



# IOWA CITY PUBLIC LIBRARY

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

## LIBRARY BOARD OF TRUSTEES

December 17, 2020

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

**ZOOM MEETING PLATFORM**

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### **Electronic Meeting**

*(Pursuant to Iowa Code section 21.8)*

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

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

[https://zoom.us/meeting/register/tJUrdeygpiMuEtV0Vospf62zSDJaSe76Eu\\_h](https://zoom.us/meeting/register/tJUrdeygpiMuEtV0Vospf62zSDJaSe76Eu_h)

If you are asked for a meeting ID, enter Meeting ID: **916 2588 8481**

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: 916 2588 8481**

Providing comments in person is not an option.

*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](mailto:elyse-miller@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

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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. Holiday Calendar: Juneteenth.

Comment: The Holiday calendar needs updating to reflect a change to an official City holiday. Board action required.

B. Policy Review: 704: Use of Library Cardholder Database.

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

C. Policy Review: 806: Meeting Room and Lobby Use.

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

D. Policy Review: Theft, Defacement or Alteration of Library Materials and Resources.

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

### 4. Staff Reports.

A. Director's Report.

B. Departmental Reports: Children' Services, Collection Services, IT.

C. Development Office Report.

D. Miscellaneous.

### 5. President's Report.

### 6. Announcements from Members.

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**7. Committee Reports.**

- A. Foundation Members.
- B. Director's Evaluation Committee.

**8. Communications.**

- A. Card from Laura Goddard.
- B. Email from patron posted to ICPL intranet.
- C. Holiday cards from children.

**9. Consent Agenda.**

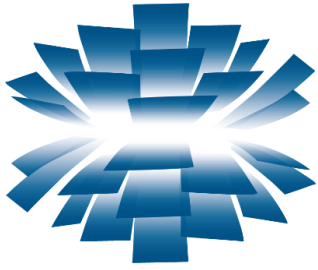
- A. Approve Regular Minutes of Library Board of Trustees November 19, 2020 meeting.
- B. Approve Disbursements for November, 2020.

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

**11. Adjournment.**

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Iowa City Public Library Meeting Agendas and Other Significant Events		
DECEMBER 17, 2020	JANUARY 28, 2021	FEBRUARY 25, 2021
<p><b>Policy Review:</b> 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><b>Policy Review:</b> 809: Library Use</p> <p>Review 2<sup>nd</sup> Quarter Goals/Statistics and Financials</p> <p>Departmental Reports: AS, CAS</p>	<p>Director Evaluation</p> <p><b>Policy Review:</b> 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> <p>OTHER: Inservice Day, 2/26/21</p>
MARCH 25, 2021	APRIL 22, 2021	MAY 27, 2021
<p><b>Policy Review:</b> 702: Library Programming 812: Hours of Service</p> <p>Departmental Reports: AS, CAS</p>	<p>Review 3<sup>rd</sup> Quarter Statistics and Financials</p> <p><b>Policy Review:</b> 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><b>Policy Review:</b> 806: Meeting Room and Lobby Use</p> <p>Departmental Reports: AS, CAS</p>
JUNE 24, 2021	JULY 22, 2021	AUGUST 26, 2021
<p>Memorandum of Agreement between ICPLFF and ICPL</p> <p>Budget Discussion</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Election of Officers</p> <p>President Appoints to Foundation Board</p> <p>Develop Ideas for Board Annual Report</p> <p>Departmental Reports: AS, CAS</p>	<p>Review Board Annual Report</p> <p>Strategic Planning Update</p> <p>Departmental Reports: CH, CLS, IT</p>
SEPTEMBER 23, 2021	OCTOBER 28, 2021	NOVEMBER 18, 2021
<p>Review Annual Staff Report</p> <p>Adopt NOBU Budget</p> <p>Review 4<sup>th</sup> Quarter Statistics and Financials</p> <p>Departmental Reports: AS, CS</p>	<p>Budget Discussion</p> <p>Review 1<sup>st</sup> Quarter Statistics and Financials</p> <p>Departmental Reports: CH, CLS, IT</p>	<p>Appoint Committee to Evaluate Director</p> <p>Departmental Reports: AS, CAS</p>



# 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

DATE: December 9, 2020  
TO: Library Board of Trustees  
FROM: Elsworth Carman, Director  
RE: Revised FY21 Downtown Building Calendar (Juneteenth)

The City of Iowa City and AFSCME have agreed to replace a previously observed holiday, President's Day (included on current FY21 schedule on Monday, February 15, 2021), with a newly observed holiday, Juneteenth, (to be observed on Friday, June 18, 2021). This shift aligns with the City Administration and City Council's focus on social justice, equity, diversity, and cultural competencies.

A vote from the Board is required to change the FY21 Downtown Building Calendar. A draft version of the updated calendar is included with this memo.



## 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
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
<del>Monday</del>	<del>February 15</del>	<del>Presidents' Day</del>	<del>Open 10-6</del>	<del>Holiday Staffing</del>
Friday	February 26	Inservice Day	Closed	All Staff Attend
Monday	May 31	Memorial Day	Closed	Remote Drop only
<u>Friday</u>	<u>June 18</u>	<u>Juneteenth</u>	<u>Open 10-6</u>	<u>Holiday Staffing</u>

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

## **704 Use of Library's Cardholder Database Policy - Overview**

**Overview:** A routine, three-year review of the Use of Library's Cardholder Database Policy.

**Issues:** Library cardholder records are not stored indefinitely, which may be good to reflect in its policy.

### **Staff Recommendations:**

1. Add the maintenance of cardholder records to the policy in a manner which enables procedure to remain reflective of community or operational needs.

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

**Prepared by:** Sam Helmick, Community & Access Services Coordinator, December 4, 2020.

#### **704 USE OF LIBRARY'S CARDHOLDER DATABASE**

See also related policy: Confidentiality and Privacy (802).

See also Code of Iowa Chapter 22.7(18), Confidential Records.

704.1 Public access to names of persons who hold Iowa City Public Library cards would discourage use of the Library. The purpose of this policy is to ensure that Library cardholders' names and contact information are protected from public examination.

704.2 Use of the cardholder database is limited to Iowa City Public Library and Iowa City Public Library Friends Foundation. Use of the database is limited to activities designed to enhance or improve the library or to inform library users about library services.

704.3 In order to maintain accurate cardholder and bibliographic databases, an up-to-date database of library cardholders shall be maintained by the regular deletion of inactive cardholders' records. The records of inactive cardholders who owe money for fines or for the cost of unreturned books and other library materials shall be deleted from the database on a schedule based on amount owed and date of inactivity. The titles of unreturned books and other library materials which are attached to such cardholder records shall be removed from the bibliographic database as lost items. The money owed the library on the records of the cardholders described above will be written off at the time the records are deleted from the database.

Adopted: 2/27/86

Reviewed: 3/30/89

Revised: 12/19/91

Revised: 11/21/96

Revised: 3/23/00

Revised: 1/23/03

Reviewed: 1/26/06

Reviewed: 1/22/09

Revised: 1/26/12

Reviewed: 5/28/15

Revised: 12/21/17

Revised: 12/17/2020



## **806 Meeting Room and Lobby Use Policy - Overview**

**Overview:** Review of the Meeting Room and Lobby Use Policy in context of the COVID-19 pandemic and available library services.

**Issues:** Area libraries are providing virtual spaces for patrons to meet through platforms such as Zoom. The Library would like to add this service feature in lieu of physical space.

### **Staff Recommendations:**

1. Add virtual rooms to the language defining the library's meeting spaces.
2. Expound on the library's role and posture for meetings held in the meeting rooms.
3. Update parameters for virtual meeting spaces in consideration of underage use as well as staff support.
4. Add safety precautions for weather and fire capacity into the policy.

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

**Prepared by:** Sam Helmick, Community & Access Services Coordinator, November 17, 2020.

**Review Committee:** Beth Fisher (Adult Services), Sam Helmick (Community & Access Services)

## 806 Meeting Room and Lobby Use Policy

See also related policies: Discussion Rooms (810), Copyright (814), Policy for Library Programs (702), Confidentiality (802), Cable Television Channel Programming (703), Theft Defacement or Alteration of Library Materials and Resources (811), Alcohol (817), and Conduct in the Library (809). See also Code of Iowa City.

806.1 The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas.

806.2 Both virtual and physical meeting rooms are available to non-profit corporations (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code), a candidate's campaign committee (as defined in Iowa Code §68A.102(5)), a political committee (as defined by Iowa Code §68A.102 (18)), a non-profit citizen's group that provides appropriate contact information, a governmental subdivision, or a department/division/bureau of a governmental subdivision. Rooms are not available for use as a regularly scheduled classroom or study space by educational institutions. Rooms are not available for private parties.

806.3 Organizers of City-wide, free cultural or civic events that appeal to a variety of ages are encouraged to use Library meeting rooms and may request exceptions to regular practice.

806.4 Use of the Lobby as a community collection location for donated materials distributed by agencies in Johnson County will be considered on a case-by-case basis. The organization must provide the collection receptacle. Limits will be placed on the size of the collection receptacle and amount of time items are collected. Security of the collected materials cannot be guaranteed.

806.5 Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.

806.6 There is no fee for the use of library meeting rooms. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage or extraordinary room clean up that results from use (minimum charge: \$50).

806.7 Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local book store is permitted when the author is speaking at a Library-sponsored or co-sponsored event.

806.8 Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or ICPL Friends Foundation that benefit the Library. Charges to recoup actual cost of food and materials are acceptable on a case by case basis as authorized in advance by Library staff.

806.9 Groups using Rooms B or C may move a table into the lobby area outside of Rooms B or C during their meeting. Lobby use may not impede the flow of people in and out of the building or to other meeting rooms.

806.10 The Library neither approves nor disapproves of content, ideas or subject matter presented in meeting rooms and does not accept responsibility for ensuring accuracy or that all points of view are

represented. Neither does the library discriminate based on the political affiliation, religious beliefs, or on any other constitutionally or statutorily prohibited basis. The library does not advocate or endorse the viewpoints expressed during meetings or by meeting room users.

806.11 Events scheduled in Meeting Room A or when A, B, and C are used in combination must be open to the public. Meetings scheduled in Meeting Rooms B, C, D, and E may be closed to the public.

Minors may use the virtual meeting rooms only under direct and constant supervision of adults, who will assume full responsibility for all activities. Users agree to download all necessary software and software updates and to view all preparatory materials prior to the day of their event. Library staff may not be available to provide assistance at the time of the actual event.

806.12 Meeting room reservation information is a public record and subject to public notice. Contact information for individuals reserving the rooms is required and will be visible on the Library website and other media.

806.13 Meeting rooms will be available for use during the hours the Library is open. If staffing permits and with prior arrangement, meetings in Rooms A, B, C, and D may begin before the Library opens, except on Sundays and holidays, and may end up to 30 minutes after close, except on weekends and holidays. Meetings in Room E are limited to Library hours only.

806.14 Simple refreshments may be served in the meeting rooms. Preparing food in the meeting rooms is not permitted. Groups are responsible for clean-up and extraordinary debris removal.

806.15 Meeting room users must follow all applicable City ordinances and codes. Alcohol is prohibited in all meetings rooms except as outlined in Library Policy 817-Alcohol in the Library.

806.16 The Library Board of Trustees or the City of Iowa City are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or lobby.

806.17 Users of equipment, the piano, or the Control Room must reserve equipment in advance and provide valid identification and sign a statement of responsibility.

806.18 Library programs and events take priority over non-library bookings, but advance reservations will not be cancelled without prior notification of at least eight weeks. The library reserves the right to stop any meeting due to attendance in excess of fire code regulations or in the event of a building or weather emergency.

806.19 This policy shall be administered by the Library Director, or their designee, who is authorized to adopt rules to implement it. An exception may be granted depending on room availability and staff resources.

Revised: March, 1984  
Revised: September, 1986  
Revised: October, 1989  
Revised: March, 1991  
Revised: May, 1991  
Revised: February, 1996  
Revised: December, 1998  
Revised: January 2002  
Revised: August 2002

Revised: September 2002  
Revised: April 2004  
Revised: April 2007  
Revised: April 2010  
Revised: April 2013  
Revised: April 28, 2016  
Revised: May 24, 2018  
Revised: December 17, 2020

## **811 Theft, Defacement or Alteration of Library Materials and Resources Policy - Overview**

**Overview:** A routine, three-year review of the Theft, Defacement or Alteration of Library Materials and Resources Policy.

**Issues:** While much of this policy already exists in Iowa Code, it provides the library the opportunity to reiterate their stewardship to the community and adherence to the values of diversity, access, and intellectual freedom.

### **Staff Recommendations:**

1. Update language from computers and computer equipment to “digital equipment” which better reflects the modern infrastructure of the library’s technology collection.
2. Add a reporting element for materials which are altered or damaged to target a specific group. The American Library Association’s Office of Intellectual Freedom provides tools which help respond to incidents as needed, provide a historical record, and track national trends.
3. Update the title of Iowa Code 714.5 to reflect its change.

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

**Prepared by:** Sam Helmick, Community & Access Services Coordinator, November 25, 2020.

## **811. Theft, Defacement or Alteration of Library Materials and Resources**

See also: Related Library policies on Circulation, Fines and Fees (801.2) and Overdue Materials (801.3), Meeting Room and Lobby Use (806), Library Use (809) and Internet Use Policy (815).

811.1 The purpose of this policy is to protect Library property and to describe actions the Library may take against those accused of theft or defacement of Library materials, computer files, equipment or facilities. Library Policy 801, "Circulation and Library Cards" governs issues related to Library materials checked out and damaged or not returned.

811.2 Intentionally removing Library property or removing Library materials without checking them out is prohibited and may result in loss of Library privileges and may also require making restitution.

811.3 Intentionally mutilating, altering or damaging Library facilities, materials, ~~computers, computer~~ **digital equipment**, files, or other property may result in loss of Library privileges and may also require making restitution.

811.4 The Library may seek prosecution of those alleged to have intentionally removed, mutilated, or willfully damaged library property to the extent provided by law.

**811.5 Defacement of library property to target a specific group based on race, color, national origin, religion, gender, sexual orientation, gender identity, or disability may be reported to the American Library Association's Office of Intellectual Freedom which maintains a database on challenged materials and hate crimes inside libraries. As appropriate, damage or defacement of library property may also be reported to ALA's Office for Diversity, Literacy and Outreach Services, which works in close coordination with the Office for Intellectual Freedom to respond to incidents which can produce traumatizing impact to service communities.**

Pertinent sections of the Iowa and Iowa City codes including, but not limited to: **Library Materials and Equipment — Unpurchased Merchandise — Evidence of Intention**. (§714.5 Code of Iowa), Parental Responsibility for Actions of Children (§613.16 Code of Iowa), Damage and Trespass to Property (§716, Code of Iowa), Detention and Search in Theft of Library Materials and Shoplifting (§808.12 Code of Iowa); Damaging, Defacing Property (8-5-4 Code of Iowa City).

Different aspects of crime related to computers are found in Code of Iowa §622.51A, §702.1A, §714.1, and §716.6B.

Adopted: August 22, 1985

Revised: October 26, 1989

Revised: November 21, 1996

Revised: January 28, 1999

Revised: December 10, 2001

Revised: February 24, 2005

Revised: May 28, 2009

Reviewed: June 28, 2012

Revised: December 18, 2014

Revised: December 21, 2017

**Revised: December 17, 2020**

## Director's Report: December 2020

### Presentations, Receptions, and Recognitions

ICPL was awarded three “*Little Village’s* Best of the CRANDIC” awards: Best Library, Best Public Rest Room, and—new this year—Best Pandemic Adaptation-Business. It’s especially meaningful to receive public recognition during an atypical year like this one, and we’re proud *Little Village* readers see us as a bright spot in their community.

On Tuesday, December 8, the Johnson County Public Libraries group hosted a virtual reception for area legislators. We were able to highlight a few of the ways we each responded to the pandemic and share some of our initiatives and projects related to diversity, equity, and inclusion (DEI), as well as briefly walk through the Iowa Library Association 2021 Legislative Agenda. It was great to see a few of your faces at the Zoom meeting; thank you for attending!

I had the honor of accepting a grant for the library from the Pilot Club of Iowa City at an evening Zoom reception on Thursday, December 10. The \$1,250.00 award will be used to purchase audiobooks and eBooks for the collection, allowing more people access with less waiting. The Pilot Club has a legacy of supporting ICPL, and it was great to get to interface—via Zoom—with this friendly, enthusiastic group and thank them for their ongoing generosity.

On Friday, December 11, I co-presented “Organizations and Social Justice: A Roundtable Discussion” with Matt Degner, Interim Superintendent of the Iowa City Community School District and Kirsten Faisal, State Trainer for the Iowa Coalition Against Domestic Violence. The 90-minute session was facilitated by Sara Barron and Michael Shaw as part of the Access to Justice: 2020 and Beyond conference organized by Mediation Services of Eastern Iowa. I was pleased to be able to share some of the DEI work ICPL is doing with a regional audience (over 100 people were logged into the Zoom session) as well as talk about some of my processes as an individual navigating this work. It feels good to know that ICPL’s vision and work is being recognized by the community.

I was invited to present at the Innovative Libraries Online Conference 2021 on Thursday, January 21. The conference theme is “DEI in Libraries”, and my session will focus on building, merchandizing, defending, and the overall importance of diverse collections. I look forward to the opportunity to share some of the amazing things ICPL staff are doing related to collections and DEI.

### Administrative Updates

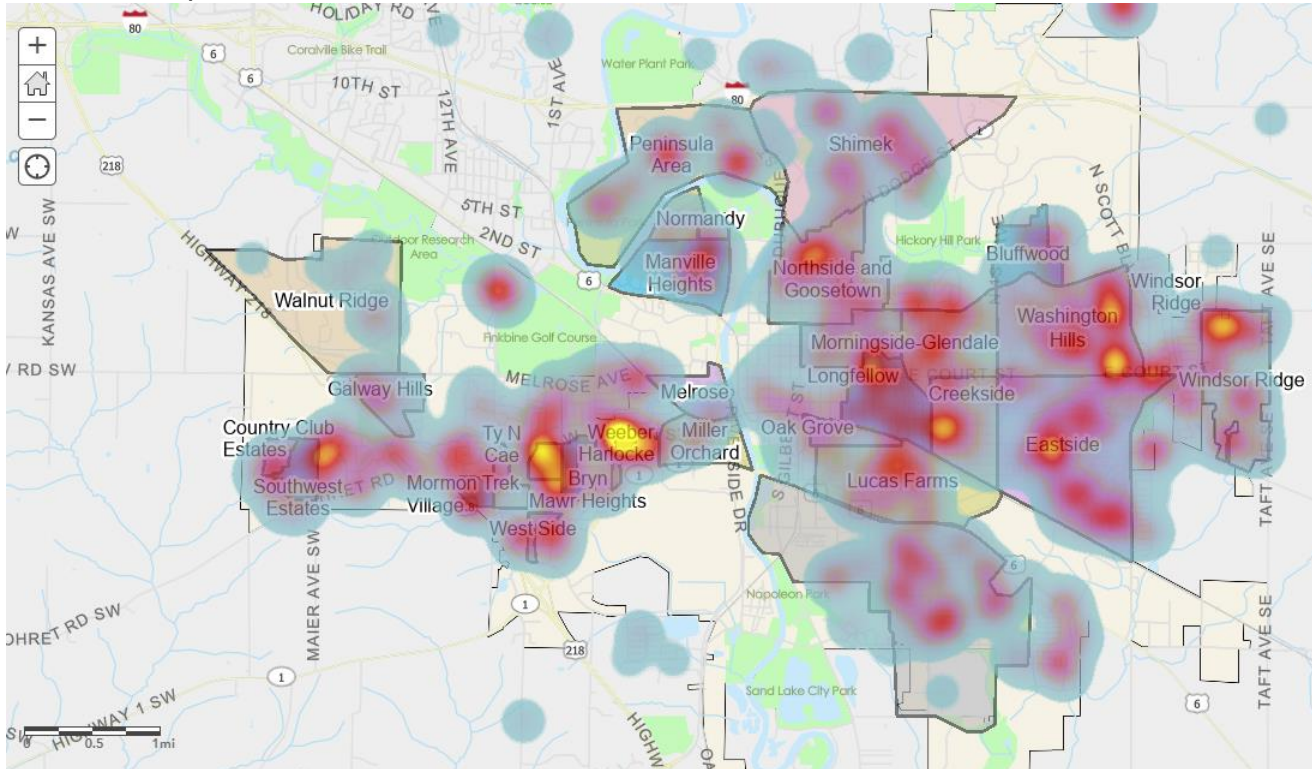
In late November, I met with Jeff Capps, Kelly Moore, and Scott Sovers to discuss an Iowa Children’s Museum installation planned on the Ped Mall in cooperation with the Downtown District. “Eye See ‘Em!” is described as an “Eye Spy Monster Experience” and will include wooden boxes with transparent panels filled with “fun found objects.” The downtown installation (there are more planned for around the City) will be between the raised gardens and the playground, visible from the Children’s Room windows.

The Administrative Coordinator position was posted on December 7; and has a closing date of January 4. The position description was edited to more accurately represent the current duties of the position, but the core aspects of the role will remain the same. Elyse has been meeting regularly with appropriate staff to transition responsibilities and manage any training that needs to be done before she leaves.

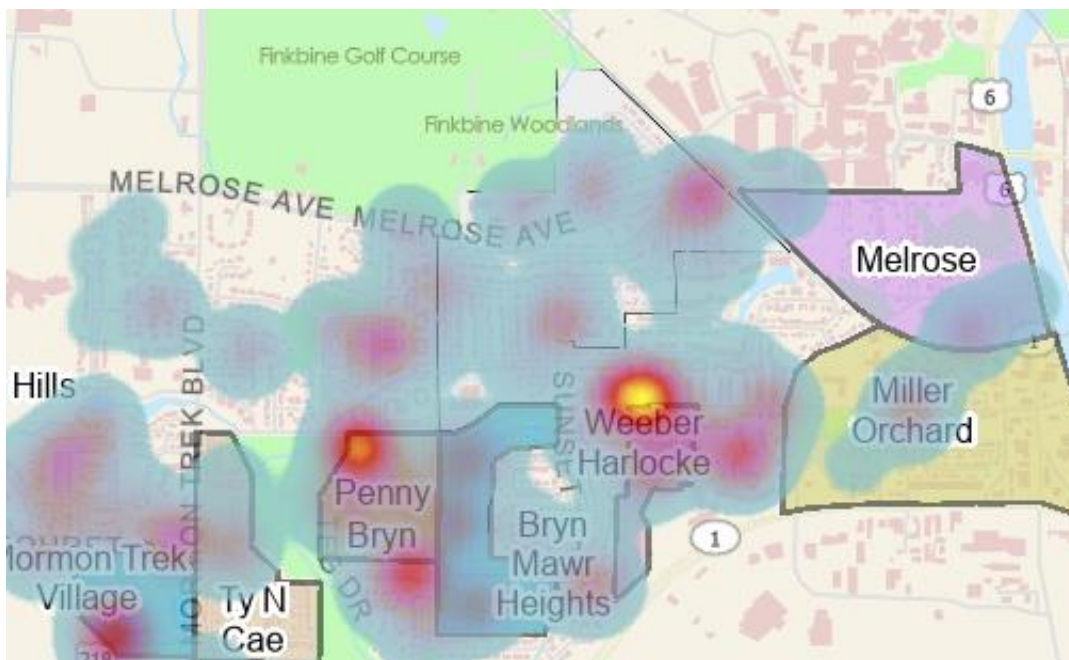
## Mailing Update

Research about alternatives to mailing, like collaborating with delivery groups, installing lockers, and developing a regular delivery route continues. In collaboration with the City of Iowa City's Geographic Information System (GIS), a heat map has been created to review the magnitude of mailer use throughout the community between September 1—November 18. This information could help determine the potential placement of library lockers or establish the foundation for a regular delivery or Bookmobile route. Please see attached document for additional mailing cost information.

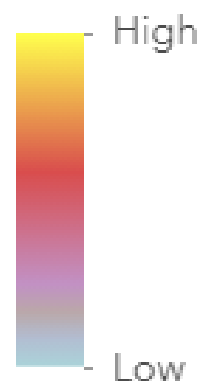
## Full Heat Map



## Closer View of High-Use Area



## Legend



## Mail Supply Cost

Bubble mailers come in various sizes and accommodate different materials.

- #0 is typically used to mail a DVD or CD, or a small paperback
- #2 is typically used to mail a hardcover book
- #5 is typically used to mail a larger hardcover, or a couple of books and a DVD or CD
- #6 is typically used for a large children's book

We purchase in bulk from Mailboxes of Iowa City.

- #0 has 250 mailers/carton
- #2 has 100 mailers/carton
- #5 has 100 mailers/carton
- #6 has 50 mailers/carton

We get a discount by buying in bulk:

- #0 cost us \$0.34/each (regular rate is \$0.89)
- #2 cost us \$0.54/each (regular rate is \$1.29)
- #5 cost us \$0.80/each (regular rate is \$1.79)
- #6 cost us \$1.36/each (regular rate is \$2.29)

Discount cost per mailer carton by size:

- #0 = \$85
- #2 = \$54
- #5 = \$80
- #6 = \$68

Cost of mailers by size: July through November

- #0 = \$255
- #2 = \$2,106
- #5 = \$2,160
- #6 = \$1,700

Breakdown: Mailer size by number of cartons purchased per month

Mailer Size	# Cartons July	# Cartons August	# Cartons September	# Cartons October	# Cartons November	Total # Cartons by size
0	0	2	0	1	0	3
2	8	10	9	7	5	39
5	7	6	6	4	4	27
6	5	8	5	2	5	25
Total Cartons/Month	20	26	20	14	14	

**Total cost of mailers from July through November 18, 2020 = \$6,221**

**Total number of cartons purchased (all sizes) from July through November 18, 2020 = 94**



## **Reopening Comparison with Peer Libraries**

Since the initial closure in March, ICPL has stayed committed to a “safety first” approach to service delivery. Our commitment to staff and patron health and wellness during the pandemic has resulted in a relatively conservative rollout of in-person services. While this planful evolution has limited community access to many of ICPL’s normal services, I am proud that we made decisions that helped keep our community safe and would take the same approach if faced with a similar event in the future. At the Board’s request, we have created a basic comparison of our reopening timeline with the approaches taken by select peer libraries. Please find that table attached to this report.

Respectfully Submitted,  
Elsworth Carman

**Reopening Comparison: Select Peer Libraries March through November, 2020 (No changes in April, 2020 by any library)**

<b>Library</b>	<b>3/20</b>	<b>5/20</b>	<b>6/20</b>	<b>7/20</b>	<b>8/20</b>	<b>9/20</b>	<b>10/20</b>	<b>11/20</b>	<b>Future</b>
<b>ICPL</b>	Closed to public, virtual services only		Curbside pickup by appt				Lobby Grab & Go service, limited computer use, DOT kiosk moved for availability	Pull back on Lobby Grab & Go, no computer use	Evaluating reopening plan with community health metrics
<b>Ann Arbor</b>	Closed to public			Contactless vestibule, locker services					No plans to return to in-person services or browsing at this time
<b>Cedar Rapids</b>	Curbside for one week, then closed to public, virtual services only	Curbside pickup by appt, grab bag requests		Computer use by appt		Grab & Go service, browsing for 30 minutes		Closed to public again, return to curbside pickup	Projected January for return to Grab & Go service
<b>Coralville</b>	Closed to public, curbside pickup service		Curbside laptop use, computer lab use by appt	In-person browsing by appt	Express computer use, with express printing service	Expansion of operating hours		Suspended in-person browsing and computer use	Continuing curbside pickup, virtual services and online programs
<b>LaCrosse</b>	Closed to public, virtual services only	Curbside pickup	Socially distanced public computer use	In-person hold pickup					Expand to in-person browsing when community health metrics allow (right now only Main Branch operating - two other branches closed)
<b>Skokie</b>	Closed to public, virtual services only		Curbside pickup			In-person browsing, limited computer use		Return to holds pickup, limited computer use, no in-person browsing	See reopening plan (no timeline for next phase yet)

## Children's Services Report

Prepared for the Iowa City Public Library Board of Trustees, December 2020 meeting

By Angela Pilkington, Children's Services Coordinator

The year of all years, 2020, is rapidly coming to a close and the Children's Room is busier than ever, planning end of the year events, like a Noon Year's Eve party, Gingerbread Fun, and the Winter Reading Program (WRP). All to be done virtual this year of course. These have become annual events, but even the pandemic won't stop them from happening!



Get ready, "Reading is Beary Cozy," is this year's winter reading theme. The Winter Reading Program will begin on December 18 and will run until February 12. It is for children aged 3 and up. Kids must read 20 books and teens/adults will read two books and complete three challenges in order to finish their reading challenge. Participants will then receive their hot cocoa mug prize.

### Zoom Tutoring:

K-6 students may sign up for a 20-minute tutoring slot with a pre-service teacher volunteer from the University of Iowa Elementary Education program. This volunteer meets with students in a library-hosted Zoom space and offers support and guidance to the students with homework, listens while students practice reading aloud, or helps instruct them in concepts the student is not understanding.

### Good Neighborhoods & School Program

ICPL welcomed Sara Alvarado for an interactive virtual workshop and conversation to learn more about how and why schools and neighborhoods in the Midwest remain segregated in many ways. We learned more about what is "redlining"? And if anyone ever asked you where the "good" schools are? And how do we navigate these complicated conversations? The event was recorded and will be available for viewing on our website soon. The event had 45 participants.

We are also beginning to do more Live Storytimes this month. We had our first on December 9 with special guest, Rabbi Esther celebrating with a Hanukkah Storytime. Our next offering will be on Friday, December 18 to kick off WRP, another on December 22 with the Doodlebugs for Boxing Day, and again on December 31 for Noon Year's Eve. Plus, Raptology and their birds will be doing a live Q & A for kids.

The first week of no school we will offer [Winter Break Busy Bags](#). Much like the family night and some craft to go's, these kits may be picked up from the lobby. Keep little hands and minds active, engaged, and learning! Winter Break Busy Bags from ICPL are designed to activate your little one's mind through building, creating, reading, cooking, and playing. Register to pick up one of these activity bags that will hold multiple activities to keep kids ages preschool through 4th grade creatively entertained during the school break!

We also continue to have Tween make and take bags, Family night bags, and our ever-popular Sunday Fundays craft to go kits. [December Bingo](#) cards are available for kids to work on at home. We have these available online, in the lobby, and we also put them in the craft to go bags.

## Collection Services Department Report

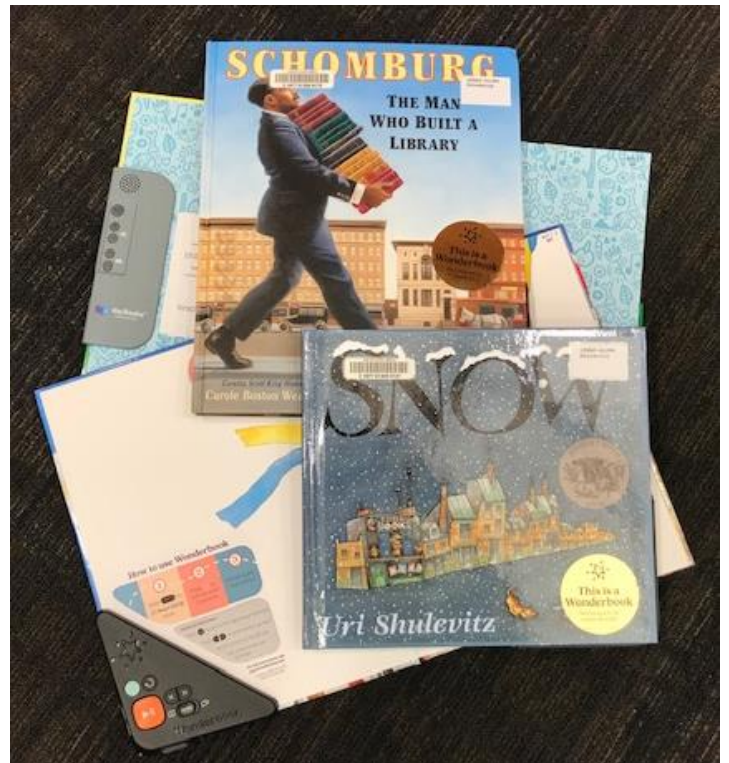
Prepared for the December 17, 2020 Meeting of the Iowa City Public Library Board of Trustees  
Anne Mangano, Collection Services Coordinator

### New Children's Read-Along Collection

This month we added new digital read-along books to our collection. Each book contains a digital reader attached to the cover of the book that reads the text as you follow along on the page. It is an update to the "turn the page" read-alongs featuring compact discs. We've also expanded the selection of available read-alongs, offering nonfiction, early readers, and chapter books in both English and Spanish. More than 110 titles are currently available from the library with more on the way. These books are also known as *VOX Books* or *Wonderbooks*, after the companies that produce them.

We are hoping the new format will expand access to the read-along collection. No equipment is needed to enjoy the book and user instructions are provided on the front cover. All contain external speakers, but include a headphone port if the patron prefers. The reader also has the ability to stop, play, and move ahead or backward in the story. The books are easily charged with a micro-USB cable, which is one of the most common household tech cables, and available via our library charging stations. A single charge provides more than 50 plays of the book. This collection is a replacement for the compact disc read-alongs.

The new read-alongs are available to checkout for three weeks and are eligible for up to two renewals. Go to [icpl.org/picks](https://icpl.org/picks) to see lists of some of our favorite titles created by our children's librarians, Casey Maynard and Anne Wilmoth.



## INFORMATION TECHNOLOGY REPORT TO THE LIBRARY BOARD

(December, 2020) Brent Palmer, IT Coordinator

### New Catalog Update

The new catalog, now at a new URL: [search.icpl.org](https://search.icpl.org), has seen a lot of changes and includes several new features. We encourage you to check it out and tell us what you think. The site is fully functional and uses live data. Here are a few of the improvements we would like to highlight.

### Mobile Friendly

The new site automatically adjusts to different device sizes and is overall more user-friendly for mobile devices. Users will have similar experiences on desktop as mobile devices.

### Fully Customizable

Because the new catalog is built on an open-source platform, we are able to customize any part of it. We can make the catalog visually similar to our website and other digital branding. We can also pull in content from our website to integrate the two. One example is the catalog homepage, which currently includes Staff Lists and marketing images that advertise events and services.

### Account Page Improvements

The account pages are overall more visually appealing and include covers for items in checkouts, holds, and lists. Due dates are now color-coded. Patrons are encouraged to return items because now they are able to see the number of people waiting for an item.

For the first time, we are able to show interlibrary loan (ILL) items and patrons may cancel and request renewal on ILL items directly from their ILL account page.

The Borrowing History has also been redesigned with grid and list options, a rating system, and sort by title or checkout date.

Patrons can add, edit, or remove saved searches. And soon, patrons will be able to be notified of new items within a favorite search.

### Images for Local Items

We can now add catalog images for local circulating items like Discovery Kits, Art-to-go, and Toys.

### OverDrive Improvements

We can use the OverDrive REST application programming interfaces (API) to pull up-to-date records from OverDrive meaning we will no longer have to purchase the records from OverDrive. This will result in the records being more current.

We can also now use the Overdrive "redelivery" feature from our catalog. So, when patrons want to delay checking out an OverDrive item, they can opt for delivering it later so someone else can have it in the meantime.

### Staff View

Staff accessing the catalog can view more detailed information about items including the MARC information as well as checkout and order data about each item in our collection.

### Translation Options

The new catalog also supports translations in multiple languages.

### Testing


Our web specialist will soon begin conducting user testing. If you would like to assist us in testing please contact her at: [alysa-hanson@icpl.org](mailto:alysa-hanson@icpl.org). Feel free to refer other people you feel might also be interested in helping us test the catalog.


Screenshot of the Holds page of the new catalog. Note larger, easy-to-read text, cover images, action buttons, contextual icons etc.

## My Account

- Checked Out Items
- Holds** 22 4
- Fines
- Interlibrary Loans
- OverDrive Content
- Saved Searches
- Borrowing History
- Profile


## Holds

Ready for pickup 




**My encyclopedia of very important animals**  
Book - 2017  
**Pickup Location:** Downtown Library  
Available for pickup until Friday, Dec 11, 2020

## Waitlisted items




**Super nature encyclopedia : the 100 most incredible creatures on the planet**  
Derek Harvey, 1921-  
Book - 2012  
**Pickup Location:** Downtown Library  
**Position:** 1 / 1

[Freeze](#)  
[Cancel](#)



**Knowledge encyclopedia**  
Book - 2018  
**Pickup Location:** Downtown Library  
**Position:** 1 / 1

[Freeze](#)  
[Cancel](#)



**Minecraft : guide to : Redstone**  
Craig Jelley  
Book - 2017  
**Pickup Location:** Downtown Library  
**Position:** 1 / 1

[Freeze](#)  
[Cancel](#)

## Lists

- ★ Saved Items
- Codes 6
- jungle 2
- jungle 2
- MyTest 1
- SampleList 0
- Wish List 0
- + Create a List

## Screenshot of the Holds page in our current catalog for comparison.

Palmer, Brent O. Email: [brent-palmer@icpl.org](mailto:brent-palmer@icpl.org)

[Edit account](#) [Edit pin](#)

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**Holds (4)** Print

Reading History [Sort by Hold Requested Date](#) [Sort by Status](#) [UPDATE LIST](#)

Preferred Searches

My Lists

Checkouts (22)

Fines/Fees (\$0.00)

My eBooks (2)

CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY	FREEZE
<input type="checkbox"/>	My encyclopedia of very important animals / senior editor, James Mitchum ; senior designer, Elaine Hewson ; edited by Sophia Danielsson, H�el�ene Hilton, Violet Peto.	Ready. Must pick up by 12-11-20	Downtown Library		
<input type="checkbox"/>	Super nature encyclopedia : the 100 most incredible creatures on the planet / Derek Harvey.	1 of 1 holds	Pickup Location Downtown Library		Freeze <input type="checkbox"/>
<input type="checkbox"/>	Knowledge encyclopedia.	1 of 1 holds	Pickup Location Downtown Library		Freeze <input type="checkbox"/>
<input type="checkbox"/>	Minecraft : guide to : Redstone / written by Craig Jelley ; illustrations by Ryan Marsh.	1 of 1 holds	Pickup Location Downtown Library		Freeze <input type="checkbox"/>

[Sort by Hold Requested Date](#) [Sort by Status](#) [UPDATE LIST](#)

## Screenshot of the new Checked Out Items page.

### My Account

[Checked Out Items](#) **25**

- [Holds](#) 🔔 3
- [Fines](#)
- [Interlibrary Loans](#)
- [OverDrive Content](#)
- [Saved Searches](#)
- [Borrowing History](#)
- [Profile](#)


### Lists


- ★ [Saved Items](#)
- [Codes](#) 6
- [jungle](#) 2
- [jungle](#) 2
- [MyTest](#) 1
- [SampleList](#) 0
- [Wish List](#) 0

### Checked Out Items


[Renew selected items](#) [Renew all items](#)

Select page

 **Codes, ciphers, and secret writing**  
Martin Gardner, 1914-2010  
Book - 1972  
**Due Thu Dec 3, 2020** [Renew](#)  
Renewed 2 times

 **Mysterious messages : a history of codes and ciphers**  
Gary L. Blackwood  
Book - 2009  
**Due Thu Dec 3, 2020** [Renew](#)  
Renewed 2 times

 **Can you crack the code? : a fascinating history of ciphers and cryptology**  
Ella Schwartz, 1974-  
Book - 2019  
**Due Thu Dec 3, 2020** [Renew](#)  
Renewed 2 times

 **The Legend of Zelda. Link's awakening**  
Video game - 2019  
**Due Tue Dec 15, 2020** [Renew](#)

**Development Office Report**  
Prepared for the Board of Trustees  
Iowa City Public Library  
by Patty McCarthy, Director of Development  
December 17, 2020

**Grants are Great!**

More people will soon be able to use their Iowa City Public Library cards to borrow equipment needed for internet connections, and access more online books, thanks to approval of two generous grant requests.



The library's *Connecting Our Community* application was awarded \$7,500 by the Angerer Endowment Fund of the Community Foundation of Johnson County, and the Community Foundation of Johnson County Fund. Library IT staff are using the special grant funds to purchase additional equipment such as wi-fi hotspots and internet connectivity, and tablets or laptops, which will be available for checkout. Wait lists for this equipment have doubled since the pandemic closure of the library building.

The generosity of the Pilot Club of Iowa City will grow the number of eBooks and E-audiobooks available for checkout using a library card through [Digital Johnson County](#). Elsworth Carman accepted the \$1,250 award during the organization's annual meeting to present community grants on December 10. The grant will add up to 19 new titles to read or listen to online at no charge to the user.



*Thank you* to these very generous nonprofit partners for their support of library staff efforts to provide *everyone* in our community with access and opportunities for lifelong learning and enjoyment through reading, library programs and activities, and interacting in a public space.

**Give Generously Today**

What difference do contributions make?

- \$25 adds a new best seller, movie, or a couple of picture books
- \$50 buys a streaming audiobook or subsidizes a magazine subscription
- \$125 covers internet fees for Wi-Fi hotspots or another Discovery Kit

Your contribution to the Iowa City Public Library Friends Foundation means more library experiences for everyone, and increases the staff's ability to explore new initiatives.

This year, besides the warm and fuzzy feeling you will get from giving, you may also benefit on your income tax return. The federal pandemic CARES Act includes changes in charitable giving for 2020, which mean those who donate may take an above-the-line deduction of up to \$300 in cash contributions without itemizing. For itemizers, there is a suspension of adjusted gross income limits.

Click on the green donate button to give today. Thank you.





LITTLE VILLAGE

# BEST of the GRANDIC



A READER-SELECTED LOCALS' GUIDE TO THE  
CEDAR RAPIDS AND IOWA CITY AREA



Support the winners locally. Attend virtual events, when online, get food to go, buy gift cards or other donations to help your heroes get through the pandemic.

## BEST LIBRARY: Iowa City Public Library

123 S LINN ST, IOWA CITY  
319-356-5200, ICPL.ORG

ICPL has it all: books in all formats, movies, art and is always looking for new ways to innovate. Even during COVID the library has continued to find ways to keep people connected to books, to each other and to community resources.

—Meredith R. C.

There's something about public libraries that often feels stigmatizing. This library is not like that. Anyone can hang out here and feel accepted. While most places in liberal cities try, few actually succeed at this. —Biff S.

I miss the familiar faces and anonymity I feel zig-zagging through the book shelves at ICPL so MUCH. —Alice V.

**RUNNER-UP:**  
Cedar Rapids Public Library

## BEST PUBLIC RESTROOM: Iowa City Public Library

**RUNNER-UP:**  
Von Maur

Von Maur's bathrooms are an utter respite for a new mom! Places to sit and rest or feed your baby. Dedicated diaper changing room. Doors that go all the way to the floor so when your toddler decides that they need to take off ALL of their clothes to go potty, you have some privacy. —Kate M.

## BEST PANDEMIC ADAPTATION—BUSINESS: Iowa City Public Library

The ICPL has handled COVID especially well—keeping the building closed but continuing to provide excellent service by mail!

—Matt D.

**RUNNER-UP:**  
Iowa City Farmers Market

Amazing that they've converted to online orders so smoothly—it's not the same as the market but it works really well as a temp solution. —S.U.

# Iowa City Public Library Strategic Plan To Incorporate Equity, Diversity, Inclusion, Policing Alternatives

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 [libraryjournal.com](https://www.libraryjournal.com)

Lisa Peet



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Protective tape attached to outside of Iowa City Public Library during Black Lives Matter protests

The Iowa City Public Library (ICPL) has embedded concrete, quantified steps toward equity, diversity, and inclusion (EDI) into its three-year strategic plan, released on September 23.

ICPL's 2021–23 strategic plan focuses on three priorities: recovery and renewal post-COVID, focusing on community aspirations, and resource management. As part of that work, it pledges to commit 30 percent of programming, outreach, and collection funds toward services with and for Black, Indigenous, and people of color (BIPOC) communities by FY22, and will seek alternatives to police intervention for violations of the Library Use Policy. The strategic plan will be a building block for next year's budget request.

Leadership is currently working on developing tactics for specific actions to carry out the plan's objectives, and has solicited suggestions from library staff, with plans to engage community members to help create programs and build collections as well.

## A CHANGING CLIMATE

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When director Elsworth Carman (who also organizes *LJ*'s Trans+Script column) took the ICPL helm in January 2019, the library was winding up the last year of its 2015–20 plan. Once he'd settled into the role, he began work on the new plan, engaging former American Library Association president Maureen Sullivan as a consultant, conducting staff surveys, collecting data about patron aspirations, and convening community engagement meetings.

“We started building the bones of a traditional five-year plan,” said Carman. “And then COVID came and we started thinking differently.” The library shut its branches down quickly in March, providing virtual services to the community and continuing the strategic planning process via remote meetings.

With the death of George Floyd in late May, Carman realized that he and his team needed to take the opportunity to hear what had changed since work on the plan began. Storefronts in Iowa City were putting up Black Lives Matter and “say their names” signs, and he wanted to reflect that advocacy in the library’s steering documents—but, he explained, “I didn't want anything to look like pageantry activism.”

The community had expressed the desire that the library focus on social justice issues as early as fall 2019. “We had evidence of interest in social justice throughout all of our information gathering,” he told *LJ*. “Equity was a word we heard a lot, we heard fairness, we heard reducing barriers, things like that. So it felt good to be able to ramp that up without departing from what we had heard earlier. It wasn't just a kneejerk response—“This is the thing now, we'd better switch gears.””

City leadership supports a range of equity initiatives, including a Diversity Committee established by City Council in 2012, which helped the Police and Transportation Services departments develop recommendations on diversity-related matters, and a 2015 council resolution that approved an Equity Action Plan. But after Floyd’s death a local protest group, the Iowa Freedom Riders, presented a list of a dozen specific demands to City Council. These demands, which have yet to be met by the city departments they approached, include transparency about the Police Department budget and reforms within the department, the dedication of at least 30 percent of every city department’s staff to diversity and inclusion, and for an equity toolkit to be implemented in every institution and business in the city.

As the fiscal year drew to a close during the summer, with library leadership unable to meet in person to discuss the revamped agenda, Carman decided to replace the proposed five-year plan with a three-year version, which he termed a “bridge plan.” The team then drafted a new strategic plan, ran a few details by Sullivan, and brought it to ICPL staff, asking whether they felt it was representative of the work they wanted to do.

The feedback he got from the staff, board, and leadership team, said Carman, was “thoughtful, honest, and candid.” He incorporated staff ideas, running several iterations by everyone involved. “I was never in a position to have to convince anybody that it was important,” he said. “I was never told to dial it back or to change any of what we were hoping to do.”

## **LISTENING TO STAFF**

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Soliciting staff input not only provides useful ideas, said Carman, but will help employees connect the work they do to the plan in a concrete way. This is especially useful for workers with non –public facing jobs. A formalized process has been put in place for each department to outline ideas for how to implement the plan’s priorities in a Google form, which is then discussed and voted on.

Submitted suggestions include conducting a diversity audit of the library’s nonfiction collection to supplement a recent audit of the juvenile fiction, chapter and picture book, and YA print collection; establishing YA collections at offsite locations such as rec centers, community centers, and the Urban Dreams social services organization, in a variety of neighborhoods; and decolonizing the library’s catalog by updating potentially problematic subject headings, such as replacing “illegal aliens” with “undocumented immigrants” and making sure that Indigenous and tribal names are accurate.

Staff have been consulted every step of the way, said Collections and Children’s Services Librarian Anne Wilmoth—and they feel that they’re being listened to.

“I think that most of us got into librarianship at least in part in order to help others, help improve the cohesion of our community, engage in community building...and I think most of us are able to see that disengaging from inviting a police presence into the library as much as possible would be a step further toward those goals,” Wilmoth told *LJ*. “All of us seem to be committed to wanting to work as much as possible toward treating everyone with respect, ensuring they feel seen and heard in our community and are able to access our resources in an equitable manner.”

Much of the discussion of the action items involves language—ensuring that it’s sensitive and respectful, and also accurate. “It’s going to guide the bulk of our work for quite a while,” Wilmoth noted, “so we want to make sure we get it right.”

## **REACHING 30 PERCENT**

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When it comes to allocating the 30 percent of programming, outreach, and collection funds for services to BIPOC communities that ICPL committed to in the strategic plan, Carman noted, “That’s not the way that we typically think about programming. We

don't keep track of our spending to try to isolate just on a race basis like that. But we felt like we want to do it, so let's try to name it—as clunky as it might feel, let's put it out there, and that'll help us be accountable.”

The documents, he added, are the easy part. “It's the act of putting it into practice that's going to make [us] either effective or not.”

What he wants to avoid, he told *LJ*, is having a committee of white librarians decide what kinds of programs will draw Black adults, or Latinx youth. Instead, he plans to look to community members to help define what the library can offer “that would be exciting, that would draw you in, that would make you feel like you belong here, and what kind of support could we give to members of that community to facilitate those programs?” He hopes to start an initiative where the library funds community-led programming—compensating participants for their work, he emphasized.

Staff diversity is an area that needs attention as well, Carman said. According to the U.S. Census estimates for July 2019, 78.5 percent of Iowa City's population is white, 8.2 percent, Black or African American; 5.8 percent, Hispanic or Latino; 7.5 percent, Asian; 0.3 percent, American Indian or Alaska Native; and 2.7 percent as two or more races. While the library has employees of color, its 92 staff members don't represent the community in terms of visible diversity.

“We put specific language in the strategic plan about identifying barriers to hiring a more diverse workforce,” said Carman. “We're planning on taking a close look every time we have an opportunity to post [a job] to really dig into not only what language we're using in the posting but where we're putting it, what are our educational expectations, what do we need to include about how we support diversity on site, and how our community welcomes diversity, to try to make sure that we're drawing candidates who represent everybody we serve.”

“Including [EDI] initiatives in our plan solidifies and codifies, for all of us, that this is something important that the library is committing to, that we are being held accountable,” said Wilmoth. “With that kind of backbone to our day-to-day work, it will influence our interaction with patrons—at least in terms of helping us keep in mind what our goals are, and what we should always be striving to achieve in every interaction.”

## **MINIMIZING POLICE PRESENCE**

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The library's preexisting security procedures are not heavily dependent on police. Library security is managed completely in-house, with explicit behavioral guidelines that staff can draw on for backup. There are no on-site guards in its single location, which serves a population of 69,000. A local beat officer stops in from time to time in a way that feels appropriate, Carman says; the officer's style and values are aligned with

those of the library, and he is well liked in the community. But for the most part, staff are able to handle problems internally, escalating incidents to a manager or Carman if necessary.

In the event of an incident, back-of-the-house follow-up includes a thorough report if law enforcement was involved, a narrative submitted by staff, and photographs or video clips, if applicable. The writeups include actions taken by staff to resolve the issues, either how-to's or details that need to be dealt with—for example, if someone has been banned from the library for a period of time. This helps staff feel like they know what's going on, noted Carman, and gives them information they can access quickly from the service desk.

It would be difficult to separate from the police entirely, said Carman. Nonetheless, a full-day staff in-service day is planned for February 2021, either as an all-virtual or a hybrid event, with small groups on-site for a portion of the day and remote for the remainder. The plan is for a half day of exploring alternatives to calling the police and handling more issues in-house, with the second half having staff work in groups to discuss how that might affect policies and practice documents. Carman wants staff to own whatever action steps the library adopts, he said; this should not be a top-down decision. “As passionate as the leadership team is, we are not out on the reference desk very often.”

## **AN ACHIEVABLE GOAL**

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Carman feels that any library can advance its commitment to social justice at the policy level using similar methods as ICPL.

“Everybody needs to be willing to have hard conversations,” he told *LJ*. “To say, OK, I'm not an expert but...I want to try to fix it. I'm going to talk about it. I'm going to try to get there.”

Don't be afraid to talk to city leadership, community members, and staff, Carman advised, and give everyone space to discuss issues. And speak up if you don't understand something, because “the moment we start trying to impress each other with our knowledge or being out-woke is when we stop being effective. It's about support, not competition.”

Also, he said, pick your battles. If it is clear that the library is unlikely to get support from its community, staff, or board, consider what *can* be accomplished—a strong collection, or intentional hiring. “If you're having trouble making your public-facing documents reflect what you'd like in the moment, concentrate on the other building blocks and keep working.”

Making equity work the backbone of library service is not always a simple process, said Wilmoth, but “this strategic plan at least sets forth some steps and gives us a timeline so it doesn't feel overwhelming—so we feel like we have a place to start and a route to get there that's more concrete and achievable and breaks it down for us.”

Carman is pleased, he said, to extend the work that ICPL has been doing since before he arrived. “This strategic plan is in no way a departure from what the library has done in the past,” he noted. “It's just a continuation of a focus on trying to make things equitable and make the library really belong to everybody in the community.”

Lisa Peet

[lpeet@mediasourceinc.com](mailto:lpeet@mediasourceinc.com)

Lisa Peet is News Editor for Library Journal.



# Supportive Supervisors | Trans + Script

 [libraryjournal.com](http://libraryjournal.com)

Elsworth Carman and Carson Williams

Navigating any place of employment can be complex for transgender and nonbinary people, but having an informed and supportive supervisor can make things easier. Not all trans and nonbinary staff will need the same kinds of support, so it may take some dialog to find the right way to back your trans employees. Carson Williams, an Adult Services Librarian at the Benson Memorial Library in Titusville, PA, shares his experience of working with a supervisor who catered their support to Carson's needs.—  
Elsworth Carman

Let's face it, being a transgender/nonbinary individual is difficult. It can be even more difficult without any support at your place of employment. As librarians, we often find ourselves bending over backward to help anyone who walks through our doors, no questions asked. Let's take that same energy and direct it toward our trans/nonbinary coworkers and employees. Thankfully, as a transgender librarian in a rural small town, I have had supervisors who have gone above and beyond to make me feel comfortable and safe. In fact, my current boss was the one who encouraged me to reach out to Library Journal to talk about my experiences as a queer librarian.



Changing your legal name can be expensive, time consuming, and a bit uncomfortable for transgender people, who in some states have to announce their name change in local newspapers. For those reasons, I have not officially changed my name. When I was hired, I had to awkwardly explain this when giving my new boss my license and direct deposit information, ultimately outing myself. They immediately reassured me and asked what they could do to make things easier for me. Obviously some things could not be changed—my legal name would have to be printed on my pay stub each week—but there were ways to avoid letting other people in our system know my birth name, and to make sure my company email reflected the name I wanted. All steps that ensured that I would never be referred to as a name I did not want to be called.



When I was first hired, only my supervisor and a few other coworkers knew that I was transgender. As much as I love being in the queer community and am proud to be a transgender individual, I don't want my gender expression to get in the way of my work. Some people hold strong, discriminatory beliefs about trans people, and if they know that I am transgender, it could hinder our work relationship and make things harder for both of us. In most situations, I will get a sense of how the person feels about LGBTQ+ issues, how they react to certain topics, and make the decision on my own, if I feel that it's necessary. In the past, I've had well-intentioned coworkers tell patrons (most of whom were struggling with their own gender identity) that I am transgender without asking me first if they could disclose that information. They thought that I could offer some assistance to those in the queer community who needed help. While, yes, I would love to do that, it's always best to ask someone first if they would be comfortable sharing that information.

## **WHAT A MANAGER CAN DO**

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Just like any place of employment, libraries may have a healthy mixture of younger and older employees, who grew up with different societal norms. Some librarians might not know how to navigate transgender rhetoric or how they should approach certain situations regarding the queer community or trans coworkers/employees. This is where a proactive supervisor can step in and make sure that the transgender employees aren't the ones being asked questions about their identity on a daily basis.

Mandatory, re-occurring LGBTQ+/diversity trainings, webinars, and information should be required. It will help queer library patrons, employees, supervisors, and those who weren't raised in an environment where issues like this were talked about openly. As librarians, we should be staying up-to-date on the correct ways to serve all people.

Finally, one of the easiest ways to show up and support your trans/nonbinary coworkers/employees is to be an advocate for them. Correcting people on pronouns, names, and sticking up for yourself can be emotionally taxing and difficult to do for transgender individuals. Having a supervisor or coworker do that instead shows their commitment to creating an uplifting, inclusive work space, where trans employees are respected and valued. If you don't know where to start, little acts of inclusivity can help too. Tell all of your library employees to add their pronouns to their work email signature. Ask your trans employees what you can do for them. Stay informed on current LGBTQ+ issues. Make sure your library's collection includes trans experiences. Constantly check in and make sure that your library is fostering an environment where a trans person would feel, not only included, but empowered and respected.

*Elsworth Carman is Director of the Iowa City Public Library in Iowa City, IA. Carson Williams is Adult Services Librarian at the Benson Memorial Library in Titusville, PA*

President's Report  
Regular Meeting of the Library Board of Trustees  
December 17, 2020

I hope this finds you all well as we enter the holiday.

First, I want to reflect my thanks for all of the trustees and staff. It has been a challenging year. I truly appreciate all of your time and efforts to help us get through this while doing our best to continue serving our community. I look forward to seeing what new and exciting things we will be able to do in the new year as these challenges begin to fade into history.

Next, it's always a good time to be thinking about continuing education opportunities. The State Library of Iowa continues to provide many great opportunities, including many recently posted videos on their YouTube channel. I'd love to watch and discuss some of these if others are interested. These great, easily accessible ways to gain new insights and knowledge and can be found here:

<https://www.youtube.com/c/StateLibraryofIowaContinuingEducation/videos>

Finally, as we reflect on this year and begin to think about what comes next, I welcome any and all feedback from the board, staff, and public. Please think expansively about what you could give feedback on and share liberally.

Thanks again and until we meet again in the new year, I hope you and yours have a great holiday season.

Wes

← This card is apt  
because this is  
what you do!

The library - always an important place for me - has been a highlight during the pandemic. Thank you to the staff for your superhuman efforts to keep the library running. While I desperately miss browsing the shelves, it's been such a comfort to still be able to explore new-to-me  
enjoy the holiday season!

books. Picking up my holds ~~our~~ has been a reason to leave the house and something to look forward to. Thank you for keeping this thriving center of our community going in such difficult times. I hope that you, like me, have a stash of books - from the library! - you will be

able to spend time with over the holidays.

Sincerely,  
Laura Loddard



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share the joy!

meshon

From an ICPL intranet posting by Beth Fisher on 12/4/2020

We sent a survey out to all the people who attended the Bullet Journal workshop the other night, and this came back in one of the “additional comments” sections. It’s nice to hear how much patrons miss us.

I'll try not to write a book. We once wanted to move our family to Chicago, but the thought of leaving our favorite doctor and beloved library was almost too much to bear. What is it about the library that makes it so special? Of course there are the nice little dopamine hits one gets from cruising the shelves and selecting 18 books on everything from financial literacy to paper quilling. And it is, too, a fantastic place to meet friends and new people. But what really puts our library over the top are, of course, the people. You are all the bedrock of this funny little community we all share here in Iowa City. So many of us are honestly just so lost. Family is far away, modern means of therapy have highlighted the myriad ways those relationships may not have been the most developmentally healthy, and here we are now as adults trying to figure it all out. So, while I'm sure working at the library has more than its fair share of fickle personalities, strange smells, and existentially exhausting moments, please know that I speak for a great many of us when I say "Thank you!" from the very bottom of our hearts. You are saving us and giving us this sense of community and love and belonging that has perhaps always been missing in our lives. So when I say I cried when I saw Beth and Casey on our class call, I mean I felt the hot, happy, stinging tears of being HOME. We miss you all tons, and hope you're able to all stay safe!!! With much love from the weird and wacky bunch of us that call Iowa City home :)

Librarians



MERRY XMAS  
1ST MAS

•••••



Library  
Staff &  
Volunteers







Gabe

Thank you  
for letting  
<sup>us</sup> use the Library  
stay safe and have  
a merry Christmas



Library

Workers



BOOK



PAGES

i HOPE U ARE  
doing ~~well~~ well <sup>also</sup>  
REALLY LIKE TO READ  
♥ Nile to V



# IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240  
319-356-5200 • [icpl.org](http://icpl.org)

HOURS: Mon-Thurs 10-9, Fri 10-8, Sat 10-6, Sun 12-5

## BOARD OF TRUSTEES

### Minutes of the Electronic Regular Meeting November 19, 2020

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**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, Kellee Forkenbrock, Carol Kirsch Robin Paetzold, Tom Rocklin, Hannah Shultz, Monique Washington.

**Members Absent:** John Beasley.

**Staff Present,** Elsworth Carman, Karen Corbin, Melody Dworak, Alyssa Hanson, Sam Helmick, Anne Mangano, Patty McCarthy, Elyse Miller, Brent Palmer, Jason Paulios, Angela Pilkington.

**Call Meeting to Order.** President Beary called the meeting to order at 5:05 p.m.

**Public Discussion.** Elyse Miller, Coordinator of Administrative Services at ICPL, said she is retiring at the end of the year.

#### **Items for Discussion/Action.**

Reopening Guidelines. The current draft includes feedback the Board provided last meeting. Carman spoke with Susan Vileta at Johnson County Public Health (JCPH) who said they are not comfortable supplying benchmarking numbers to help us determine when to shift back into Phase 1. Carman used the resources that were available to him and although it feels somewhat subjective, 25% seemed like a sensible number. Kirsch said this seemed reasonable. Carman iterated that the difference between now and March is how much we have learned. Kirsch would prefer we avoid closing down again. She asked if Carman believes staff are comfortable behind plexiglass. Carman said we respond as quickly as possible to each situation, for example, we limit the number of patrons in the building now. Carman said there is a range of staff feelings from very comfortable to those thinking the library should be closed now. Carman said the current increase in positivity rates has caused some nervousness among staff. Carman said we continue to take the guidelines very seriously. Rocklin said the positivity rate is defensible and the most important part is taking staff into account first and foremost. Rocklin appreciates the work that has gone into finding this number. President Beary said the guidelines do not require Board action.

*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](mailto:elyse-miller@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

Policy Review: 808: Art Advisory Committee. This is a regularly scheduled policy review for which Paulios was responsible. Paulios said there were few changes. A motion to approve the policy with the changes suggested by staff was made by Schultz and seconded by Kirsch. Motion carried 9/0.

Policy Review: 810: Discussion Rooms. This is a regularly scheduled policy review for which Paulios was responsible. Kirsch asked if we have had issues with people leaving identification. Paulios said he has given staff a wide berth in the documentation they accept. Providing identification is primarily for ensuring people stop by the page station when they finish using the room so we know the room is available for the next person. A motion to approve the policy with the changes suggested by staff was made by Rocklin and seconded by Forkenbrock. Motion carried 9/0.

### **Staff Reports.**

Director's Report. Carman is looking at the Administrative Coordinator position and making appropriate changes. The job will be posted for four weeks and the candidate pool will be evaluated thereafter. Carman had hoped to provide more information about mailing costs and the automated material handling (AMH) for this meeting but the increasing positivity rates made it difficult to meaningfully connect with other library directors while everyone is adjusting to the increasing positivity numbers.

Departmental Reports.

Adult Services. No comments.

Community & Access Services. Kirsch said it is surprising how quickly things change, describing how we were at phase 3, and now we have reverted to an earlier phase.

Development Office. McCarthy hoped everyone took advantage of the 24-hour online shopping opportunity at the 27<sup>th</sup> annual Book Gala with Prairie Lights. The store was pleased with the event. McCarthy reminded everyone that in 2020 there is a special provision of the CARES Act enabling everyone, including non-itemizers, to take a federal income tax deduction for cash gifts of up to \$300 to nonprofit organizations, ICPL Friends Foundation included. Kirsch said she picked up a couple of books at Prairie Lights she purchased at the Book Gala, and she socially distanced outside on a line because others were also picking up their books.

Miscellaneous. Paetzold asked for an update on damage to the Bookmobile. Carman said all internal and external reporting has been completed and submitted. Library staff and the police looked at all the available cameras and were unable to find any helpful images. Carman said the windshield is being replaced, and is much less expensive replacement than any of the other windows. Carman will be talking with Darian Nagle-Gamm, Director of Transportation to help find an alternative location for the Bookmobile this winter. Paetzold asked who is paying for repairs. Helmick said it is going to cost approximately \$500 and insurance will cover it. Paetzold asked when we will be able use it again. Carman said the repairs will hopefully be completed next week, but in our current operating phase, the Bookmobile will not be on the road.

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**President’s Report.**

Appointment of Committee to Evaluate Director. President Beary nominated Kirsch, Rocklin, and Shultz, who volunteered to serve on the committee. He thanked them for volunteering. President Beary compiled information when he served on this committee and will share it with the new members. The process needs to be completed for the director evaluation scheduled for the February 25, 2021 meeting. Typically, most of the committee work is completed in January so there can be conversation with Carman before the evaluation.

**Announcement from Members.** None.

**Committee Reports.** No Foundation meeting.

**Communications.** None.

**Consent Agenda.** There was no discussion. A motion to approve the consent agenda was made by Kirsch and seconded by Washington. Motion carried 9/0.

**Set Agenda for December meeting.**

Paetzold is interested comparing information about the level of caution and service delivery model we are using compared to peer libraries.

Policy review.

Holiday calendar update.

**Adjournment.** President Beary closed the meeting at 5:37 p.m.

Respectfully submitted,  
Elyse Miller

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12/03/2020 15:54  
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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2020

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550110								Library Administration
10550110 435055								Mail & Delivery
010468 U S POST OFFICE ACCT 102820	POST	0	2021	5	INV P	10,000.00 110620		251637 AD&DG/ Replenish Po
010468 U S POST OFFICE ACCT 11220		0	2021	5	INV P	200.00 112020		251973 Admin/ICPL Postage
						10,200.00		
012264 MAILBOXES OF IOWA CI	10312020	0	2021	5	INV P	919.00 112020		20382 Admin/ Bubble Maile
						ACCOUNT TOTAL	11,119.00	
10550110 436050								Registration
010475 GREENSTATE CREDIT U	1208205531	0	2021	5	INV P	849.00 120420		252415 EMiller/ Mastercard
						ACCOUNT TOTAL	849.00	
10550110 438130								Cell Phone/Data Services
010482 VERIZON WIRELESS	9866750373	0	2021	5	INV P	194.75 112720		252384 Admin/Monthly Cell
010889 U S CELLULAR	0404585311	0	2021	5	INV P	99.16 112720		252360 Admin/ Monthly Serv
014293 IMON COMMUNICATIONS	2342944	0	2021	5	INV P	65.94 112720		252237 ITAD/ Internet & Ph
						ACCOUNT TOTAL	359.85	
10550110 445140								Outside Printing
010373 PIP PRINTING	105026	0	2021	5	INV P	25.75 112720		20764 ADMIN/ 500 Masterca
						ACCOUNT TOTAL	25.75	
10550110 449120								Equipment Rental
011736 KONICA MINOLTA BUSIN	70185383	0	2021	5	INV P	114.30 112720		252249 Admin/ 11/1/20-11/3
011898 QUADIENT LEASING USA	N8573735	0	2021	5	INV P	758.31 112020		20390 Admin/ Lease Paymen
						ACCOUNT TOTAL	872.61	
10550110 452010								Office Supplies
010475 GREENSTATE CREDIT U	1208205531	0	2021	5	INV P	333.43 120420		252415 EMiller/ Mastercard
						ACCOUNT TOTAL	333.43	
10550110 469320								Miscellaneous Supplies
010475 GREENSTATE CREDIT U	1208205531	0	2021	5	INV P	82.92 120420		252415 EMiller/ Mastercard
010522 COPY SYSTEMS INC	IN393610	0	2021	5	INV P	219.40 112720		20752 Admin/1 Ink & 4 Met
015759 JANWAY COMPANY	136285	0	2021	5	INV P	2,250.00 112720		252244 Admin/ 5,000 Dispos
						ACCOUNT TOTAL	2,552.32	
						ORG 10550110 TOTAL	16,111.96	

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550121								Library Bldg Maint - Public
10550121 442010								Other Building R&M Services
010262 IOWA WORKFORCE DEVEL	175754	0	2021 5	INV	P	160.00 120420	252426	FAC/ Annual Boiler
010392 RMB CO INC	6438	0	2021 5	INV	P	3,162.78 110620	20259	FAC/ Quarterly HVAC
010712 TRANE	311271241	0	2021 5	INV	P	4,706.00 112720	252357	FAC/ Annual Service
010981 JOE'S QUALITY WINDOW	19254	0	2021 5	INV	P	140.00 112020	251900	FAC/ Lower Outside
010981 JOE'S QUALITY WINDOW	19269	0	2021 5	INV	P	140.00 112720	252247	FAC/ Lower Outside
						280.00		
014457 A TECH INC	487377	0	2021 5	INV	P	72.00 112720	20745	FAC/ Monitoring 12/
						ACCOUNT TOTAL	8,380.78	
10550121 442020								Structure R&M Services
010823 SCHUMACHER ELEVATOR	90506998	0	2021 5	INV	P	607.00 110620	20261	Elevator Maintenanc
						ACCOUNT TOTAL	607.00	
10550121 442030								Heating & Cooling R&M Services
010392 RMB CO INC	6568	0	2021 5	INV	P	2,047.19 112020	20393	FAC/ Air Filter Rep
010392 RMB CO INC	6570	0	2021 5	INV	P	977.77 112020	20393	FAC/ Leak Repair
010392 RMB CO INC	6573	0	2021 5	INV	P	5,666.20 112020	20393	FAC/ RTU#8 Fan Insp
010392 RMB CO INC	6677	0	2021 5	INV	P	1,767.18 120420	20804	FAC/ Leaking Belimo
						10,458.34		
						ACCOUNT TOTAL	10,458.34	
10550121 445030								Nursery Srvc-Lawn & Plant Care
010181 GREENERY DESIGNS	3360	0	2021 5	INV	P	67.00 112020	251885	FAC/ October Interi
						ACCOUNT TOTAL	67.00	
10550121 445330								Other Waste Disposal
013663 REPUBLIC SERVICES OF	0897-000910423	0	2021 5	INV	P	80.00 110620	251621	FAC/October Waste &
						ACCOUNT TOTAL	80.00	
10550121 449160								Other Rentals
010627 CINTAS CORPORATION	4064598096	0	2021 5	INV	P	191.87 110620	251543	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4065930791	0	2021 5	INV	P	191.87 112020	251860	FAC/ Cleaning Suppl
010627 CINTAS CORPORATION	4067287245	0	2021 5	INV	P	191.87 112720	252213	FAC/Cleaning Suppli
						575.61		
						ACCOUNT TOTAL	575.61	



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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2020

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550121 452040								Sanitation & Indust Supplies
010290 LENOCH AND CILEK ACE 369344/3		0	2021 5	INV	P	155.87 112720	252251	FAC/ Sanitary Suppl
010290 LENOCH AND CILEK ACE 369350/3		0	2021 5	INV	P	179.82 112720	252251	FAC/ Sanitary Suppl
010290 LENOCH AND CILEK ACE 369355/3		0	2021 5	INV	P	17.94 112720	252251	FAC/ 6 Spray Bottle
010290 LENOCH AND CILEK ACE 369368/3		0	2021 5	INV	P	44.85 112720	252251	FAC/ 15 Spray Bottl
						398.48		
010627 CINTAS CORPORATION 4064598096		0	2021 5	INV	P	163.76 110620	251543	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION 4065930791		0	2021 5	INV	P	224.93 112020	251860	FAC/ Cleaning Suppl
010627 CINTAS CORPORATION 4067287245		0	2021 5	INV	P	163.76 112720	252213	FAC/Cleaning Suppli
						552.45		
						ACCOUNT TOTAL	950.93	
10550121 466070								Other Maintenance Supplies
011399 ELECTRIC EQUIPMENT S 8522		0	2021 5	INV	P	344.52 112720	20754	FAC/ 108 Packs West
012308 DIAMOND VOGEL PAINT 252141367		0	2021 5	INV	P	90.57 110620	251549	FAC/ 3 Gallons Pain
						ACCOUNT TOTAL	435.09	
						ORG 10550121 TOTAL	21,554.75	
10550140								Library Computer Systems
10550140 432060								Consultant Services
010525 ENCOMPASS IOWA LLC 10713		0	2021 5	INV	P	987.00 112020	20370	IT/ IT Essentials &
						ACCOUNT TOTAL	987.00	
10550140 438140								Internet Fees
011937 AUREON COMMUNICATION 0789007015.20.11		0	2021 5	INV	P	300.00 112020	251846	Internet Services
014293 IMON COMMUNICATIONS 2342944		0	2021 5	INV	P	402.42 112720	252237	ITAD/ Internet & Ph
						ACCOUNT TOTAL	702.42	
10550140 444080								Software R&M Services
010475 GREENSTATE CREDIT U 1208200250		0	2021 5	INV	P	426.54 120420	252414	BPalmer/Mastercard
012971 SEN SOURCE 46070		0	2021 5	INV	P	150.00 110620	251626	IT/Patron Counter U
						ACCOUNT TOTAL	576.54	
10550140 452010								Office Supplies
010475 GREENSTATE CREDIT U 1208200250		0	2021 5	INV	P	82.80 120420	252414	BPalmer/Mastercard
						ACCOUNT TOTAL	82.80	
10550140 455120								Misc Computer Hardware
010081 CDW GOVERNMENT INC 2828358		0	2021 5	INV	P	148.75 112020	251857	IT/ Cables, Labels,

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CITY OF IOWA CITY  
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010081 CDW GOVERNMENT INC	2862939	0	2021 5	INV	P	77.70 112020	251856	IT/ Camera Battery
						226.45		
010475 GREENSTATE CREDIT U	1208200250	0	2021 5	INV	P	39.85 120420	252414	BPalmer/Mastercard
						ACCOUNT TOTAL		266.30
						ORG 10550140 TOTAL		2,615.06
10550151								Lib Public Services - Adults
10550151 432080								Other Professional Services
010145 ENGLERT CIVIC THEATR	2734	0	2021 5	INV	P	600.00 112020	251875	AD/ Witching Hour S
						ACCOUNT TOTAL		600.00
10550151 445250								Inter-Library Loans
000119 JOHNSTON PUBLIC LIBR	102620	0	2021 5	INV	P	13.75 112720	252264	AD/ ILL Replacement
000119 MID-CONTINENT PUBLIC	10272020	0	2021 5	INV	P	24.99 110620	251598	AD/ ILL Replacement
000119 MARSHALLTOWN PUBLIC	3225269	0	2021 5	INV	P	23.95 110620	251597	AD/ ILL Replacement
						62.69		
						ACCOUNT TOTAL		62.69
10550151 469320								Miscellaneous Supplies
010475 GREENSTATE CREDIT U	1208200227	0	2021 5	INV	P	91.83 120420	252412	JPaulios/ Mastercar
010475 GREENSTATE CREDIT U	1208205531	0	2021 5	INV	P	267.55 120420	252415	EMiller/ Mastercard
						359.38		
						ACCOUNT TOTAL		359.38
						ORG 10550151 TOTAL		1,022.07
10550152								Lib Public Services - Children
10550152 445140								Outside Printing
010373 PIP PRINTING	104848	0	2021 5	INV	P	82.72 110620	20254	CHI/ 500 Read Woke
010373 PIP PRINTING	105058	0	2021 5	INV	P	24.03 120420	20801	CHI/ 200 Vox & Wond
						106.75		
						ACCOUNT TOTAL		106.75
10550152 452010								Office Supplies
010475 GREENSTATE CREDIT U	1208205531	0	2021 5	INV	P	73.50 120420	252415	EMiller/ Mastercard
						ACCOUNT TOTAL		73.50
10550152 469320								Miscellaneous Supplies
010475 GREENSTATE CREDIT U	1208200235ZION	0	2021 5	INV	P	222.48 120420	252413	APilkington/ Master

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Library Disbursements: November 1 to November 30, 2020

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
015747 THE PINK UMBRELLA	2377	0	2021 5 INV P	375.00 112020	251964	CHI/ 25 Fall/Book T
			ACCOUNT TOTAL	597.48		
			ORG 10550152 TOTAL	777.73		
10550159			Lib Public Srvs-Comm Access			
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ	8691	0	2021 5 INV P	300.00 112720	252253	CAS/ CRANDIC Advert
012233 IOWA CITY COMMUNITY	110720	0	2021 5 INV P	100.00 120420	252422	CAS/ ICPL November
			ACCOUNT TOTAL	400.00		
10550159 445140			Outside Printing			
010050 TRU ART	111008011BKM	0	2021 5 INV P	185.00 112720	252358	CAS/ 500 Fall BKM B
010373 PIP PRINTING	104768	0	2021 5 INV P	101.17 112020	20388	CAS/2 Curbside Pick
			ACCOUNT TOTAL	286.17		
10550159 452010			Office Supplies			
010475 GREENSTATE CREDIT U	1208205531	0	2021 5 INV P	20.97 120420	252415	EMiller/ Mastercard
			ACCOUNT TOTAL	20.97		
10550159 454020			Subscriptions			
012407 BOOK PAGE	S49533	0	2021 5 INV P	588.00 112020	251851	CAS/ Book Page 12 M
			ACCOUNT TOTAL	588.00		
10550159 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	1208205531	0	2021 5 INV P	272.53 120420	252415	EMiller/ Mastercard
			ACCOUNT TOTAL	272.53		
			ORG 10550159 TOTAL	1,567.67		
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137020378448	0	2021 5 INV P	465.00 112720	252269	LIBRARY MATERIALS
			ACCOUNT TOTAL	465.00		
10550160 445140			Outside Printing			
010373 PIP PRINTING	104905	0	2021 5 INV P	100.00 112720	20764	LIBRARY MATERIALS
			ACCOUNT TOTAL	100.00		
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055102020V	0	2021 5 INV P	1,038.28 112020	251847	LIBRARY MATERIALS

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CITY OF IOWA CITY  
Library Disbursements: November 1 to November 30, 2020

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
ACCOUNT TOTAL						1,038.28		
10550160 469110					Misc Processing Supplies			
010509 BAKER & TAYLOR INC C	H640957DM	0	2021	5	INV P	9.56	112720	252206 LIBRARY MATERIALS
010510 DEMCO INC	6859445	0	2021	5	INV P	1,039.23	112720	252219 LIBRARY MATERIALS
010519 BRODART CO	566352	0	2021	5	INV P	334.20	112720	20751 LIBRARY MATERIALS
010546 MIDWEST TAPE	99209960	0	2021	5	INV P	79.20	111320	251747 LIBRARY MATERIALS
010546 MIDWEST TAPE	99327769	0	2021	5	INV P	216.62	111320	251747 LIBRARY MATERIALS
010546 MIDWEST TAPE	99452325	0	2021	5	INV P	311.92	111320	251747 LIBRARY MATERIALS
						607.74		
ACCOUNT TOTAL						1,990.73		
10550160 477380					Library-RFI Tags			
011252 ENVISIONWARE INC	INV-US-50070	0	2021	5	INV P	6,700.00	110620	251554 LIBRARY PROCESSING
ACCOUNT TOTAL						6,700.00		
ORG 10550160 TOTAL						10,294.01		
10550210					Library Children's Materials			
10550210 477020					Books (Cat/Cir)			
010509 BAKER & TAYLOR INC C	2035430645	0	2021	5	INV P	86.85	110620	251536 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035453988	0	2021	5	INV P	71.10	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035458435	0	2021	5	INV P	89.55	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035461357	0	2021	5	INV P	9.51	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035473672	0	2021	5	INV P	22.08	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035483132	0	2021	5	INV P	13.58	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035490535	0	2021	5	INV P	25.17	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035498541	0	2021	5	INV P	368.58	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035508354	0	2021	5	INV P	42.43	110620	251536 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035525540	0	2021	5	INV P	90.14	112720	252205 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035532164	0	2021	5	INV P	40.87	112720	252205 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035545319	0	2021	5	INV P	10.63	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035545395	0	2021	5	INV P	127.35	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035548216	0	2021	5	INV P	395.72	110620	251536 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035564678	0	2021	5	INV P	249.39	112020	251847 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035583642	0	2021	5	INV P	153.55	112720	252205 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	2035585765	0	2021	5	INV P	102.41	112720	252205 LIBRARY MATERIALS
						1,898.91		
010536 INGRAM LIBRARY SERVI	47767326	0	2021	5	INV P	16.09	112720	252238 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	48945706	0	2021	5	INV P	59.64	112720	252238 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	49018344	0	2021	5	INV P	25.87	112720	252238 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	49053753	0	2021	5	INV P	9.58	112720	252238 LIBRARY MATERIALS
						111.18		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	2,010.09		
10550210 477030			Books (Uncataloged)			
010536 INGRAM LIBRARY SERVI	49310464	0	2021 5 INV P	19.50 112720	252238	LIBRARY MATERIALS
			ACCOUNT TOTAL	19.50		
10550210 477040			Books (Cat/Reference)			
010509 BAKER & TAYLOR INC C	2035458435	0	2021 5 INV P	16.99 112020	251847	LIBRARY MATERIALS
			ACCOUNT TOTAL	16.99		
10550210 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO20357366	0	2021 5 INV P	11.88 110620	251611	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20360770	0	2021 5 INV P	79.98 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20361372	0	2021 5 INV P	207.39 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20379079	0	2021 5 INV P	73.84 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20393438	0	2021 5 INV P	51.93 112720	252269	LIBRARY MATERIALS
				425.02		
			ACCOUNT TOTAL	425.02		
10550210 477110			Music-CD			
010509 BAKER & TAYLOR INC C	H51338630	0	2021 5 INV P	8.81 110620	251537	LIBRARY MATERIALS
			ACCOUNT TOTAL	8.81		
10550210 477120			Other Audio-CD			
015457 LIBRARY IDEAS LLC	78949	0	2021 5 INV P	514.30 112020	251910	LIBRARY MATERIALS
			ACCOUNT TOTAL	514.30		
10550210 477160			Video Recordings			
010514 AMAZON	66528111020	0	2021 5 INV P	38.88 112720	252200	LIBRARY MATERIALS
010546 MIDWEST TAPE	99485725	0	2021 5 INV P	94.43 110620	251593	LIBRARY MATERIALS
010546 MIDWEST TAPE	99485726	0	2021 5 INV P	15.99 110620	251593	LIBRARY MATERIALS
010546 MIDWEST TAPE	99531752	0	2021 5 INV P	68.93 111320	251747	LIBRARY MATERIALS
010546 MIDWEST TAPE	99552370	0	2021 5 INV P	188.86 112020	251919	LIBRARY MATERIALS
010546 MIDWEST TAPE	99571562	0	2021 5 INV P	137.89 112720	252260	LIBRARY MATERIALS
010546 MIDWEST TAPE	99617447	0	2021 5 INV P	183.63 112720	252260	LIBRARY MATERIALS
				689.73		
			ACCOUNT TOTAL	728.61		
10550210 477200			Toys			
013055 LAKESHORE LEARNING M	1317221020	0	2021 5 INV P	22.99 110620	251582	LIBRARY MATERIALS
			ACCOUNT TOTAL	22.99		

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10550210 477250				Downloadable Media				
011068 OVERDRIVE INC	01370CO20360772	0	2021 5	INV	P	58.65 112720	252269	LIBRARY MATERIALS
015034 KANOPY INC	220541-PPU	0	2021 5	INV	P	175.00 112020	251907	LIBRARY MATERIALS
ACCOUNT TOTAL						233.65		
ORG 10550210 TOTAL						3,979.96		
10550220				Library Adult Materials				
10550220 477020				Books (Cat/Cir)				
010509 BAKER & TAYLOR INC C 0003220625		0	2021 5	CRM	P	-5.41 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 0003220626		0	2021 5	CRM	P	-3.49 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 0003220629		0	2021 5	CRM	P	-2.25 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 0003220630		0	2021 5	CRM	P	-1.63 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 003220627		0	2021 5	CRM	P	-.87 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035418300		0	2021 5	INV	P	103.50 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035427171		0	2021 5	INV	P	49.96 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035427256		0	2021 5	INV	P	72.17 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035445435		0	2021 5	INV	P	61.00 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035445711		0	2021 5	INV	P	10.07 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035448055		0	2021 5	INV	P	34.28 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035458435		0	2021 5	INV	P	1,400.52 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035461324		0	2021 5	INV	P	39.25 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035461905		0	2021 5	INV	P	40.28 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035483210		0	2021 5	INV	P	26.05 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035489939		0	2021 5	INV	P	94.08 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035490202		0	2021 5	INV	P	18.76 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035506698		0	2021 5	INV	P	164.99 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035506711		0	2021 5	INV	P	227.30 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035506988		0	2021 5	INV	P	337.27 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035508354		0	2021 5	INV	P	503.95 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035518723		0	2021 5	INV	P	88.15 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035525540		0	2021 5	INV	P	694.19 112720	252205	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035532164		0	2021 5	INV	P	1,302.56 112720	252205	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035533855		0	2021 5	INV	P	556.40 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035537739		0	2021 5	INV	P	45.21 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035540895		0	2021 5	INV	P	46.45 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035543298		0	2021 5	INV	P	332.24 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035544469		0	2021 5	INV	P	1,152.99 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035545280		0	2021 5	INV	P	139.22 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035545494		0	2021 5	INV	P	299.27 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035545506		0	2021 5	INV	P	183.25 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035548216		0	2021 5	INV	P	1,271.89 110620	251536	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035548894		0	2021 5	INV	P	91.76 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035552215		0	2021 5	INV	P	72.55 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035555402		0	2021 5	INV	P	432.33 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035568839		0	2021 5	INV	P	224.05 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035574364		0	2021 5	INV	P	354.81 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035579289		0	2021 5	INV	P	405.27 112020	251847	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2035585765		0	2021 5	INV	P	285.95 112720	252205	LIBRARY MATERIALS

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010509 BAKER & TAYLOR INC C	2035586687	0	2021 5	INV	P	253.18 112720	252205	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2035594998	0	2021 5	INV	P	216.59 112720	252205	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	5016521680	0	2021 5	INV	P	128.34 111320	251679	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	5016555702	0	2021 5	INV	P	66.45 112720	252204	LIBRARY MATERIALS	
						11,812.88			
010514 AMAZON	66528111020	0	2021 5	INV	P	29.99 112720	252200	LIBRARY MATERIALS	
010520 CENTER POINT PUBLISH	1802220	0	2021 5	INV	P	134.82 112720	252211	LIBRARY MATERIALS	
010531 GALE GROUP	72481100	0	2021 5	INV	P	21.59 112720	252227	LIBRARY MATERIALS	
010531 GALE GROUP	72516199	0	2021 5	INV	P	60.78 112720	252227	LIBRARY MATERIALS	
						82.37			
010536 INGRAM LIBRARY SERVI	47767326	0	2021 5	INV	P	136.92 112720	252238	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	48945706	0	2021 5	INV	P	76.36 112720	252238	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	49018344	0	2021 5	INV	P	51.43 112720	252238	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	49053753	0	2021 5	INV	P	23.86 112720	252238	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	49310464	0	2021 5	INV	P	181.65 112720	252238	LIBRARY MATERIALS	
						470.22			
010750 IOWA POETRY ASSOCIAT	10122020	0	2021 5	INV	P	9.00 110620	251575	LYRICAL IOWA 2020	
015582 ICE CUBE PRESS LLC	4827	0	2021 5	INV	P	47.33 112720	252236	LIBRARY MATERIALS	
ACCOUNT TOTAL						12,586.61			
10550220 477040	Books (Cat/Reference)								
010509 BAKER & TAYLOR INC C	5016521680	0	2021 5	INV	P	399.99 111320	251679	LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI	49053753	0	2021 5	INV	P	55.00 112720	252238	LIBRARY MATERIALS	
012859 INFORMATION TODAY	1720162-B1	0	2021 5	INV	P	464.53 111320	251723	LIBRARY MATERIALS	
013941 ROWMAN & LITTLEFIELD	11537869	0	2021 5	INV	P	97.03 112020	251952	LIBRARY MATERIALS	
015673 PETERSONS LLC	INV-2251456	0	2021 5	INV	P	47.96 111320	251762	LIBRARY MATERIALS	
ACCOUNT TOTAL						1,064.51			
10550220 477070	Downloadable-eBooks								
010551 RECORDED BOOKS LLC	76709313	0	2021 5	INV	P	7,684.02 112020	20392	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20357378	0	2021 5	INV	P	1,243.93 110620	251611	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20358041	0	2021 5	INV	P	1,508.79 110620	251611	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20360771	0	2021 5	INV	P	282.45 112720	252269	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20360785	0	2021 5	INV	P	593.95 112720	252269	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20366486	0	2021 5	INV	P	153.53 112720	252269	LIBRARY MATERIALS	
011068 OVERDRIVE INC	01370CO20366998	0	2021 5	INV	P	432.98 112720	252269	LIBRARY MATERIALS	

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011068 OVERDRIVE INC	01370CO20367003	0	2021 5	INV	P	660.59 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20379080	0	2021 5	INV	P	465.71 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20381334	0	2021 5	INV	P	65.00 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20393437	0	2021 5	INV	P	243.49 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20398720	0	2021 5	INV	P	137.98 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20400331	0	2021 5	INV	P	1,399.29 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20406604	0	2021 5	INV	P	204.88 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20408765	0	2021 5	INV	P	17.50 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20408766	0	2021 5	INV	P	242.30 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20410732	0	2021 5	INV	P	348.09 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20254409	0	2021 5	INV	P	26.00 110620	251611	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20355360	0	2021 5	INV	P	96.98 110620	251611	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20360154	0	2021 5	INV	P	65.00 110620	251611	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20362541	0	2021 5	INV	P	55.00 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20383201	0	2021 5	INV	P	60.00 112720	252269	LIBRARY MATERIALS
						8,303.44		
ACCOUNT TOTAL						15,987.46		
10550220 477100	Fiction Audio-CD							
010518 BLACKSTONE AUDIOBOOK	1184879	0	2021 5	INV	P	160.00 110620	20223	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1185985	0	2021 5	INV	P	40.00 111320	20297	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1187684	0	2021 5	INV	P	40.00 112720	20750	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1187860	0	2021 5	INV	P	32.49 112020	20356	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1188985	0	2021 5	INV	P	120.00 112720	20750	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK	1189900	0	2021 5	INV	P	40.00 112720	20750	LIBRARY MATERIALS
						432.49		
ACCOUNT TOTAL						432.49		
10550220 477110	Music-CD							
010509 BAKER & TAYLOR INC C	H51338630	0	2021 5	INV	P	14.69 110620	251537	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51602650	0	2021 5	INV	P	50.69 111320	251680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51606870	0	2021 5	INV	P	31.57 111320	251680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51711890	0	2021 5	INV	P	11.75 112720	252206	LIBRARY MATERIALS
						108.70		
ACCOUNT TOTAL						108.70		
10550220 477160	Video Recordings							
010509 BAKER & TAYLOR INC C	H51264130	0	2021 5	INV	P	21.71 110620	251537	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51382520	0	2021 5	INV	P	21.71 110620	251537	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51519040	0	2021 5	INV	P	21.71 111320	251680	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H51670330	0	2021 5	INV	P	21.71 112720	252206	LIBRARY MATERIALS
						86.84		
010514 AMAZON	66528111020	0	2021 5	INV	P	26.95 112720	252200	LIBRARY MATERIALS



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010546 MIDWEST TAPE	99485725	0	2021 5	INV	P	35.21 110620	251593	LIBRARY MATERIALS
010546 MIDWEST TAPE	99531752	0	2021 5	INV	P	92.17 111320	251747	LIBRARY MATERIALS
010546 MIDWEST TAPE	99552370	0	2021 5	INV	P	163.40 112020	251919	LIBRARY MATERIALS
010546 MIDWEST TAPE	99571562	0	2021 5	INV	P	122.18 112720	252260	LIBRARY MATERIALS
010546 MIDWEST TAPE	99571563	0	2021 5	INV	P	36.33 112720	252260	LIBRARY MATERIALS
010546 MIDWEST TAPE	99617447	0	2021 5	INV	P	236.15 112720	252260	LIBRARY MATERIALS
						685.44		
			ACCOUNT TOTAL			799.23		
10550220 477210			Non-Fiction Video-DVD					
010546 MIDWEST TAPE	99485725	0	2021 5	INV	P	37.48 110620	251593	LIBRARY MATERIALS
010546 MIDWEST TAPE	99531752	0	2021 5	INV	P	78.72 111320	251747	LIBRARY MATERIALS
010546 MIDWEST TAPE	99552370	0	2021 5	INV	P	195.64 112020	251919	LIBRARY MATERIALS
010546 MIDWEST TAPE	99571562	0	2021 5	INV	P	87.70 112720	252260	LIBRARY MATERIALS
010546 MIDWEST TAPE	99617447	0	2021 5	INV	P	27.73 112720	252260	LIBRARY MATERIALS
						427.27		
			ACCOUNT TOTAL			427.27		
10550220 477230			Non-Fiction Audio-CD					
010518 BLACKSTONE AUDIOBOOK	1184767	0	2021 5	INV	P	40.00 110620	20223	LIBRARY MATERIALS
			ACCOUNT TOTAL			40.00		
10550220 477250			Downloadable Media					
011068 OVERDRIVE INC	01370CO20358047	0	2021 5	INV	P	1,170.28 110620	251611	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20360769	0	2021 5	INV	P	332.38 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20360784	0	2021 5	INV	P	347.48 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20367004	0	2021 5	INV	P	621.68 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20367005	0	2021 5	INV	P	225.98 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20381309	0	2021 5	INV	P	430.24 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20400332	0	2021 5	INV	P	1,687.22 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20406603	0	2021 5	INV	P	192.40 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20408775	0	2021 5	INV	P	59.99 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO20410731	0	2021 5	INV	P	620.46 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20364515	0	2021 5	INV	P	83.00 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20383201	0	2021 5	INV	P	69.99 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20383948	0	2021 5	INV	P	65.00 112720	252269	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA20411181	0	2021 5	INV	P	98.09 112720	252269	LIBRARY MATERIALS
						6,004.19		
015034 KANOPY INC	220541-PPU	0	2021 5	INV	P	3,196.00 112020	251907	LIBRARY MATERIALS
			ACCOUNT TOTAL			9,200.19		
			ORG 10550220 TOTAL			40,646.46		
FUND 1000 General			TOTAL:			98,569.67		