0	0	44,282	42,436	4.3%
% Checkouts by Self-Check	71.7%	71.2%	0.0%	0.0%	71.4%	72.0%	-0.8%
DOT Kiosk Usage	325	512	0	0	837	1820	-54.0%
<i>* FY20 pay for print copies data in September is an average of July and August due to technical issues.</i>							
D. Downtown Use of Electronic Materials							
Listening/Viewing/Tablets/Laptops Sessions	2,789	1,758	0	0	4,547	6,008	-24.3%
E. Ride 'N' Read							
Bus Passes Distributed Downtown	1,369	672	0	0	2,041	1,973	3.4%
Lending Services: Lend materials for home, school, and office use.							
A. Circulation Downtown							
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)	335,890	302,700	0	0	638,590	637,568	0.2%
Percent AIM Circulation Downtown	0.00%	0.20%	0.00%	0.00%	0.00%	0.00%	0.00%
Circulation on Bookmobile							
Percent AIM Circulation on Bookmobile	0.00%	0.01%	0.00%	0.01%	0.00%	0.00%	0.00%
Total Circulation Downtown & Bookmobile	343,988	311,118	0	0	655,106	655,492	-0.1%
Percent AIM Total Circulation Downtown & Bookmobile	0.00%	0.20%	0.00%	0.20%	0.00%	0.00%	0.00%
Average Total Circulation Downtown & Bookmobile Per Hour	391	371	0	0	381	381	-0.1%
B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)							
Adult Materials	234,966	219,273	0	0	454,239	451,825	0.5%
Children's Materials	111,041	93,178	0	0	204,219	206,536	-1.1%
Percent Children's	33.1%	30.8%	0.0%	0.0%	32.0%	32.4%	-1.3%
Non-Print	97,095	88,692	0	0	185,787	206,131	-9.9%
Percent Non-print	28.9%	29.3%	0.0%	0.0%	29.1%	32.3%	-10.0%
Equipment loans	203	169	0	0	372	545	-31.7%
Downloads	63,588	65,026	0	0	128,614	108,571	18.5%
C. Circulation by Residence of User (Downtown & Bookmobile)							
(Materials plus equipment; includes downloads; does not include items circulated in-house.)	343,988	311,118	0	0	655,106	655,492	-0.1%
Iowa City							
Local Contracts	264,028	240,497	0	0	504,525	501,858	0.5%
Hills							
Hills as % of All	0.27%	0.3%	0.0%	0.0%	0.28%	0.26%	6.0%
Johnson County (Rural)							
Johnson County as % of All	7.60%	7.7%	0.0%	0.0%	7.65%	7.96%	-4.0%
Lone Tree							
Lone Tree as % of All	0.33%	0.34%	0.00%	0.00%	0.34%	0.32%	4.5%
University Heights							
University Heights as % of All	1.02%	1.13%	0.00%	0.00%	1.07%	1.32%	-18.8%
Total Local Contracts	31,747	29,447	0	0	61,194	64,728	-5.5%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
State Contracts - Open Access							
Coralville	16,850	1,490	0	0	18,340	29,309	-37.4%
Cedar Rapids	1,809	1,166	0	0	2,975	1,927	54.4%
Other Open Access	22,490	31,306	0	0	53,796	43,319	24.2%
Total Open Access	41,149	33,962	0	0	75,111	74,555	0.7%
Open Access as % of All	12.0%	10.9%	0.0%	0.0%	11.5%	11.4%	0.8%
D. InterLibrary Loans							
Loaned to Other Libraries	299	298	0	0	597	624	-4.3%
Percent of Requests Filled	24.5%	25.9%	0.0%	0.0%	25.2%	54.4%	-53.8%
Total Borrowed From Other Libraries	900	804	0	0	1,704	1,922	-11.3%
Percent of Requests Filled	87.0%	89.5%	0.0%	0.0%	88.2%	175.7%	-49.8%
Books/Periodicals/AV Borrowed	892	791	0	0	1,683	1,911	-11.9%
Photocopy Borrow Requests Filled	8	13	0	0	21	11	90.9%
E. Reserves Placed - Materials							
	33,579	32,396	0	0	65,975	108,351	-39.1%
<i>*Overdrive did not report reserve information for the first and second quarter of FY20.</i>							
F. Downloadable Media							
Resident Cards By Area							
Iowa City	56,718	58,612	0	0	115,330	97,349	18.5%
Hills	120	154	0	0	274	191	43.5%
Johnson County	6,116	5,561	0	0	11,677	10,030	16.4%
Lone Tree	96	118	0	0	214	258	-17.1%
University Heights	538	552	0	0	1,090	743	46.7%
Total	63,588	64,997	0	0	128,585	108,571	18.4%
Student AIM Cards by Area							
Iowa City	0	29	0	0	29	0	0.0%
Hills	0	0	0	0	0	0	0.0%
Johnson Count	0	0	0	0	0	0	0.0%
Lone Tree	0	0	0	0	0	0	0.0%
University Heights	0	0	0	0	0	0	0.0%
Open Access	0	0	0	0	0	0	0.0%
Total	0	29	0	0	29	0	0.0%
All Cards by Area							
Iowa City	56,718	58,641	0	0	115,359	97,349	18.5%
Hills	120	154	0	0	274	191	43.5%
Johnson Count	6,116	5,561	0	0	11,677	10,030	16.4%
Lone Tree	96	118	0	0	214	258	-17.1%
University Heights	538	552	0	0	1,090	743	46.7%
Open Access	0	0	0	0	0	0	0.0%
Total	63,588	65,026	0	0	128,614	108,571	18.5%
By Demographic							
Adult	59,332	60,999	0	0	120,331	101,543	18.5%
Children's	4,256	4,027	0	0	8,283	7,028	17.9%
Total	63,588	65,026	0	0	128,614	108,571	18.5%
Number of Items Owned (Cumulative)							
E-Audio Items Available	10,977	11,482	0	0	11,482	8,915	28.8%
E-Book Items Available	20,253	20,603	0	0	20,603	18,690	10.2%
E-Music	45	45	0	0	45	43	4.7%
E-Magazines	112	112	0	0	112	121	-7.4%
E-Newspapers	1	1	0	0	1	1	0.0%
Total Items	31,388	32,243	0	0	32,243	27,770	16.1%
Information Services: Furnish information, reader advisory, and reference assistance.							
A. Reference Questions Answered							
Reference Questions	11,437	10,542	0	0	21,979	21,639	1.6%
Reference Desk	3,850	3,481	0	0	7,331	8,014	-8.5%
Help Desk	3,202	3,245	0	0	6,447	5,228	23.3%
Switchboard	1,200	1,247	0	0	2,447	3,018	-18.9%
Bookmobile	293	210	0	0	503	464	8.4%
Drop-In Tech Help (Public)	114	115	0	0	229	334	-31.4%
On-Call Tech Help							
Staff	43	35	0	0	78	79	-1.3%
Public	72	57	0	0	129	160	-19.4%
Total Tech Help Questions	115	92	0	0	207	239	-13.4%
Children's Desk							
Reference Questions	2,649	2,138	0	0	4,787	4,317	10.9%
Request to Pull Books (Community)	14	14	0	0	28	25	12.0%
Total Children's Questions	2,663	2,152	0	0	4,815	4,342	10.9%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
B. Electronic Access Services							
Computer Services							
Pharos Internet (Downtown In House computer use)	19,749	14,913	0	0	34,662	36,781	-5.8%
Wifi Internet Use Downtown	264,751	265,523	0	0	530,274	563,090	-5.8%
Total Internet Use	284,500	280,436	0	0	564,936	599,871	-5.8%
<i>* FY20 Pharos data for September is an average of July and August due to technical issues.</i>							
Website Access							
ICPL Website							
# Pageviews of Homepage	100,928	93,425	0	0	194,353	205,287	-5.3%
# Pageviews of Entire Site (Doesn't include catalog)	228,002	214,941	0	0	442,943	438,206	1.1%
# Visits (Does include catalog)	148,210	156,750	0	0	304,960	281,516	8.3%
Catalog Access							
# Pageviews for ICPL Catalog	426,443	434,262	0	0	860,705	819,159	5.1%
# Pageviews for Overdrive	412,543	370,582	0	0	783,125	915,369	-14.4%
Total Catalog Access	838,986	804,844	0	0	1,643,830	1,734,528	-5.2%
<i>*Overdrive does not count pageviews through the Libby or Overdrive Apps.</i>							
ICPL Mobile App Use							
	46,291	13,566	0	0	59,857	63,510	-5.8%
<i>*Unable to retrieve mobile app data since October 2019</i>							
External Sites							
# Pageviews for Beanstack	14,228	3,299	0	0	17,527	17,661	-0.8%
Total Website Access	1,127,507	1,036,650	0	0	2,164,157	2,253,905	-4.0%
Subscription Databases Accessed							
Total In-House	1,419	1,422	0	0	2,841	2,865	-0.8%
Total Remote	68,388	70,687	0	0	139,075	126,985	9.5%
TOTAL	69,807	72,109	0	0	141,916	129,850	9.3%
C. Total Switchboard Calls Received							
Total Library Calls							
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,430	3,095	0	0	7,525	7,263	3.6%
Transferred Calls	750	771	0	0	1,521	1,683	-9.6%
Pamphlets Distributed Downtown	4,625	4,370	0	0	8,995	10,311	-12.8%
State/Federal Tax Forms Distributed	.	.	.	0	0	0	0.0%
Alerting Services: Promote awareness of the library and use of its resources.							
A. Publications							
Number of Publications Printed (Jobs)	91	90	0	0	181	157	15.3%
Copies Printed for Public Distribution	91,829	47,599	0	0	139,428	137,164	1.7%
Number of Online Newsletters Subscribers	2,600	2,747	0	0	2,747	2,003	37.1%
Number of Online Newsletter Distribution	12,960	7,204	0	0	7,204	8,858	-18.7%
C. Displays							
In-House	15	22	0	0	37	41	-9.8%
Other Groups	12	19	0	0	31	26	19.2%
Off-site locations	3	3	0	0	6	13	-53.8%
	0	0	0	0	0	2	-100.0%
E. The Library Channel							
Total ICPL Productions	22	30	0	0	52	40	30.0%
Programs Cablecast	24	25	0	0	49	3,996	-98.8%
<i>*ICPL stopped airing library programs on cable television April 4, 2019.</i>							
F. Homepage/ Social Media							
Homepage Banner Posts	46	50	0	0	96	69	39.1%
Homepage Banner Clicks	537	341	0	0	878	445	97.3%
Media Releases Sent	12	13	0	0	25	31	-19.4%
Facebook, Twitter, Pinterest Followers (Cumulative)	14,890	15,469	0	0	15,469	14,018	10.4%
New Facebook, Twitter, and Pinterest Followers	196	592	0	0	788	611	29.0%
Outreach Services: Provide library service to people who cannot get to the library building.							
A. At Home Services							
Packages Sent	450	412	0	0	862	995	-13.4%
Items Loaned (No renewals)	1,525	1,386	0	0	2,911	3,196	-8.9%
Registered At Home Users (Cumulative)	210	219	0	0	219	169	29.6%
New Users Enrolled	16	7	0	0	23	14	64.3%
People Served (Average of monthly count)	47	44	0	0	46	98	-53.4%
B. Jail Service							
People Served	400	349	0	0	749	506	48.0%
Items Loaned (No renewals)	1,268	885	0	0	2,153	1,791	20.2%
C. Deposit Collections							
Locations (Cumulative)	14	14	0	0	14	14	0.0%
Items Loaned	90	90	0	0	180	90	100.0%
Items Added to Permanent Collections	677	506	0	0	1,183	1,020	16.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	18.0%	14.9%	0.0%	0.0%	14.9%	17.4%	-14.4%
<i>*Does not include renewals or in-house.</i>							
E. Holds Notified Using Automated Phone							
	6	0	0	0	6	1,668	-99.6%
<i>*This service was discontinued in July, 2019.</i>							
Group and Community Services: Provide library service to groups, agencies, and organizations.							
A. Adult Programs							
In-House Programs	52	57	0	0	109	122	-10.7%
In-House Attendance	850	1,814	0	0	2,664	2,349	13.4%
Outreach Programs	43	25	0	0	68	37	83.8%
Outreach Attendance	481	3,222	0	0	3,703	4,611	-19.7%
B. Young Adult Programs							
In-House Programs	93	90	0	0	183	176	4.0%
In-House Attendance	2,078	1,246	0	0	3,324	2,549	30.4%
Outreach Programs	4	9	0	0	13	8	62.5%
Outreach Attendance	12	27	0	0	39	22	77.3%
C. Children's Programs							
In-House Programs	225	187	0	0	412	376	9.6%
In-House Attendance	11,104	7,309	0	0	18,413	17,514	5.1%
Outreach Programs	68	72	0	0	140	135	3.7%
Outreach Attendance	1,503	1,553	0	0	3,056	2,820	8.4%
D. Library Tours and Classes							
Number	10	17	0	0	27	24	12.5%
Attendance	48	109	0	0	157	217	-27.6%
E. Consulting for Area Groups							
	0	0	0	0	0	0	0.0%
Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.							
A. Library Cards Issued							
Iowa City	2,007	1,334	0	0	3,341	3,524	-5.2%
Percent Iowa City	1,548	990	0	0	2,538	2,707	-6.2%
Percent Iowa City	77.1%	74.2%	0.0%	0.0%	76.0%	76.8%	-1.1%
Local Contracts							
Hills	3	5	0	0	8	7	14.3%
Johnson County (Rural)	61	54	0	0	115	144	-20.1%
Lone Tree	11	2	0	0	13	6	116.7%
University Heights	4	4	0	0	8	15	-46.7%
State Contract - Open Access							
Coralville	120	100	0	0	220	219	0.5%
Cedar Rapids	24	16	0	0	40	31	29.0%
Other Open Access	236	163	0	0	399	395	1.0%
Total Open Access	380	279	0	0	659	645	2.2%
Open Access as % of All	18.9%	20.9%	0.0%	0.0%	19.7%	18.3%	7.8%
B. Total Registered Borrowers (Cumulative)							
# At Home Users Registered (Cumulative)	51,293	51,513	0	0	51,513	58,924	-12.6%
# AIM Users (Cumulative)	210	219	0	0	219	169	29.6%
# AIM Users (Cumulative)	0	15,121	0	0	0	0	0.0%
<i>*AIM library cards are not counted as registered borrowers, and are not included in total registered borrowers.</i>							
C. Overdue Notices							
Items Searched to Verify Claim of Return	48	46	0	0	94	118	-20.3%
Total First Notices (Items)	19,365	18,770	0	0	38,135	0	0
Total Second Notices (Items)	6,228	5,220	0	0	11,448	0	0
Bills-Public (Items)	2,389	2,472	0	0	4,861	3,658	32.9%


FY20 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Iowa City									
General Iowa City	209,960	184,778	394,738	0	394,738	0	394,738	411,220	-4.0%
Downloads + Streaming	56,718	58,641	115,359	0	115,359	0	115,359	97,349	18.5%
Temporary	172	71	243	0	243	0	243	257	-5.4%
Public schools	13	35	48	0	48	0	48	15	220.0%
Private schools	56	212	268	0	268	0	268	230	16.5%
Preschool/Daycare	598	972	1,570	0	1,570	0	1,570	1,136	38.2%
Non-profit organizations	186	116	302	0	302	0	302	61	395.1%
Business	6	4	10	0	10	0	10	13	-23.1%
City departments	2	1	3	0	3	0	3	4	-25.0%
State/Federal agencies	0	0	0	0	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0	0	0	0	0.0%
At Home	1,504	1,376	2,880	0	2,880	0	2,880	3,089	-6.8%
Interlibrary loan	420	437	857	0	857	0	857	858	-0.1%
Deposit collections/Nursing Homes	189	181	370	0	370	0	370	186	98.9%
Jail patrons	1,268	885	2,153	0	2,153	0	2,153	1,791	20.2%
Total Iowa City	271,092	247,709	518,801	0	518,801	0	518,801	516,209	0.50%
Local Contracts									
Johnson County									
General	20,012	18,390	38,402	0	38,402	0	38,402	42,070	-8.7%
Downloads	6,116	5,561	11,677	0	11,677	0	11,677	10,030	16.4%
Preschool/Daycare	0	0	0	0	0	0	0	0	0.0%
At Home	21	10	31	0	31	0	31	107	-71.0%
Total Johnson County	26,149	23,961	50,110	0	50,110	0	50,110	52,207	-4.0%
Hills									
General	825	733	1,558	0	1,558	0	1,558	1,538	1.3%
Downloads	120	154	274	0	274	0	274	191	43.5%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Hills	945	887	1,832	0	1,832	0	1,832	1,729	6.0%
Lone Tree									
General	1,055	952	2,007	0	2,007	0	2,007	1,869	7.4%
Downloads	96	118	214	0	214	0	214	258	-17.1%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Lone Tree	1,151	1,070	2,221	0	2,221	0	2,221	2,127	4.4%
University Heights									
General	2,964	2,977	5,941	0	5,941	0	5,941	7,922	-25.0%
Downloads	538	552	1,090	0	1,090	0	1,090	743	46.7%
At Home	0	0	0	0	0	0	0	0	0.0%
Total University Heights	3,502	3,529	7,031	0	7,031	0	7,031	8,665	-18.9%
Total Local Contracts	31,747	29,447	61,194	0	61,194	0	61,194	64,728	-5.5%
State Contract									
Reciprocal/Open Access									
Johnson County Libraries									
Coralville	16,850	13,763	30,613	0	30,613	0	30,613	29,309	4.4%
North Liberty	8,651	7,195	15,846	0	15,846	0	15,846	15,676	1.1%
Oxford	29	56	85	0	85	0	85	216	-60.6%
Solon	1,665	1,061	2,726	0	2,726	0	2,726	1,158	135.4%
Swisher	66	52	118	0	118	0	118	120	-1.7%
Tiffin	1,203	1,244	2,447	0	2,447	0	2,447	1,762	38.9%
AIM Downloads (None from North Liberty or Coralville)	0	0	0	0	0	0	0	0	0.0%

FY20 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
All Other Libraries									
Ainsworth	0	2	2	0	2	0	2	10	-80.0%
Albia	0	0	0	0	0	0	0	0	0.0%
Altoona	0	0	0	0	0	0	0	0	0.0%
Ames	1	2	3	0	3	0	3	0	0.0%
Anamosa	10	58	68	0	68	0	68	240	-71.7%
Ankeny	66	50	116	0	116	0	116	47	146.8%
Atkins	13	43	56	0	56	0	56	0	0.0%
Belle Plaine	0	0	0	0	0	0	0	0	0.0%
Bennett	0	9	9	0	9	0	9	0	0.0%
Bettendorf	15	14	29	0	29	0	29	73	-60.3%
Birmingham	12	31	43	0	43	0	43	0	0.0%
Blairstown	0	0	0	0	0	0	0	16	-100.0%
Bloomfield	90	152	242	0	242	0	242	75	222.7%
Boone	0	5	5	0	5	0	5	0	0.0%
Brooklyn	0	0	0	0	0	0	0	0	0.0%
Burlington	25	27	52	0	52	0	52	23	126.1%
Carroll	0	0	0	0	0	0	0	5	-100.0%
Cascade	0	0	0	0	0	0	0	33	-100.0%
Cedar Falls	46	42	88	0	88	0	88	169	-47.9%
Cedar Rapids	1,809	1,166	2,975	0	2,975	0	2,975	1,927	54.4%
Center Point	0	0	0	0	0	0	0	0	0.0%
Central City	0	0	0	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0	0	0	0.0%
Charles City	0	0	0	0	0	0	0	3	-100.0%
Clarence	2	12	14	0	14	0	14	16	-12.5%
Clinton	0	0	0	0	0	0	0	2	-100.0%
Clive	0	0	0	0	0	0	0	0	0.0%
Columbus Jct	120	183	303	0	303	0	303	28	982.1%
Conesville	0	0	0	0	0	0	0	75	-100.0%
Cornell College	771	647	1,418	0	1,418	0	1,418	1,572	-9.8%
Council Bluffs	0	0	0	0	0	0	0	0	0.0%
Crawfordsville	0	0	0	0	0	0	0	0	0.0%
Dallas Center	0	0	0	0	0	0	0	0	0.0%
Davenport	41	52	93	0	93	0	93	30	210.0%
Decorah	0	2	2	0	2	0	2	1	100.0%
Denison	0	0	0	0	0	0	0	0	0.0%
Des Moines	8	27	35	0	35	0	35	45	-22.2%
Donnelson	0	0	0	0	0	0	0	2	-100.0%
Dubuque	3	7	10	0	10	0	10	0	0.0%
Dunkerton	0	25	25	0	25	0	25	0	0.0%
Earlham	0	0	0	0	0	0	0	0	0.0%
Eldon	22	18	40	0	40	0	40	10	300.0%
Elkader	0	0	0	0	0	0	0	0	0.0%
Ely	108	38	146	0	146	0	146	28	421.4%
Estherville	0	0	0	0	0	0	0	0	0.0%
Fairfax	107	61	168	0	168	0	168	110	52.7%
Fairfield	355	303	658	0	658	0	658	1,002	-34.3%
Fort Dodge	0	6	6	0	6	0	6	0	0.0%
Fort Madison	3	0	3	0	3	0	3	0	0.0%
Gilman	41	0	41	0	41	0	41	0	0.0%
Glenwood	0	0	0	0	0	0	0	1	-100.0%
Grandview	0	0	0	0	0	0	0	0	0.0%
Grimes	0	0	0	0	0	0	0	0	0.0%
Grinnell	48	10	58	0	58	0	58	128	-54.7%
Guthrie Center	0	0	0	0	0	0	0	0	0.0%
Hedrick	0	0	0	0	0	0	0	0	0.0%
Hiawatha	24	23	47	0	47	0	47	42	11.9%
Independence	0	0	0	0	0	0	0	0	0.0%
Indianola	0	0	0	0	0	0	0	0	0.0%
Johnston	0	0	0	0	0	0	0	11	-100.0%
Kalona	1,320	1,068	2,388	0	2,388	0	2,388	2,776	-14.0%

FY20 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Keokuk	0	0	0	0	0	0	0	0	0.0%
Keosauqua	10	24	34	0	34	0	34	0	0.0%
Keota	20	145	165	0	165	0	165	40	312.5%
LeClaire	0	0	0	0	0	0	0	0	0.0%
Letts	0	0	0	0	0	0	0	1	-100.0%
Lisbon	29	0	29	0	29	0	29	135	-78.5%
Lowden	37	101	138	0	138	0	138	81	70.4%
Manchester	5	0	5	0	5	0	5	0	0.0%
Maquoketa	8	0	8	0	8	0	8	10	-20.0%
Marengo	490	179	669	0	669	0	669	886	-24.5%
Marion	120	105	225	0	225	0	225	312	-27.9%
Marshalltown	0	2	2	0	2	0	2	0	0.0%
Martelle	0	4	4	0	4	0	4	0	0.0%
Mason City	0	4	4	0	4	0	4	9	-55.6%
Mechanicsville	19	15	34	0	34	0	34	64	-46.9%
Mediapolis	4	4	8	0	8	0	8	12	-33.3%
Milford	0	0	0	0	0	0	0	0	0.0%
Montezuma	3	12	15	0	15	0	15	43	-65.1%
Monticello	0	0	0	0	0	0	0	0	0.0%
Montrose	7	27	34	0	34	0	34	1	3300.0%
Morning Sun	4	19	23	0	23	0	23	2	1050.0%
Mount Pleasant	47	35	82	0	82	0	82	317	-74.1%
Muscatine	180	143	323	0	323	0	323	800	-59.6%
Nevada	0	0	0	0	0	0	0	0	0.0%
New London	5	4	9	0	9	0	9	0	0.0%
Newton	0	0	0	0	0	0	0	11	-100.0%
North English	265	105	370	0	370	0	370	352	5.1%
Norway	44	2	46	0	46	0	46	0	0.0%
Odebolt	6	0	6	0	6	0	6	0	0.0%
Oelwein	0	0	0	0	0	0	0	0	0.0%
Osceola	0	0	0	0	0	0	0	2	-100.0%
Oskaloosa	0	5	5	0	5	0	5	1	400.0%
Ottumwa	4	0	4	0	4	0	4	63	-93.7%
Pella	0	0	0	0	0	0	0	0	0.0%
Pleasant Hill	0	0	0	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0	0	0	0.0%
Richland	0	0	0	0	0	0	0	0	0.0%
Riverside	820	604	1,424	0	1,424	0	1,424	1,266	12.5%
Robins	0	0	0	0	0	0	0	83	-100.0%
Rockwell	0	0	0	0	0	0	0	0	0.0%
Scott Co (Eldridge)	0	14	14	0	14	0	14	22	-36.4%
Scranton	0	9	9	0	9	0	9	1	800.0%
Shellsburg	0	0	0	0	0	0	0	0	0.0%
Sigourney	0	0	0	0	0	0	0	10	-100.0%
Sioux City	12	19	31	0	31	0	31	0	0.0%
Sioux Rapids	3	0	3	0	3	0	3	0	0.0%
South English	22	0	22	0	22	0	22	0	0.0%
Spirit Lake	4	0	4	0	4	0	4	0	0.0%
Springville	2	0	2	0	2	0	2	1	100.0%
Stanwood	0	0	0	0	0	0	0	3	-100.0%
Tipton	272	258	530	0	530	0	530	555	-4.5%
Toledo	0	0	0	0	0	0	0	0	0.0%
Traer	1	0	1	0	1	0	1	2	-50.0%
Urbandale	44	6	50	0	50	0	50	125	-60.0%
Van Horne	0	0	0	0	0	0	0	0	0.0%
Van Meter	0	0	0	0	0	0	0	8	-100.0%
Victor	51	101	152	0	152	0	152	252	-39.7%
Vinton	0	0	0	0	0	0	0	0	0.0%
Wapello	0	0	0	0	0	0	0	0	0.0%
Washington	611	625	1,236	0	1,236	0	1,236	2,107	-41.3%
Waterloo	12	1	13	0	13	0	13	8	62.5%
Waukon	6	0	6	0	6	0	6	7	-14.3%
Waverly	0	2	2	0	2	0	2	110	-98.2%

FY20 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Wellman	304	360	664	0	664	0	664	1,448	-54.1%
West Branch	1,978	1,711	3,689	0	3,689	0	3,689	3,432	7.5%
West Des Moines	1	0	1	0	1	0	1	0	0.0%
West Liberty	856	767	1,623	0	1,623	0	1,623	1,824	-11.0%
What Cheer	2	1	3	0	3	0	3	1	200.0%
Williamsburg	853	690	1,543	0	1,543	0	1,543	2,402	-35.8%
Wilton	444	347	791	0	791	0	791	794	-0.4%
Winfield	10	35	45	0	45	0	45	88	-48.9%
Winterset	1	4	5	0	5	0	5	7	-28.6%
Winthrop	0	0	0	0	0	0	0	0	0.0%
Zearing	0	0	0	0	0	0	0	0	0.0%
Undefined Open Access	9	19	28	0	28	0	28	116	-75.9%
Total Recip/Open Access	41,149	33,962	75,111	0	75,111	0	75,111	74,555	0.7%
Total Circulation (including E-Downloads, not in-house)	343,988	311,118	655,106	0	655,106	0	655,106	655,492	-0.1%
Percent Iowa City	78.8%	79.6%	79.2%	0.0%	79.2%	0.0%	79.2%	78.8%	0.6%
Percent Hills	0.3%	0.3%	0.3%	0.0%	0.3%	0.0%	0.3%	0.3%	6.0%
Percent Johnson County	7.6%	7.7%	7.6%	0.0%	7.6%	0.0%	7.6%	8.0%	-4.0%
Percent Lone Tree	0.3%	0.3%	0.3%	0.0%	0.3%	0.0%	0.3%	0.3%	4.5%
Percent University Heights	1.0%	1.1%	1.1%	0.0%	1.1%	0.0%	1.1%	1.3%	-18.8%
Percent Reciprocal/Open Access	12.0%	10.9%	11.5%	0.0%	11.5%	0.0%	11.5%	11.4%	0.8%
	100.0%	100.0%	100.0%	0.0%	100.0%	0.0%	100.0%	100.0%	
Iowa City	271,092	247,709	518,801	0	518,801	0	518,801	516,209	0.5%
Local Contracts	31,747	29,447	61,194	0	61,194	0	61,194	64,728	-5.5%
Open Access	41,149	33,962	75,111	0	75,111	0	75,111	74,555	0.7%
In-house cards (staff use)	3,000	2,210	5,210	0	5,210	0	5,210	4,684	11.2%
Undefined Other	0	0	0	0	0	0	0	0	0.0%
Total Spreadsheet	346,988	313,328	660,316	0	660,316	0	660,316	660,176	



**AIM Card Circulation by Area
FY20**

AREA/AGENCY	1st Quarter			2nd Quarter			6 MO TOTAL	3rd Quarter			9 MO TOTAL	4th Quarter			YTD	LYTD	% CHG
	BKM	DT	Total	BKM	DT	Total		BKM	DT	Total		BKM	DT	Total			
Local Contracts																	
Iowa City	0	0	0	14	419	433	433	0	0	0	433	0	0	0	433	0	0%
Downloads			0			29	29			0	29			0	29	0	0%
Total Iowa City			0			462	462			0	462			0	462	0	0%
Johnson County	0	0	0	2	24	26	26	0	0	0	26	0	0	0	26	0	0%
Downloads			0			0	0			0	0			0	0	0	0%
Total Johnson County			0			26	26			0	26			0	26	0	0%
Hills	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Downloads			0			0	0			0	0			0	0	0	0%
Total Hills			0			0	0			0	0			0	0	0	0%
Lone Tree	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Downloads			0			0	0			0	0			0	0	0	0%
Total Lone Tree			0			0	0			0	0			0	0	0	0%
University Heights	0	0	0	0	24	24	24	0	0	0	24	0	0	0	24	0	0%
Downloads			0			0	0			0	0			0	0	0	0%
Total University Heights			0			24	24			0	24			0	24	0	0%
Total Local Contracts			0			512	512			0	512			0	512	0	0%
Johnson County Open Access																	
Coralville	0	0	0	0	59	59	59	0	0	0	59	0	0	0	59	0	0%
North Liberty	0	0	0	0	55	55	55	0	0	0	55	0	0	0	55	0	0%
Oxford	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Solon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Swisher	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Tiffin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Downloads (OA except North Liberty & Coralville)			0			0	0			0	0			0	0	0	0%
Open Access Residents																	
Amana	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Cedar Rapids	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Kalona	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Riverside	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Washington	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
West Branch	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Open Access	0	0	0	0	114	114	114	0	0	0	114	0	0	0	114	0	0%
Undefined	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total AIM Card Circulation	0	0	0	0	114	626	626	0	0	0	626	0	0	0	626	0	0%


FY20 Circulation by Type & Format

6 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	47,026	10.4%	46,025	10.2%	2.2%
Mystery	15,759	3.5%	16,319	3.6%	-3.4%
Science Fiction	8,775	1.9%	8,153	1.8%	7.6%
Book Club Kits (10 items per kit)	17	0.0%	36	0.0%	-52.8%
Young Adult Fiction	10,210	2.2%	10,714	2.4%	-4.7%
Comics	16,303	3.6%	14,920	3.3%	9.3%
Large Print	5,756	1.3%	4,797	1.1%	20.0%
Books in Other Languages	575	0.1%	591	0.1%	-2.7%
Total Fiction	104,421	23.0%	101,555	22.5%	2.8%
Express/Nonfiction	1,680	0.4%	1,685	0.4%	-0.3%
Large Print Nonfiction	866	0.2%	657	0.1%	31.8%
000 - General/Computers	1,749	0.4%	1,918	0.4%	-8.8%
100 - Psychology/Philosophy	6,059	1.3%	5,730	1.3%	5.7%
200 - Religion	3,559	0.8%	3,613	0.8%	-1.5%
300 - Social Sciences	10,885	2.4%	10,817	2.4%	0.6%
400 - Language	1,309	0.3%	1,252	0.3%	4.6%
500 - Science	3,471	0.8%	3,739	0.8%	-7.2%
600 - Applied Technology	18,918	4.2%	20,101	4.4%	-5.9%
700 - Art & Recreation	10,565	2.3%	11,424	2.5%	-7.5%
800 - Literature	4,582	1.0%	4,972	1.1%	-7.8%
900 - History & Travel	9,294	2.0%	9,490	2.1%	-2.1%
Biography	3,774	0.8%	3,545	0.8%	6.5%
Total Nonfiction: Adult & Young Adult	76,711	16.9%	78,943	17.5%	-2.8%
Magazines	2,851	0.6%	3,043	0.7%	-6.3%
Total Miscellaneous	2,851	0.6%	3,043	0.7%	-6.3%
Total Adult Print	183,983	40.5%	183,541	40.6%	0.2%
Art to Go	893	0.2%	881	0.2%	1.4%
DVD (Movies/TV)	101,538	22.4%	108,835	24.1%	-6.7%
Express/DVD	8,710	1.9%	10,816	2.4%	-19.5%
Nonfiction DVD	7,156	1.6%	7,769	1.7%	-7.9%
Fiction on Disc	5,546	1.2%	6,992	1.5%	-20.7%
Nonfiction on CD	2,761	0.6%	3,295	0.7%	-16.2%
Compact Disc (Music)	18,632	4.1%	23,514	5.2%	-20.8%
Young Adult Video Games	4,291	0.9%	4,094	0.9%	4.8%
Circulating Equipment	372	0.1%	545	0.1%	-31.7%
Discovery Kits	26	0.0%	0	0.0%	0.0%
Total Nonprint	149,925	33.0%	166,741	36.9%	-10.1%

FY20 Circulation by Type & Format

6 Months

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	37,346	8.2%	30,403	6.7%	22.8%
Adult E-Book # Downloads	41,510	9.1%	35,071	7.8%	18.4%
Adult E-Magazines	9,339	2.1%	7,098	1.6%	31.6%
Adult E-Music # Downloads/Local Music Project	48	0.0%	70	0.0%	-31.4%
Adult E-Newspapers	8,464	1.9%	8,438	1.9%	0.3%
Adult E-Video Streaming: Library Channel	23,624	5.2%	20,463	4.5%	15.4%
Total Adult E-Downloads	120,331	26.5%	101,543	22.5%	18.5%
Total Adult Circulation	454,239	100.0%	451,825	100.0%	0.5%

Children's Materials

Fiction	32,039	15.7%	36,079	17.5%	-11.2%
Comics	20,248	9.9%	16,811	8.1%	20.4%
Holiday	5,041	2.5%	5,297	2.6%	-4.8%
jLarge Print Fiction	0	0.0%	0	0.0%	0.0%
Picture: Big, Board, Easy	57,682	28.2%	56,056	27.2%	2.9%
Readers	21,904	10.7%	22,751	11.0%	-3.7%
Nonfiction & Biography	22,819	11.2%	22,678	11.0%	0.6%
jLarge Print Nonfiction	0	0.0%	0	0.0%	0.0%
Magazines	341	0.2%	266	0.1%	28.2%
Total Children's Print	160,074	78.4%	159,938	77.5%	0.1%
Video/DVD/Blu-Ray	26,529	13.0%	29,420	14.3%	-9.8%
Books on Disc	1,754	0.9%	2,265	1.1%	-22.6%
Read-Along set	2,792	1.4%	2,648	1.3%	5.4%
Children's Music	1,815	0.9%	2,044	1.0%	-11.2%
Children's Video Games	1,230	0.6%	1,318	0.6%	-6.7%
Read with Me Kits	241	0.1%	258	0.1%	-6.6%
Games & Toys	1,446	0.7%	1,437	0.7%	0.6%
jDiscovery Kits	55	0.0%	0	0.0%	0.0%
Total Children's Nonprint	35,862	17.6%	39,390	19.1%	-9.0%
j E-Audio # Downloads	3,303	1.6%	2,932	1.4%	12.7%
j E-Book # Downloads	4,980	2.4%	4,096	2.0%	21.6%
Total Children's E-Downloads	8,283	5.1%	7,028	4.4%	17.9%
Total Children's	204,219	100.0%	206,356	100.0%	-1.0%

All Circulation by Type/Format

All Fiction	161,749	24.5%	159,742	24.2%	1.3%
All Nonfiction and Biography	99,530	15.1%	101,621	15.4%	-2.1%
Picture books & Readers	79,586	12.1%	78,807	11.9%	1.0%
Magazines	3,192	0.5%	3,309	0.5%	-3.5%
Total Print	344,057	52.1%	343,479	52.0%	0.2%

6 Months

FY20 Circulation by Type & Format

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	1,446	0.2%	1,437	0.2%	0.6%
Art	893	0.1%	881	0.1%	1.4%
DVD (Fiction, Nonfiction, & Express)	143,933	21.8%	156,840	23.8%	-8.2%
CD (Music)	20,447	3.1%	25,558	3.9%	-20.0%
Books on CD (Fiction & Nonfiction)	10,061	1.5%	12,552	1.9%	-19.8%
Read-Along Set	2,792	0.4%	2,648	0.4%	5.4%
Video Games	5,521	0.8%	5,412	0.8%	2.0%
Read with Me Kits	241	0.0%	258	0.0%	-6.6%
Discovery Kits	81	0.0%	0	0.0%	0.0%
Circulating Equipment	372	0.1%	545	0.1%	-31.7%
Total Nonprint	185,787	28.1%	206,131	31.2%	-9.9%
Total E-Downloads	128,614	19.5%	108,571	16.4%	18.5%
Total In House/Undefined	1,858	0.3%	1,995	0.3%	-6.9%
Total Adult Materials (including e items)	454,239	68.8%	451,825	68.4%	0.5%
Total Children's (including e items)	204,219	30.9%	206,356	31.3%	-1.0%
Grand Total	660,316	100.0%	660,176	100.0%	0.02%
(Adult + Children's + Undefined)					



BOARD OF TRUSTEES

Minutes of the Regular Meeting December 19, 2019

DRAFT

Members Present: Wesley Beary, John Beasley (in at 5:06 pm), Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington.

Members Absent: Kellee Forkenbrock.

Staff Present: Terri Byers, Elsworth Carman, Maeve Clark, Kara Logsdon, Anne Mangano, Patty McCarthy, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

Guests Present: Brandon Ross.

Call Meeting to Order. President Beary called the meeting to order at 5:02 pm.

Public Discussion. Mr. Ross wanted to discuss a couple of issues regarding materials and logarithms. He has noticed a change in the kinds of films we offer in the collection. Ross said they seem to be “most used” rather than classic and foreign films. He feels we should have classic movies in the collection like we have classic literature in books. His second concern was about the Teen Center. Ross feels the library is a place of integration where people learn how to be with each other. He thinks teens should be accepted in all parts of the library. He thinks the room is not set up for teens to succeed and wondered if access could be provided in a different way. Mr. Ross said he loves the library and feels all staff deserve a raise. President Beary said we would address his concerns and get back to him. Paetzold asked how we will handle this. Rocklin suggested putting these comments on the January agenda.

Clark wanted the Board to know how much she appreciates them and the work they do for us.

Items for Discussion/Action.

Policy Review: 702: Library Programming. Carman postponed this policy review. The policy was misstated as Collection Development on the agenda, although correct in the packet.

Policy Review: 703: Cable TV Channel Programming. It was noted that Policy 703.6 says that the Board does not approve/disapprove of programs. This language should also be included in Policy 702 when it is revisited. Johnk asked if the City Cable office is informed of changes to our policy. Clark said we do not inform them of policy changes. A motion to approve the policy as amended by staff was made by Johnk and seconded by Washington. Motion carried 8/0.

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

Staff Reports.

Director's Report. Carman reiterated the positive impact of Maureen Sullivan's visit and her work with us. Rocklin asked about a metric for delayed return, that is, the number of days an item is checked out. Carman said we will assess whether this might be possible. Logsden explained our billing process. Johnk asked if children's materials go missing more often than other materials. Logsden said they are often "lost" but then found at home and returned. Logsden said it can be difficult to quantify the effect of removing a barrier but it is often positive. It was noted that the number of blocked cards is significantly lower since we went fine-free. Paetzold would like an update on the number of libraries within an hour's drive that have changed their fine-free policies for both children and adult materials since we began doing so in June. Paetzold would also like to hear what staff think about how fine-free is going.

Departmental Reports:

Children's Services. Pilkington said the student AIM card launched. All 15,000 Iowa City Community School District (ICCS) students received the card. Students may check out three items at the participating libraries and no fines will be charged. DVD and equipment may not be checked out. The AIM card does not replace a school library card or a library card. It is supplemental to both and the purpose is to encourage library use when school is out of session.

Collection Services. No comments.

IT Services. Palmer said that the analysis of options for virtualization is difficult due to the complexity of options that are available. We are looking for a scenario that maintains flexibility but is also less expensive. One option is to have the City provide this service; connectivity and networking would be easier since we are so close physically. Paetzold asked for a future update

Development Office. McCarthy thanked Paetzold and Kirsch for volunteering at the Arts & Crafts Bazaar. More than \$7,000 was raised at the event which included more than 400 community-donated items. McCarthy encouraged Board members to attend Maeve Clark's retirement reception tomorrow. McCarthy is hoping 100% Board support from both Boards for the library. The annual appeal is going well. In response to a question from Kirsch, large print children's materials will be interfiled with the other children's materials.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

President's Report. President Beary mentioned the survey being used for the director evaluation. One more Board member still needs to complete the survey and then there will be 100% Board participation.

Announcements from Members. Beasley thinks this year, calendar year 2019 has been a pretty decent year.

Committee Reports.

Friends Foundation. No meeting.

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

Communications. None.

Consent Agenda.

- A. Approve Regular Minutes of the Library Board of Trustees November 21, 2019 meeting.
- B. Approve Disbursements for November, 2019.

A motion to approve the consent agenda was made by Johnk and seconded by Kirsch. Motion carried 8/0.

Set Agenda Order for January Meeting.

Policy reviews.

6-month strategic planning update

6-month financials

Director evaluation

Fine-free update

Response to public comment from Ross

Adjournment. A motion to adjourn the meeting was made by Beary and seconded by Johnk. Motion carried 8/0. President Beary closed the meeting at 5:42 pm.

Respectfully submitted,
Elyse Miller

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

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 432080			Other Professional Services			
014353 ONE SOURCE THE BACKG PLUS4649-20191130		0	2020 6 INV P	40.00 120619	14670	BACKGROUND CHECKS F
014353 ONE SOURCE THE BACKG PLUS4649VOL-20191130		0	2020 6 INV P	40.00 120619	14670	BACKGROUND CHECKS F
				80.00		
			ACCOUNT TOTAL	80.00		
10550110 435055			Mail & Delivery			
010468 U S POST OFFICE ACCT 122319		0	2020 6 INV P	10,000.00 010320	239657	Admin/ Replenish Po
010473 UNITED PARCEL SERVIC 000068774R469		0	2020 6 INV P	14.11 121319	238804	Admin/ UPS Internet
010473 UNITED PARCEL SERVIC 000068774R479		0	2020 6 INV P	11.70 121319	238803	Admin/ UPS Internet
				25.81		
			ACCOUNT TOTAL	10,025.81		
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS 9843961235		0	2020 6 INV P	141.89 122719	239566	Admin/ Cell Phone C
010889 U S CELLULAR 0345240206		0	2020 6 INV P	95.70 122719	239547	Admin/ Monthly Cell
				237.59		
			ACCOUNT TOTAL	237.59		
10550110 445140			Outside Printing			
010373 PIP PRINTING 102340		0	2020 6 INV P	493.05 122719	15025	Admin/ 18 Posters
010373 PIP PRINTING 102387ID		0	2020 6 INV P	181.39 122019	14819	Admin/ 50 Inservice
				674.44		
			ACCOUNT TOTAL	674.44		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN 262577683		0	2020 6 INV P	530.30 121319	238746	Admin/ Quarterly Ma
011736 KONICA MINOLTA BUSIN 66044984		0	2020 6 INV P	114.30 122719	239492	Admin/ Lease Paymen
				644.60		
			ACCOUNT TOTAL	644.60		
10550110 449280			Misc Services & Charges			
000111 FOLEY, HEATHER 120619		0	2020 6 INV P	51.00 122019	238967	Admin/ Found Librar
000111 MACDOUGALL, CAITLIN 121819		0	2020 6 INV P	20.00 010320	239633	Admin/ Found Librar
				71.00		
			ACCOUNT TOTAL	71.00		
10550110 469320			Miscellaneous Supplies			
010522 COPY SYSTEMS INC IN360383		0	2020 6 INV P	31.70 121319	14709	Admin/Meter Tape fo

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL			31.70
10550110 469360			Food and Beverages			
010067 BREAD GARDEN OF IOWA 30268ID		0	2020 6 INV P	497.32 122719		239434 Admin/ Breakfast at
			ACCOUNT TOTAL			497.32
10550110 469370			Paper Products			
010539 IOWA CITY PUBLIC LIB 112719ID		0	2020 6 INV P	20.00 121319		238724 Admin/ Mimi's Inser
			ACCOUNT TOTAL			20.00
			ORG 10550110 TOTAL			12,282.46
10550121			Library Bldg Maint - Public			
10550121 438100			Refuse Collection Charges			
013663 REPUBLIC SERVICES OF 0897-000879559		0	2020 6 INV P	120.00 122019		238998 Refuse & Recycling
			ACCOUNT TOTAL			120.00
10550121 442010			Other Building R&M Services			
010171 GERARD ELECTRIC INC 8216		0	2020 6 INV P	375.00 121319		238700 FAC/ Telecom Line I
010171 GERARD ELECTRIC INC 8385		0	2020 6 INV P	98.78 122719		239456 FAC/ Storytime Soun
						473.78
010392 RMB CO INC 4484		0	2020 6 INV P	19,243.50 122019		14825 FAC/ Hot Water Heat
010392 RMB CO INC 4569		0	2020 6 INV P	1,002.12 122019		14825 FAC/ Gas Pressure R
						20,245.62
010581 RANDY'S CARPETS & IN 168324		0	2020 6 INV P	342.00 122019		238995 FAC/Flooring Base
010712 TRANE 310406536		0	2020 6 INV P	4,706.00 121319		238792 FAC/ Service Agreem
010981 JOE'S QUALITY WINDOW 17870		0	2020 6 INV P	140.00 121319		238733 FAC/ Lower Outside
010981 JOE'S QUALITY WINDOW 18621		0	2020 6 INV P	140.00 122019		238943 FAC/ Lower Outside
						280.00
011049 D L BOKHOVEN 112319		0	2020 6 INV P	683.00 121319		238682 FAC/Trim in Kids &
014366 ORKIN LLC 186845878		0	2020 6 INV P	1,212.00 121319		238768 FAC/ Quarterly Bed
014457 A TECH INC 448208		0	2020 6 INV P	72.00 121319		14689 FAC/ Monitoring 12/
015215 MCCLELLEN PIANO TUNI 121019		0	2020 6 INV P	105.00 122019		238975 FAC/Piano Tuning
			ACCOUNT TOTAL			28,119.40
10550121 445030			Nursery Srvc-Lawn & Plant Care			

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010181 GREENERY DESIGNS	3085	0	2020 6	INV	P	67.00 121319	238705	FAC/ November Inter
010181 GREENERY DESIGNS	3111	0	2020 6	INV	P	67.00 122719	239459	FAC/December Interi
						134.00		
						ACCOUNT TOTAL	134.00	
10550121 445330						Other Waste Disposal		
014875 SHRED-IT USA LLC	8128579743	0	2020 6	INV	P	167.25 121319	238786	FAC/ Paper Shreddin
						ACCOUNT TOTAL	167.25	
10550121 449160						Other Rentals		
010627 CINTAS CORPORATION	4035069193	0	2020 6	INV	P	191.87 121319	238671	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4037430824	0	2020 6	INV	P	191.87 122719	239442	FAC/ Cleaning Suppl
						383.74		
						ACCOUNT TOTAL	383.74	
10550121 452040						Sanitation & Indust Supplies		
010290 LENOCH AND CILEK ACE	367468/3	0	2020 6	INV	P	17.98 122019	238966	FAC/ Swiffer Pro Dr
010570 CENTRAL IOWA DISTRIB	188542	0	2020 6	INV	P	56.00 122019	14781	FAC/ Vacuum Bags
010627 CINTAS CORPORATION	4035069193	0	2020 6	INV	P	163.76 121319	238671	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4037430824	0	2020 6	INV	P	163.76 122719	239442	FAC/ Cleaning Suppl
						327.52		
						ACCOUNT TOTAL	401.50	
10550121 466070						Other Maintenance Supplies		
011399 ELECTRIC EQUIPMENT S	8062	0	2020 6	INV	P	219.90 122719	15014	FAC/ 10 Batteries
						ACCOUNT TOTAL	219.90	
						ORG 10550121 TOTAL	29,545.79	
10550140						Library Computer Systems		
10550140 432060						Consultant Services		
010525 ENCOMPASS IOWA LLC	9450	0	2020 6	INV	P	3,750.00 121319	14717	IT/ Windows Servers
010525 ENCOMPASS IOWA LLC	9718	0	2020 6	INV	P	931.00 122019	14789	IT/ IT Essentials &
						4,681.00		
						ACCOUNT TOTAL	4,681.00	
10550140 438140						Internet Fees		
011937 AUREON COMMUNICATION	0789007015.2019.12	0	2020 6	INV	P	300.00 121319	238655	Internet Services
014293 IMON COMMUNICATIONS	2106017	0	2020 6	INV	P	367.84 121319	238717	IT/ Internet & Phon

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
014293 IMON COMMUNICATIONS	2125142	0	2020 6	INV	P	367.84 010320	239621	IT/Internet & Phone
						735.68		
						ACCOUNT TOTAL		1,035.68
10550140 444080						Software R&M Services		
010525 ENCOMPASS IOWA LLC	9718	0	2020 6	INV	P	67.00 122019	14789	IT/ IT Essentials &
014114 ZOOBEAN INC	5987	0	2020 6	INV	P	4,421.00 122019	239053	IT/ 12 Month Licens
						ACCOUNT TOTAL		4,488.00
10550140 444100						Hardware R&M Services		
010525 ENCOMPASS IOWA LLC	9781	0	2020 6	INV	P	1,310.00 122719	15016	IT/ Hardware Mainte
012766 RMC IMAGING INC	2222	0	2020 6	INV	P	785.00 122019	239000	IT/ Microfilm Suppo
						ACCOUNT TOTAL		2,095.00
						ORG 10550140 TOTAL		12,299.68
10550151						Lib Public Services - Adults		
10550151 445140						Outside Printing		
010373 PIP PRINTING	102305	0	2020 6	INV	P	39.43 122019	14819	AD/ 250 Online Reso
						ACCOUNT TOTAL		39.43
10550151 469370						Paper Products		
010536 INGRAM LIBRARY SERVI	42771379	0	2020 6	INV	P	98.18 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42796630	0	2020 6	INV	P	9.57 121319	238720	LIBRARY MATERIALS
						107.75		
						ACCOUNT TOTAL		107.75
						ORG 10550151 TOTAL		147.18
10550152						Lib Public Services - Children		
10550152 432080						Other Professional Services		
012922 BRAMMER, RICK	123019	0	2020 6	INV	P	350.00 010320	239602	CHI/ Winter Break M
014444 BALLET QUAD CITIES	112319	0	2020 6	INV	P	150.00 121319	238659	CHI/ Dance Me a Sto
						ACCOUNT TOTAL		500.00
10550152 445140						Outside Printing		
010050 TRU ART	107044011WRP	0	2020 6	INV	P	125.00 010320	239655	CHI/ 500 Winter Rea
010373 PIP PRINTING	102319WRP	0	2020 6	INV	P	19.97 122019	14819	CHI/ Reading is LLA
010373 PIP PRINTING	102513AIM	0	2020 6	INV	P	82.72 010320	15071	CHI/ 500 AIM Bookma

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
								102.69
								ACCOUNT TOTAL 227.69
								ORG 10550152 TOTAL 727.69
10550159								Lib Public Srvs-Comm Access
10550159	435059							Advertising
010909	KCKK JAZZ 88.3	121619	0	2020	6	INV P	200.00	122719 239491 CAS/ 1/2 Page Ad
012233	IOWA CITY COMMUNITY	121919	0	2020	6	INV P	100.00	010320 239623 CAS/ 2 Half Page Ad
								ACCOUNT TOTAL 300.00
10550159	445140							Outside Printing
010050	TRU ART	106807011	0	2020	6	INV P	323.70	122019 239017 CAS/ 1,300 Spring B
010373	PIP PRINTING	102306	0	2020	6	INV P	149.94	122019 14819 CAS/ 1,000 My ICPL
								ACCOUNT TOTAL 473.64
10550159	449280							Misc Services & Charges
010556	UNIQUE MANAGEMENT SE	570061	0	2020	6	INV P	35.80	122019 239022 CAS/ November Place
								ACCOUNT TOTAL 35.80
								ORG 10550159 TOTAL 809.44
10550160								Library Collection Services
10550160	445270							Library Material R&M Services
010509	BAKER & TAYLOR INC C	0003190147	0	2020	6	CRM P	-22.68	121319 238657 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C	200055102019V	0	2020	6	INV P	1,393.05	121319 238657 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC C	200055112019V	0	2020	6	INV P	629.21	122019 238853 LIBRARY MATERIALS
								1,999.58
010518	BLACKSTONE AUDIOBOOK	1155250	0	2020	6	INV P	8.71	122719 15005 LIBRARY MATERIALS
011068	OVERDRIVE INC	MR0137019232612	0	2020	6	INV P	113.00	122019 238989 LIBRARY MATERIALS
								ACCOUNT TOTAL 2,121.29
10550160	469110							Misc Processing Supplies
010510	DEMCO INC	6730311	0	2020	6	INV P	961.09	122019 238880 LIBRARY MATERIALS
010510	DEMCO INC	6730489	0	2020	6	INV P	972.16	122019 238880 LIBRARY MATERIALS
								1,933.25
								ACCOUNT TOTAL 1,933.25
								ORG 10550160 TOTAL 4,054.54

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	H41654510	0	2020 6	INV	P	5.13 122019	238854	LIBRARY MATERIALS
010546 MIDWEST TAPE	98224734	0	2020 6	INV	P	23.38 121319	238760	LIBRARY MATERIALS
ACCOUNT TOTAL						28.51		
10550210 477120			Other Audio-CD					
010509 BAKER & TAYLOR INC C	2034938865	0	2020 6	INV	P	31.98 121319	238657	LIBRARY MATERIALS
ACCOUNT TOTAL						31.98		
10550210 477160			Video Recordings					
010509 BAKER & TAYLOR INC C	H40775050	0	2020 6	INV	P	36.91 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H41129370	0	2020 6	INV	P	123.17 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H41548980	0	2020 6	INV	P	10.86 121319	238658	LIBRARY MATERIALS
						170.94		
010546 MIDWEST TAPE	98197701	0	2020 6	INV	P	37.46 121319	238760	LIBRARY MATERIALS
010546 MIDWEST TAPE	98261146	0	2020 6	INV	P	245.84 122019	238981	LIBRARY MATERIALS
010546 MIDWEST TAPE	98293360	0	2020 6	INV	P	32.97 122019	238981	LIBRARY MATERIALS
						316.27		
ACCOUNT TOTAL						487.21		
10550210 477220			Multi-Media/Gaming					
010536 INGRAM LIBRARY SERVI	42707864	0	2020 6	INV	P	170.96 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42796630	0	2020 6	INV	P	189.92 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42894588	0	2020 6	INV	P	256.44 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42932374	0	2020 6	CRM	P	-21.79 121319	238720	LIBRARY MATERIALS
						595.53		
ACCOUNT TOTAL						595.53		
10550210 477250			Downloadable Media					
011068 OVERDRIVE INC	01370DA19228182	0	2020 6	INV	P	65.00 122019	238989	LIBRARY MATERIALS
015034 KANOPY INC	176078 - PPU	0	2020 6	INV	P	145.00 122019	238960	LIBRARY MATERIALS
ACCOUNT TOTAL						210.00		
ORG 10550210 TOTAL						5,859.59		
10550220			Library Adult Materials					
10550220 477020			Books (Cat/Cir)					
010509 BAKER & TAYLOR INC C	2034816635	0	2020 6	INV	P	455.27 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034840784	0	2020 6	INV	P	62.79 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034864528	0	2020 6	INV	P	108.47 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034883180	0	2020 6	INV	P	301.45 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034883443	0	2020 6	INV	P	98.44 122019	238853	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2034886267	0	2020 6	INV	P	280.12 122719	239427	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034890976	0	2020 6	INV	P	151.42 122019	238853	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034903909	0	2020 6	INV	P	186.29 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034927644	0	2020 6	INV	P	248.05 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034929429	0	2020 6	INV	P	238.10 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034932247	0	2020 6	INV	P	221.15 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034936789	0	2020 6	INV	P	42.04 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034938865	0	2020 6	INV	P	345.82 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034940064	0	2020 6	INV	P	124.92 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034944734	0	2020 6	INV	P	1,250.05 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034950102	0	2020 6	INV	P	752.02 122719	239427	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034951378	0	2020 6	INV	P	196.95 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034954314	0	2020 6	INV	P	326.37 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034955490	0	2020 6	INV	P	24.75 122719	239427	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034957433	0	2020 6	INV	P	166.23 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034959581	0	2020 6	INV	P	16.96 121319	238657	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034965309	0	2020 6	INV	P	1,411.50 122719	239427	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2034972420	0	2020 6	INV	P	353.80 122719	239427	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5015845078	0	2020 6	INV	P	102.23 122019	238852	LIBRARY MATERIALS
						7,465.19		
010520 CENTER POINT PUBLISH	1743029	0	2020 6	INV	P	134.82 122719	239439	LIBRARY MATERIALS
010531 GALE GROUP	68913574	0	2020 6	INV	P	47.23 121319	238697	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42697751	0	2020 6	INV	P	38.34 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42771379	0	2020 6	INV	P	209.50 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42826839	0	2020 6	INV	P	77.65 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42868579	0	2020 6	INV	P	10.19 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42906655	0	2020 6	INV	P	12.64 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42922914	0	2020 6	INV	P	23.98 122019	238936	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	42936898	0	2020 6	INV	P	87.69 122019	238936	LIBRARY MATERIALS
						459.99		
010750 IOWA POETRY ASSOCIAT	IPA11819	0	2020 6	INV	P	9.00 121319	238727	ICPL LIBRARY MATERI
ACCOUNT TOTAL						8,116.23		
10550220 477040	Books (Cat/Reference)							
010509 BAKER & TAYLOR INC C	5015845078	0	2020 6	INV	P	565.75 122019	238852	LIBRARY MATERIALS
010531 GALE GROUP	68886702	0	2020 6	INV	P	29.40 121319	238697	LIBRARY MATERIALS
010549 PETERSON'S A NELNET	INV-2249555	0	2020 6	INV	P	53.77 121319	238771	LIBRARY MATERIALS
ACCOUNT TOTAL						648.92		
10550220 477070	Downloadable-eBooks							
011068 OVERDRIVE INC	01370CO19226373	0	2020 6	INV	P	132.98 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19227979	0	2020 6	INV	P	55.00 122019	238989	LIBRARY MATERIALS

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011068 OVERDRIVE INC	01370CO19227980	0	2020 6	INV	P	1,105.79 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19228914	0	2020 6	INV	P	25.98 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19228938	0	2020 6	INV	P	435.96 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19229261	0	2020 6	INV	P	18.99 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19236447	0	2020 6	INV	P	78.98 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239330	0	2020 6	INV	P	1,343.70 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239332	0	2020 6	INV	P	473.34 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239350	0	2020 6	INV	P	405.67 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239351	0	2020 6	INV	P	65.00 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239352	0	2020 6	INV	P	110.87 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239643	0	2020 6	INV	P	1,084.05 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19240887	0	2020 6	INV	P	116.96 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19241338	0	2020 6	INV	P	47.99 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19243598	0	2020 6	INV	P	75.00 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19224051	0	2020 6	INV	P	24.99 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19234753	0	2020 6	INV	P	26.99 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19240094	0	2020 6	INV	P	30.00 122719	239517	LIBRARY MATERIALS
						5,658.24		
						ACCOUNT TOTAL	5,658.24	
10550220 477100						Fiction Audio-CD		
010518 BLACKSTONE AUDIOBOOK	1151472	0	2020 6	INV	P	80.00 121319	14705	LIBRARY MATERIALS
010546 MIDWEST TAPE	98196700	0	2020 6	INV	P	44.99 121319	238760	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76574212	0	2020 6	INV	P	54.00 122019	14823	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	76574228	0	2020 6	INV	P	57.60 121319	14741	LIBRARY MATERIALS
						111.60		
						ACCOUNT TOTAL	236.59	
10550220 477110						Music-CD		
010509 BAKER & TAYLOR INC	C H41433660	0	2020 6	INV	P	80.80 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41510340	0	2020 6	INV	P	14.69 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41545410	0	2020 6	INV	P	11.02 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41548830	0	2020 6	INV	P	13.95 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41623570	0	2020 6	INV	P	16.16 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41654510	0	2020 6	INV	P	60.21 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41755850	0	2020 6	INV	P	144.69 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41775330	0	2020 6	INV	P	12.49 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41807800	0	2020 6	INV	P	19.10 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41812380	0	2020 6	INV	P	7.34 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41865340	0	2020 6	INV	P	23.49 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H41924700	0	2020 6	INV	P	59.49 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C H42006160	0	2020 6	INV	P	29.36 122019	238854	LIBRARY MATERIALS
						492.79		
010546 MIDWEST TAPE	98196701	0	2020 6	INV	P	11.24 121319	238760	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	98224734	0	2020 6	INV	P	10.49 121319	238760	LIBRARY MATERIALS
						21.73		
						ACCOUNT TOTAL		514.52
10550220 477160								Video Recordings
010509 BAKER & TAYLOR INC C H40649090		0	2020 6	INV	P	142.22 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40712900		0	2020 6	INV	P	33.33 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40760500		0	2020 6	INV	P	65.16 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40775050		0	2020 6	INV	P	214.76 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40829070		0	2020 6	INV	P	10.13 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40861320		0	2020 6	INV	P	97.83 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40896600		0	2020 6	INV	P	28.99 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H41129370		0	2020 6	INV	P	767.13 122019	238854	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H41548980		0	2020 6	INV	P	21.71 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H41755850		0	2020 6	INV	P	13.95 122019	238854	LIBRARY MATERIALS
						1,395.21		
010546 MIDWEST TAPE	98197701	0	2020 6	INV	P	41.22 121319	238760	LIBRARY MATERIALS
010546 MIDWEST TAPE	98229650	0	2020 6	INV	P	35.98 121319	238760	LIBRARY MATERIALS
010546 MIDWEST TAPE	98261146	0	2020 6	INV	P	15.74 122019	238981	LIBRARY MATERIALS
010546 MIDWEST TAPE	98293360	0	2020 6	INV	P	49.47 122019	238981	LIBRARY MATERIALS
						142.41		
						ACCOUNT TOTAL		1,537.62
10550220 477210								Non-Fiction Video-DVD
010509 BAKER & TAYLOR INC C H40775050		0	2020 6	INV	P	43.49 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H40829070		0	2020 6	INV	P	144.98 121319	238658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C H41548980		0	2020 6	INV	P	50.57 121319	238658	LIBRARY MATERIALS
						239.04		
010546 MIDWEST TAPE	98293360	0	2020 6	INV	P	37.48 122019	238981	LIBRARY MATERIALS
						ACCOUNT TOTAL		276.52
10550220 477220								Multi-Media/Gaming
010536 INGRAM LIBRARY SERVI 42707864		0	2020 6	INV	P	408.41 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 42796630		0	2020 6	INV	P	227.95 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 42894588		0	2020 6	INV	P	655.36 121319	238720	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 42936898		0	2020 6	INV	P	56.99 122019	238936	LIBRARY MATERIALS
						1,348.71		
						ACCOUNT TOTAL		1,348.71
10550220 477230								Non-Fiction Audio-CD
010518 BLACKSTONE AUDIOBOOK 1150295		0	2020 6	INV	P	40.00 121319	14705	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010518 BLACKSTONE AUDIOBOOK	1152572	0	2020 6	INV	P	80.00 121319	14705	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1154085	0	2020 6	INV	P	40.00 122019	14775	LIBRARY MATERIALS
						160.00		
010546 MIDWEST TAPE	98224733	0	2020 6	INV	P	39.99 121319	238760	LIBRARY MATERIALS
						ACCOUNT TOTAL	199.99	
10550220 477250						Downloadable Media		
011068 OVERDRIVE INC	01370CO19226372	0	2020 6	INV	P	65.00 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19227979	0	2020 6	INV	P	1,069.92 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19236444	0	2020 6	INV	P	318.47 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239331	0	2020 6	INV	P	667.03 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239350	0	2020 6	INV	P	65.00 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239351	0	2020 6	INV	P	457.34 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19239642	0	2020 6	INV	P	744.98 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19241343	0	2020 6	INV	P	203.47 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO19243599	0	2020 6	INV	P	45.50 122719	239517	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19224051	0	2020 6	INV	P	325.00 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19234753	0	2020 6	INV	P	102.47 122019	238989	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA19240094	0	2020 6	INV	P	119.96 122719	239517	LIBRARY MATERIALS
						4,184.14		
015034 KANOPY INC	176078 - PPU	0	2020 6	INV	P	2,148.00 122019	238960	LIBRARY MATERIALS
						ACCOUNT TOTAL	6,332.14	
10550220 477330						Print/Reference Serials		
010545 MCS COURIER & DIST	101932	0	2020 6	INV	P	1,158.99 122019	238976	LIBRARY MATERIALS
						ACCOUNT TOTAL	1,158.99	
						ORG 10550220 TOTAL	26,028.47	
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FUND 1000 General						TOTAL:	91,754.84	
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Wesley Beary, President

John Beasley, Secretary