



IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

September 24, 2020

Electronic Formal Meeting - 5:00 pm

ZOOM MEETING PLATFORM

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

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

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

<https://zoom.us/meeting/register/tJlvf-itqToiGdAqxpw2YLPLAXQ2pTLgXDoq>

If you are asked for a meeting ID, enter Meeting ID: **962 8157 1834**

to enter a “Waiting Room” for the meeting.

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

When prompted, enter the **meeting ID: 962 8157 1834**

Providing comments in person is not an option.

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Wesley Beary, President

John Beasley

Kellee Forkenbrock

Derek Johnk, Secretary

Carol Kirsch, Vice-President

Robin Paetzold

Tom Rocklin

Hannah Shultz

Monique Washington

1. Call Meeting to Order.

2. Public Discussion.

3. Items to be discussed.

A. FY22 Budget.

Comment: The FY22 operating budget will be discussed.

4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Adult Services.

C. Development Office Report.

5. President's Report.

6. Announcements from Members.

7. Committee Reports.

A. Foundation Members. The FY2022 Memorandum of Understanding between the Friends Foundation Board of Directors and the Iowa City Public Library Board of Trustees.

8. Communications.

A. Follow-up information from Susan Vileta, Health Educator, Johnson County Department of Health

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9. Consent Agenda.

- A. Approve Regular Minutes of Library Board of Trustees August 27, 2020 meeting.
- B. Approve Minutes of the Special Meeting of the Library Board of Trustees, September 10, 2020.
- C. Approve Disbursements for August, 2020.

10. Set Agenda Order for October Meeting.

11. Adjournment.

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Iowa City Public Library Meeting Agendas and Other Significant Events		
SEPTEMBER 24, 2020	OCTOBER 22, 2020	NOVEMBER 19, 2020
<p>Memorandum of Agreement between ICPLFF and ICPL</p> <p>Budget Discussion</p> <p>Departmental Reports: AS, CAS</p>	<p>Budget Discussion</p> <p>Policy Review: 501: Statement of Authority 502: General Personnel policies 503: Rights & Benefits of Administrative & Confidential Staff 504: AFSCME Contract</p> <p>Review 1st Quarter Statistics and Financials</p> <p>Departmental Reports: CH, CLS, IT</p> <p>OTHER: Looking Forward: 10/15, 7pm online</p>	<p>Appoint Committee to Evaluate Director</p> <p>Policy Review: 808: Art Advisory Committee 809: Library Use 810: Discussion Rooms</p> <p>Departmental Reports: AS, CAS</p>
DECEMBER 17, 2020	JANUARY 28, 2021	FEBRUARY 25, 2021
<p>Policy Review: 704: Cardholder Database 811: Theft, Defacement, or Alteration of Library Materials</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>6-month Strategic Planning Update</p> <p>Review 2nd Quarter Goals/Statistics and Financials</p> <p>Departmental Reports: AS, CAS</p>	<p>Director Evaluation</p> <p>Policy Review: 700: Community Relations 701: Public Relations 706: Outreach</p> <p>Set Calendar for Next Fiscal Year</p> <p>Appoint Nominating Committee</p> <p>Departmental Reports: CH, CLS, IT</p>
MARCH 25, 2021	APRIL 22, 2021	MAY 27, 2021
<p>Policy Review: 702: Library Programming 812: Hours of Service</p> <p>Departmental Reports: AS, CAS</p>	<p>Review 3rd Quarter Statistics and Financials</p> <p>Policy Review: 803: Event Board 804: Free Materials Distribution 805: Display 816: Library Access for Sex Offenders Convicted of Sex Offense Against a Minor</p> <p>Departmental Reports: AS, CH, CLS, IT</p>	<p>Policy Review: 806: Meeting Room and Lobby Use</p> <p>Departmental Reports: AS, CAS</p>
JUNE 24, 2021	JULY 28, 2022	AUGUST 25, 2022
<p>Election of Officers</p> <p>President Appoints to Foundation Board</p> <p>Develop Ideas for Board Annual Report</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Review Board Annual Report</p> <p>Strategic Planning Update</p> <p>Departmental Reports: AS, CAS</p>	<p>Review Annual Staff Report</p> <p>Adopt NOBU Budget</p> <p>Review 4th Quarter Statistics and Financials</p> <p>Departmental Reports: CH, CLS, IT</p>

Director's Report: September 2020

Preparing to Move into Phase Three of Reopening

The Leadership Team has finalized details for starting Lobby Grab & Go service on Tuesday, October 6th (unless public health indicators get worse). It is exciting to be on the cusp of welcoming patrons into the building, and we will be making several changes in preparation for this service roll-out. We will open the lobby restrooms and update the maintenance schedule to increase cleaning frequency in the lobby (this requires additional maintenance staff onsite, so Brad Gehrke will reinstate a number of Facilities Services staff who are currently furloughed). We will also bring back an additional cohort of staff to assist with service delivery. We are establishing a Welcome Kiosk near the Linn Street lobby doors to serve as a first touch-point for patrons. Staff at this kiosk will greet users, explain updated safety protocols and expectations, and answer questions about available services. Initially, the Welcome Kiosk will be staffed by members of the Leadership Team. We will shift to this more traditional desk staffing once we have a better understanding of how patrons will interact with the service point.

Welcome, Samantha Helmick!

ICPL's new Community and Access Services Coordinator, Sam Helmick, began work on Monday, September 14th. Sam's first week has been packed with orientation activities, meetings, and generally figuring out how things work here, but they have already impressed us with their knowledge, flexibility, and professionalism. The CAS staff are doing a great job welcoming their new coordinator and demonstrating current practices, and the Leadership Team is working hard to make sure Sam is up to date on our projects and initiatives. Special thanks to Anne Mangano and Angie Pilkington for stepping in and managing the CAS department while we were between coordinators. It's so inspiring to watch the staff come together to ensure their new colleague starts out strong!

Budget Process: Departmental Conversations

Coordinators are working with their teams to identify funding needs for the FY2022 budget cycle. This is a first step in building the draft budget that will become our formal budget request. While this is a difficult time to futurecast spending with confidence, we are focusing on crafting a flexible overall budget that could accommodate virtual and/or in person services and that reflects both our new strategic initiatives and the services we know our community counts on every year.

Strategic Plan Implementation: Developing Tactics

Work continues on developing tactics and assessment tools for the goals and objectives included in our strategic plan. While some tactics were itemized during the draft and final phases of the strategic plan, the current efforts are where we really emphasize the "whole library" aspect of the strategic plan; we identify how departments and workgroups will bring the document to life by leading specific work. With a slightly different type of plan than usual, crafting these tactics is an exercise in stretching our mental models and thinking about our leverage in the community in new ways. I love seeing the individual goals and objectives begin to grow into plans as they are connected by tactics from different departments; it's one more example of the deep strength and passion for service that makes the ICPL staff so special.

Respectfully Submitted,
Elsworth Carman

Adult Services Department Report

Prepared for the September 24, 2020 Meeting of the Iowa City Public Library Board of Trustees
Jason Paulios, Adult Services Coordinator

New Teen Services Librarian

Our new Teen Services Librarian, Victoria Fernandez, started her position the first of September. She came to us from the Cedar Rapids Public Library (CRPL) with a strong background in planning and implementing programs for all ages. She's excited to take on the challenge of reaching teens remotely and has hit the ground running by reaching out to a number of local nonprofits and schools to build connections, including: the Iowa City Parks & Recreation department, Dream City, United Action for Youth (UAY), and Neighborhood Centers of Johnson County. Inspired by our Read Woke program initiative, Victoria brought with her a series of co-sponsored literature events with CRPL and, one week after joining, she hosted an event with Casey from the Children's Department. Somehow, Victoria has also found time to create some on-the-fly teen programs for the Iowa City Climate Fest and plan for an online quiz with other Iowa Library Association (ILA) Teen Librarians. We're happy to welcome Victoria to Adult Services and can't wait for ICPL teens to meet her!

Remote Printing Service

Our plan for introducing Tech Access at the end of June was curtailed by the rise in Covid cases. Part of that offering was to allow for in person printing. Since cases have stayed inflated, we identified a way for patrons to request remote printing and implemented this during the last full week of August. Patrons can attach a file to a Reference chat conversation or to an online form on our Ask Us page (<https://www.icpl.org/services/ask>). Patrons are instructed to provide a name and date for pickup. Staff working in the building look for these incoming printing jobs and where they may be retrieved during our curbside hours. We permit ten free black-and-white pages per day.

Interlibrary Loan

We are seeing close to half of the normal Interlibrary Loan (ILL) request volume from our patrons with fulfillment rates being higher than normal. As more college and university libraries came online in August, we saw a large increase in fulfilled items from ILL lenders. Mirroring the trends above, we're loaning a normal number of items to outside libraries, with an extremely high fulfillment rate on our end. This all likely means that circulation is down everywhere so more items are on the shelf here and elsewhere to send out to interested parties.

Feedback

We are so glad to be able to stay connected with many of our patrons through our online Ask Us page, on the phone, or at online programs and classes. We repeatedly hear how glad people are to be able to get their questions answered or just have a chat. This month Stacey McKim shared that she was able to serve as a resource to a special collection library about operations during COVID-19. Stacey talked to a woman who runs a craft guild's weaving library about circulation procedures and quarantining returned items for their fairly large collection of books.

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 September 24, 2020

Looking Forward: Maureen Corrigan and Lisa Scottoline in Conversation

The Annual Fundraiser for the Iowa City Public Library
 Thursday, October 15, 2020 at 7 p.m. online

Everyone is welcome to enjoy the energy created when a bestselling, award-winning author talks with a renowned, award-winning book reviewer.

You are invited to join us in looking forward to sharing a fun evening with them to grow the Iowa City Public Library.



Maureen Corrigan is the book reviewer on the National Public Radio *Fresh Air* program, columnist for *The Washington Post*, the Nicky and Jamie Grant Distinguished Professor of Literary Criticism at Georgetown University, author of two books, and associate editor of, and contributor to, *Mystery and Suspense Writers*. Her annual "best books" list is always highly anticipated and requested.

Lisa Scottoline is a number one bestselling, Edgar award-winning author of soon-to-be 33 novels. With her daughter, Francesca Serritella, she writes the popular 'Chick Wit' *Philadelphia Inquirer* column, featuring their witty and fun take on life from a woman's perspective. The author writes mysteries, thrillers, and a series of *New York Times* bestselling humorous memoirs including *Why My Third Husband Will be a Dog*, which has been optioned for television.

Looking Forward is presented by the Board of Directors of the Iowa City Public Library Friends Foundation in partnership with The Tuesday Agency. Each guest will receive a link to the virtual presentation and a special *Looking Forward Best Books* list. Golden Circle, \$125 library friends, will also receive a book and special refreshments package with wine, cheese, crostini, and jam from Brix Cheese Shop and Wine Bar. Make reservations now for \$25 or \$125 to experience the unexpected www.icpl.org/looking-forward

Thank You

Your generosity makes a difference for thousands of people using the library every day, even during a pandemic. Financial donations of all sizes to the Iowa City Public Library Friends Foundation ensure that:

- daily children's storytime programs are delivered by trained staff dedicated to literacy skill development
- there are shorter wait lists for new bestsellers
- that there is *more than ever* online to read, listen to, and watch using your ICPL card

Thanks to volunteers on the ICPL Friends Foundation Board of Directors and other community volunteers working with us, nearly \$320,000 was raised and unrestricted use (Annual Fund) giving increased in Fiscal Year 2020, July 1, 2019-June 30, 2020:

Fiscal Year	Annual Fund Total	% Change	Average gift	Number of Donors
2020	\$185,575	+ 7% / \$11,861	\$249	744
2019	\$173,714	- .4% / \$770	\$157	1,105
2018	\$174,484	+ 3% / 4,666	\$146	1,196
2017	\$169,818	+ .1% / \$217	\$161	978
2016	\$169,601	+ 6% / \$9,556	\$192	816

**Memorandum of Understanding Fiscal Year 2021
between the Iowa City Public Library Friends Foundation Board of Directors
and the Iowa City Public Library Board of Trustees**

The Iowa City Public Library Friends Foundation Board of Directors approved the attached Fiscal Year 2021 (FY21) budget on June 3, 2020. The Iowa City Public Library Friends Foundation agrees to pay the Iowa City Public Library a total of \$117,500.00 in undesignated use grants for FY2021 for needs approved by the Library Director. Payments will be made on the first day of each quarter of fiscal year 2021: July 1, 2020; October 1, 2020; January 1, 2021; and April 1, 2021.

In addition, the Iowa City Public Library Friends Foundation agrees to fund a portion of salaries and benefits of the staff of the Iowa City Public Library Development Office. The Iowa City Public Library Friends Foundation agrees to pay up to \$129,800.00 in FY2021 as determined by the budget for salaries and benefits. Payments to the Iowa City Public Library will be made on the monthly schedule determined by the Iowa City Public Library/City of Iowa City.

Thus, as outlined above, the total grants, salaries and benefits payable to the Iowa City Public Library and City of Iowa City from the Iowa City Public Library Friends Foundation for FY2021 is \$247,300.00. Funds will be payable from current and past year annual gifts, current and past year unrestricted spendable earnings, and, if necessary, unrestricted equity.

Wesley Beary, President
Board of Trustees
Iowa City Public Library

Laura Ebinger, President
Board of Directors
Iowa City Public Library Friends Foundation

Date

Date

Budget FY2021 ICPL Friends Foundation

Ordinary Income/Expense

Income	
Book End	5,000
Contribution Income	127,500
Gifts & Bequests (passthrough)	50,000
Interest/Dividends	5,000
Special Events	9,700
Transfer In from Savings	80,000
Transfer In from Spendable Acct	35,000
Total Income	312,200
Expense	
Administrative Expense	42,800
BookEnd Expense	700
Fundraising Expense	101,200
Gifts & Bequest (passthrough)	50,000
Grants to Library	117,500
Total Expense	312,200
Net Ordinary Income	-

ICPLFF Board approved 6/3/2020

From: Susan Vileta <svileta@johnsoncountyiowa.gov>
Sent: Monday, September 14, 2020 2:35 PM
To: Elyse Miller <elyse-miller@icpl.org>; Elsworth Carman <Elsworth-Carman@icpl.org>
Subject: Follow-up from board mtg

Hi, Elsworth and Elyse,

I appreciated the robust conversation at the board meeting last week. It's clear this conscientious group has the library's and public's best interest in mind. I said I would follow-up with some additional information. Please share this with your board members and I'm happy to answer any additional questions.

Take care,
Susan

Face Shields

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#face-shields>

- A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC **does not currently recommend** use of face shields as a substitute for masks.
- However, wearing a mask may not be feasible in every situation for some people for example, people who are deaf or hard of hearing—or those who care for or interact with a person who is hearing impaired. Here are some considerations for individuals who must wear a face shield instead of a mask:
 - Although evidence on face shields is limited, the available data suggest that the following face shields may provide better source control than others:
 - Face shields that wrap around the sides of the wearer's face and extend below the chin.
 - Hooded face shields.
 - Face shield wearers should wash their hands before and after removing the face shield and avoid touching their eyes, nose and mouth when removing it.
 - Disposable face shields should only be worn for a single use and disposed of according to manufacturer instructions.
 - Reusable face shields should be cleaned and disinfected after each use according to manufacturer instructions or by following [CDC face shield cleaning instructions](#).
 - **Plastic face shields for newborns and infants are NOT recommended.**

Air flow

CDC <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>

EPA <https://www.epa.gov/coronavirus/indoor-air-and-coronavirus-covid-19>

- Consider taking steps to improve ventilation in the building, in consultation with an HVAC professional, based on local environmental conditions (temperature/humidity) and ongoing community transmission in the area:
 - Increase the percentage of outdoor air, (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
 - Increase total airflow supply to occupied spaces, if possible.
 - Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
 - Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
 - Improve central air filtration:
 - Increase air filtration to as high as possible without significantly diminishing design airflow.
 - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass.
 - Consider running the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with industry standards.
 - Generate clean-to-less clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
 - Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher-risk areas).



BOARD OF TRUSTEES

Minutes of the Electronic Regular Meeting August 27, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

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

Members Present: Wesley Beary, John Beasley, Kellee Forkenbrock, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington.

Members Absent: Derek Johnk.

Staff Present, Paul Bethke (in at 5:26pm), Elsworth Carman, Karen Corbin, Melody Dworak, Alyssa Hanson, Anne Mangano, Patty McCarthy, Stacey McKim, Brent Palmer, Jason Paulios, Angela Pilkington.

Call Meeting to Order. President Beary called the meeting to order at 5:01 p.m.

Public Discussion. None.

Items for Discussion/Action.

Reader's Advisory demonstration. Melody Dworak introduced *Staff Picks...Just for You*, a personalized service developed by the Collection Services team through a strategic plan goal which was intended to better engage patrons with collections (available at icpl.org/just-for-you). It started in September and is intended to help patrons find materials while the building is closed during the pandemic. Patrons cannot browse the shelves to find surprises. Through an online survey, patrons provide information about their preferences, favorite authors, and tastes, so that library staff may suggest titles. To build on this service, book bundles are now also being created to provide patrons with several selections. Promotion will begin September 1. Of 40 uses to date, 55% were for Adult/Young Adult fiction, 13% Adult/Young Adult nonfiction, 13% Tweens, and 19% children ages 0-8 years. In response to Rocklin's question about collecting satisfaction information, Dworak said the response form requests feedback which has been used by four patrons to say something positive about the service. The team is discussing assessments. In response to Paetzold's question on how patrons at their holds limit can use the service, Dworak responded the holds are not impacted by the service. Paetzold reported community feedback on the impact of the holds limit when items are now checked out for 6 weeks, are quarantined

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after return, and on the holds shelf for more time. Carman stated staff will soon present Trustees with a plan to change hold limits. Dworak's presentation ended at 5:20 p.m.

FY21 Strategic Plan.

Carman explained the Values remain in alphabetical order because leadership team efforts to prioritize them resulted in the realization that additional staff and community input would be helpful in order to achieve that goal. That input will be sought later. Beary agreed that plan is reasonable. Beasley questioned whether 'reimagine' should be 'reimage' in Goal 1 Objective 1. Carman explained how reimagine fits with the goal for recovery and renewal post COVID-19 closure. Beasley concurred. A motion to approve the FY21 Strategic Plan as presented was made by Rocklin and seconded by Shultz. There was no discussion. Motion carried 8/0.
(Bethke entered the meeting at 5:26 p.m.)

NOBU Budget.

Carman stated the FY2021 **Non-Operating Budget** (NOBU) request focuses on annual and ongoing expenses with few new projects due to uncertainty about the financial impact of COVID-19 on city revenues. NOBU is primarily comprised of Friends Foundation grants which can be carried over year to year and some state funding which must be spent in the current year. Carman thanked Paetzold for noting a correction needed on page 3 total to be FY21, not FY20.

Members discussed the request for the ICPL 125th anniversary celebration which will begin in FY21 and continue in FY22. ICPL was incorporated in 1896 and opened its doors in 1897. A planning committee will be formed to determine how the celebration is marked. A community gathering in person may not be possible which may result in a reduction in the amount. Carman assured members the allocation could be revisited as needed and represents a year-long celebration, not a single event.

Members discussed the art appraisal request. There was consensus it could be easier to accomplish the appraisal while the building is closed to the public.

Paetzold questioned the timing of the NOBU presentation being made after the start of new fiscal year. Carman noted that it was presented in August last year, but that could have been because last year was his first year working through the budget cycle. Carman will make sure the NOBU budget is on the July agenda next year.

A motion to approve the FY2021 NOBU budget as presented was made by Kirsch and seconded by Beasley. There was no discussion. Motion carried 8/0.

Library Annual Report.

Carman apologized that he accidentally omitted Kara Logsden on the staff retirement list. He will correct that in recognition of her 22 years of service before the document is shared elsewhere. Members expressed appreciation that the report is presented pre-pandemic closure and post-pandemic closure.

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Staff Reports.

Director's Report.

Carman had no additions. Beasley asked whether service will change now that the Iowa City Community School District will begin the new year online only. Carman stated communications have been ongoing with school district officials and particularly the Children's department is working on plans to support learners and their families. Proposals include purchasing additional hotspots to be borrowed.

Departmental Reports.

Children's Services. No questions or comments.

Collection Services. Mangano stated supply chain breakdowns are being resolved and the three-month delay in receiving newly published titles seems to have ended resulting in huge deliveries in a short time period. Staff are working to quickly process the new books to make them available to patrons.

IT. No questions or comments.

Development Office. McCarthy invited all to the online Looking Forward: Maureen Corrigan in Conversation with Lisa Scottoline event on October 15 at 7pm. In response to a question by Beary, McCarthy said FY2020 year-end financial reports should be ready for the September meeting. The Friends Foundation's first FY21 Board meeting is on 9/3/2020.

Facilities Services. No questions or comments.

Business Office. No questions or comments.

Miscellaneous. Beary appreciated that the bookmobile was used to provide WiFi and tech access following the August 10 derecho when thousands lost electricity, internet, and phone service for many days.

President's Report.

Beary followed up his written report on Continuing Education (CE) for Trustees by stating the Staff Picks...Just for You presentation tonight counts for CE.

Paetzold asked about the status of rescheduling the special meeting with the Johnson County Public Health department representative to talk about COVID-19 and reopening the library. Carman responded the new date will hopefully be determined and announced next week.

Kirsch expressed appreciation to Beary for interesting CE suggestions. Carman will share information about upcoming professional conferences which are to be online and are less expensive, which may encourage participation.

Shultz will present a program at the October 15-16 online Iowa Library Association (ILA) annual conference with Cedar Rapids Library staff. Carman will present a program on library accessibility for transgender and non-binary community members at ILA.

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Announcement from Members.

Paetzold requests information about the determinants and measures used by University of Iowa Libraries in its reopening plan. Carman will follow-up.

Beasley asked about whether Marion Public Library needs help after the storm destroyed its building and a lot of its collection. Carman responded he contacted Marion which now has a temporary location which will soon open. He thanked Beasley for his concern and will provide future updates if needed.

Committee Reports. Kirsch stated the Friends Foundation Board meeting is planned on 9/3/2020.

Communications. None.

Consent Agenda. A motion to approve the consent agenda was made by Shultz and seconded by Kirsch. There was no discussion. Motion carried 8/0.

Set Agenda for September meeting.

Review Friends Foundation Annual Memorandum of Understanding.

FY22 Draft Budget.

Department reports.

Discussion as needed following special meeting with Johnson County Public Health.

Adjournment. President Beary closed the meeting at 6:08 p.m.

Respectfully submitted,
Patty McCarthy

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BOARD OF TRUSTEES

Minutes of the Electronic Special Meeting September 10, 2020

DRAFT

Electronic Meeting (Pursuant to Iowa Code section 21.8)

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

Members Present: Wesley Beary, John Beasley, Kellee Forkenbrock, Derek Johnk, Carol Kirsch, Robin Paetzold, Tom Rocklin, Hannah Shultz.

Members Absent: Monique Washington.

Staff Present: Paul Bethke, Elsworth Carman, Karen Corbin, Melody Dworak, Beth Fisher, Alyssa Hanson, Phil Kirk, Patty McCarthy, Stacey McKim, Anne Mangano, Elyse Miller, Diana Morris, Brent Palmer, Jason Paulios, Angela Pilkington, Candice Smith.

Guests Present: Susan Vileta, Johnson County Public Health, Elizabeth McKay.

Call Meeting to Order. Vice-President Kirsch called the meeting to order at 5:08 pm.

Public Discussion. None.

Johnson County Public Health Discussion. Susan Vileta, Health Educator, Johnson County Public Health (JCPH) participated in the meeting. Vileta said JCPH believes being cautious is important. JCPH's answers about when or whether or not to open are sought by agencies throughout the county. Schools are currently using a 2-week positivity rate and absenteeism. JCPH is using a personalized/specialized approach but Vileta said we can take into consideration what the schools are doing as a guide. Kirsch asked about a specific downtown retail store. Vileta said she cannot comment about individual businesses. She did iterate that places that push the mask mandate, set up their staff to distance well and using all of the measures together is what helps the most. She said the library has done really well in its COVID prevention strategies thus far. She mentioned there are places that have removed furniture and suggested people call ahead to a place to find out what their safety precautions and mitigation measures are. If the place cannot provide this information, she suggests to not go there right now. Vileta said JCPH can tell us if there are larger outbreaks from people doing regular, everyday things.

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People gathering together in smaller spaces for longer periods of time without using mitigation measures is a problem.

Carman asked about comparing service across a desk with a plexiglass partition versus people being closer together in a smaller space as with tech work. Carman asked about safer ways to do this. Johnk added he has heard using 15-minute guidelines for people to be close together. Vileta said JCPH has been talking to schools weekly about the 15-minute guideline.

Vileta described measures that are often recommended if someone has been exposed to the virus and needs to quarantine. The person must isolate for ten days alone in a room. A person in quarantine may not spend any time with others, everything must be disinfected, and masks must be changed. A person must be fever-free for 24 hours plus the ten days since symptoms began, and then quarantine is over. A person will be tested. Contact tracing will include contacts a person had 48-hours before symptoms presented. Vileta said the measures the library has taken are gold standard.

Carman asked what would happen without plexiglass in a tech situation, for example. Vileta emphasized that face-to-face interaction is how droplets are transmitted. Vileta said it is a balance and good training is essential. Paetzold said it sounds like increased contact with conservative behaviors would be okay at this point. Vileta asked about the phrase "increased contact". Paetzold said increased contact could have levels and we are trying to balance safety and service. Beasley added that the state was ready to resume district court activity on Monday but despite the requirements of social distancing, masking, other procedures for jury trials, because of the increased number of cases in Johnson County, it is not safe currently to have trials in Johnson County. Vileta agreed that it is riskier right now. Kirsch said it is hard because of how Iowa has behaved, and asked if there is a percentage that would enable these kinds of institutions to open. Is there a number where the benefits outweigh the risks? Beasley said at this point in time, based on what is going on in Johnson County, he is not comfortable opening up Meeting Room A for computers. He believes the vaccine is the critical piece of this. Vileta said JCPH cannot say what the magic number is and it would be a disservice to the public because they don't know.

Kirsch says that if the schools open, it will become more difficult for the library to stay closed. Rocklin said at some point we will feel like opening will be safer. He pointed out HVAC changes and wonders what other measures could be incorporated. Vileta said they have been trying to do due diligence on indoor air. There are recommendations on the CDC website and she will email Carman information about HVAC. Beasley said that before going into a courthouse, a witness must be asked all the questions related to pandemic health, before being admitted to the courtroom. Vileta said schools are using self-reporting and checklists. Carman said we have used a self-assessment tool since the beginning of the pandemic and has been pleased with how seriously staff have taken these steps. Carman believes taking this level of responsibility for each other makes a big difference.

Carman asked about mask wearing. Is it okay for a staff member in a one-person office with a closed door to remove their mask? If staff are in a shared area but six feet or more apart, what is best? Vileta said this is what they do at JCPH: The minute staff walk out an office door, they mask up. As for shared space with no public interaction, but good social distancing, she said maybe. The habit of wearing the mask is important. Vileta said there is not enough information at this point to say if shields are doing as

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much as we would like them to do, and without more information about the plastic type shields, JCPH thinks masks are better. Carman asked about a member of the public not wearing a mask for a health reason. When asked several weeks ago, the City legal team said we could ask this person to leave since access to our materials is available without coming into the building. Carman wants to make sure offering a face shield alone to the public is inadequate. Paetzold said the UI College of Public Health is using shields. Vileta says JCPH does not believe there is enough information to say a shield is just as good if not better than a mask right now. Paetzold is intrigued by the inconsistency. Vileta said if there is enough distance between you and another person, the shield does not prevent exposure like a mask would. Carman asked if a member of the public wants to wear a shield, can we offer them a mask. Vileta said we should offer a mask and also let them wear the shield. Paetzold said there are no definitive answers to anything and Vileta agreed.

Carman said trying to find a usable metric for safety continues to be complex. Vileta says it is frustrating and JCPH will support whatever decision the library makes. They say this to schools and businesses, too. Beasley asked if Vileta reviewed our plan. She said that nothing stood out or seemed strange or that we should not do. Carman asked if she has worked with organizations regarding facility cleaning. The library wants people to know how we are preparing our facilities. Our public restrooms are a big part of our services and we do not have the resources to clean the restrooms after every use. Carman asked if anyone is using language about building cleanliness. Vileta said she cannot think of anything but will make sure. Increased cleaning is a great idea but this is a risk people take any time they use a public restroom. Vileta said no extra information being required at this point. Paetzold asked about not just health and safety but also liability. She wants to know who is liable and if we need to take this into consideration. Vileta did not have an answer and has not heard much about liability. Carman said we welcome everyone, which can lead to patrons making assumptions or applying stereotypes in how they view other library users, and Vileta said this is the exact opposite of the space we've created. Vileta will get back to us and said we may call her at JCPH any time. Vileta left the meeting at 6:00 pm.

Carman asked the Board members if this discussion was what they were looking for. Beasley and Kirsch were satisfied. Vileta communicated that there is a lot of grey area and we need to find our own comfort level and use it. Kirsch felt it was helpful. Paetzold asked if special accommodations are being made by the City to meet the needs of particular staff members, like virtual work. Carman said if staff need additional accommodation, they speak with their supervisor. The City is trying to make this work for as many staff as possible. The City recently provided a policy with a framework for those staff responsible for childcare, leaving room for changes to assist with this situation. Carman said as an institution we can make many of these decisions ourselves.

Policy Review: 801: Circulation and Library Card Policy. Policy Review: 801: Circulation and Library Card Policy. Mangano pointed out that increasing holds from ten to twelve increases access to materials and is more convenient. Beginning October 1, we will return to original check out periods and hold pickup dates and offer automatic renewals. Johnk said he has heard anecdotally about the demand for children's materials. We offer children's book bundles and these materials are not included in our hold limits. In response to a question about how we decided on twelve holds, Mangano said we have to pull all of these items from the shelf and we are not sure how much more time it will take so incrementally seemed the best way to start. Beary asked if notification would be timely; Pilkington said patrons will

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receive the same notification on when to pick up holds when their materials are ready. Staff will also start marketing the change as soon as details are in place.

A motion to approve the policy as amended by staff was made by Johnk and seconded by Shultz . Motion carried 7/0.

Phase 2: Library Reopening Plan: Contactless Curbside Cold Weather Plan.

Our current curbside location is an emergency exit on Linn Street using tables outside which will be completely unusable in cold weather. Beasley asked about the difference between contactless curbside and lobby grab and go. Mangano said there would be a bit more contact. Patrons will place holds on materials, the materials will be pulled and placed in bags, but no appointment is necessary. Beasley asked the entrance/exit logistics. Mangano said we do not want staff to monitor the lobby; we want patrons to retrieve their items and leave the building, thus the 15-person limit. We may also issue library cards at Grab and Go. Kirsch believes anything we can do to inch forward toward what we used to do, any baby step, is worth taking. Rocklin said the difference between the two services is quite small and one we could easily live with. Stepping indoors adds a small risk; but people will not be standing around talking to each other. Rocklin wanted to reiterate Paetzold's inquiry about voting in the building and increased lobby traffic. Carman said we are hoping to have people exit through Meeting Room A and it will be separately contained. We have not done a walkthrough with the voting people or our Facilities staff yet. Carman envisions both services occurring at the same time but being separate. Paetzold asked if we would be responsible for the number of people coming into the building to vote. Carman said if the services are sharing the vestibule area, whatever the legal or other ramifications, he would feel a moral obligation to make sure safety standards are respected. Rocklin asked about the early voting timeline. Paulios said 10/16 to 11/1. Paetzold asked if we need to consider bathroom access for voters and for people picking up holds. Carman feels as soon as people are accessing the lobby besides just picking up their materials, the bathrooms will need to be open. Building Manager, Brad Gehrke, believes Facilities will make it work. We do not have plans for staff to monitor the number of persons entering the restrooms. Carman thinks we need to see what actually happens before we can make a policy. Rocklin appreciates the thought we have put into this. Carman said it is difficult to predict people's behaviors when these different things do come into play. Since we have taken a conservative approach, we have the benefit of seeing how well plexiglass barriers worked, whether arrows in HyVee have worked, etc. Carman said we are going to be transparent about what we are doing. The work we have put in planning tech access and other services is never for naught; we are able to use it to help with these kinds of discussions. Carman said having the bookmobile out after the derecho even for such a short period of time informed staff about the community needs during this time.

A motion to approve changes to the curbside plan during cold weather was made by Beasley and seconded by Johnk. Motion carried 8/0.

Phase 3: Library Reopening Plan: Lobby Grab & Go and Bookmobile Service.

Kirsch iterated the Board is not choosing one plan or the other plan. Beary said they are being asked to approve both so we have the flexibility to do whichever plan is better as we get closer to the date. Mangano said this is what the committee intended. She stated that either plan will cause some staffing changes, which requires a minimum of two-week notice. Kirsch was concerned the same start date made it slightly confusing. Mangano said Phase 3 would not necessarily begin on October 1. Mangano

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said they were hoping for more guidance from JCPH. Paetzold iterated the Board is being asked to approve the policy but not the date. Carman said 10/1 would be the earliest we would consider a service change. A motion to approve providing access to holds pickup in the lobby and on the Bookmobile was made by Paetzold and seconded by Kirsch. Motion carried 8/0.

Paetzold would like to know what the City's plan is for homeless people in the cold weather, especially while the library is closed. Carman does not believe there is a City plan right now. He believes we will learn more about what building access looks like and how people are responding to our rules when we go to lobby curbside or lobby Grab & Go/Bookmobile. Other peer libraries have said that they have not reached their capacity when opening with new limits on patron numbers. Paetzold is concerned about the individuals who have no place to go during the day. Kirsch said Shelter House relaxed their restrictions and let people stay during the day early on in the pandemic; she hopes they will lift the leave requirement during cold weather. Carman said this part of our service is hard to not have in place for people to be safe and sheltered. Carman said we can be intentional about decisions we make and will talk to the City Manager about other community resources. Beary said more details about early voting will be helpful.

Director's Report. Paetzold asked if Carman communicated with the University of Iowa library and Kirkwood Community College to see how they are responding to COVID. The people he spoke with said that it has been a combination of gut feeling and health information from various sources. Carman said he has been watching what the University of Wisconsin is doing as well.

President's Report. No additional reports to add.

Adjournment. President Beary closed the meeting at 6:43pm.

Respectfully submitted,
Elyse Miller

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110			Library Administration			
10550110 438130			Cell Phone/Data Services			
010482 VERIZON WIRELESS	9860490149	0	2021 2 INV P	198.20 082820	249656	Admin/ Monthly Cell
010889 U S CELLULAR	0388105494	0	2021 2 INV P	99.14 082820	249583	Admin/ Monthly Serv
			ACCOUNT TOTAL	297.34		
10550110 449120			Equipment Rental			
011736 KONICA MINOLTA BUSIN	68987121	0	2021 2 INV P	114.30 082820	249532	Admin/ Lease Paymen
011898 QUADIENT LEASING USA	N8427413	0	2021 2 INV P	758.31 082820	19041	Admin/Lease Payment
			ACCOUNT TOTAL	872.61		
10550110 449280			Misc Services & Charges			
000111 MCKINLEY, JOYCE	82520JM	0	2021 2 INV P	15.00 090420	249760	Admin/Overdue Fines
			ACCOUNT TOTAL	15.00		
10550110 452010			Office Supplies			
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	119.33 090420	249728	EMiller/ Mastercard
			ACCOUNT TOTAL	119.33		
10550110 469210 906			First Aid/Safety Supplies			
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	23.98 090420	249728	EMiller/ Mastercard
			ACCOUNT TOTAL	23.98		
10550110 469320 906			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	908200292	0	2021 2 INV P	1,203.58 090420	249727	AMangano/ Mastercar
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	20.68 090420	249728	EMiller/ Mastercard
				1,224.26		
010522 COPY SYSTEMS INC	IN385224	0	2021 2 INV P	44.40 082820	19021	Admin/ 4 Meter Tape
012264 MAILBOXES OF IOWA CI	73120	0	2021 2 INV P	1,302.00 082120	18686	Admin/ Bubble Maile
			ACCOUNT TOTAL	2,570.66		
			ORG 10550110 TOTAL	3,898.92		
10550121			Library Bldg Maint - Public			
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20200825155204	0	2021 2 INV P	24.26 082820	19034	MidAmBilling 082620
			ACCOUNT TOTAL	24.26		
10550121 438100			Refuse Collection Charges			
013663 REPUBLIC SERVICES OF	0897-000901621	0	2021 2 INV P	80.00 081420	247005	Recycling Services



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			ACCOUNT TOTAL	80.00		
10550121 442010			Other Building R&M Services			
010689 AQUA TECHNOLOGIES OF	9672	0	2021 2 INV P	235.16 082820	249485 FAC/	Enzyme Pump fo
010821 MIDWEST ALARM SERVIC	327127	0	2021 2 INV P	290.00 081420	246987 FAC/	Service Call a
010981 JOE'S QUALITY WINDOW	19367	0	2021 2 INV P	140.00 082820	249516 FAC/	Lower Outside
014457 A TECH INC	477350	0	2021 2 INV P	72.00 082820	19008 FAC/	Monitoring 9/1
			ACCOUNT TOTAL	737.16		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90499607	0	2021 2 INV P	607.00 082120	18698 Elevator	Maintenanc
			ACCOUNT TOTAL	607.00		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4058087576	0	2021 2 INV P	191.87 082820	249495 FAC/	Sanitary Suppl
010627 CINTAS CORPORATION	4059426447	0	2021 2 INV P	191.87 090420	249707 FAC/	Sanitary Suppl
				383.74		
			ACCOUNT TOTAL	383.74		
10550121 452040			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE	368817/3	0	2021 2 INV P	180.85 082820	249534 FAC/	Sanitary Suppl
010627 CINTAS CORPORATION	4058087576	0	2021 2 INV P	224.93 082820	249495 FAC/	Sanitary Suppl
010627 CINTAS CORPORATION	4059426447	0	2021 2 INV P	163.76 090420	249707 FAC/	Sanitary Suppl
				388.69		
			ACCOUNT TOTAL	569.54		
10550121 466070			Other Maintenance Supplies			
012308 DIAMOND VOGEL PAINT	252138997	0	2021 2 INV P	142.66 090420	249713 FAC/4	Gallons Paint
012308 DIAMOND VOGEL PAINT	252139389	0	2021 2 INV P	90.57 081420	246954 FAC/ 3	Gallons Pain
012308 DIAMOND VOGEL PAINT	252139646	0	2021 2 INV P	159.35 081420	246954 FAC/ 4	Gallons Pain
012308 DIAMOND VOGEL PAINT	252139872	0	2021 2 INV P	55.18 081420	246954 FAC/ 2	Gallons Pain
012308 DIAMOND VOGEL PAINT	252140118	0	2021 2 INV P	174.74 090420	249713 FAC/6	Gallons Paint
				622.50		
			ACCOUNT TOTAL	622.50		
			ORG 10550121 TOTAL	3,024.20		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550140			Library Computer Systems			
10550140 432060			Consultant Services			
010525 ENCOMPASS IOWA LLC	10441	0	2021 2 INV P	987.00 081420		18611 IT/ IT Essentials &
			ACCOUNT TOTAL	987.00		
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION	0789007015-20.08	0	2021 2 INV P	300.00 082120		248805 Internet Services
014293 IMON COMMUNICATIONS	2282517	0	2021 2 INV P	486.28 090420		249736 IT/ Phone & Interne
			ACCOUNT TOTAL	786.28		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U	908200250	0	2021 2 INV P	348.20 090420		249726 BPalmer/ Mastercard
010537 INNOVATIVE INTERFACE	INV-INC26193	0	2021 2 INV P	10,819.21 090420		249738 IT/ Encore Subscrip
010537 INNOVATIVE INTERFACE	INV-INC26194	0	2021 2 INV P	5,005.57 090420		249738 IT/Content Cafe Sub
010537 INNOVATIVE INTERFACE	INV-INC26195	0	2021 2 INV P	66,927.91 090420		249738 IT/ Sierra Maintena
				82,752.69		
			ACCOUNT TOTAL	83,100.89		
10550140 444100			Hardware R&M Services			
010081 CDW GOVERNMENT INC	ZRB4364	0	2021 2 INV P	3,890.90 090420		249705 IT/ HW Maintenance
			ACCOUNT TOTAL	3,890.90		
10550140 452010 906			Office Supplies			
010475 GREENSTATE CREDIT U	908200250	0	2021 2 INV P	60.49 090420		249726 BPalmer/ Mastercard
			ACCOUNT TOTAL	60.49		
10550140 455120			Misc Computer Hardware			
010475 GREENSTATE CREDIT U	908200250	0	2021 2 INV P	16.99 090420		249726 BPalmer/ Mastercard
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	1,221.00 090420		249728 EMiller/ Mastercard
				1,237.99		
			ACCOUNT TOTAL	1,237.99		
			ORG 10550140 TOTAL	90,063.55		
10550151			Lib Public Services - Adults			
10550151 432080			Other Professional Services			
015666 POLLINATION PRESS LL	71720	0	2021 2 INV P	250.00 081420		247000 AD/ Speaker Honorar
			ACCOUNT TOTAL	250.00		
			ORG 10550151 TOTAL	250.00		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
013778 KOLLUM, JASON	8620SRP	0	2021 2 INV P	262.50 081420	246980	CHI/See the Show! B
015667 BIGER, JACQUELINE	71520SRP	0	2021 2 INV P	75.00 081420	246944	CHI/ SRP French Sto
			ACCOUNT TOTAL	337.50		
10550152 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	908200235	0	2021 2 INV P	143.23 090420	249725	APilkington/ Master
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	126.22 090420	249728	EMiller/ Mastercard
				269.45		
			ACCOUNT TOTAL	269.45		
			ORG 10550152 TOTAL	606.95		
10550159			Lib Public Srvs-Comm Access			
10550159 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	908205531	0	2021 2 INV P	77.40 090420	249728	EMiller/ Mastercard
			ACCOUNT TOTAL	77.40		
			ORG 10550159 TOTAL	77.40		
10550160			Library Collection Services			
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055072020V	0	2021 2 INV P	193.03 081420	246941	LIBRARY MATERIALS
011068 OVERDRIVE INC	MR0137020249927	0	2021 2 INV P	228.00 081420	246997	LIBRARY MATERIALS
			ACCOUNT TOTAL	421.03		
			ORG 10550160 TOTAL	421.03		
10550210			Library Children's Materials			
10550210 477020			Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035319650	0	2021 2 INV P	23.90 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035326573	0	2021 2 INV P	83.94 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035348890	0	2021 2 INV P	151.04 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035352570	0	2021 2 INV P	34.82 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035367558	0	2021 2 INV P	100.07 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035384757	0	2021 2 INV P	41.42 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035387052	0	2021 2 INV P	103.17 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035390644	0	2021 2 INV P	14.37 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035406187	0	2021 2 INV P	38.01 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035408935	0	2021 2 INV P	28.74 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035413925	0	2021 2 INV P	111.92 090420	249696	LIBRARY MATERIALS
				731.40		



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
010536 INGRAM LIBRARY SERVI	47267613	0	2021 2	INV	P	30.71 081420	246970	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	47689657	0	2021 2	INV	P	8.60 090420	249737	LIBRARY MATERIALS	
						39.31			
ACCOUNT TOTAL						770.71			
10550210 477030			Books (Uncataloged)						
010509 BAKER & TAYLOR INC C	2035348890	0	2021 2	INV	P	27.98 081420	246941	LIBRARY MATERIALS	
ACCOUNT TOTAL						27.98			
10550210 477070			Downloadable-eBooks						
011068 OVERDRIVE INC	01370CO20245323	0	2021 2	INV	P	200.91 081420	246997	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20250055	0	2021 2	INV	P	41.97 082120	248889	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20254058	0	2021 2	INV	P	744.98 082820	249555	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20254290	0	2021 2	INV	P	26.98 082120	248889	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20260798	0	2021 2	INV	P	172.35 082820	249555	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20266028	0	2021 2	INV	P	138.77 090420	249778	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20266813	0	2021 2	INV	P	9.99 090420	249778	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20266814	0	2021 2	INV	P	168.81 090420	249778	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20268241	0	2021 2	INV	P	101.71 090420	249778	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CP20248241	0	2021 2	INV	P	97.23 081420	246997	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20244286	0	2021 2	INV	P	17.50 081420	246997	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20252470	0	2021 2	INV	P	73.49 082120	248889	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20258618	0	2021 2	INV	P	60.00 082120	248889	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20270793	0	2021 2	INV	P	70.00 090420	249778	LIBRARY MATERIALS	
						1,924.69			
ACCOUNT TOTAL						1,924.69			
10550210 477250			Downloadable Media						
011068 OVERDRIVE INC	01370CO20245324	0	2021 2	INV	P	35.00 081420	246997	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20266813	0	2021 2	INV	P	42.25 090420	249778	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20252470	0	2021 2	INV	P	31.50 082120	248889	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370DA20270793	0	2021 2	INV	P	22.50 090420	249778	LIBRARY MATERIALS	
						131.25			
015034 KANOPY INC	206953 - PPU	0	2021 2	INV	P	280.00 081420	246979	LIBRARY MATERIALS	
ACCOUNT TOTAL						411.25			
ORG 10550210 TOTAL						3,134.63			
10550220			Library Adult Materials						
10550220 477020			Books (Cat/Cir)						
010509 BAKER & TAYLOR INC C	2035319875	0	2021 2	INV	P	133.10 090420	249696	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2035329065	0	2021 2	INV	P	125.97 081420	246941	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2035329127	0	2021 2	INV	P	122.55 081420	246941	LIBRARY MATERIALS	



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C	2035332712	0	2021 2	INV	P	126.55 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035348890	0	2021 2	INV	P	1,369.79 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035359230	0	2021 2	INV	P	43.20 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035367558	0	2021 2	INV	P	187.64 081420	246941	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035373726	0	2021 2	INV	P	124.76 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035385067	0	2021 2	INV	P	954.95 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035387052	0	2021 2	INV	P	194.49 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035396599	0	2021 2	INV	P	14.56 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035401112	0	2021 2	INV	P	121.64 082820	249487	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035408783	0	2021 2	INV	P	354.45 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035413925	0	2021 2	INV	P	111.13 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035420926	0	2021 2	INV	P	445.55 090420	249696	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5016295977	0	2021 2	INV	P	152.68 081420	246940	LIBRARY MATERIALS
						4,583.01		
010520 CENTER POINT PUBLISH	1780855	0	2021 2	INV	P	134.82 090420	249706	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47267613	0	2021 2	INV	P	141.73 081420	246970	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47335905	0	2021 2	INV	P	18.04 090420	249737	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	47689657	0	2021 2	INV	P	556.73 090420	249737	LIBRARY MATERIALS
						716.50		
013692 MULTICULTURAL BOOKS	20-0589 A	0	2021 2	INV	P	118.58 081420	246993	LIBRARY MATERIALS
ACCOUNT TOTAL						5,552.91		
10550220 477070	Downloadable-eBooks							
011068 OVERDRIVE INC	01370CO20250053	0	2021 2	INV	P	100.95 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20253925	0	2021 2	INV	P	756.44 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20253926	0	2021 2	INV	P	569.21 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20253927	0	2021 2	INV	P	55.00 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20254076	0	2021 2	INV	P	12.99 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20254289	0	2021 2	INV	P	639.95 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20256088	0	2021 2	INV	P	181.49 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20256376	0	2021 2	INV	P	165.00 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20257940	0	2021 2	INV	P	110.00 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20259598	0	2021 2	INV	P	219.96 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260794	0	2021 2	INV	P	27.50 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260796	0	2021 2	INV	P	576.97 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260797	0	2021 2	INV	P	47.50 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260812	0	2021 2	INV	P	1,914.84 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260813	0	2021 2	INV	P	49.99 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20261860	0	2021 2	INV	P	55.00 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266021	0	2021 2	INV	P	6.99 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266029	0	2021 2	INV	P	480.87 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266737	0	2021 2	INV	P	534.49 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266748	0	2021 2	INV	P	24.99 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20267829	0	2021 2	INV	P	40.00 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20268240	0	2021 2	INV	P	326.90 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP20248241	0	2021 2	INV	P	1,474.17 081420	246997	LIBRARY MATERIALS



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011068 OVERDRIVE INC	01370DA20242562	0	2021 2	INV	P	65.00 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20244286	0	2021 2	INV	P	569.02 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20244287	0	2021 2	INV	P	65.00 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20252470	0	2021 2	INV	P	609.44 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20252471	0	2021 2	INV	P	28.99 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20258618	0	2021 2	INV	P	836.35 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20260206	0	2021 2	INV	P	59.99 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20262226	0	2021 2	INV	P	45.00 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20265240	0	2021 2	INV	P	272.52 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20270793	0	2021 2	INV	P	379.94 090420	249778	LIBRARY MATERIALS
						11,302.45		
ACCOUNT TOTAL						11,302.45		
10550220 477100	Fiction Audio-CD							
010518 BLACKSTONE AUDIOBOOK	1176279	0	2021 2	INV	P	400.00 081420	18600	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1177052	0	2021 2	INV	P	160.00 082820	19017	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1178288	0	2021 2	INV	P	40.00 082820	19017	LIBRARY MATERIALS
						600.00		
010551 RECORDED BOOKS LLC	76686146	0	2021 2	INV	P	82.20 082820	19042	LIBRARY MATERIALS
ACCOUNT TOTAL						682.20		
10550220 477110	Music-CD							
010509 BAKER & TAYLOR INC C	H49006450	0	2021 2	INV	P	201.15 081420	246942	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H49322730	0	2021 2	INV	P	37.43 082820	249488	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H49359800	0	2021 2	INV	P	11.01 082820	249488	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H49447350	0	2021 2	INV	P	40.38 082820	249488	LIBRARY MATERIALS
						289.97		
010546 MIDWEST TAPE	99187288	0	2021 2	INV	P	13.49 082820	249543	LIBRARY MATERIALS
010546 MIDWEST TAPE	99216401	0	2021 2	INV	P	10.49 082820	249543	LIBRARY MATERIALS
						23.98		
ACCOUNT TOTAL						313.95		
10550220 477160	Video Recordings							
010509 BAKER & TAYLOR INC C	H48818730	0	2021 2	INV	P	21.71 081420	246942	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H49048000	0	2021 2	INV	P	57.98 082820	249488	LIBRARY MATERIALS
						79.69		
010546 MIDWEST TAPE	99215893	0	2021 2	INV	P	18.74 082820	249543	LIBRARY MATERIALS
010546 MIDWEST TAPE	99227057	0	2021 2	INV	P	55.99 082820	249543	LIBRARY MATERIALS
						74.73		



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ACCOUNT TOTAL						154.42		
10550220 477230				Non-Fiction Audio-CD				
010518 BLACKSTONE AUDIOBOOK	1176279	0	2021	2	INV P	38.99 081420	18600	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1177719	0	2021	2	INV P	40.00 082820	19017	LIBRARY MATERIALS
						78.99		
ACCOUNT TOTAL						78.99		
10550220 477250				Downloadable Media				
011068 OVERDRIVE INC	01370CO20253917	0	2021	2	INV P	59.99 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20253924	0	2021	2	INV P	578.24 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20253927	0	2021	2	INV P	884.49 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20256059	0	2021	2	INV P	574.26 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20257941	0	2021	2	INV P	99.75 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260794	0	2021	2	INV P	47.50 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260795	0	2021	2	INV P	66.50 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260799	0	2021	2	INV P	969.95 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260808	0	2021	2	INV P	109.00 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260813	0	2021	2	INV P	2,575.40 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20260814	0	2021	2	INV P	70.00 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20261863	0	2021	2	INV P	291.48 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266022	0	2021	2	INV P	52.48 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266030	0	2021	2	INV P	162.46 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20266748	0	2021	2	INV P	1,142.13 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20242562	0	2021	2	INV P	65.00 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20244286	0	2021	2	INV P	482.49 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20246781	0	2021	2	INV P	63.00 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20248760	0	2021	2	INV P	67.48 081420	246997	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20252470	0	2021	2	INV P	761.37 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20258618	0	2021	2	INV P	563.95 082120	248889	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20260206	0	2021	2	INV P	56.00 082820	249555	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20265240	0	2021	2	INV P	277.47 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20265241	0	2021	2	INV P	129.99 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20270793	0	2021	2	INV P	335.44 090420	249778	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20270794	0	2021	2	INV P	97.47 090420	249778	LIBRARY MATERIALS
						10,583.29		
015034 KANOPY INC	206953 - PPU	0	2021	2	INV P	3,318.00 081420	246979	LIBRARY MATERIALS
ACCOUNT TOTAL						13,901.29		
10550220 477330				Print/Reference Serials				
010169 GAZETTE COMMUNICATIO	FY21CRG	0	2021	2	INV P	693.05 090420	249721	GAZETTE SUBSCRIPTION
ACCOUNT TOTAL						693.05		
10550220 477350				Online Reference				
010550 PROQUEST INFORMATION	70630468	0	2021	2	INV P	2,893.30 081420	18624	LIBRARY MATERIALS
010550 PROQUEST INFORMATION	70642556	0	2021	2	INV P	17,892.84 090420	19107	LIBRARY MATERIALS



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						20,786.14
			ACCOUNT TOTAL			20,786.14
			ORG 10550220 TOTAL			53,465.40
=====						
FUND 1000 General			TOTAL:			154,942.08
=====						

Wesley Beary, President

Derek Johnk, Secretary