

IOWA CITY PUBLIC LIBRARY

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

LIBRARY BOARD OF TRUSTEES

September 23 2021

Iowa City Public Library

2nd Floor - Boardroom

Regular Meeting - 5:00 pm

Carol Kirsch - President

Tom Rocklin - Vice President

Derek Johnk - Secretary

Kellee Forkenbrock

Daniel Keranen

Noa Kim

Robin Paetzold

Hannah Shultz

Dan Stevenson

1. Call Meeting to Order

2. Public Discussion

3. Items to be discussed

A. FY Budget Discussion

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

B. Policy Review: 501 Authority for Administration of Personnel Policies for Library Employees

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

C. Policy Review: 502 General Library Personnel Policies

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

D. Policy Review: 503 Admin/Confidential Policy

Comment: This is a regularly scheduled agenda item. The AFSCME Contract is included as a supplemental document (sited as policy 504) to this policy. Board action required.

E. Policy Review: 801 Circulation and Library Card Policy

Comment: This is a regularly scheduled agenda item, and continuation from the August meeting. Board action required.

4. Staff Reports:

- A. Director's Reports
- B. Departmental Report: Adult Services; Community & Access Services
- C. Development Office Report
- D. Miscellaneous

5. President's Report

6. Announcements from Members

7. Committee Reports

8. Communications

9. Consent Agenda:

- A. Approve Minutes of Library Board of Trustees August 26, 2021 regular meeting
- B. Approve Disbursements for August 1 TO August 31 2021

10. Set Agenda Order for October Meeting

11. Adjournment

Iowa City Public Library – Board of Trustee Meetings Agenda Items and Order Schedule FY22		
SEPTEMBER 23 2021	OCTOBER 28 2021	NOVEMBER 18 2021
<p>Budget Discussion</p> <p>Policy Review: 501 Authority for Administration of Personnel Policies for Library Employees (AD)</p> <p>Policy Review: 502 General Library Personnel Policies (AD)</p> <p>Policy Review: 503 Admin/Confidential Policy (AD) (AFSCME Contract Supplement included)</p> <p>Policy Review: 801 Circulation and Library Card Policy (CAS)</p> <p>Departmental Reports: AS, CAS</p>	<p>Budget Discussion</p> <p>1st Quarter Statistics and Financials</p> <p>Policy Review: 103 Membership in Community & Professional Organizations (CAS)</p> <p>Art Advisory Committee Nominations (Policy 802)</p> <p>Departmental Reports: CH, CS, IT</p> <p>Special Events: Pride Parade 10/2 ILA Conference 10/6-10/8 Homecoming Parade 10/15 Book Festival 10/18 https://www.icpl.org/calendar</p>	<p>Appoint Committee to Evaluate Director</p> <p>Board Member Recognition Dinner Discussion</p> <p>Policy Review: 813 Unattended Children (CH)</p> <p>Policy Review: 817 Alcohol in the Library Policy (CAS)</p> <p>Departmental Reports: AS, CAS</p>
DECEMBER 16 2021		
<p>State Library Accreditation Discussion</p> <p>Board Education</p> <p>Departmental Reports: CH, CS, IT</p> <p>Special Events: Staff In-Service 12/10</p>		

JANUARY 27 2022	FEBRUARY 24 2022	MARCH 24 2022
Strategic Planning Update 2 nd Quarter Goals/Statistics Financials – Review State Library Accreditation Review Departmental Reports: AS, CAS	<i>Director’s Evaluation - PIP</i> Set Hours for Next Fiscal Year Appoint Nominating Committee Departmental Reports: CH, CS, IT Special Events: Children’s Event	<i>Policy Review: 505 Volunteer Policy (CAS)</i> <i>Policy Review: 814 Library Copyright Policy (AS)</i> Departmental Reports: AS, CAS
APRIL 28 2022	MAY 26 2022	JUNE 23 2022
Strategic Planning Update 3 rd Quarter Goals/Statistics Financials - Review Departmental Reports: CH, CS, IT	Appoint Bylaws Committee <i>Policy Review: 806 Meeting Room and Lobby Use</i> Departmental Reports: AS, CAS	Departmental Reports: CH, CS, IT

501 Authority for Administration of Personnel Policies for Library Employees

Proposal: This is a regular, scheduled policy review.

Staff Recommendations: Review as presented; no amendments necessary.

Action Required: Review and approve as presented.

Prepared by: Elsworth Carman

Review Committee: Elsworth Carman, Angie Pilkington, Brent Palmer, Patty McCarthy, Jason Paulios, Kellie Kerns, and Sam Helmick

Section 501: Authority for Administration of Personnel Policies for Library Employees

501.1 Library Board of Trustees

Under Title 11, Chapter 1, Section 2(E) of the Code of Iowa City, the Library Board of Trustees has full responsibility "to employ a librarian and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of a library...and to make and adopt...rules and regulations, not inconsistent with ordinances and the law, for the care, use and management of the Library."

The Board approves all policy statements, and their rules supersede any and all conflicting statements of the City of Iowa City Personnel Policies, except for labor contracts negotiated jointly by the Library Board of Trustees and the City Council of Iowa City. Library personnel policies must be read in conjunction with the current labor contract and specific items may be modified or superseded by interpretations of the contract or by a newly negotiated contract. Also, the Board of Trustees recognizes its close relationship with the City of Iowa City and shall, except where legal responsibilities restrict or the best interest of the library would not be served, create policies that are parallel or in harmony with those of the City of Iowa City.

For legal purposes Library employees are employees of the Library Board of Trustees, but for some general purposes and in the eyes of the general public, Library employees are City employees.

501.2 Library Director

Responsibility for the employment of all employees except the Director as well as the administration of the personnel policies for the Library is assigned by the Board of Trustees to the Library Director. The Director works closely with the City's Human Resources Department and, wherever possible, develops personnel procedures that are compatible with those of the City. Day-to-day personnel work at the Library is handled by the Library's Administrative Coordinator and the administrative staff.

501.3 City of Iowa City Human Resources/Personnel Department

This department processes all transactions for Library employees, and therefore certain library procedures must match their requirements. Procedures related to insurance and employee benefits or state and federal laws are administered as established by the City.

The Personnel Administrator and City Attorney staff provide valuable assistance and counsel to the Library's administrative staff on personnel issues, contract interpretation, and legal requirements.

501.4 Revisions

Personnel related policies 502 and 503 are regularly scheduled for review when a city-wide revision has taken place and as needed. The labor agreement, 504, is negotiated on a schedule established in the contract.

501.5 Distribution

All employees of the Library shall have access to a copy of the personnel policies and shall be advised of any changes or amendments. Copies of the policies are available in the Library Board Policy Notebook in the Library Business Office, and the Board Room and on the staff intranet. A copy for the public shall be maintained on the Library web page.

Approved by Board of Trustees, July 22, 1982

Revised: May 28, 1987

Revised: November 18, 1999

Revised: April 28, 2005

Revised: April 24, 2008

Revised: May 26, 2011

Reviewed: May 22, 2014

Reviewed: October 26, 2017

Reviewed: September 23, 2021



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

To: Library Board of Trustees

From: Anne Mangano, Collection Services Coordinator

Date: September 23, 2021

Re: Policy Review: 502: General Library Personnel Policies

This policy's revision stems from the City of Iowa City's revised Personnel Policies, adopted by the Council in June 2021. We make a concerted effort to have our policies match those of the City's as closely as possible. We rely on the expertise of the City's Human Resources department and the City Attorney's Office to ensure personnel policies are up-to-date, follow best practices, and meet current federal, state, and local requirements. This edited version incorporates the changes made by the City while keeping information specific to the Library intact.

Some general differences between the City's and the Library's Personnel Policies include:

- Substituting "Iowa City Public Library" for "City of Iowa City" when appropriate
- Substituting "Library Director" for "City Manager" or other City offices when appropriate
- Removing content and language that does not apply to the library, such as information on Civil Service coverage, Commercial Driver's License requirements, pre-employment drug tests, or dress code specifics
- Adding content and language that applies to the operations of the library, such as information on staff endorsements (public library staff accreditations), the confidentiality of patron records, and referencing our own internal policies and procedures

Some content was expanded and moved to create entire new sections, including:

- Harassment. Formally part of Equal Employment Opportunity, now its own section in 502.5
- Workplace Violence Prevention. Formally part of Employee Relations and Conduct, now its own section in 502.6

Other content was collapsed and moved from individual sections into 502.7 Employee Relations and Conduct, including:

- Discipline (formally 502.8)
- Conflict of Interest (formally 502.10)
- Political Activity (formally 502.11)

Much of the policy language is similar in content, but new information includes:

- 502.713 Personal Use of Social Media
- 502.8 Whistleblower Policy and State Ombudsman's Office
- 502.10 Substance Abuse Policy

The section on Conflict Resolution Procedure was removed per changes in City policy.

Staff Recommendations:

Adopt changes as proposed.

Action Required:

Review policy and adopt as amended.

Policy 502: General Library Personnel Policies

502.1 PURPOSE

The purpose of this document is to set forth the policies by which personnel-related decisions, made by either supervisor or employee, are to be guided and to express mutual expectations for conduct in the workplace. The Iowa City Public Library's ability to manage and provide public services with efficiency and effectiveness is dependent upon the capability and performance of its employees. The Library strives to provide a ~~good~~ positive working environment which promotes and supports respect, diversity and inclusivity, professional development, open communication, and sensitivity to employee needs.

This policy is not intended to create any contractual rights in favor of the employee or the Iowa City Public Library. The Library reserves the right, at any time, to amend, delete, revise, or add to any provision in its sole discretion.

502.2 ADMINISTRATION

These policies generally cover all Library employees and prospective employees; ~~however~~ However, ~~temporary/hourly pay employees may not be covered by~~ not all provisions may apply to temporary or hourly staff.

These policies work to ensure decisions will be made consistently and in accordance with overall Library goals regarding employee relations. Questions of policy interpretation should be addressed to the Library Director, who shall be responsible for final interpretation and application of these policies. The principles expressed herein will be used as a guide regarding issues not specifically addressed in these policies.

This document should be read in conjunction with negotiated labor contracts, non-bargained employee manuals, administrative regulations, and operating policies and procedures published by the Library.

Upon initial appointment to a budgeted position, all employees of the Library shall be furnished a copy of these policies. Any substantive changes or amendments shall be posted ~~on to~~ the Library's website. Employees will be notified that updated policies are available online and hard-copies will be provided upon request.

502.3 EQUAL EMPLOYMENT OPPORTUNITY

~~— .31 General Policy~~

~~—~~ It is the policy of the Library to prohibit discrimination and harassment of any type and to afford equal employment opportunities for all employees or potential Library employees applicants without regard to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law, except where age, sex, or physical ability constitute a bona fide occupational qualification necessary for job performance. This extends to all areas of personnel administration including but not limited to recruitment, employment, promotion, transfer, training, working conditions, wages, benefits, and application of personnel policies, and shall be consistent with all protections afforded by applicable federal, ~~and state~~ and local statutes law. No personnel decision, action, term, condition, or privilege of employment shall be unlawfully influenced in any manner by consideration of an individual's membership in a protected class.

~~—~~ It is the goal of the Library to ~~guard against illegal discrimination through appropriate review of the Library's Personnel policies, to allow qualified individuals the opportunity to enter non-traditional occupations, ensure equitable and non-discriminatory treatment of all applicants and employees, to remove barriers to employment for underrepresented populations~~ and to achieve a diverse and inclusive

work force that reflects the ~~available qualified population~~ diversity within our community.

—The Library shall also encourage or require equal employment opportunity efforts from vendors, contractors, consultants, and firms with which the Library does business.

—The Library will employ-use recruitment and selection practices that support this policy by displaying required ~~posters regarding~~ equal employment ~~opportunities~~ opportunity posters in areas visible to employees and by identifying the Library as an Equal Opportunity Employer on job advertisements, postings, ~~employment application forms, websites, the City's~~ self-service employment opportunities site and online application form, website, and other recruitment sources. The Library will make efforts to inform individuals from historically disadvantaged populations of both employment opportunities and the ~~City's Library's~~ hiring process through targeted distribution of job postings, general recruitment and hiring information and events such as job fairs. The Library will work with the City to periodically review its outreach efforts and recruitment, hiring, and selection procedures, adjusting as appropriate to implement-ensure best practices to promote diversity and reduced implicit bias are being implemented and used as appropriate and feasible. Library personnel who have responsibility for selection and hiring shall be trained in and held responsible for using legal interviewing and selection techniques and criteria.

502.4 LABOR RELATIONS

The Library recognizes its duty to bargain collectively with employee organizations certified by the Public Employment Relations Board, as provided by state law. Pursuant to this requirement, the duties, obligations, and rights of the Library and the certified employee organization, American Federation of State, County, and Municipal Employees, (AFSCME), Local 183, are set forth in the collective bargaining agreements mutually entered into by the Library and the employee organization. Please refer to the collective bargaining agreement for specific details. This contract is negotiated jointly with the City's unit of AFSCME, Local 183. The Library Director has the final authority to interpret and administer the contract. (See ~~Section~~ Policy 504 for current contract.)

~~.32~~ 502.5 — Harassment HARASSMENT AND DISCRIMINATION

—The Library is committed to providing a work environment in which people are treated with dignity, decency, and respect, and which is free of harassment and unlawful discrimination.

.51 Harassment

Harassment ~~and unlawful discrimination~~ may take many forms, including behaviors that are overt or ~~very~~ subtle. Harassment may occur between or among members of the same or opposite sex or gender identity, employees and the public, contractors or vendors, co-workers, or subordinates and supervisors. Harassing behavior of any nature, ~~has can have~~ the effect of creating a hostile or offensive work environment and is prohibited ~~behavior~~. This can include conduct occurring outside of the workplace which has an impact on the work environment.

a. Harassment

For the purposes of this policy, harassment is any verbal or physical conduct that threatens, intimidates, demeans, humiliates, or coerces an employee, ~~co-worker~~, or any person working for or on behalf of the Library. Verbal taunting that impairs ~~his or her~~ an individual's ability to perform ~~his or her~~ their job is included in the definition of harassment.

—Harassment may take the form of, but is not limited to:

- Comments that are offensive or unwelcome regarding a person's race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical

disability, genetic information, veteran status, or other class/category protected by federal, state, or local law, body, or appearance, including epithets, slurs, and negative stereotyping.

- Abusive and offensive language, insults, teasing, name-calling, spreading rumor and innuendo, unreasonable criticism, isolating people from normal work interaction, excessive demands, and practical jokes.

.52-b.—Sexual Harassment

—Sexual harassment is ~~a form of~~ defined as unwelcome conduct that affects terms or conditions of employment (~~quid pro quo harassment~~) or creates an intimidating, hostile, or offensive work environments. Such harassment is prohibited for all employees, regardless of status, including supervisors, subordinates, administrators, and co-workers. No employee, regardless of gender identity, should be subjected to such conduct. Sexual harassment may also ~~be charged~~ occur between same-sex employees.

—Sexual harassment may take the form of, but is not limited to the following and may include more subtle actions:

- a. Deliberate or repeated unsolicited verbal comments, questions, representations, or physical conduct of ~~either a sexual or non-sexual~~ nature that ~~are~~ is unwelcome to the recipient.
- b. Making or threatening to make decisions affecting an employee's job on the basis of the acceptance or refusal of a request for sexual intimacy.
- c. Unwelcome sexually explicit, lewd, threatening or vulgar language, sexual jokes, innuendo, or propositions; suggestive comments; lewd gestures; requests for any type of sexual behavior (including repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature.
- d. Distribution, display or discussion of any written, electronic or graphic material, including calendars, posters, cartoons, that are sexually suggestive or show hostility toward an individual or group because of sex, suggestive or insulting sounds; leering, staring; whistling; content in letters and notes, facsimiles, emails, photos, text messages, internet/social media postings; or other form of communication that is sexual in nature and offensive.
- e. Unwelcome, unwanted physical contact including touching, tickling, pinching, ~~pea~~ atting, brushing up against, hugging, cornering, kissing and fondling, and forced sexual intercourse or assault.

.53-c.—Discrimination

—It is a violation of City Library policy to ~~unlawfully~~ discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use ~~discriminatory~~ evaluative standards ~~that discriminate in employment if the basis of that discriminatory treatment is~~, in whole or in part, based on ~~thea~~ person's race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law. Discrimination of this kind may also be ~~strictly~~ prohibited by ~~a variety of~~ federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with ~~the prohibitions stated in~~ these ~~anti-discrimination~~ laws.

.54-d.—Complaint Procedure

—The Library will actively thoroughly pursue and investigate complaints of harassment, discrimination or denial of civil rights, and appropriate action will be taken. ~~Employees who encounter conduct they believe violates which may be in violation of~~ this policy ~~are expected to~~ should be reported ~~it to a~~ departmental supervisor, the Library Director, the City's Human Resources Administrator, or the City Attorney's office. The Library Director, the City's Human Resources Administrator, the City Attorney's office, and/or other administrative staff as appropriate will investigate, including interviews of complainant, respondent, and witnesses as necessary. If ~~it is an investigation determined~~ determines that ~~harassment~~

~~and/or discrimination in an employee has violation-violated of this policy-has occurred, appropriate discipline will be issued-as appropriate. Because discipline is a personnel matter, the Library will not be able to disclose to the complainant any discipline taken against the respondent.~~

.55-e.—Confidentiality:

—Throughout the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person will be protected to the extent possible, while allowing the Library to meet its obligation to investigate such complaints. The expressed wishes of the complaining person for confidentiality will be considered in the context of the Library's legal obligation to act on the charge-complaint and the right of the respondent to obtain information.

.56-f.—Retaliation:

—Retaliation against any person for filing or responding to a compliantcomplaint either formally or informally, for participating in the complaint and investigation process, or for participating as a witness in any investigation,~~will not be tolerated is prohibited~~ and will be considered a violation of this policy. Employees who believe they are being retaliated against in violation of this policy should follow the reporting process outlined in Section 5.4. The Library will ~~actively pursue andthoroughly~~ investigate claims of retaliation. Any person who is found to have engaged in retaliation in violationviolated this aspect of ~~the~~ this policy will be subject to disciplinary action up to and including termination of employment.

.57-g.—Consequences of Harassment or Discrimination

—Harassment and discrimination is unacceptable conduct in any form, and can be the basis for a discrimination charge-claim against the Library and/or an individual employee. It is the Library's position that every employee has the right to work in an environment free of any type of harassment or discrimination. Consequently, any employee who engages in prohibited conduct will be subject to disciplinary action, up to and including termination of employment.

.58 Duty to Prevent and Report

—All employees have an affirmative duty to prevent harassment and discrimination in the workplace by producing-supporting an environment that ~~exposes-and~~ discourages harassment or discrimination of any kind and which promotes and supports respect, diversity and inclusivity in the workplace and community. This includes reporting any conduct that may constitute harassment, discrimination, or denial of civil rights to a departmental supervisor, the Library Director, the City's Human Resources Administrator, or the City Attorney's Office. Supervisors are required to forward all reports to the Library Director, the City's Human Resources Administrator, or the City Attorney's Office to ensure appropriate follow-up and investigation.

.52-Workplace Violence Prevention.502.6 WORKPLACE VIOLENCE PREVENTION

.61 Policy

Providing a safe and healthy work environment is essential to the Iowa City Public Library. ~~Acts or threats of violence against any Library employee will not be tolerated whether among employees or between one or more employees and the public. Any Library employee initiating a violent act against another Library employee or a member of the public will be subject to disciplinary action, up to and including termination of employment.~~

Violence or the threat of violence by or against any Library employee, or any other person, is prohibited. All reports of violence will be promptly investigated and appropriate action will be taken.

.62 Definition

The Library defines wWorkplace violence includesas any act of physical, verbal, written, or electronic aggression ~~and/or intimidation within the work settingaffecting the workplace,; as well as~~ This includes the destruction or abuse of property and any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear, or has the purpose of unreasonably

interfering with an individual's reasonable expectation of a safe, non-hostile, or respectful work environment, whether made in person, by telephone, mail, written or electronic communications, or other means, including conduct that occurs outside of the workplace or during non-working hours.

~~Workplace violence is generally directed toward physically or psychologically harming an individual or an object. It includes, but is not limited to, hitting, shoving, beatings, stabbings, shootings, rapes, psychological traumas, such as threatening an individual or his/her family, obscene or harassing phone calls or electronic communications, an intimidating presence, as well as harassment of any nature.~~

~~Workplace violence also includes actions or threats of violence occurring off Library premises involving an employee acting as, or clearly identifiable as, a representative of the Library.~~

.63 Employee Responsibilities

All employees are required to refrain from any conduct that violates this policy, to promptly report to a department supervisor, the Library Director, the City's Human Resources Administrator, or the City Attorney's Office any incidents or threats of workplace violence, and to cooperate with any investigation of workplace violence. Employees are also expected to report any situation or threats of violence which may follow them into the workplace or otherwise impact other Library employees.

Supervisors, with assistance from the Library Director and the City's Human Resources Office, are responsible for ensuring proper response, investigation and follow up on any reported or observed incidents of workplace violence. Violence, the threat of violence or any other conduct that would fall under this policy must be reported to the Library Director and Human Resources as soon as the reporting party becomes aware of it.

~~All reports of violence will be reviewed in a timely manner and perpetrators can expect appropriate action. Generally such reports should be made to the employee's supervisor, who is responsible for informing the Library Director, however the employee may make the report directly to the City Human Resources Administrator or the City Attorney's Office.~~

.64 Investigation and Follow-Up

Any reported or alleged violation of this policy will be promptly investigated by the appropriate management staff, the Library Director, City Human Resources, and/or the City Attorney's Office. Violations of this policy may result in disciplinary action up to and including termination of employment and/or a report to law enforcement.

.65 Confidentiality and Retaliation

To the greatest extent possible, anonymity will be maintained during the investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint only to the degree that it does not compromise the investigation. There is no right to or guarantee of anonymity.

Any employee who acts in good faith by reporting real, threatened, or implied violent behavior will not be subjected to any form of retaliation or harassment. Any retaliatory behavior resulting from a report of violence must be reported to the Library Director, the City's Human Resources Administrator, or the City Attorney's Office for investigation and appropriate action.

.66 Post-Incident Response

Injured staff will receive prompt medical treatment and appropriate post-incident counsel. The Library Director and the City's Human Resources will assist the supervisor with coordination of appropriate post-incident response which may include a critical incident debriefing session and/or counseling through the Employee Assistance Program.

.67 Violence Outside the Workplace

In order to fulfill its obligation to protect employees from violence, the Library requires that an employee apprise their supervisor, the Library Director, or City Human Resources of any situation involving violence or the threat of violence that may carry over into the workplace such as a restraining order issued for the protection of the employee, harassing or threatening phone calls, email or other electronic messages, being or suspicion of being stalked, and any other circumstance the employee perceives as threatening to the health and safety of the employee or others in the workplace.

.68 Workplace Security Suggestions and Recommendations

Employees are strongly encouraged to offer recommendations for improving safety within work sites of the Library. These suggestions may be made directly to supervisors and/or the Library Director.

502-~~5.7~~EMPLOYEE RELATIONS AND CONDUCT

The work of every employee is important. ~~On-the-job~~Employee performance ~~and conduct has-have~~ an effect on the employee's success with the Library ~~and the work environment~~, as well as ~~having an effect~~ ~~oneffecting~~ the quality of service to the Iowa City community. Employees have a right to expect fair treatment and fair compensation from the Library. In return, employees are expected to work diligently toward providing high levels of public service ~~and conducting themselves in a manner that positively contributes to a respectful and productive work environment.~~

~~.51 Public Relations~~

~~Providing information and service is the Library's principal task; therefore, it is the first priority of each employee when dealing with members of the public or other employees to act in a courteous, responsive, and prompt manner, to provide accurate responses and/or appropriate referrals, and to be fair and consistent in the enforcement of library rules.~~

.71 502.10 Conflict of Interest Employee Conduct and Ethical Standards of Behavior

~~Library employees are prohibited from engaging in any conduct which represents, or could be reasonably interpreted to represent, a conflict of interest. Employees must avoid any action which might result in, or create the appearance of using public office for private gain, giving preferential treatment to any person, or losing impartiality in conducting Library business.~~

~~If an employee determines that he or she has an outside interest that may be affected by Library or City of Iowa City plans or activities, or result in a conflict of interest or the appearance of such conflict, the employee must immediately report the situation to his or her Supervisor.~~

~~Violation of any provisions of this section may be cause for discipline or discharge of the employee.~~

Library employees are expected to conduct themselves in a courteous, respectful, responsive manner and in a manner that demonstrates high ethical standards, professionalism, and inspires public trust. These expectations and standards of behavior extend to individuals under consideration for an offer of Library employment, as well. All Library employees are required to:

- Refrain from engaging in conduct which could violate federal, state or local laws and/or reflect unfavorably upon the Iowa City Public Library and City of Iowa City.
- Refrain from engaging in conduct which represents or could reasonably be interpreted to represent a conflict of interest.
- Put forth honest effort in the performance of their duties.
- Carry-out and support the established policies of the Library in the performance of their job duties.

- regardless of their personal opinions of said policies.
- Decline any extraneous fee or gratuity for work performed on behalf of the Library.
- Refrain from granting or making available to any person, any consideration, treatment, advantage or favor beyond that which is granted or made available to the public.
- Immediately report to their supervisor any outside interests that may be affected by Library or City of Iowa City plans or activities or result in a conflict of interest or the appearance of such conflict.

a. ~~502.103~~ Impartiality

~~No Library employee may grant or make available to any person any consideration, treatment, advantage, or favor beyond that granted or make available to everyone in the community. This does not apply to fair and reasonable policy interpretation made while performing regular job responsibilities.~~

~~Library employees must not secure special privileges or exemption for themselves or their relatives and friends beyond that available to everyone in the community.~~

Employees must:

- Avoid any action which might result in or create the impression of using public office, employment with the Library for private gain, giving preferential treatment to any person or entity, or losing impartiality in conducting Library business.
- Refrain from securing privileges or exemptions for themselves or others beyond that which would be available to the public at large.

b. ~~.105~~ Use of Information

Employees may not use privileged confidential information for their own financial advantage or ~~disclose to provide others with financial advantages or~~ information ~~that would provide others with advantages which could be used for financial advantage.~~ Each employee is charged with the responsibility for ensuring that he or she they releases or provide only information that is should be or already is available to the general public at large.

c. ~~.104~~ Confidentiality of Library Records

All information about what materials and equipment library patrons are using or the content of questions they ask is confidential and may not be revealed to other members of the public or used by the employee in any manner not related to library operations. All requests to inspect Library records must be referred to the Library Director. Circulation records and other records identifying specific users are considered confidential, as identified by Library Policy 802. Failure to follow this policy is cause for disciplinary action.

d. ~~.106~~ Use of ~~Public Property~~ Library and City Resources

~~No Library employees~~ Employees shall request, may not use, or permit the use of any publicly owned resource (property, vehicle, equipment, labor, service or supplies (new, surplus, scrap or obsolete)) for the personal convenience or advantage of the employee or any other person, ~~except for that use that other than what~~ is generally available to the public. No Library-owned property may be removed from the ~~worksite-workplace~~ except for the purpose of conducting Library business. Use of Library or City facilities, supplies, equipment, or worktime for supplemental employment is prohibited.

No Library employee shall remove Library materials without proper checkout, change the standard loan period, remove materials not yet processed for circulation, or waive fines for library materials circulated for personal use except as allowed to the general public.

e. ~~502.102~~ Gifts

State law (Iowa Code section 68 B.22, as amended) restricts gifts that can be received by public employees or their families. As the law states, “the acceptance of personal benefits from those who could gain advantage by influencing official actions raises suspicions that tend to undermine the public trust.” Compliance with the law, for the reasons identified therein, is of crucial importance to the Library and the City.

There are exceptions to the restrictions, including accepting nonmonetary items with a value of three dollars (\$3.00) or less, or accepting items made available free of charge to members of the general public without regard to their employment. However, before accepting any other gift, employees should consult with the City Attorney’s Office for confirmation of an available exception.

f. ~~502.101~~ Employment Conflicts

Library employees may not work for an outside employer whose interests might conflict with those of the Library and/or City. Library employees may not use their jobs with the City to further their interest in any supplemental job. Library employees may not work for, or directly invest in, businesses with whom they must deal in the course of their employment with the Library.

g. ~~502.11~~ Political Activity

Library employees are free to exercise all rights of citizenship. However, in order to obey federal and state laws, and to ensure that the Library will operate effectively and fairly, some guidelines are necessary. Therefore, the following restrictions have been established:

- (1) An employee shall not, while performing official duties or while using Library equipment at the employee's disposal by reason of his/her/their position, solicit contributions for any political party or candidate, or engage in any political activity, including distribution of political messaging or materials. ~~While on duty, employees~~ Employees shall also refrain from wearing hats, buttons, or other items with political messaging while working, unless otherwise permitted under Chapter 20 of the Iowa Code.
- (2) An employee shall not attempt to influence the vote or political action of another by seeking advocating for an appointment, increase in pay, or other business or employment advantage for that person with the Library or City.
- (3) An employee who supervises employees shall not directly or indirectly solicit the persons supervised to contribute money, anything of value, or service to a candidate, a political party, or a political committee.
- (4) An employee who becomes a candidate for public office ~~shall may, upon request, be given~~ a leave of absence without pay. ~~Such leave shall commence any time within 30 days prior to a primary, special, or general election.~~ An employee who is a candidate for any elective office shall not campaign while on duty as an employee.

~~.111 Acceptable Activities~~

- a. ~~An employee is free to express opinions and convictions or make statements and comments concerning wages or other conditions of employment.~~
- b. ~~An employee is free to participate politically in both partisan and non-partisan activities on off-duty time so long as the restrictions listed above are followed.~~
- c. ~~An employee whose position is not federally funded is permitted to be a candidate for a partisan or non-partisan office, while a federally funded employee may be a candidate for a non-partisan position only.~~

- d. ~~An employee has the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates.~~

502-7.72 Discipline

The responsibility of the Library to ~~maintain efficient~~ appropriately manage its operations may occasionally require taking it to take disciplinary action against employees. The objective of disciplinary action is to correct ~~inappropriate~~ behavior that violates Library policies, expectations or is otherwise inappropriate, and ~~produce maintain~~ efficient Library operations. ~~However, failure~~ Failure of the employee, after notice, to modify behavior may result in further disciplinary action up to and including termination of employment. Furthermore, serious infractions may result in disciplinary action up to and including termination of employment without prior notice. Each case will be considered on its merits with due consideration as to the nature of the offense, the cause, the background, and the attitude of the employee.

Employees in the bargaining unit should refer to the AFSCME collective bargaining agreement for further clarification.

Causes for Discipline:

It is not possible to list all forms of employee conduct that are considered unacceptable ~~behavior that are in and impact~~ the workplace. The following list is illustrative of, but does not include all, types of behavior or conduct for which disciplinary action may be taken.

- a. Insubordination, including ~~Dis~~isobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel. Deliberately attempting to undermine morale.
- b. Theft of Library property, ~~or~~ money, or services or acting in a careless or negligent manner with Library money, property, or vehicles. Theft of property during the performance of duty or on Library property.
- c. Violation of Library ~~rules and~~ policies, including but not limited to Personnel ~~p~~olicies, ~~a~~Administrative ~~policies~~Regulations, ~~the City of Iowa City Substance Abuse Policy, and or the City CDL policy,~~ violation of department rules, or any other rules, policies, or regulations issued by the Library.
- d. Abusive or ~~improper~~discourteous treatment during the performance of duty to any member of the public, fellow employee or city official, including harassment on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical ~~handicap or~~ disability, or genetic information; or any behavior including behavior occurring outside the workplace, which negatively affects the work environment or has the effect of producing a hostile work environment.
- e. Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record; failure to inform the appropriate person of the inability to report to work or the need to leave work for any reason.
- f. Working (straight time or overtime) without proper authorization. Failure to accurately and timely report hours worked. Intentional abuse of the Library's time keeping system, including unauthorized punching in/out of another employee.
- fg. Failure to satisfactorily and consistently perform the duties of the employee's position; ~~incompetence~~incompetency, inefficiency, or negligence in the performance of assigned duties; ~~unauthorized dissemination of non-public information acquired during the performance of duties for the Library;~~ loafing, loitering, or engaging in unauthorized personal business during work hours; excessive use of personal mobile devices.

h. Failure to maintain the appropriate qualifications, certifications or licenses necessary for the performance of job duties or failure to report any change or loss of said qualifications, certifications or licenses.

i. Unauthorized dissemination of non-public information acquired during the performance of duties for the Library. Revealing confidential Library records or unauthorized use of privileged information.

h.j. Breach of confidentiality.

gk. Violations of the Federal Drug Free Workplace Act, ~~violation of departmental rules,~~ or any other state or federal regulations.

hl. Lying or providing false, or inaccurate, ~~or incomplete~~ information, either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or Library record.

im. Cheating on an employment-related exam.

jn. Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer or internet usage, cell phones, mobile or electronic devices, or other Library-owned property.

ko. Operating Library and City equipment or vehicles without proper license or permit, failure to maintain any required license or permit, or failure to notify the Library of loss of any such license or permit.

lp. Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.

mq. Illegal activities and/or conviction of a crime that is closely or directly related to the ability of employees to perform their job effectively or is otherwise job related, or failure of employees ~~in positions subject to criminal background checks~~ to provide timely notification of a criminal conviction to Human Resources.

nr. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment; failure to report ~~a~~ workplace injury or illness to supervisory personnel in a timely manner

s. Preventable accidents; conduct resulting in damage to Library or City equipment or property or the injury of others. Willful destruction of property of the Library, the City, or any employee. Failure to report workplace accidents to a supervisor.

et. Failure to provide required notification of over-the-counter or prescription medication that may impact ability to drive or operate heavy equipment (when driving or equipment operation is a required duty of the position); failure to provide copies of any work restrictions applicable to the required duties of the employee's position; failure to comply with work restrictions.

pu. Activity which involves conflict of interest or use of Library employment for personal gain.

qv. Conduct which negatively impacts the Library's ability to effectively conduct its operations; disruptive behavior; sleeping or giving the appearance of sleeping during working hours; engaging in horseplay, roughhousing, or disorderly behavior during work hours or while on work premises.

~~r. Revealing confidential Library records or unauthorized use of privileged information.~~

~~—All budgeted librarians must maintain a current State Library Public Librarian's Certificate Level VI or~~

~~above.~~

.73–54 Weapons

No employee of the Library shall carry a weapon while on duty. Weapons include but are not limited to firearms, knives, explosives, and tasers or other similar electronic immobilizers. Weapons are not allowed on City property nor in an employee's vehicle when parked on City property. Issuance of a weapons permit does not exempt an employee from these provisions. However, sworn officers of the Iowa City Police Department and the Fire Marshal are exempt from this restriction.

—.55 Library Owned Computers and Phones

~~Library computers and phones are provided for use by the employee and are the property of the Library. Such property is subject to recall by the Library at any time. Employees have no right to privacy in information maintained on a Library owned computer, the Library computer system, Library-provided/funded cell phone or other electronic communications device or the Library phone system, whether or not the employee considers such information personal. Staff should refer to the Telecommunications Policy for more specific information.~~

.74–56 Appearance-Grooming

Employees are expected to maintain a level of personal appearance and grooming and maintenance of their workspaces that is considerate of other employees, and projects an image that inspires the confidence of citizens-the community and others with whom the employee must associate in the course of work. Specific rules related to appearance and grooming are referred to in the Library's Employee Manual.

The Library Director will make the final decision if there is a dispute over what constitutes appropriate personal appearance.

Employees are required to adhere to health, safety, and sanitation standards while at work.

.75 Scented Products

The Library aims to be sensitive to individuals with perfume and chemical sensitivities. Employees should minimize use of scented products including but not limited to cologne, after-shave, perfume, deodorant, lotions, hair products, air fresheners, room deodorizers or similar products.

—.57.76 Personal Activities

~~—~~ Conducting personal or non-duty-work related activities is discouraged during work hours, except in emergencies and with the approval of the supervisor. Personal business should be conducted~~It is preferable that personal calls be made at~~ during designated break times or during unpaid lunch timebreaks. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business and away from other employees who may be distracted by such personal calls.

—.58.77 Supplemental Employment

~~—~~ Supplemental employment outside the employee's assigned Library working hours must in no way interfere or conflict with the satisfactory performance of an employee's Library duties. Supplemental employment that either creates or gives the appearance of a conflict of interest is prohibited. No employee is to conduct any supplemental employment during their scheduled working hours unless they are using pre-approved leave. Supplemental employment ~~for fulltime employees~~ is not encouraged.

~~—~~ If an employee is unable to perform his/her/their job for the Library due to injury or illness, work for another employer during what would be the employee's Library work hours is expressly prohibited. A waiver of this provision may be given if the employee presents sufficient evidence to the Library Director from his/her/their physician that the employee's medical condition would ~~be~~ preclude fulfillment of the employee's duties with the Library, but that the nature of the condition would permit work at alternative outside

employment. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

~~—. 5978 Religious Holidays~~

~~—~~ Every reasonable effort will be made to accommodate employee requests for release from work to participate in bona fide religious holidays or services. Once approved, personal leave ~~days~~, accrued vacation time, compensatory time, or, in the absence of any of these, unpaid leave may be used to cover such absences.

~~—. 6079 Education~~

~~—~~ Advance approval from the Library Director or ~~his/her~~their designee is necessary for an employee to ~~attend or~~ engage in any educational ~~effort program~~ during normal ~~assigned~~ working hours, other than that which ~~is may be~~ provided ~~or directed~~ by the Library ~~as continuing education~~. Consideration of such requests will be based upon direct benefit to the Library, ~~ability to reschedule said working hours to the Library's convenience,~~ and a demonstrated ability of employees to effectively carry out the responsibilities of their positions. Employees are encouraged to schedule educational programs outside of regular hours, whenever possible.

~~—. 61 Absence without Leave~~

~~—~~ Any absence of an employee, including an absence for a single or part of a day, that is not authorized by the employee's supervisor or the Library Director will be deemed an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action.

~~—. 62710 Medication/Work Restriction Notification~~

~~—~~ Employees who are required to drive vehicles or operate heavy machinery are required to inform their supervisor when taking over-the-counter or prescribed medication which carries a warning label indicating that the medication may impact the ability to perform those duties safely.

~~—~~ Employees who are issued work restrictions by a healthcare provider, including for conditions which are not work-related, must provide a copy of those restrictions to their immediate supervisor. Employees with questions about whether a physical restriction is considered a work restriction should discuss the restriction with City Human Resources before providing the information to the employee's supervisor.

~~—~~ Failure to comply with these requirements will be grounds for discipline up to and including termination of employment.

~~—. 63711 Breastfeeding Breaks~~

~~—~~ The Library will provide reasonable break time for nursing mothers to express breast milk for ~~her~~a nursing child for one year after the child's birth each time such employee has ~~the~~ need to express the milk. In addition, the Library will provide a private space, other than a bathroom, which may be used by the employee to express milk. If assistance is needed in coordinating the use of private space, employees may contact ~~their supervisor and/or~~ the Library Director.

~~—. 64712 Criminal Convictions and/or Conduct~~

~~—~~ Employees in positions which are subject to criminal background checks under the City's administrative regulation on Criminal Background Checks in Hiring, as noted in the job description, are required to notify City Human Resources within ten business days of being convicted of a crime other than a simple misdemeanor traffic offense. Human Resources will conduct an individualized assessment to determine the impact a conviction may have on an employee's ability to continue in their current role, and will consulting with appropriate supervisory staff and the City Attorney's Office as necessary. Employees Convictions which would preclude an applicant from being eligible for hire into a in a position designated as sensitive under the Criminal Background Checks in Hiring policy who are convicted of a crime which would have precluded them from being hired into the position, may likewise be result in a determination that the employee determined

to no longer meets the requirements of the position and is, therefore, subject to discipline up to and including may be subject to termination of employment or other discipline.

Candidates for sensitive positions which are subject to criminal background screenings who have a pending criminal charge for which conviction would preclude them from further consideration for employment may be subject to an individualized assessment. The individualized assessment will be conducted by Human Resources to determine whether behaviors acknowledged or proven by a preponderance of available evidence may disqualify the candidate from further consideration due to the nature of the position for which they are being considered. (For example: an individualized assessment would be required for a pending charge for a crime against a person which could pose a safety risk to vulnerable populations served by the operation).

.713 Personal Use of Social Media

a. Scope and definition

Policies governing appropriate use and administration of authorized Library social media accounts are addressed by the Social Media Posting Guidelines (administrative policy), Social Media Sites Policy (administrative policy), Telecommunications Policy (administrative policy), and Public Relations (Board Policy 702) and Confidentiality and Privacy (Board Policy 802). For the purpose of this provision, social media is defined as any form of online publication or presence that allows interactive communication, including but not limited to, social networking sites such as Facebook, Twitter, Instagram, LinkedIn, YouTube, or similar sites now and in the future. It also includes online forums such as personal web pages, blogs or vlogs, online games, and messages or comments conveyed through any other online forum.

Nothing in this policy is intended to infringe upon any employee's First Amendment rights to engage in speech protected by the United States and Iowa Constitutions, to limit the right to engage in protected concerted activity under the National Labor Relations Act (NLRA), or to express an opinion on a matter of public concern when the statement is not made pursuant to their official duties. Employees are free to express themselves as private individuals on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of and within the Library, or impeding performance of Library duties and/or negatively affecting public confidence in the operation of the Iowa City Public Library or the performance of the individual employee.

As public employees, Library employees are cautioned that speech made pursuant to an employee's official duties is not protected free speech under the First Amendment and may form the basis for discipline.

b. Work-related guidelines for employee use of personal social media

- (1.) Personal accounts may not be designed in such a way as to cause users to believe the account is Library-administered or endorsed by the Library, including unauthorized use of Library logos. Whether or not employees specify on their personal social media accounts that they work for the Iowa City Public Library, they should be mindful that their employment is a matter of public record. Whenever issues are discussed online, whether in a personal or professional capacity, it is possible that comments can be connected to a person's employment with the Library. Employees should consider whether statements they publish may be construed as expressing official Iowa City Public Library positions and whether such statements are accurate representations. If an employee possesses leadership responsibilities or chooses to identify themselves as a Library employee on personal social media, it is recommended that they include a disclaimer such as "The postings on this site are my own and do not necessarily reflect or represent the views of the Iowa City Public Library or City of Iowa City for which I work."

- (2.) Employees are prohibited from disclosing confidential or legally protected information learned through employment with the Library, including personally identifiable patron information, such as check out history or requested information.
- (3.) Employees are prohibited from using the internet or social media to post content that violates the Library's harassment or discrimination policies even if occurring outside work hours, from home and on personal devices. Such behaviors include but are not limited to posting comments or other content that is derogatory with respect to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other classes or categories protected by federal, state, and local law, including epithets, slurs, and negative stereotyping; sexually suggestive, humiliating, or demeaning comments; or other behaviors that could constitute harassment or bullying.
- (4.) Employees are prohibited from using the internet or social media to incite or encourage violence. This includes threats to stalk, haze, or physically harm another employee or member of the public.
- (5.) Employees may not use social media to engage in libelous, defamatory, obscene, or maliciously false behavior directed at the Library, its Board of Trustees, the City and other City departments, elected or appointed officials or other employees or members of the public.
- (6.) While employees may believe a social media post or electronic communication is private, release to the public is always possible. Employees will be responsible for their posted content.
- (7.) Employees are discouraged from posting to personal accounts while using the Library network or Library-owned equipment and should not speak on behalf of the Library using their personal social media accounts.

502.8 WHISTLEBLOWER POLICY AND STATE OMBUDSMAN'S OFFICE

It is the policy of the Library that all employees are encouraged to report information or conduct the employee reasonably believes to be improper governmental actions by any Library or City official or employee, to the extent such a report is not expressly prohibited by law. The Library prohibits reprisal or retaliation against any employee who in good faith makes such a report.

.81 Definition of Improper Government Action

Any action by any employee or official that:

- Is undertaken in the performance of their duties, whether or not the action is within the scope of the employee's or official's employment; and
- Is in violation of any federal, state or local law or rule;
- Is mismanagement;
- Is an abuse of authority;
- Is of substantial and specific danger to the public health and safety; or
- Is a gross abuse of public funds.

.82 Complaint Procedure

The Library, with assistance from the City, will investigate complaints of improper governmental action. Employees should promptly report information or conduct they reasonably believe constitutes improper government action to their supervisor, the Library Director, the City's Human Resources Administrator, or the City Attorney's Office. Supervisors receiving reports of potential improper governmental action are required to promptly notify the Library Director, the Human Resources Administrator, or the City Attorney's Office of the report to ensure appropriate investigation, documentation and follow-up takes place.

.83 Retaliation Prohibited

The Library may not retaliate against an employee who makes a good-faith report of conduct the employee reasonably believes to be improper governmental action, including an internal report as outlined above or the disclosure of information the employee believes constitutes improper governmental action to a member or employee of the general assembly, an official of or person providing human resources management for that political subdivision or any other public official or law enforcement agency.

.84 State Ombudsman's Office

In addition to the reporting procedure described above, employees may contact the State Ombudsman with reports of improper governmental action. Pursuant to the Iowa Ombudsman Act, Iowa Code Chapter 2C, the State Ombudsman's Office has authority to investigate complaints about improper action or inaction taken by governmental entities. The State Ombudsman's Office is a non-partisan agency and may be reached at 1-888-426-6283.

502.69 EMPLOYEE ASSISTANCE PROGRAM

~~The Library recognizes that a wide range of personal problems can affect employees' job performance. Examples of problems include marital, family or financial difficulties; physical, mental or personal problems; substance abuse; or alcohol abuse. It is also recognized that while these problems are serious, they can be successfully resolved if identified and treated.~~

~~—.61 Referral Service~~

~~—The City sponsors the an Employee Assistance Program (EAP) as a means of assisting employees and their family members with a variety of challenges including marital, family or financial difficulties, physical, emotional or personal problems, and substance or alcohol use. It is available as a confidential service for information, short-term counseling, and referral to other community resources. While The the program is in no way meant to interfere with the private life of the employee, Employees employees are encouraged to contact the EAP to discuss a personal problem before it affects their work performance. Any voluntary involvement with the EAP will be strictly confidential and not reported to the City. Employees may contact the EAP by calling 319-351-9072. In the event work performance is affected, a mandatory referral may be made by an employee's supervisor. When a mandatory referral is made, the employee is required to be seen by an EAP Counselor, who may report the employee's attendance, ability to work, and completion of any recommended follow-up treatment to the City. The City is not provided a diagnosis, and any all discussions between the employee and counselor remains confidential.~~

~~—.62 Substance Abuse~~

~~—All Library employees are eligible for and encouraged to seek treatment and rehabilitation for alcoholism, problem drinking, or substance abuse through the City's Employee Assistance Program, or other available community resources. Alcoholism or drug addiction as conditions are not causes for discipline. However, if they impact job performance, including attendance, work performance, ability to carry out required duties, inter-personal or public relations, etc., disciplinary action may be taken. Nothing in this section relieves employees of responsibility for their own conduct on the job.~~

502.10 SUBSTANCE ABUSE POLICY

.101 Policy

The Iowa City Public Library is dedicated to providing safe, dependable, and efficient services to our citizens. Library employees are our most valuable resource and it is our goal to provide a healthy, satisfying working environment. In meeting those goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

.102 Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from the risks posed by the misuse of drugs or alcohol or by the use of prohibited drugs while balancing respect for individual privacy. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs, including the federal Drug Free Workplace Act of 1998.

.103 Applicability

This policy applies to all Library employees, as well as contractors or volunteers; when they are on Library property or when performing any Library-related business. This policy also applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Compliance with the terms and requirements of this policy is a condition of employment for all employees.

.104 Prohibited Substances/Behaviors

a. Illegally Used Controlled Substances or Drugs

Any illegal drug or substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs.

b. Misuse/Abuse of Legal Drugs

The appropriate use of legally prescribed drugs and over-the-counter medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice should be sought by the employee, as appropriate, before performing work-related duties.

A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. Legally prescribed drugs must be carried in their original container with a label which indicates the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing Library business is prohibited.

The Library reserves the right to take appropriate action (including relieving the employee from work) if the use of a prescribed or over-the-counter medication is impairing or is deemed likely to impair the employee's faculties or work performance.

c. Alcohol

Library employees are prohibited from consuming alcoholic beverages and from possessing containers of alcoholic beverages with a broken seal while on Library or City premises or on duty.

.105 Prohibited Conduct

a. Manufacture, Trafficking, Possession, and Use

Iowa City Public Library employees are prohibited from engaging in unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances while working, on Library premises, in Library or City vehicles, or while on Library business, or from reporting to work following use of a prohibited substance. Employees who violate this provision will be subject to disciplinary action up to and including termination of employment. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

b. Alcohol Use

No employee shall report to duty or remain on duty when their ability to perform assigned duties is impaired by alcohol. No employee shall use alcohol while on duty, or during the hours that they are on call. Library employees are prohibited from consuming alcoholic beverages on breaks or at lunch. Violation of these provisions is prohibited and subject to disciplinary action up to and including termination of employment.

c. Treatment

The Library recognizes that drug and alcohol dependency is an illness and a major health problem. The Library also recognizes drug and alcohol abuse as a potential health, safety and security problem. All employees are encouraged to use the Employee Assistance Program (EAP) for treatment of drug or alcohol misuse and/or illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with Library requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including termination of employment. Employees will be allowed to use accumulated sick leave and other accruals as appropriate to participate in a prescribed rehabilitation program.

The EAP provides a constructive way for employees to deal with alcohol or drug-related problems before they interfere with continued employment. However, an employee must continue to comply with Library policies, meet attendance, job performance, and safe and sober behavior standards while seeking assistance from EAP or another treatment provider.

d. Notifying the Library of Criminal Drug Conviction

The Drug Free Workplace Act of 1988 mandates that employees are required to notify the Library and City of any criminal drug statute conviction for a violation occurring in the workplace or off Library/City premises while conducting Library business within five days after such conviction. The Library will take appropriate disciplinary action and/or require the employee to participate in a rehabilitation program within 30 days of receiving notice of any conviction under a criminal drug statute. Failure to comply with this provision shall result in disciplinary action, up to and including termination of employment.

.106 Proper Application of the Policy

The Library is dedicated to assuring fair and equitable application of this substance abuse policy. Supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or is found to have deliberately misused the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination of employment.

.107 Testing Procedures

a. Reasonable Suspicion Testing

Employees are expected and required to report to work on time in an appropriate mental and physical condition. The Library reserves the right to test employees when there is reasonable suspicion that the employee is impaired, that their work performance or on-the-job behavior has been affected in any way by drugs or alcohol or the employee is otherwise unfit for duty.

Reasonable suspicion testing is drug or alcohol testing based upon the evidence that an employee is using or has used alcohol or other drugs in violation of this policy. This evidence is drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. For the purposes of this policy and procedure, facts and inferences may be based upon, but not limited to, any of the following:

(1.) Direct observation of alcohol or drug use or abuse.

- (2.) Physical symptoms or manifestations of being impaired while at work due to alcohol or other drug use such as, but not limited to, the smell of alcoholic beverages or drugs emanating from the individual, reddened eyes, dilated or constricted pupils, flushed or pale complexion, extensive sweating or skin clamminess, unfocused/blank stare, disheveled clothing, unkempt grooming, runny or bleeding nose, possible puncture marks, wetting lips frequently, complaining of dry mouth or nystagmus (involuntary jerky eye movement), deterioration of work performance, errors and irregularities in work performance.
- (3.) Unexplained changes in behavior or personality such as, but not limited to, hyperactivity, fidgety, agitated, breathing irregularity or with difficulty, nausea, slow reactions, unstable walking, poor coordination, hand tremors, shaking, sleeping on the job, irritable, moody, suspicious, paranoid, depressed, withdrawn or a lackadaisical attitude.
- (4.) Unexplained changes in speech such as, but not limited to, slurred/slowed, loud/boisterous, quiet/whispering, incoherent/nonsensical, repetitious/rambling, clicking sound with tongue, rapid, excessive talkativeness, exaggerated enunciation or cursing/inappropriate speech.
- (5.) A report of alcohol or other drug use while at work provided by a reliable and credible source.
- (6.) Evidence that an employee has manufactured, sold, distributed, solicited, possessed, used, or transferred illicit drugs or consumed alcoholic beverages while at work for the Library, or while operating Library or City vehicles, machinery or equipment.

Employees found to be impaired by prohibited substances or employees who fail to pass a reasonable suspicion drug or alcohol test administered under federal or state regulations shall be removed from duty and be subject to disciplinary action, up to and including termination of employment.

b. Post Accident Testing

The Library reserves the right to test employees for drugs and alcohol after a work-related accident when one or more of the following conditions are present:

- a fatality in which a Library employee was involved;
- any individual suffers bodily injury known at the time of the accident;
- one or more vehicles incur disabling damage and require towing/removal from the scene;
- the accident results in cumulative property damage of \$5,000 or greater as reasonably estimated at the time of the accident*; or
- the Library employee receives a citation for a moving violation*.

If none of the above conditions are present, and the employee involved in the accident would like to be tested voluntarily for drugs and alcohol, the employee may submit to testing at the Library's expense.

Following an accident, the employee will be tested as soon as possible, but time elapsed before testing may not exceed eight (8) hours for alcohol and thirty-two (32) hours for drugs. An employee subject to post-accident testing shall remain readily available or may be deemed by the employer to have refused to submit to testing.

c. Refuse to Test

Refusal to submit to alcohol or drug testing is classified as a positive test and subject to the consequences of a positive test.

Refusal to test includes, but is not limited to, such behavior as:

- (1.) Failure to report in a timely manner to a collection site. Once notified an employee is to immediately go directly to the testing site.
- (2.) Failure to remain at the testing site until the testing process is complete.

- (1-)(3.) Failure to provide a urine specimen for any required drug test.
- (4.) In the case of directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of provision of a specimen.
- (5.) Failure to provide a sufficient amount of urine or breath when directed, and it as been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- (6.) Failure or decline to take a second test the Library or collector has directed them to take.
- (7.) Failure to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) as part of the verification process, or as directed by the Library as part of the procedures for situations in which an employee does not provide a sufficient amount of urine to permit a drug test.
- (8.) Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process) or verbal or written refusal to provide required urine/breath specimen.
- (9.) For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there are any types of prosthetic or other devices that could be used to interfere with the collection process.
10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
11. Admit to the collector or MRO that the specimen was adulterated or substituted.
12. Failure to sign the certification at Step 2 of the Alcohol Test Form.

.108 Consequences for Policy Violations

Violations of this policy resulting in personal injury, injury to another employee or member of the public or violations resulting in damage to public or private property may result in termination on the first offense.

a. Positive Test Results

An employee who is in their initial probationary period and receives a positive drug and/or alcohol test result will have their employment terminated. A non-probationary employee's first confirmed positive drug or alcohol test will result in a requirement that the employee be evaluated by an EAP counselor with subsequent referral and aftercare if necessary. Failure to undergo the required EAP evaluation or to comply with the treatment plan, including required testing, will result in termination of employment.

b. Second Positive Test Results

In an employee who has previously tested positive under the Library's drug or alcohol testing program tests positive on a second occasion, the employee will be terminated.

c. Refusal Consequences

An employee who refuses to submit to a reasonable suspicion or post-accident drug/alcohol test will be treated as if the employee had a positive test result. The employee shall not be permitted to finish their shift and shall immediately be placed on administrative leave pending disciplinary action up to and including termination of employment.

d. Follow-Up

Once returned to duty, employees may be required to undergo unannounced follow-up testing. Such testing will take place just before job duties are performed, during job duties, or just after the employee performed job duties. The frequency and duration of the follow-up testing will be recommended by the EAP counselor or treating entity.

e. Invalid Drug Tests

The result of a urine drug test is considered invalid if it contains an unidentified adulterant or an unidentified interfering substance, has abnormal characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.

f. Violations

Violations of this policy will result in disciplinary action, up to and including termination of employment.

~~.53~~ 502.11 LICENSES, ~~and~~ CERTIFICATIONS/~~Notice Requirements/~~ AND INSURABILITY REQUIREMENTS

~~No Library employee may operate a library or city vehicle without proper licensing. Any individual who operates a library or city vehicle on the public right-of-way without a valid license appropriate to the vehicle being driven will be subject to disciplinary action up to and including termination of employment.~~

Certain positions within the Library require the possession and maintenance of a specific license or certification. If a position has such a requirement, it will be listed in the job announcement when the job is posted and will be included in the job description. If the requirement changes while an employee is in a position, the employee will receive notice of such change and will be given a reasonable amount of time to comply with the requirement. If an employee loses or fails to obtain a license or certification required for the position ~~he/she/they~~ holds, the employee may be subject to ~~discharge~~discipline up to and including termination for failure to meet minimum job requirements. No library employee may operate a Library or City vehicle without proper licensing. Any individual who operates a Library or City vehicle on the public right-of-way without a valid license appropriate to the vehicle being driven will be subject to disciplinary action up to and including termination.

~~.53b~~.111 Maintaining a Valid License

Employees required to possess and maintain a valid Iowa driver's license, ~~or~~ chauffeur's license, ~~or~~ CDL are responsible for checking/monitoring the expiration date and renewing their license prior to the expiration date. If an employee's license is suspended, revoked, or cancelled, it is the employee's responsibility to notify ~~his/her/their~~ supervisor at the beginning of the first work day after receiving notice of the action. Employees are prohibited from driving any Library or City vehicle without the appropriate valid license and are required to carry their license with them while operating Library or City vehicles or driving on the behalf of the Library.

The City ~~routinely~~periodically runs driver's license checks on employees who must have a license as a job requirement, as well as employees who drive Library or City vehicles in the course of their employment. An employee who has a license that is current at the time of the license check, but whose record shows it was suspended, revoked, or cancelled in the period of time since the last check, is subject to disciplinary action if ~~he/she~~ they drove a Library or City vehicle during that time and/or failed to notify their supervisor of the suspension, revocation, or cancellation. Employees who are required to have a valid license will be subject to disciplinary action up to and including termination of employment if they allow their license to expire and are unable to perform their work duties.

~~.53a~~ Commercial Driver's License (CDL)

~~Employees required to possess and maintain a valid Commercial Driver's License must meet the following~~

notification requirements established by the Federal Commercial Vehicle Safety Act of 1986. Under this act an individual with a CDL must:

~~Notify the Library Director within 30 days of a conviction for any traffic violation, except parking (this includes pleading guilty and paying a fine). This is true no matter what type of vehicle the individual was driving at the time of the infraction or if the infraction occurred off duty.~~

~~Notify his/her supervisor if his/her license is suspended, revoked, or cancelled, or if the employee is disqualified from driving. Such notice must be made at the beginning of the first work day following knowledge of the suspension, revocation, or cancellation. Employees must provide such notice to their immediate supervisor (or in his/her absence, to the individual acting in that capacity).~~

~~Failure to provide required notice of a traffic violation or license suspension, revocation, or cancellation may result in disciplinary action up to and including discharge.~~

.53c.112 Insurability

Employees required to possess and maintain a valid driver's license must also remain insurable under the City's established standards for insurability. Failure to remain insurable due to excessive or serious violations will subject an employee to disciplinary action up to and including termination of employment.

A work permit does not meet the City's requirement for a valid license. In no event will the City install an ignition interlock device on any City vehicle to meet the requirements of a work permit.

.53d.113 State Library of Iowa Librarian Certification Endorsement

All budgeted librarians must maintain a current State Library ~~Public Librarian's Certificate Level VI public library staff endorsement~~ or above.

502.812 PERSONNEL TRANSACTIONS

.81121 Personnel Files

~~The Library considers personnel~~ Personnel files ~~are the to be Library property of the Library. generated for purposes of conducting business operations.~~ It is the policy of the Library to permit access by all Library employees to their personnel file, which is maintained in the Library's Business Office. Access to these files and the information contained in them is generally limited to the employee (or former employee), appropriate supervisory personnel, appropriate administrative personnel and third parties authorized in writing by the employee (i.e., union stewards, attorneys, etc.). The file information may also be accessed and utilized in situations involving business operations. Information related to education, employment and job performance will be maintained in these files. Confidential medical records and benefits information are maintained separately from an employee's personnel file.

Library employees are permitted access to their personnel files during regular Business Office hours. Employees are permitted to examine, take notes, and make copies of any materials in their file ~~but may not copy tests or interview questions for the purpose of sharing information with job applicants or potential job applicants.~~ Employees wishing to examine their files during work hours must have the permission of their supervisor to leave their work site. A Business Office staff member must be present during this examination. An employee may request correction of any alleged misinformation contained in the file. If this request is denied, the employee will receive an explanation of the reason thereof, and will be permitted to place a concise statement of disagreement in the file.

Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained, ~~seminars attended, and certificates of completion by providing copies of applicable documents to the Business Office.~~ Certification and training records are maintained by the Business Office.

Library employees required to maintain endorsements through continuing education and professional development must manage their credit hours through the State Library of Iowa's IA Learns Learning Management System (LMS) website.

—In addition, employees are required to update ~~their personnel files~~ personal information when they experience a change of name, address, phone, or emergency contact. Employees may maintain this information through the MUNIS ~~Self-Services~~ self-services portal.

—**.82122 Medical Files**

—Employee medical records* are personal and confidential and will be maintained in a separate medical file. Medical files are subject to the privacy restrictions imposed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

—~~An employee's health information is personal and confidential, and the~~ The Library will not release such information without the express written consent of the employee, except as required by law.

*Workers compensation files are maintained by the City of Iowa City's Finance Department and are subject to Finance Departmental policy addressing access and security of those records.

—**.83123 Public Information**

—The following employee information is classified as "Public Information" under Section 22.7(11) of the Iowa Code and will, upon request, be provided to any individual or institution by the Business Office:

- Employee name
- Employee compensation including any written agreement establishing compensation or any other terms of employment excluding any information otherwise excludable from public information pursuant to Iowa Code Chapter 22.7, or any other applicable provision of law. Compensation includes any money, thing of value, or financial benefit conferred in return for labor or services rendered by an official or employee plus the value of benefits conferred, ~~and~~ including but not limited to casualty, disability, life, or health insurance, other health ~~and or~~ wellness benefits, vacation, holiday, and sick leave, severance payments, retirement benefits, and deferred compensation.
- Dates of employment ~~with the Library~~
- Positions held with the Library
- Educational institutions attended and degrees and/or diplomas earned
- Previous employment information including names of previous employers, positions previously held, and dates of previous employment
- The fact that an individual resigned in lieu of termination, was discharged, or was demoted as a result of disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

—Should Iowa Code Section 22.7(11) or other Iowa law be amended to either enlarge or restrict what employee information is classified as "Public Information" under Iowa law, the Library will modify its practices accordingly without further notice to employees.

—Information such as address, telephone number, birthdate, social security number, etc. is not public information and will not be released unless requested in writing by the employee.

—**.84124 Job Description**

—Copies of job descriptions are maintained by the Business Office and are available upon request or on the Library's website. Job descriptions are periodically reviewed and updated as job duties and requirements change.

~~—.85.125~~ Position Classification

~~—~~All positions are classified according to job duties, responsibilities, entry requirements, and departmental needs. A major change in these factors may necessitate a review of job classification. Requests for review of a job classification may be addressed to the Library Director by any employee, by a supervisor, or may be initiated by the Library administration. All position classification review requests will be reviewed in accordance with applicable labor contract provisions.

~~—.86.126~~ Fair Labor Standards Act (FLSA) Classification

~~—~~All City Library positions have been classified as *non-exempt* or *exempt* under the Fair Labor Standards Act (FLSA). Non-exempt positions are eligible for overtime at a rate of one-and-one-half times their regular hourly rate for work in excess of 40 hours in a week. Exempt positions are not eligible for FLSA overtime. To be eligible for FLSA overtime, a non-exempt employee must perform 40 hours of work in a week; paid time off such as sick leave and vacation does not count toward the 40 hours. Overtime is subject to supervisory authorization. Employees who work overtime without appropriate authorization may be subject to disciplinary action.

~~—To maintain exempt status, FLSA requires that exempt employees be subject to disciplinary suspensions of one day or more in duration.~~

~~—~~To report a FLSA complaint or violation, employees may contact the Administrative Coordinator, City Human Resources Administrator, Library Director, ~~Human Resources Division staff,~~ or City Attorney's office.

~~—.87~~ Performance Evaluation

~~—An evaluation and appraisal of each permanent employee's work performance shall be conducted at least annually according to procedures and policies approved by the Library Director. These policies, procedures and forms shall be made available to each new employee, and all employees shall be informed of any changes or amendments. On request, employees may receive copies of any document that evaluates their performance and shall have the right to include in their personnel file a written response to the supervisor's evaluation.~~

~~—.88~~ Budgeted Positions

~~—Generally, part-time employees are limited to holding one budgeted part-time position. However, under certain circumstances an employee may hold a part-time position and work temporary hours. This will only be done if the employee is willing and it is to the benefit of Library operations to allow such an arrangement; all supervisors involved must approve the arrangement. Generally these arrangements should not result in the employee working more than 8 hours per day or 40 hours per week unless both supervisors have approved such hours.~~

~~—.89127~~ Employment of Relatives

a. ~~—~~Management Conflict

It shall be a violation of this policy for the spouse, domestic partner or partner by cohabitation, children¹, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parent, brother², sister², brother-in-law, sister-in-law, grandparents and grandchildren, foster child, persons who are parents of the same child, and persons with whom the employee is in an intimate relationship³ of the City Manager, Deputy City Manager, Assistant City Manager, ~~Assistants to the City Manager,~~ City Clerk, City Attorney, Department Directors, Division Heads, or Human Resources staff to be employed by any department of the Library or City.

a.b. Chain of Command Conflict

It shall be the general policy of the Library and City that no person shall be hired, assigned, promoted, or transferred to a department of the City or to a division thereof when, as a result, the employee would

routinely be directly or indirectly supervising or receiving direct or indirect supervision from a member of the employee's immediate family. For the purpose of this subsection, "members of the immediate family" include all of the relationships identified under the Management Conflict provision ~~above~~(502.127a), and also include aunt, uncle, niece, nephew, and first cousin.⁴

When a prohibited familial relationship is created ~~following~~during the course of employment, reasonable efforts will be made to find an acceptable alternative or to eliminate the situation by transfer or reassignment of one of the employees. Affected employees will first be given the option of deciding which employee will transfer or be reassigned. If no ~~choice is indication indicated is given~~, seniority will be the governing factor and the least senior employee will be subject to transfer, reassignment, or termination.

—Individuals actively employed by the Library or City in violation of this expanded policy on November 1, 2011 will be grandfathered under the previous policy and allowed to remain City employees.

—¹This includes step-children and children for whom the employee stands in loco parentis (assumes parental responsibility).

—²Brother and sister are defined to include step-siblings and half-siblings.

³An intimate relationship means a significant romantic involvement that need not include sexual involvement. An intimate relationship does not include casual social relationships or associations in a business or professional capacity.

⁴ This policy applies to spouses of the familial relationships listed in both 502.127a and 502.127b.

~~810128~~ — Termination of Employment

~~a.~~ Resignation

—~~Every employee~~Employees is are expected to give at least ten (10) working days' notice prior to the effective date of resignation. The notice should be in writing and directed to the immediate supervisor. Generally, the termination date shall be the employee's last day in attendance at work, except in cases of medical disability. ~~Resignations must be accepted by the Library to be effective for benefit payment purposes.~~

Generally, employees will be required to be at work on their last day. ~~Use of Extended~~extended vacation time ~~will not be approved~~ prior to separation from service is not allowed. Supervisors may approve no more than two calendar weeks of paid time off within the same calendar month immediately preceding the employee's resignation effective date. The intent for this provision is that accruals not be used for the purpose of extending benefits at Library expense beyond the last month in which the employee actively worked for any significant time. Therefore, scheduling vacation followed by a single, final workday in a new benefit period is considered contrary to the intent of this provision.

~~b.~~ Retirement

—Terminating employees may be considered retirees if they have submitted the appropriate forms to receive a retirement benefit from their ~~Employees are eligible to retire in accordance with~~ applicable pension or retirement programs. Library employees will retire under the Iowa Public Employee Retirement System (IPERS).

—~~Because the pension systems will provide information only to the employee, employees~~ Employees must contact the retirement system directly to initiate the retirement application process. City Human Resources staff will assist if requested. Generally, employees will be required to be at work on their last day. -Extended vacation time prior to separation from service is not allowed. Supervisors may approve no more than two calendar weeks of paid time off within the same calendar month immediately preceding

the employee's resignation effective date. The intent for this provision is that accruals not be used for the purpose of extending benefits at Library expense beyond the last month in which the employee actively worked for any significant time. Therefore, scheduling vacation followed by a single, final workday in a new benefit period is considered contrary to the intent of this provision.

c. Benefits Termination

—Upon notice of resignation, termination, or retirement being received by Human Resources, applicable information regarding continuation of insurance coverage, benefits payout, IPERS benefit or refund, final check, and other information will be forwarded to the employee.

—Human Resources will provide information to terminating employees, answer questions, and assist employees; ~~however~~ However, it is the employee's responsibility to complete and ~~mail-submit~~ all forms to the applicable agency.

d. Exit Interviews

—~~All permanent~~ Permanent employees will be provided an exit survey prior to their last day of employment. If an employee wishes to participate in an exit interview in addition to or in lieu of providing feedback via the exit survey, exit interviews will be conducted by City Human Resources staff or City Manager's Office.

502.913 SAFETY

All Library employees are responsible for completion of job assignments in the safest manner possible. Prime consideration will be given to the safety of ~~the employee~~ City Library employees and the public. Employees will not be required to and should not work in areas or ~~to~~ operate equipment which is a safety hazard to themselves or the public. Employees are required to report unsafe working conditions to their immediate supervisor. The Iowa Occupational Health and Safety Administration establishes industrial standards for some Library work functions. The Library is committed to compliance with these and other applicable standards.

- a. Employees must wear appropriate safety equipment/clothing, as required. Employees will receive appropriate training and are expected to follow appropriate safety standards.

~~Employees are responsible for implementing established policies and procedures regarding the safety and security of customers and fellow staff members.~~

- b. Employees must wear seatbelts in all vehicles that are equipped with seatbelts, as provided by state law.

- c. Smoking, including use of e-cigarettes or other vaping devices is prohibited in all City or Library vehicles, equipment, buildings and grounds.

- d. City employees shall not wear or use radio headphones, earphones, or other similar devices at any time while at work, unless such devices are authorized by the Department Director/Division Head. Telephone headphones are permitted for business phones with the supervisor's approval.

- e. Employees will handle property and equipment of the Library and City with due care appropriate to the nature of the work and equipment ~~employed~~ used. ~~Taking one's eyes off the road while driving~~

~~to write~~Writing, sending, or viewing an electronic message ~~or talking~~ on a hand-held communication device ~~while driving~~ is strictly prohibited. Employees who act in a manner which endangers the safety of themselves or others are subject to disciplinary action up to and including termination of employment.

- f. Treatment for work-related injuries must be provided by the provider designated by the City. Treatment by another physician will be allowed only upon referral from the City's designated treatment provider. Failure to use the City's designated treatment provider for a work-related injury may result in denial of payment of claims by Worker's Compensation. Worker's Compensation questions should be directed to the City's Risk Manager.

CONFLICT RESOLUTION PROCEDURE

~~The following procedure is available to all Library employees for conflicts pursuant to issues addressed in this document. Employees who are members of the bargaining unit will use the grievance procedure in AFSCME contract (Article 20) for issues addressed in that contract.~~

~~—.131— Definition~~

~~—A conflict resolution is a process used to resolve a dispute between the Library and a particular employee or group of employees over an interpretation or application of the rules, procedures, or policies promulgated by the Library.~~

~~—.132— Procedure~~

~~—For purposes of calculating time period, "working days" shall include Monday through Friday, excepting Library designated holidays. Parties may also agree to extend time period.~~

~~————— Step 1~~

~~—The conflict shall be presented in writing by the employee(s) to their immediate supervisor within ten (10) working days of the event giving rise to the conflict. The written document shall identify the document as a grievance, reference the rules or provisions allegedly violated, and shall state what remedy is desired. The supervisor shall deliver a response to the employee(s) within five (5) working days of receipt of said conflict. If no response is received, the employee(s) may proceed to Step 2.~~

~~————— Step 2~~

~~—If the conflict is not resolved at Step 1, the employee(s) shall, within five (5) working days, present a written copy of the dispute, signed by the employee(s), to the Library Director. The dispute shall contain a statement of the facts and the sections of the rules or provisions allegedly violated, and shall state what remedy or relief is desired. Parties may mutually agree to extend time periods.~~

~~—The Library Director and the employee(s) will meet within ten (10) working days of receipt of a Step 2 conflict in an attempt to resolve the issue. The Library Director will respond in writing to the employee(s) within five (5) working days after such meeting.~~

~~————— Step 3~~

~~—A conflict not resolved in Step 2 shall, at the option of the employee(s), be submitted to the Library Conflict Resolution Committee. The Library Conflict Resolution Committee shall consist of three voting members, with the City's Personnel Administrator sitting as Chair and ex-officio, non-voting member. The Library Director shall appoint one member. The employee(s) shall appoint one member. Those members shall be current library employees, and they shall appoint the third member, who shall be a member of the Library Board of Trustees.~~

~~—The Conflict Resolution Committee, at a time mutually convenient to the employee(s), the Library Director, and Committee members, shall receive oral and written testimony and evidence relating to the matter being heard, question witnesses, receive reports, conduct itself as a full hearing board and protect appropriate due process rights of all parties to the conflict. Within ten (10) working days of the conclusion of such hearing, the Conflict Resolution Committee shall issue a written decision sustaining, modifying or revoking the conflict in whole or in part, and specifying the relief to be granted the employee(s).~~

~~—.133— Retaliation~~

~~—There will be no retaliation for filing a request for conflict resolution, and any such retaliation may be subject for conflict resolution hereunder.~~

~~—.134— Other~~

~~—Employees who do not wish to exercise formal avenues to achieve resolution of their conflict may appeal informally to appropriate and impartial supervisors or to the Library Director.~~

Approved by Board of Trustees July 22, 1982

Revised: May 28, 1987

Revised: January 25, 1990

Revised: February 23, 1995

Revised: November 9, 1999

Approved by Board November 9, 1999, Pending Review by City Attorney

Revised: April 28, 2005

Adopted: March 27, 2008

Revised: May 26, 2011

Revised: May 22, 2014

Revised: October 26, 2017

Revised: September, 23, 2021

503 Administrative & Confidential Employees Benefits

Proposal:

This is a regular review to ensure Library policy accurately reflects current administrative and confidential benefits and the includes the current Employment Manual.

Issues:

There is a minor grammatical error in section 503.2.

A new Employment Manual was signed by City Administration on July 1, 2021.

Staff Recommendations:

503.2	Change "listing an exception" to "listing any exceptions."
Attachment	Attach current (July 1, 2021-June 30, 2026) Administrative and Confidential Employment Manual.

Action Required: Review and adopt as amended.

Prepared by: Elsworth Carman

Review Committee: Elsworth Carman, Angie Pilkington, Brent Palmer, Patty McCarthy, Jason Paulios, Kellie Kerns, and Sam Helmick

ADMINISTRATIVE & CONFIDENTIAL EMPLOYEES BENEFITS

503.1 PURPOSE

The purpose of this section is to provide information on the terms and conditions of employment for administrative and confidential employees, and to assure that policies, regulations, and benefits will be administered on a uniform, non-discriminatory and equitable basis. This document shall be read in conjunction with personnel policies which apply to all library employees.

503.2 GENERAL PROVISIONS

The Library shall review and adopt, listing any exceptions, the City of Iowa City's Administrative and confidential Employees Benefits Handbook, whenever a new handbook is adopted by the City. All benefits made available to City staff will be made available to Library staff.

503.3 EXCEPTIONS

When interpreting the City of Iowa City's Administrative and Confidential Employees Benefits Handbook, the word "Library" should be substituted for the word "City", and "Library Director" shall be substituted for "City Manager" where applicable.

Adopted: April 28, 2005

Reviewed: March 27, 2008

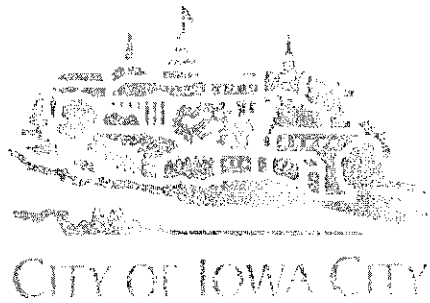
Reviewed: May 26, 2011

Reviewed: May 22, 2014

Reviewed: October 26, 2017

Reviewed: September 23, 2021

Administrative and Confidential Employees



Employment Manual

July 1, 2021 – June 30, 2026

INTRODUCTION

The City's ability to manage and provide public services with the greatest efficiency and effectiveness is heavily dependent upon the capability and performance of its Administrative and Confidential employees.

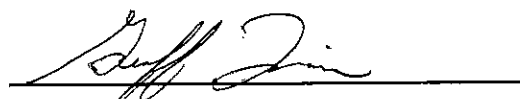
Administrative employees include department directors, division heads and supervisory employees who have the authority to make personnel decisions regarding other public employees or the responsibility to direct them or respond to their grievances. Other employees are classified as Administrative and exempt from union status because their duties are most closely aligned with managerial duties. Confidential employees include employees who have access to information subject to use by the public employer in collective bargaining. Confidential employees also include secretaries and Assistants to the City Manager and department directors.

The City recognizes that special demands are placed on Administrative and Confidential employees, creating different expectations with regard to the employment relationship on the part of both these employees and the City. It is essential to this relationship that those factors affecting the terms and conditions of employment be set forth clearly.

This document has two purposes: to provide information on the terms and conditions of employment which differ from those of bargaining unit employees, and to assure that policies, regulations, and benefits will be administered on a uniform, non-discriminatory and equitable basis.

This document should be read in conjunction with the personnel policies which apply to all City employees. Questions of interpretation should be addressed to the Human Resources Administrator.

This revised manual was authorized by the City Manager on May 6, 2021.

A handwritten signature in black ink, appearing to read "Geoff Fruin", is written over a horizontal line.

Geoff Fruin, City Manager

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SECTION 1: BENEFITS

a. Coverage

Permanent full-time employees receive full benefits. Permanent part-time employees receive benefits on a prorated basis.

Police and/or Fire management employees sometimes have different provisions. These employees should consult Human Resources with questions.

b. Medical Insurance

The City provides medical insurance for employees and their dependents. Employees are covered under Wellmark Blue Cross and Blue Shield of Iowa. Most services are paid on a 90/10 basis. Contribution rates are set by the City and subject to change.

Premium contribution

Full-time employees will contribute to the monthly premium as follows:

	7/1/21	7/1/22	7/1/23	7/1/24	7/1/25
Employee premium contribution	10%	11%	11%	12%	TBD

Part-time employees will pay a pro-rata share of the full monthly premium for single or family coverage.

Deductibles

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan deductibles	\$750 single/ \$1200 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	\$800 single/ \$1600 family	TBD

Out of Pocket Maximums

	1/1/22	1/1/23	1/1/24	1/1/25	1/1/26
Health plan out of pocket max.	\$1250 single/ \$2250 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	\$1300 single/ \$2600 family	TBD

c. **Dental Insurance**

The City pays the cost of dental insurance for employees. Employees may purchase dependent coverage if they wish. Employees are covered under Delta Dental of Iowa.

City contribution to single dental premium is pro-rated for part-time employees.

d. **Vision Insurance**

The City provides an optional vision insurance plan. Employees may purchase coverage if they wish.

e. **Life Insurance**

Upon date of employment the City provides life insurance coverage at no cost to the employee in an amount equal to the employee's annual salary. If salary is a fraction of a thousand dollars, coverage is rounded up to the next thousand dollars.

f. **Dependent Life Insurance**

Dependent life insurance is available to employees for a minimal fee.

g. **Supplemental Life Insurance**

Supplemental life insurance is available to employees. Employees may elect coverage for themselves and their spouse. Coverage for dependent children is also available. Employees must participate in order to purchase insurance for a spouse and/or child(ren).

h. **Long Term Disability Insurance**

The City provides long-term disability insurance for permanent full-time and $\frac{3}{4}$ time Administrative and Confidential employees. Disability benefits are payable after the greater of one hundred twenty (120) calendar days of continuous covered total disability or length of accrued sick leave for approved claims. The benefit amount is sixty percent (60%) of salary. Long-term disability insurance is not available for police and fire management personnel. These employees are covered under the disability provisions of the Municipal Fire and Police Retirement System of Iowa (MFPRS).

i. **Deferred Compensation**

Administrative and Confidential employees may voluntarily join a deferred compensation program administered by the City. Deferred compensation provides for the setting aside of income into a private investment plan, whereby the amounts deferred and investment earnings are not subject to current personal income taxes. Taxes on these monies are paid when funds are withdrawn from the plan.

A post-tax Roth IRA option is also available.

For more specific details or enrollment information contact the Finance Department.

j. **Retirement and Pension Benefits**

Both the Iowa Public Employees Retirement System (IPERS) and Social Security (FICA) are deducted from most employees' paycheck. IPERS is a mandatory retirement system for all public employees unless excluded by law.

Most sworn Police and Fire employees are members of the Municipal Fire and Police Retirement System of Iowa (MFPRSI).

Contribution rates are set by the Iowa Legislature and are subject to change per action of the Legislature. Contact Human Resources for current member and employer contribution rates.

k. Vacation

(1) Accrual Rate

Administrative and Confidential employees accrue vacation at the following rates (pro-rated for part-time employees):

Years of Service	Annual Vacation Accrual
0 to 5 years	12 days (1 day/month)
5 to 10 years	15 days (1 ¼ days/month)
10 to 15 years	18 days (1 ½ days/month)
15 to 20 years	21 days (1 ¾ days/month)
20 years +	24 days (2 days/month)

(2) Professional Librarians

Professional librarians receive 22 days of vacation per year regardless of length of service.

(3) Shift Fire Battalion Chiefs

Years of Service	Annual Vacation Accrual
0 to 5 years	144 hours (6 shifts)
5 to 10 years	192 hours (8 shifts)
10 to 15 years	216 hours (9 shifts)
15 to 20 years	240 hours (10 shifts)
20 years +	264 hours (11 shifts)

(4) Use, Carryover and Payment

Vacation will be scheduled to best meet the needs of the department. A maximum of 192 hours (24 days) of unused and accumulated vacation may be carried over from one fiscal/benefit year to the next. Maximum carryover for sworn Police personnel is 224 hours and for Shift Fire Battalion Chiefs is 312 hours.

The final day to use accruals in the fiscal year is the last day of the final pay period of the fiscal year between the dates of June 24 and July 7 inclusive.

Payment for unused vacation time up to a maximum of 192 hours will be made upon retirement, resignation, or discharge. Maximum payment for unused vacation for Shift Fire Battalion Chiefs is 288 hours.

k. Sick Leave

(1) Accrual Rate

Permanent full-time employees accumulate one day of sick leave for every month worked (3.7 hours/pay period) up to a maximum of 180 days or 1440 hours. Fire personnel working a 24 hour shift accrue at the rate of 5.54 hours/pay period up to a max of 2160 hours.

Sick leave accruals are pro-rated for part-time employees.

(2) Use of Sick Leave

A day of sick leave may be used for each day an employee is sick and off work during a work week, including absences related to an on-the-job injury. Sick leave may also be used on an hour-to-hour basis for doctor appointments or other health maintenance needs. A doctor's statement regarding nature of the illness and recovery therefrom may be requested.

In addition to the employee's own health, sick leave may be used for the following family events:

- Serious illness or hospital confinement of a spouse or child
- Critical illness of the employee's mother, father, mother-in-law, father-in-law, brother, sister, or grandparents as well as any other member of the immediate household.
- Maternity/paternity leave resulting from the birth of a child or placement of a child for adoption.
- To care for a dependent child who is ill and unable to provide self-care.
- To attend medical appointments of a child or spouse, provided the employee's presence and efforts are needed.

Sick leave used in any of the family events identified above (or combination of family events) must be recorded as family sick leave on the employee's time record and **is limited to a total of 80 hours per fiscal year**; Fire Battalion Chiefs working 24-hour shifts will be limited to 112 hours per fiscal year. Fiscal year maximums are pro-rated for part-time employees.

The City may discipline employees for abuse of sick leave.

(3) Notification

An employee shall notify their supervisor as soon as reasonably possible of any sickness or illness which will cause them to miss work in accordance with Department/Division call-in procedures.

(4) Sick Bank

Administrative and Confidential employees may request hours from a Sick Leave Bank if they have exhausted their own sick leave accumulation and are seriously ill.

Requests for a loan of sick bank hours should be submitted to the Human Resources Administrator. A decision regarding approval will be made by the City Manager or designee.

Days granted will be determined on an individual basis using the following guidelines:

- a) All accruals must be exhausted prior to use of sick bank days.
- b) Sick bank days will not be granted to supplement Worker's Compensation.
- c) Sick bank days will not be granted for illness in the employee's family.
- d) An individual may not borrow more than ten sick bank days in a fiscal year.
- e) An employee statement and a doctor's statement describing the nature of the illness/injury and the need for time off must be submitted.
- f) Previous sick leave usage will be considered.

Employees who use Sick Bank days will be required to repay the bank at the regular sick leave accrual schedule after returning to work. Employees who do not return to work or who fail to accumulate a sufficient amount of sick leave prior to termination will pay back the Bank from other accrued leave or in cash.

(5) Work at Home

Employees using sick leave who are medically able to perform some of the regular duties of their position while at home may, upon agreement between the supervisor and the employee, be assigned work to be performed at home.

This policy is designed to permit credit for work performed at home by employees, when performance of work at home is advantageous to the employee and the City; however, no employee will be required to perform work while on sick leave.

(6) Payment for Unused Sick Leave

Upon resignation or retirement, Administrative employees hired before June 15, 1983 and Confidential employees hired before June 28, 1985 will be paid for one-half of the accumulated sick leave at the time of resignation/retirement on the basis of the employee's then current hourly base salary, provided that the dollar amount of the payment shall not exceed the amount that an employee would have been due if he/she had terminated on the applicable date listed above.

Administrative employees hired after June 15, 1983 and Confidential employees hired after June 28, 1985, are not eligible for payment for unused sick leave upon retirement or resignation.

I. Holidays

- (1)** All permanent employees receive eleven paid holidays plus one personal leave day. The following are paid holidays:

New Year's Day (January 1); Martin Luther King Jr. Day (the third Monday of January); Memorial Day (the last Monday of May); Juneteenth (June 19); Independence Day (July 4); Labor Day (the first Monday of September); Veterans Day (November 11); Thanksgiving Day (the fourth Thursday of November); the Friday after Thanksgiving; Christmas Day (December 25). All non-continuous shift employees shall be granted an additional floating holiday to be designated annually by the City Manager or designee.

One personal leave day. Personal leave may be used at any time mutually agreed upon between an employee and supervisor.

The personal leave day and any holiday accrual must be used during the fiscal year in which it is granted and may not be carried over to the next benefit year.

- (2)** With the exception of sworn Police and Fire continuous shift employees, employees who **are required** to work on a City-designated holiday shall receive 1 hour of holiday credit for each hour worked, not to exceed 8 hours, to be used as time off before the end of the fiscal year.
- (3)** Continuous shift Police Administrative employees shall receive eighty-eight (88) hours of holiday credit and eight (8) hours of personal leave credit on the first day of each fiscal year. Holiday credit will be prorated at a rate of eight (8) hours per holiday for employees who are hired or who separate from service after the start of the fiscal year. Continuous shift Police Administrative employees who work on a City holiday will receive an additional .5 hour of holiday credit for each hour actually worked. Holiday credit must be used as time off only and cannot be carried over from fiscal year to fiscal year. Continuous shift Police Administrative staff will observe the holiday on the date that it actually falls regardless of the day of the week. The floating holiday will be observed on December 24th.

- (4) Continuous shift Fire Administrative employees shall receive one hundred thirty-five (135) hours of holiday credit on the first day of each fiscal year. Any continuous shift employee who starts work or separates from service after holiday accrual has been credited for the fiscal year will be subject to a pro-rated adjustment based on the number of holidays remaining in the fiscal year. Holiday credit shall be used as time off only and cannot be carried over from fiscal year to fiscal year.

m. **Longevity**

Permanent employees who have completed the required number of years of continuous service by December 1 of the calendar year shall receive longevity pay for the current fiscal year as follows:

Years of Service	Longevity payment
5 years	\$325
10 years	\$500
15 years	\$650
20 years	\$800
25 years	\$1050

Payment will be made on the last payday in November. Payment is based on a fiscal year (July 1 – June 30). Employees who terminate prior to this payment will receive a pro-rata share on their final check. Employees who terminate after this payment has been made will have a pro-rata share deducted from their termination check or final paycheck.

n. **Safety Shoes/Uniforms**

The City will provide up to \$125.00 annually for the purchase of safety shoes for those employees required to wear safety shoes. The City will provide uniforms for those employees required to wear uniforms.

o. **Parking Permits**

Employee parking space will be made available in City owned facilities as space permits. Employees pay one-half of the public rate for parking. Parking costs will be paid by payroll deduction.

SECTION 2: SPECIAL LEAVES

a. **On-the-Job Injury**

Upon application the City may grant a leave of absence with pay in the event of an injury or illness of an employee while at work provided the following conditions exist:

- (1) The injury or illness arises out of the course of City employment.
- (2) The City's medical advisor determines that time off from work is required.

If the above provisions are applicable, leave with pay will be granted during the remaining time on the work day when the injury occurs and for a period of two (2) working days thereafter if authorized by the medical advisor.

If the injured worker requires more than two (2) working days in which to recuperate and return to work, any additional absence may be charged to sick leave or, if sick leave is exhausted, to other accruals.

b. **Religious Holidays**

Every reasonable effort will be made to accommodate employee requests for release from work to participate in bona fide religious holidays. Personal leave days, accrued vacation time, comp time, or unpaid leaves may be used to cover absences.

c. **Jury Duty**

Any employee summoned for jury duty shall receive regular pay during any period of jury service and shall earn and be entitled to all benefits as if working. The City shall receive the pay earned from such jury service.

d. **Witness Time**

An employee shall be granted leave with pay when required to be absent for work for the purpose of testifying in court in response to a legal summons when the employee is neither plaintiff nor defendant in the action and when such court appearance arises from the performance of their duties, obligations, or activities as a City employee. The employee shall be compensated by the City for work time spent testifying and the City shall receive any witness fees paid to the employee.

e. **Funeral Leave**

An employee shall be granted up to three (3) days with no loss of compensation or accrual from sick, annual, or compensatory time as is necessary to plan/attend the funeral of their spouse, child, mother, father, stepparent, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, aunt or uncle, niece or nephew, brother-in-law*, sister-in-law*, or permanent member of the immediate household. If additional time is needed an employee shall be permitted to use up to three days of their accumulated sick leave with the approval of their supervisor.

Shift Fire Battalion Chiefs shall be granted up to two (2) shifts.

**Brother/sister-in-law includes spouse of spouse's sibling.*

f. Pregnancy Leave

A pregnant employee shall be entitled to a medically necessary leave of absence without pay if she is unable to work as a result of pregnancy or related cause and all other accumulated leaves are exhausted. An employee requiring such leave shall notify her supervisor prior to the anticipated date of birth and shall substantiate her condition by a doctor's statement. Employees taking leave pursuant to this section retain all rights granted by the federal Family Medical Leave Act and/or other applicable laws.

g. Unpaid Leave of Absence

With the approval of the Department Director and the City Manager an unpaid leave of absence may be granted to an employee. If the leave is medically necessary and all other accrued leaves are exhausted, the leave will be automatically approved.

Generally, such leaves shall not exceed twelve (12) months. Upon termination of such leave of absence, the employee may return to work in the same position as when he/she left and will receive compensation on the same basis as if he/she had continued to work without leave, provided the position is vacant and provided the employee is qualified for the position. In the event a vacancy does not exist an employee may apply as an internal employee on vacancies for a period of twelve (12) months following termination of the leave. The employee is responsible for applying for and keeping aware of any openings.

In the event an employee fails to return to work at the end of any such leave or extension, their employment shall be terminated.

During a leave of absence without pay, the employee:

- 1) Cannot pay retirement contributions if the leave exceeds one month in duration.
- 2) Shall not receive any other accruals or job benefits during the period of absence.
- 3) Shall not acquire additional seniority during said leave except in the case of medical disability.
- 4) Shall not earn sick, vacation, or other leave.
- 5) Must use all accumulated vacation to which he/she is entitled prior to the time that the leave without pay commences.

- 6) Must pay prorated health, dental, life and disability insurance premiums falling due during any month the employee is not on the payroll, if coverage is desired, and is available subject to insurance carrier approval, as follows:
- a) For any calendar month during which the employee is on unpaid leave not exceeding ten working days and insurance coverage is desired, the City will pay the cost of the insurance premiums.
 - b) For any calendar month during which the employee is on unpaid leave in excess of ten working days and insurance coverage is desired, the employee must pay 1/12 of the insurance premium for each working day beyond ten working days that the employee is on unpaid leave of absence. The remainder of the premium will be paid for by the City.
 - c) The employee may choose which insurance coverages, if any, are to be retained during the unpaid leave of absence.
 - d) Premiums for insurance coverages desired by the employee will be billed on a monthly basis.

The City Manager or designee may waive the above conditions for leaves of absence without pay not exceeding ten (10) working days.

Except in the case of medically necessary leave, upon return from a leave of absence without pay both seniority date and accrual date will be changed to reflect the time on leave.

h. **Military Leave**

Employees enlisted in or called by any of the armed forces of the United States shall, when ordered to active service, be entitled to a leave of absence for such period of time that the member serves in such capacity and until discharged therefrom. The City shall comply with applicable law in regard to military leave.

i. **Education**

Advance approval from the City Manager or designee is necessary for an employee to engage in any educational effort during normal working hours other than that which may be provided by the City. Consideration of the request will be based upon the direct benefit to the City and the demonstrated ability of the employee to effectively carry out the responsibilities of their position.

SECTION 3: HOURS OF WORK

The normal work week shall consist of a minimum of forty (40) hours for full-time employees. The Department Director shall schedule the working hours for all employees in a manner to most efficiently meet the needs of the department, which may include flex-time scheduling.

a. **Overtime**

- (1) *Confidential Employees.* Overtime is work performed by a Confidential employee in excess of eight (8) hours per day or forty (40) hours per week. Employees may be periodically required to work overtime.

Compensation. At the Department Director's discretion, and in accordance with applicable law, compensation for overtime hours will be made either at the rate of one and one-half times the current base hourly rate or by granting compensatory time off at a rate of one and one-half hours for each hour of overtime.

- (2) *Administrative Employees.* Administrative employees are not specifically compensated for overtime in either pay or compensatory time off. Salary ranges for Administrative positions have been developed with consideration of overtime requirements. In recognition of the fact that job responsibilities of administrative employees may, upon occasion, require that the employee work more than the normal work week, time off from work may be allowed by the Department Director. All employees will be expected to average a minimum of forty (40) hours per week.

b. **Rest Periods**

Full-time employees will be provided with two fifteen (15) minute rest periods during the regular work day. These rest periods may be scheduled by the immediate supervisor, with consideration of employee preferences.

c. **Meal Periods**

Employees will be provided with an unpaid lunch period of not less than thirty (30) minutes during the regular working day. Meal periods will be scheduled to accommodate operational needs with consideration of employee preferences but should generally occur near the midpoint of the workday.

d. **Inclement Weather**

Employees are expected to come to work regardless of weather conditions if they can reasonably do so.

Generally, City operations will not be suspended, however, the City Manager may shut down operations in severe conditions. Employees may use vacation, holiday, compensatory time, or personal leave to ensure regular pay on these occasions.

SECTION 4: SALARY ADMINISTRATION

a. **Employee Compensation**

The City will maintain a classification and compensation plan for Administrative and Confidential employees subject to City Council approval. The overall program will be administered by the City Manager with operational responsibility resting with the Human Resources Administrator. Employees are eligible for merit increases based upon satisfactory performance not to exceed the maximum of their established pay range.

b. **Reclassifications**

Periodically changes in position scope, responsibility and/or minimum entry level qualifications may warrant a review of individual position classification and/or salary grade assignment. Recommendations for reclassification must be based upon characteristics of the position and operational needs of the department and should not be based upon employee seniority, qualifications, or performance.

Reclassification reviews may be requested by the employee or Department Director.

Review of reclassification requests will be conducted by the Human Resources Administrator, Deputy City Manager and City Manager. Information submitted in writing and through interviews of employee, Department Director, and immediate supervisor will form the basis for determination of proper classification.

Requests for review of job classification should be submitted to Human Resources.

SECTION 5: EMPLOYMENT ACTIVITY

Probationary Period

Upon employment by the City the initial probationary period will generally be six (6) continuous months. The probationary period for non-Civil Service staff may be extended at the discretion of the Department Director and such extension will be in writing. Extension of probationary periods for civil service staff are subject to the employee's written waiver of the civil service probationary period.

SECTION 6: GRIEVANCE PROCEDURE

a. **Definition**

A grievance is a dispute between the City and a particular employee or group of employees over an interpretation or application of the rules, procedures, or policies promulgated by the City.

b. **Procedure**

For the purposes of calculating time period, "working days" shall include Monday through Friday; Saturday, Sunday and holidays (except personal leave day) will not be included. The parties involved in a grievance may mutually agree to extended time periods.

Step 1

The grievance shall be presented in writing by the grievant to the Department Director within ten (10) working days of gaining knowledge of the event giving rise to the grievance. The written document shall identify the document as a grievance and reference the section of the rules or provisions allegedly violated and shall state the remedy desired. The document shall be signed by the grievant.

The Department Director and the grievant will meet within ten (10) working days of receipt of a Step 1 grievance in an attempt to resolve the grievance. The Department Director will respond in writing to the grievant within ten (10) working days after such meeting. If no response is received, the grievant may proceed to Step 2.

Step 2

A grievance not resolved at Step 1 may be submitted to the City Manager or their designee within ten (10) working days of receipt of the Step 1 response. The City Manager will respond in writing within ten (10) working days. The grievant may request a meeting with the City Manager before a decision is rendered. Such request must be in writing and presented with the Step 2 grievance.

c. **Retaliation**

There will be no retaliation for filing a grievance.

d. **Other**

Employees who do not wish to exercise formal avenues to achieve resolution of their grievances may appeal informally to appropriate supervisors, or the Human Resources Administrator.

801 Circulation and Library Card Policy

Proposal: This is a regular review to ensure Library policy reflects community needs, best operational practices, and Iowa City Public Library values.

Issues:

The Circulation and Library Card Policy provides guidelines for who may have a Library card, privileges associated with each Library card category, and when privileges may be suspended.

This policy also establishes guidelines for fines and replacement fees, recovery of materials or the cost of lost or damaged materials. The review has recommended policy changes that provide additional clarity and embodies current practice for materials recovery.

Staff Recommendations:

801.1 e	Dismantle and appropriate pieces of 801.1 e to more appropriate portions of policy.
801.1 e	Move limit description of Resident Cards to 801.12.
801.1 e	Move limit description of Institutional Cards to 801.15.
801.1 e	Move limit description of Student AIM Cards to 801.19.
801.1 h	Add “account” to distinguish between a physical library card as an artifact and an Iowa City Public Library card account.
801.12	Clarification of library card categorization by adding the limit description of Resident Cards.
801.15	Clarification of library card categorization by adding the limit description of Institutional Cards.
801.19	Clarification of library card categorization by adding the limit description of Student AIM Cards.
801.19	Remove bullet points and replace with the exact language from the Student AIM Card Memorandum of Agreement.
801.24	Add clarifying language “Charges for” Holds to match 801.25 header “Charges for Interlibrary Loan”.
801.31	Remove “collection agency” to reflect current practice for materials recovery.

Action Required: Review and adopt as amended.

Prepared by: Sam Helmick, Community and Access Services Coordinator, September 10, 2021

Review Committee: Becky Dannenberg, Mac Edwards, Tom Jordan, Heidi Kutcha, Larry Parks, and Shawna Riggins

801: CIRCULATION and LIBRARY CARD POLICY

See also related policies: Collection Development (601) and Confidentiality and Privacy (802).

See also Iowa Code: Chapter 613.16 (Parental Responsibility of Actions of Children) and Chapter 714.5 (Theft of Library Materials and Equipment).

801.0 The purpose of the Circulation Policy is to establish who may obtain a library card at the Iowa City Public Library, privileges associated with different types of cards, and conditions under which those privileges may be suspended. A valid library card provides library users with circulation services which may include, depending upon type of library card, borrowing materials and equipment, placing holds, or requesting interlibrary loan service, and allows in-house and remote electronic access to information resources. The Circulation and Library Card Policy establishes fines and replacement fees for overdue, lost or damaged materials, and other circulation services.

801.1 Library Cards

General Information: These policies apply to all types of cardholders:

- a. Individuals of all ages may apply for a library card with proper identification and proof of residence. (See Sections 801.12-801.19 for specific card categories.) Staff may allow two checked-out items (no equipment) if proof of residence is not shown at time of application; address verification must be shown before further use of the card is allowed.
- b. Cardholders are responsible for all materials checked out on the card and for payment of fines and replacement fees assigned to the card, except as noted.
- c. The Library Director may refuse or restrict a library card if a pattern of abuse is established.
- d. Cardholders are responsible for notifying the library promptly if a card is lost or stolen. (See Section 801.22 for cardholder liability.)
- e. ~~Cardholders are limited to 75 checked-out items, except Institutional cards, which are limited to 100 checked-out items and Student AIM (Access to Information and Materials) Cards which have a limit based on the Memorandum of Agreement with the participating school districts and public libraries.~~
- f. Library cards expire regularly to confirm address and other contact information.
- g. Access to Library materials will not be restricted based on age except in the case of circulating equipment with replacement value over \$250, which will require parental permission for checkout to patrons under age 18. Access to specific collections may be restricted for the Student AIM cards based on the Memorandum of Agreement with the participating school districts and public libraries.

h. Cardholders are limited to one library card **account** with the exception of students who are issued Student AIM Cards. Privileges for use are set according to the library card presented for checkout and services. With the permission of their parent/guardian, students with Student AIM cards may also apply for a Resident or Open Access card.

801.12 Resident Cards: Resident cards are issued to residents and property owners of Iowa City and contract areas. **Cardholders are limited to 75 checked-out items.**

801.13 Open Access: Open Access cards are issued to residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Some services are limited.

801.14 Temporary Cards: Temporary cards are issued to persons who will be living in our service area from one to eight weeks, and to those living in temporary housing. Some services are limited.

801.15 Institutional Cards: Institutional cards are issued to institutions and businesses located in Iowa City, contract areas, and Johnson County communities with libraries participating in the Open Access program. **Institutional cards are limited to 100 checked-out items.**

801.16 Special Cards: (See Section 801.25 and 801.26 for fines and replacement fee information.)

a. Borrowers who qualify for Resident Cards may apply for At Home service and will be assigned an At Home card.

b. Special cards are available for institutions with ICPL outreach collections.

c. Special cards are assigned to libraries participating in interlibrary loan.

d. Special cards are assigned to inmates at the Johnson County Jail who request services from the Library. Services may be limited to comply with an agreement for service with the Johnson County Sheriff's Office.

801.17 Self-Registration Cards: Patrons who apply online shall verify their registration with identify and proof of address to obtain a library card with regular privileges (see 801.12-14). Self-registered cards permit limited access to online resources and the physical collection as applicable to the service model in place at the Library and the landscape analysis of community health. Self-Registration access is regulated in context with the current Library service model available and the Library mission to provide robust access to materials.

801.18 Computer Use Only Cards: Issued to patrons who are unable to confirm a local address. Services are limited to internet computers and in-house use of equipment valued at less than \$100.

801.19 Student AIM Cards: Issued to all students grades K-12 enrolled in the Iowa City Community School District and other participating school districts. Services may be limited based on the Memorandum of Agreement with the participating school districts and public libraries. ~~Student AIM (Access to Information and Materials) Cards have circulation limits based on the Memorandum of Agreement with the participating school districts and public libraries.~~

~~a. Student AIM Cards may only be used by the student the card was issued to.~~

~~b. Students may receive a Student AIM Card in addition to another type of library card.~~

~~c. Students may not use Student AIM Cards to place Interlibrary Loan requests.~~

~~d. Student AIM Cards may not be used to check out equipment valued over \$250.~~

~~The Student AIM Card will have limited borrowing privileges of physical materials at each of the three (3) Public Library locations and will be limited to three (3) books and/or audio books at each, which must be returned before additional books will be allowed to be checked out.~~

801.2 Fines and Replacement Fees 801.21

Fines are temporarily suspended until June 30, 2022.

801.22 Lost or Damaged Materials

a. The full replacement or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.

b. Borrowers are responsible for materials which were checked out on lost or stolen cards prior to notification to the library of the card's loss. A borrower's liability for such materials is limited to \$50.00.

c. The replacement cost of the item includes the Library's purchase price plus a processing fee. The Library uses vendors that offer processing and other related services to acquire materials, including replacements.

d. Replacement or repair costs up to \$100 may be waived in full or part on a case-by-case basis by permanent staff. Higher amounts may be waived in full or part by the Community & Access Services Coordinator or Customer Services Assistant, on a case-by-case basis.

e. Replacement or repair costs will not be charged for students using Student AIM Cards.

801.23 Suspension of Circulation and Remote Access Privileges

- a. Individual cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$10.00 or more in fines or for materials not returned and billed.
- b. Institutional cards: Circulation and some remote access privileges are suspended for cardholders owing the library \$20.00 or more in fines or for materials not returned and billed.
- c. Interlibrary loan institutions: Service may be denied to those libraries which habitually are late in returning materials or fail to pay bills of \$25.00 or more for long overdue or lost materials.
- d. Expired cards: Circulation and other access privileges are suspended when a library card expires. An expired card may be renewed when a patron's address is verified.
- e. Special At Home cards: Access privileges are suspended for materials not returned that have been billed.
- f. Student AIM Cards: Access privileges are suspended based on the guidelines in the Memorandum of Agreement with the participating school districts and public libraries.

801.24 Charges for Holds (Reserves)

- a. Registered borrowers with no delinquency status may place up to twelve free holds.
- b. Institutional cards may have up to fifteen free holds.
- c. Beyond the twelve free hold limit, registered borrowers may place additional holds for a charge of \$.50 per item, payable in advance.

801.25 Charges for Interlibrary Loan

- a. When it is necessary to borrow library materials through Interlibrary Loan from libraries which charge a fee for such services, these charges will be absorbed by the library, with the approval of the Adult Services Coordinator. Postage will be paid by Iowa City Public Library.
- b. Out-of-state libraries will be charged \$15.00 for the loan of audiovisual material.

801.26 Fines and Replacement Fees for Special Cards:

- a. No fines are charged for late returns of materials from outreach collections, At Home patrons, Interlibrary Loan libraries, or jail patrons.
- b. At Home patrons, Interlibrary Loan libraries, and the outreach sites are responsible for paying the replacement fee for the cost of lost materials.

801.27 Card Replacement: Patrons may receive one free replacement card per year. The replacement charge for additional lost cards is \$1.00.

801.28 Fresh Start 18: When a patron reaches their 18th birthday, the library may waive accumulated fines and replacement fees on a case-by-case basis.

801.3 Retrieval of Overdue Materials

801.31 Notification: Notices are sent at regular intervals to cardholders with overdue library materials. The last notice is a bill for the replacement cost of the item.

801.32 Long Overdue Materials: Library accounts for which a bill has been sent may be submitted to a collection agency and/or to a local law enforcement agency for further action. An additional processing charge of \$10.00 will be added to each account sent to collections. (See also Code of Iowa, Chapter 714.5, Theft of Library materials and equipment.)

Director's Report: September, 2021

ICPL's Juan Manuel Galvez Ibarra to be Inducted into Iowa Latino Hall of Fame

Manny Galvez, ICPL's PR Specialist, will be inducted into the Iowa Latino Hall of Fame in October. Manny is the winner of the 2021 Robert D. Ray Award for Equity and Justice, an award which "recognizes and honors the efforts and accomplishments of persons whose work is deemed outstanding and a significant contribution to the equity and justice for Iowa's new immigrant population." This award will be presented at a ceremony on October 15, 2021, at the Des Moines Art Center. ICPL is tremendously proud to have Manny as part of our staff and appreciates all he does for the community.

ICPL Service Guidelines Draft

Since the CDC began using its Community Transmission Risk tool, I have been working to adjust our reopening guidelines to incorporate this new indicator, drop outmoded measures, and craft a document that will help us navigate service design during the second wave of the pandemic. I am attaching a draft document to this report, despite not having circulated it for staff feedback yet, in hopes of hearing your thoughts and possibly getting some guidance on how to move forward with the document.

FY2023 CIP Preparation

Departmental requests for new or revised Capital Improvement Plan projects for fiscal years 2023-2026 will be due at the end of the month. I have revised one active CIP project sheet and crafted one new project sheet, both attached to this report for your review. I revised the long-standing flooring and furnishings request—which was initially submitted by Susan Craig, and has been moved a number of times—to include both the first floor and the second floor. As you will see on the project sheet, I have presented this as a multi-year project. If, as the project date gets closer, we decide to approach this as a single year project, I believe we could make that change, especially if there was a cost or labor savings by completing it more quickly. The new project sheet is a natural continuation of an active project currently scheduled for fiscal year 2025, which would allow us to engage appropriate planners/architects/designers and begin work on the highest priority finding(s) from our Facility Space Needs and Environmental Impact Study. While we don't know what this work will be now, once we have survey findings to prioritize, I am confident there will be pressing improvements that can be made quickly that will reduce the negative environmental impacts of our building or increases the efficiency and usability of our work areas. Since the study isn't scheduled until FY2025, I requested this first implementation option for FY2026.

Internal Budget Process Update

Administrative Services Coordinator Kellie Kerns and I have met with every Library Coordinator to discuss a new internal budgeting process designed to clarify intended uses of shared budget lines and give Coordinators more detailed information about their own budgets. As we move through the current fiscal year, we will work with the

Leadership Team to ensure everyone is comfortable running basic budget reports to check expenditures and monitor planned spending.

Big Grove Library Anniversary Party a Success

The celebration at Big Grove Brewery on Sunday, September 12, was a success. Featuring live music, an illusionist, interactive bubbles, the Bookmobile, and beautiful deserts from Deluxe Bakery, it was a family-friendly event that felt relaxed and casual. The new library card designs were revealed, and people responded very positively, especially to the stained-glass window image. Special thanks to Angie Pilkington, Sam Helmick, and Patty McCarthy for planning the event, and to Angie, Sam, Patty, Bond Drager, Tom Jordan, Beth Fisher, Heidi Kuchta, and Mara Cole for staffing it.

DOT Kiosk Removed

The DOT Kiosk was removed from the library on September 9th. The Iowa DOT have ended the Kiosk program and is now directing people to renew, replace, or convert a license to a REAL ID through their online options, at a DOT facility, or at the County Treasurer's Office (limited options). The Kiosk was a popular service and I am sorry to see it go, but according to staff at the DOT, the Kiosks did not have a very good successful completion rate and they hope the new system will be better for users.

Director's Annual Report: FY2021

My annual report is attached. It was an interesting year to reflect on, and I feel proud of the way ICPL stayed true to our focus on safety and access. As always, when I think about the systems of the Library, I am so appreciative of the role the Trustees play in our shared work. Thank you for supporting us through a complex year!

Respectfully Submitted,

Elsworth Carman

ICPL COVID-19 Service Guidelines (9/2021)

The Iowa City Public Library takes the health of our patrons and staff seriously and prioritizes providing our services in the safest, most sustainable way possible. To help us determine what library services to make available, we will consider the following external measurements:

- COVID-19 positivity rates as reported by the State of Iowa. The positivity rate reflects the average percentage of positive cases in Johnson County over the past 14 days. Source: <https://coronavirus-johnsoncounty.hub.arcgis.com/>
- CDC Level of Community Transmission. Source: <https://covid.cdc.gov/covid-data-tracker/#county-view>
- Iowa City Community School District COVID-19 Dashboard, especially school closures and percent of students and staff currently COVID positive and in quarantine. Source: <https://www.iowacityschools.org/Page/18796>
- Emerging data about COVID-19, how it spreads, enhanced strategies for mitigation of its spread, vaccination rates, and vaccination efficacy reports.

These measurements will be considered in cooperation with the following internal indicators of readiness to maintain or adjust services:

- Building readiness. Cleaning schedule established, adequate supply of appropriate cleaning supplies, appropriate spaces developed for staff and public use (including social distancing space, when needed), and clear guidelines for entering and using the building or service location created and posted.
- Staffed at a level conducive to managing onsite and mobile service delivery.
- Adequate PPE for staff. Appropriate volume of face masks, shields, gloves, and other protective equipment available for all staff.
- Plans ready to implement for next phase(s) or changes to service delivery, including staff schedules.
- Sufficient training for staff. All staff fully trained and prepared to transition into a new phase or service model.
- Community readiness to navigate public space within the expected parameters of community mandate, current Library Phase, and Library Use policy.

Overall phase and readiness to move forward or backward will be evaluated regularly.

Please note:

As changes occur in our benchmarks, Library Leadership may request a special Board meeting to discuss next steps and/or plans with the Board. The speed at which the Library moves into a new Phase upon meeting all indicators of readiness will vary and is at the discretion of the Library Director and Library Board. In most cases, a transition will be scheduled between one and three weeks after meeting established benchmarks. Work from home and flexible scheduling decisions will be made with input from internal and City policies and may change at any time.

City of Iowa City CIP Request Form
Capital Improvement Program 2022 - 2026

General Project Information

Department: Library

New or Revised Request: Revised

Project Title: Library Carpet and Furnishings Replacement-Floors 1 and 2

Project Number:

Submitted By: Elsworth Carman

Project Description

A multi-year project to replace flooring and some furnishings in large areas of the Library. First floor has 31,000 square feet of carpet and second floor has 39,000. Project includes replacement of carpet/other flooring, demo/floor prep, moving fixtures/furniture, GC, insurance, fees, bonds, and contingency. Original furnishings, including the casual seating and gallery furniture will be replaced, as will all the second-floor computer stations. An emphasis on sustainable, durable materials and flexible space-making will steer this project.

Project Justification

Since the building was opened in 2004, more than 9,500,000 people have come through the doors. The Library is a heavily visited public space in the heart of downtown; ongoing investment in the building is necessary to ensure a safe and attractive space is maintained. While this project falls under "Aesthetic Improvement" priority right now, failure to complete this work in a timely manner will result in safety and efficiency issues in the future, which could lead to more costly unplanned repairs.

Urban Renewal Area (if applicable): Not Applicable

Planning Procs (if applicable): Not Applicable

Project Priority: Aesthetic Improvement (4)

Estimated Project Cost Breakdown

Calendar Year		2022	2023	2024	2025	2026
Project Cost Breakdown		Re-estimated	\$ Amount	\$ Amount	\$ Amount	\$ Amount
Design		\$ -	\$ -	\$ -	\$ -	\$ -
Right-of-Way/Site		\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ 365,000	\$ 455,000	\$ -	\$ -
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Administration		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify)		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Cost		\$ -	\$ 365,000	\$ 455,000	\$ -	\$ -
Cost Estimated by:			Multi-Year Project Cost		\$ 820,000	

Operating Budget Impact

Annual Staffing Cost	\$ -	Annual Revenue Generated:	\$ -
Annual Utilities/Maint Cost	-		
Annual Supplies Cost	-	Life Expectancy (Years):	15

Operating Budget Impact Discussion:

Neutral impact on staffing and maintenance expected. No additional revenue generated.

External Funding

Minority Impact

Description	Source	\$ Amount	Summarize Positive/Negative Impacts: Current carpet design on second floor is not ideal for patrons with low vision; while ADA compliant, the pattern used is not a best practice in public spaces. Updating this to an intentionally-selected, less patterned option would allow safer navigation for users with low vision.
	State/Federal	\$0	
	County	\$0	
	Other Grants	\$0	
	Donations	\$0	
	Other (Specify)	\$0	
Estimated Outside Funding		\$0	Census Tract Minority Population 0.0% to 10.0%

City of Iowa City CIP Request Form
Capital Improvement Program 2022 - 2026

General Project Information

Department: Library

New or Revised Request: New

Project Title: Findings Implementation from Space Needs & Environmental Study **Project Number:**

Submitted By: Elsworth Carman

Project Description

The Library anticipates having a Facility Space Needs & Environmental Impact Study done in FY2025. After the findings from this study are received, evaluated, and prioritized, the implementation phase will begin. This project will take the highest priority/highest impact change needed--as identified by the space study--and allow us to engage with a designer or architect and begin phased work with a goal of lessening the negative environmental impact of the Library building and/or making staff work spaces more efficient and useable.

Project Justification

The Library building is nearly 20 years old, and while it has been very well maintained, developments in building systems, technology, and general environmental-impact best practices have surpassed the effectiveness of some of our building's features. We have been able to adjust some of these outmoded systems ourselves over the years--like replacing all lighting and moving some staff work stations--but this project will allow us to begin to implement the changes identified in the 2025 study.

Urban Renewal Area (if applicable): Not Applicable

Planning Procs (if applicable): Not Applicable

Project Priority: Efficiency Improvement (3)

Estimated Project Cost Breakdown

Calendar Year		2022	2023	2024	2025	2026
Project Cost Breakdown		Re-estimated	\$ Amount	\$ Amount	\$ Amount	\$ Amount
Design		\$ -	\$ -	\$ -	\$ -	\$ 25,000
Right-of-Way/Site		\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -	\$ 100,000
Inspection		\$ -	\$ -	\$ -	\$ -	\$ -
Administration		\$ -	\$ -	\$ -	\$ -	\$ -
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -
Other (specify)		\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Project Cost		\$ -	\$ -	\$ -	\$ -	\$ 125,000
Cost Estimated by:			Multi-Year Project Cost		\$ 125,000	

Operating Budget Impact

Annual Staffing Cost	\$ -	Annual Revenue Generated:	\$ -
Annual Utilities/Maint Cost	-		
Annual Supplies Cost	-	Life Expectancy (Years):	15

Operating Budget Impact Discussion:

This project may reduce utility and maintenance costs. After install/implement, there should be no extra staffing or supply costs.

External Funding

Minority Impact

Description	Source	\$ Amount	Summarize Positive/Negative Impacts:
	State/Federal	\$0	
	County	\$0	
	Other Grants	\$0	
	Donations	\$0	
	Other (Specify)	\$0	
Estimated Outside Funding		\$0	Census Tract Minority Population (Choose From Below:)

Iowa City Public Library Director's Annual Report: FY21

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair...

The opening line of *A Tale of Two Cities* by Charles Dickens seems like a perfect way to frame this year's Director's Annual Report. As I prepared to craft this end-of-year reflection of the efforts and outputs of the Iowa City Public Library, I continually looped back to the idea of contradictions. FY2021 was a year of paradoxes. The high notes were pretty great, the low notes were pretty terrible. Perhaps most notably, this was our second fiscal year working through the COVID-19 pandemic, but in reality, it was so much more than that.

It was the best of times

Working through a changing pandemic—and the evolving readiness of staff, volunteers, and the community to reengage with onsite services—provided innumerable opportunities for us to think differently about how we meet community needs.

Two of our service adaptations stand out to me as prime examples of COVID-inspired innovation: developing new ways for patrons to interact with and use our collections, and the combination of producing interactive virtual programs and expanding our tech reach via lending more technology tools.

Starting at the end of FY20, we offered curbside pickup for items patrons had placed on hold, while simultaneously offering postal mail service for most materials. Early in FY21, we added a new digital service for “virtual RA” called “Staff Picks...just for you.” This web-based service invites patrons to fill out a form indicating their reading interests, and staff respond with 3-5 title suggestions. This program evolved to include book bundles, as well. We also offered a children's book bundle program and a “low tech” remote shelf browsing option; physical copies of books were placed in our lobby windows and labeled with a number. Patrons could look over the selections, then request the book (by title or number) at a service point. Staff would collect the item immediately and check it out to the patron.

For those patrons ready and able to come to us online, we produced an amazing number of virtual programs—all conceptualized, filmed, and edited inhouse—and increased our digital holdings throughout the collection through targeted and on-demand ordering. We added an option to contact the director directly via text and rolled out an enhanced ICPL app.

It was the worst of times

One of the hardest parts of the entire COVID closure was the ongoing challenge of trying to balance virtual services with more traditional onsite or print offerings, since we know many of our users cannot fully engage in online options due to lack of training, equipment, or connectivity.

To counter this, we purchased additional Chromebook/Hotspot bundles for circulation (with a generous grant from the Community Foundation of Johnson County), as well as a number of new stand-alone hotspots, and offered many beginner-level classes and tutorials for the use of our proprietary tech tools—like our online catalog—as well as those we offer patrons through subscriptions or purchase (databases and ebooks, etc.).

We offered take-home kits for children with all supplies included, so adult caregivers and children had fewer barriers to participating, and as soon as it was safe to do so, we began opening the building to provide some of the physical services we know are needed, like access to clean public restrooms and water fountains. For the library staff responsible for designing and implementing our services, those long months when our building doors were closed to the public were incredibly difficult; despite knowing we were making choices that benefitted the whole community by limiting exposure to COVID-19, it was impossible to feel like we were really doing our jobs while a portion of our users were less served than others.

It was the age of wisdom

Despite all of the unusual aspects of FY21, we were able to make some real strides in restructuring core service areas and recruiting some amazing new staff. Look for new smiling faces in almost every department next time you're in the library.

We also worked hard to review and update a number of our policies and practices, many with a specific focus on diversity, equity, and inclusion. We established strategic marketing partnerships, documented processes and practices that needed more detailed records, and developed training standards and timelines related to communications. We updated our pandemic response plan to incorporate new information as it became available, and adjusted our benchmarks for service delivery as we understood more about how COVID is transmitted in a library environment.

It was the age of foolishness

Going into FY21, we knew much more about COVID-19 than we did the previous year, but we also learned how quickly things can change with variants and community behavior; not all previous knowledge was helpful.

Budgeting for this year's emerging needs was an interesting exercise. We made the decision early on to focus on safety, which meant making many adjustments to the established budget as the year went on. Supply costs increased and decreased based on demand and availability, and onsite need for hand sanitizer, gloves, and masks were significant. We were strategic in reallocating funds to ensure we could cover the costs of mailing materials to patrons, package items for curbside pickup, purchase materials for take-home kits.

The year presented cost-saving opportunities, as well. We used significantly fewer paper products in our public restrooms during the building closure, and since we were prioritizing the purchasing of digital materials, our costs associated with processing print books went down.

Despite the variances in planned expenditures, I am proud of the way we were able to pivot repeatedly to meet community needs while ending the year with a responsibly-managed budget.

It was the epoch of belief

As FY21 unfolded, full of challenges and changes, there were moments that tested ICPL in ways I don't think it's been tested before. Despite this stress and pain, library staff, the Board of Trustees, and the Friends Foundation Board stayed true to our shared values, kept the strategic plan in focus, and committed to serving our community no matter what it took to do so.

We stayed nimble and responsive—developing a postal mail delivery system for print materials, deploying the Bookmobile as a community hotspot after the devastating derecho—while maintaining our priority work, like evaluating the diversity and inclusivity of our YA collection (via a fully manual diversity audit) and recataloged the juvenile holiday collection to expand holidays in a way that better reflects our community.

It was the epoch of incredulity

Providing public service during a pandemic is hard. There were some dark moments of low staff morale and leadership fatigue during FY21, but we learned how to navigate the ambiguity of COVID as the months went on, established trust in our dedication to best safety practices, and gained confidence in our shared ability to design public services systems that do not put staff or patrons at significant risk for exposure to COVID-19. Many staff are still concerned about working with the public, but our track record of requiring use of PPE and maintaining an organized, clean building helps all library staff feel grounded.

It was the season of Light

Yes, this was a challenging year, but we found ways to have fun and connect with each other, too. FY21 brought many opportunities to think about the legacy of ICPL in the community and how we will continue this critical work.

We developed and offered a variety of community programs and historical reflections in celebration of Iowa City Public Library's 125th Anniversary, including special programs for kids and adults, new library card designs that include images that represent the past and present work of ICPL, and a virtual timeline of events in the Library's history.

Our virtual In-Service Day, designed and facilitated by staff, focused on finding alternatives to calling the Police for library rule infractions (one of our strategic initiatives). It was amazing to see the creativity, compassion, and appreciative inquiry staff brought to this day.

It was the season of Darkness

We hit a hard spot with COVID in mid-summer, when all signs had been indicating we were almost to the end of the pandemic. Transmission and new case numbers were trending down, schools and businesses were opening up with few or no restrictions, and the vaccine was readily available.

When the trends reversed and we saw transmission statistics stagnate, then increase, it was a real disappointment. It became easy to forget how far we had come since the initial building closure and to feel more untethered than we really were. We rallied again, though, and talked about how we had done this work already and we could do it again. Our experience paid us back in resiliency, and after honoring our natural responses of disappointment, fear, sadness, and stress—all very legitimate responses to the second wave of a pandemic—we were able to update our steering documents and get back to working.

We also said a final goodbye to Lolly Eggers, a library leader who served as the director of ICPL from 1974 through 1994. Lolly was a visionary librarian, and she embraced technology and changing system very quickly, laying the groundwork for where ICPL is now. Lolly's death in February was felt deeply in the library and the community. Staff built a remembrance site on the Library's website that highlights Lolly's accomplishments in the Library and in the community.

It was the spring of hope

ICPL remains committed to prioritizing public health and safety in design and delivery of library services during the COVID-19 pandemic.

Considering FY21 as a whole, I am tremendously proud of the work ICPL has done. I am humbled by the commitment and creativity of the staff, thankful for the guidance of the Library Board of Trustees and the support of the Friends Foundation Board, and grateful to all of the local and regional library directors who found ways to support each other throughout the year.

And the community! What a gift to serve a community that was willing to flex and change as we adapted our service models. The understanding and kindness extended from our patrons was incredible.

~~It was the winter of despair~~

With all due respect to Mr. Dickens, I am not going to end this narrative on a low note. I elect to close on the idea that better days are coming; like libraries around the country and beyond, ICPL faces an uncertain future in many ways; we have significant work to do deciphering what our community's needs and wants are right now and how they will change post-pandemic, how our collections and services will change as we move back to fully onsite work, and how we may be called to serve our communities in nontraditional ways as new needs emerge. This work is hard, but also energizing and exciting.

While FY21 was an unusual year, the core truths of our shared work remain true: Finding new ways to delight patrons brings joy, working as a team feels organic and dynamic, and we are honored to work in not just any public library, but the Iowa City Public Library.

Respectfully submitted,

Elsworth Carman

Community and Access Services Report September 2021

Out & About

Iowa City Public Library attended the Kiwanis Fly-In Pancake breakfast again this summer. Community and Access Services borrowed heavily from the Children's Department to include airplane books and documentaries as well as the giant connect four board game as part of our programming and promotion for this event. Next year, we anticipate featuring the resources available in the Digital Media Lab as our audience appears to be highly interested in technology, innovation, and community learning. Visitors were happy to check out and commented on their joy to see the Bookmobile and Library out and about in the community.

The CAS Department hosted a booth at the Iowa City Latino Fest to promote Library resources, programming, and card registration. We provided September calendars, Digital Library bookmarks, and a colorful, monarch butterfly craft for those who stopped by. This event was the first time the Iowa City Public Library has participated in Latino Fest IC. I would like to thank Mari for the provision of fun, interactive crafts. We were delighted to connect, to celebrate, and to support the festival in its tenth anniversary year.



Bookmobile Hours Extended for the Fall

The Community and Access Services Department has extended its summer commitment of Friday service hours for the Bookmobile into the Fall rotation. I would like to thank Tom Jordan for taking on an additional Bookmobile shift and Shawna Riggins for working through processes and procedures to determine if extending this service point is a sustainable option year-round. We are carefully tracking visits, circulation and staffing to make informed decisions for the Winter/Spring schedule. As the Bookmobile is the sole access point and representation of the Library for some of our regular visitors, it feels essential to review this option to meet our strategic and access objectives as an institution. We anticipate providing a report to the Board at the conclusion of this schedule in mid-December.

Welcome Desk

Terri Byers has worked with our new and returning volunteers to form the future of hospitality and way-finding services at the Welcome Desk. Reports suggest that both patrons and volunteers find meaning in this new service model and anticipate its continued development and growth. I would like to thank Terri, our ICPL Volunteer Team, and our wonderful volunteers for vanguarding this exciting service option for our community.

Respectfully submitted,

Sam Helmick

Sam Helmick
Community and Access Services Coordinator

Adult Services Department Report

Prepared for the September 23, 2021 Meeting of the Iowa City Public Library Board of Trustees

Jason Paulios, Adult Services Coordinator

Second floor public service desk staff were excited to offer a return to (almost) full services on July 1st with the phase change of our COVID-19 response plan. It's great to see patrons again utilizing the study/leisure spaces, reading daily newspapers and discussing with a library neighbor, and benefiting from extended computer time. Small study rooms and group discussion rooms are again available for two-hour checkout. During the various Phases we learned there are modifications of services that have been successful with patrons or were more efficient for staff to offer and warranted extending into the post-pandemic library. Examples include:

- remote printing service - a popular express visit option
- scan-to-fax – higher quality scan with an email confirmation
- staff remote print release option – any public service desk on 2nd floor can release a pending print job which helps speed up the process if there are complications at the public release station
- paper visitor computer passes with no ID required - more equitable option and faster staff interaction

In that spirit of efficiency of service, Senior Librarian, Brian Visser, has been planning ways to amend our in-house tech checkout procedure at the Page Station to reduce or remove the need for staff interaction for low level transactional services. We are now providing headphones as standard at the stations instead of checking them out which removes upwards of 50 forced daily staff interactions and we've seen very few lost to theft. Phone charging cables were often not returned (despite patrons leaving ID) and it was logistically difficult to keep track, new procedures have patrons leave their phone with staff to charge which allows us to invest in higher quality charging products and protects their device from theft.

Prior to the pandemic we saw that there was a need for allowing extended computer time but were concerned about ways to ensure availability of open computers. Brent Palmer was able to find a previously unexplored feature in our computer reservation software that achieves this for us. Previous computer use was limited to two hours for Library Card holders and one hour for visitors, staff could override for more time if asked. Tweaks to the software now allows both user types two hours, at the end of that time the system puts them in an "extended session" for up to three more hours. If computers become scarce due to more users on extended sessions, the software finds the patron with the longest extended session and gives them a warning a few minutes prior to ending their time. This has been a popular new service for patrons and I'll continue to monitor computer use to make sure we're offering the right amount of public PCs.

Cosponsorships resuming

With public meeting rooms again available we've reached out to past partners to resume adult event cosponsorships. Stacey McKim and I met with PS1 to discuss their new Media Arts Co-Op and potential Digital Media Lab collaborations. Programming Librarian Beth Fisher has been busy arranging recurring events with The Writers' Rooms, Project GREEN, UI International Writing Program, English Conversation Club, Obermann Center for Advanced Studies, Green Iowa AmeriCorps, and the City of Iowa City Equity & Human Rights office. The rise in Covid cases in late August and September has dampened some of the enthusiasm for gathering again but we are excited to reconnect with these groups in whatever way possible.

Digital Media Lab reopened

Adult Services Assistant, Stacey McKim, launched the reopening of the Digital Media Lab on August 23rd. She amended the previous membership requirements and check-in process to make the space more welcoming and open for exploration. Any patron may now use the space on their own during library open hours (except during classes/programs) or can attend a staffed lab hour for one-on-one help with Stacey or the DML Intern (hire soon to be announced!).

Development Office Report
Prepared for the Board of Trustees
Iowa City Public Library
by Patty McCarthy, Director of Development
September 23, 2021

Honoring People *and* ICPL

Our generous community gives financial contributions to the ICPL Friends Foundation to honor the birthdays and other lifetime celebrations for family and friends, as well as memorials for those who prioritized reading and library use throughout their lives. These tribute donations give meaning and pleasure to the person being honored, comfort to the family of those being remembered, and benefit all of us who thrive on library experiences.

The tribute donations are often accompanied by requests to purchase materials in a specific genre. Children's books or mysteries are most often requested. The receipt of one of these unique gifts prompts us in the Development Office to create a 'Pink Sheet' which is shared with Collection Services staff and other staff who select materials. As you can see, it really is a Pink Sheet! → →

The Pink Sheet specifies the type of materials to be ordered, and provides the information which may be needed to print a bookplate which says, "In Memory of or In Honor of (person's name)." The personalized bookplate is then inserted in the front of the special book as it is being processed.

The result is a gift to our community. The children's book seen here is one of the many made possible by donations in memory of JJ, an Iowa City child who died of the flu in winter 2020. His story was featured in the ICPL Winter 2020 Window newsletter.

If another patron hasn't already placed a hold on the item, we offer the family of those being remembered, or the person being honored, the opportunity to be the first to borrow these special materials.

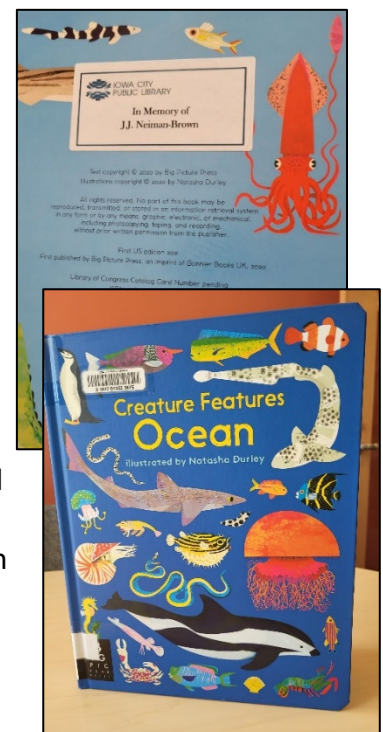
Pink Sheets are also used when people donate a book which they hope will be added to the library collection. The Pink Sheet is wrapped around the item with a rubber band and routed to Collection Services staff for a decision. If the library already has the item and the donation is not accepted, donors have the option of helping the library by allowing the Book End to sell the item, or it's returned to them.

Pink Sheets always signal something special for ICPL staff.

Welcome Peter Fegley!

Peter Fegley joined the Development Office staff this month as full-time Assistant to the Development Director. He is an experienced fundraising professional who was with Mount Mercy University and volunteers with the Johnson County Cattlemen's Association. Welcome Peter!

PINK SHEET TRANSMISSION FORM FOR GIFTS, REQUESTS OR SPECIAL REQUESTS			
1. TRANSFER REQUEST - DO		2. MONEY REQUEST - DO	
Date		Date	
3. PERSON INFORMATION - DO		4. ENDORSEMENT - DO	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
Email		Email	
5. RF - RF		6. RF - RF	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
7. AFFILIATE - C/N Historical - C/N Memory - C/N A		8. AFFILIATE - C/N Historical - C/N Memory - C/N A	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
9. RF Tag - C/N Yes - C/N No		10. RF Tag - C/N Yes - C/N No	
11. TO SELECT COLLECTION METHODS TO AUTHORIZE		12. RECORD COLLECTION REQUESTS ON BACK OF FORM	
Transfer this letter Initial Date		Transfer this letter Initial Date	
13. REQUEST TO SELECTIVE TO AUTHORIZE		14. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
15. REQUEST TO SELECTIVE TO AUTHORIZE		16. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
17. REQUEST TO SELECTIVE TO AUTHORIZE		18. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
19. REQUEST TO SELECTIVE TO AUTHORIZE		20. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
21. REQUEST TO SELECTIVE TO AUTHORIZE		22. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
23. REQUEST TO SELECTIVE TO AUTHORIZE		24. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
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Phone		Phone	
25. REQUEST TO SELECTIVE TO AUTHORIZE		26. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
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27. REQUEST TO SELECTIVE TO AUTHORIZE		28. REQUEST TO SELECTIVE TO AUTHORIZE	
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29. REQUEST TO SELECTIVE TO AUTHORIZE		30. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
31. REQUEST TO SELECTIVE TO AUTHORIZE		32. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
33. REQUEST TO SELECTIVE TO AUTHORIZE		34. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
35. REQUEST TO SELECTIVE TO AUTHORIZE		36. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
37. REQUEST TO SELECTIVE TO AUTHORIZE		38. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
39. REQUEST TO SELECTIVE TO AUTHORIZE		40. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
41. REQUEST TO SELECTIVE TO AUTHORIZE		42. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
43. REQUEST TO SELECTIVE TO AUTHORIZE		44. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
45. REQUEST TO SELECTIVE TO AUTHORIZE		46. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
47. REQUEST TO SELECTIVE TO AUTHORIZE		48. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
49. REQUEST TO SELECTIVE TO AUTHORIZE		50. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
51. REQUEST TO SELECTIVE TO AUTHORIZE		52. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	
City/State/Zip		City/State/Zip	
Phone		Phone	
53. REQUEST TO SELECTIVE TO AUTHORIZE		54. REQUEST TO SELECTIVE TO AUTHORIZE	
Name		Name	
Address		Address	





BOARD OF TRUSTEES

Minutes of the Recorded Regular Meeting

August 26 2021

DRAFT

Members Present: Robin Paetzold, Hannah Shultz, Derek Johnk, Daniel Keranen, Carol Kirsch

Members Absent: Tom Rocklin; Kellee Forkenbrock; Dan Stevenson; Noa Kim

Staff/Others Present: Elsworth Carman, Sam Helmick, Kellie Kerns, Patty McCarthy, Jason Paulios, Brent Palmer, Anne Mangano, Angie Pilkington

Call Meeting to Order: President Kirsch called the meeting to order at 5:06 p.m. A quorum was present.

Derek Johnk entered the meeting at 5:08 p.m.

Public Discussion: No public comment.

Items to be discussed:

Johnson County Public Health Updates - Presenter Susan Vileta provided COVID pandemic data updates and a best practices narrative. Ms. Vileta fielded questions from members.

4th Quarter Statistics and Financials - This is a regularly scheduled agenda item presented to the Board for approval. Specific sections regarding statistics and financial reports were highlighted by Director Carman and then answered any questions asked. Robin Paetzold made the motion to approve 4th Quarter financials as written. Derek Johnk seconded. Motion carried on a recorded vote: 4 AYE: Keranen, Paetzold, Shultz, Johnk, 0 NAYs 0 Abstain; 4 Absent: Rocklin, Forkenbrock, Stevenson, Kim

End of Year Report - FY21 - This is a regularly scheduled informational item. Board action not required. Specific sections about the report were highlighted by Director Carman.

Strategic Planning Update - This is a regularly scheduled agenda item from the July meeting. Board action not required. Specific sections were highlighted by Director Carman and supplemental handout provided. Discussion took place of members receiving updates on a

quarterly basis. President Kirsch did recommend members receiving on a quarterly basis. Director Carman indicated ICPL is one year into a 3-year plan and many of the goals are making good progress considering the pandemic; for an off year, much progress has been made.

Policy Review: 801 Circulation and Library Card - Derek Johnk made the motion to approve policy as written. Hannah Shultz seconded. Motion carried on a recorded vote: 4 AYES: Keranen, Paetzold, Shultz, Johnk, 0 NAYs 0 Abstain; 4 Absent: Rocklin, Forkenbrock, Stevenson, Kim

Staff Reports:

Director's Report - Director Carman fielded questions by members. Staff engagement, morale, and training were highlighted and can be achieved with the NOBU budget funds. The Annual Report done in prior years, is no longer required by the City and will be retired with a new format adopted for ICPL use if desired by the Board. Recognition dinner has been postponed until a better fit is made in stewardship. Mask mandate topic was discussed.

Departmental Reports:

Children's Services - Pilkington provided a report, included in the board packet, and fielded questions from members.

Collection Services - Mangano provided a report, included in the board packet.

Information Technology - Palmer provided a report included in the board packet, and fielded questions from members.

Development Office Report - McCarthy provided a report included in the board packet, and highlighted an update pertaining to the BookEnd volunteers and the September 12th event at Big Grove Brewery.

Miscellaneous - Nothing to Report.

President's Report: President Kirsch expressed a thank you to Vice President Rocklin for leading the July board meeting, and a thank you to Admin Kerns and Director Carman regarding preliminaries for the Board Member Recognition Dinner. Continuing board education on IALearns and the December In-service were highlighted.

Announcements from Members: Nothing to Report

Committee Reports:

Nothing to Report.

Communications:

An article and thank you were provided and included in the board packet.

Consent Agenda: Derek Johnk made the motion to approve the consent agenda as written. Hannah Shultz seconded. Motion carried on a recorded vote: 4 AYES: Keranen, Paetzold, Shultz, Johnk, 0 NAYS 0 Abstain; 4 Absent: Rocklin, Forkenbrock, Stevenson, Kim

Set Agenda Order for August Meeting - President Kirsch communicated items for the September agenda:

Budget Discussion

Policy Review: 502 General Library Personnel Policies

Policy Review: 503 Admin/Confidential Policy

Policy Review: 801 Circulation and Library Card Policy (cont.)

Departmental Reports: AS; CAS

Adjournment. President Kirsch closed the meeting at 6:22 p.m.

Respectfully submitted,

Kellie Kerns

Administrative Services Coordinator

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2 TO 2022/2	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110		Library Administration					
10550110	432080			Other Professional Services			
014353	ONE SOURCE THE BACKG PLUS4649-20210731	0	2022	2 INV P	160.00	080621	25807 BACKGROUND CHECKS F
014353	ONE SOURCE THE BACKG PLUS4649VOL-20210731	0	2022	2 INV P	160.00	080621	25807 BACKGROUND CHECKS F
					320.00		
		ACCOUNT TOTAL			320.00		
10550110	435055			Mail & Delivery			
010468	U S POST OFFICE ACCT 8042021POST	0	2022	2 INV P	10,000.00	081321	260352 Admin&DG/ Replenish
010473	UNITED PARCEL SERVIC 000068774R301	0	2022	2 INV P	22.30	081321	260354 Admin/ 2 ILL -Shipp
		ACCOUNT TOTAL			10,022.30		
10550110	449060			Dues & Memberships			
010475	GREENSTATE CREDIT U 908217503COVID	0	2022	2 INV P	90.00	090321	263010 KKERNS/Mastercard 9
		ACCOUNT TOTAL			90.00		
10550110	449120			Equipment Rental			
011736	KONICA MINOLTA BUSIN 73358922	0	2022	2 INV P	114.30	082721	262718 Admin/ Lease Paymen
011898	QUADIENT LEASING USA N8992084	0	2022	2 INV P	758.31	082721	26408 Admin/ Lease Paymen
		ACCOUNT TOTAL			872.61		
10550110	449280			Misc Services & Charges			
000111	LIN, LI-CHUN 72621LL	0	2022	2 INV P	25.50	080621	259799 Admin/ Found Librar
000111	KAHLER, LAURA 81821LK	0	2022	2 INV P	28.00	082721	262720 Admin/ Found Librar
					53.50		
		ACCOUNT TOTAL			53.50		
10550110	452010			Office Supplies			
010475	GREENSTATE CREDIT U 908217503COVID	0	2022	2 INV P	215.16	090321	263010 KKERNS/Mastercard 9
		ACCOUNT TOTAL			215.16		
10550110	469320			Miscellaneous Supplies			
010475	GREENSTATE CREDIT U 908217503COVID	0	2022	2 INV P	21.94	090321	263010 KKERNS/Mastercard 9
		ACCOUNT TOTAL			21.94		
		ORG 10550110 TOTAL			11,595.51		
10550121		Library Bldg Maint - Public					
10550121	438030			Electricity			
010319	MIDAMERICAN ENERGY 20210825081238	0	2022	2 INV P	14,078.55	082721	26398 MidAmBilling 082520

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	14,078.55		
10550121 438070			Heating Fuel/Gas			
010319 MIDAMERICAN ENERGY	20210825081238	0	2022 2 INV P	1,565.07 082721	26398	MidAmBilling 082520
			ACCOUNT TOTAL	1,565.07		
10550121 442010			Other Building R&M Services			
010171 GERARD ELECTRIC INC	10056	0	2022 2 INV P	190.00 082021	261685	FAC/ Two Outdoor Ca
010981 JOE'S QUALITY WINDOW	19855	0	2022 2 INV P	140.00 090321	263026	FAC/Lower Outside W
010981 JOE'S QUALITY WINDOW	20201	0	2022 2 INV P	140.00 080621	259789	FAC/ Lower Outside
				280.00		
014457 A TECH INC	516969	0	2022 2 INV P	72.00 090321	26468	FAC/Monitoring 9/1/
			ACCOUNT TOTAL	542.00		
10550121 442020			Structure R&M Services			
010823 SCHUMACHER ELEVATOR	90526277	0	2022 2 INV P	607.00 090321	26521	Elevator Service JU
010823 SCHUMACHER ELEVATOR	90528477	0	2022 2 INV P	607.00 081321	25911	Elevator Service JU
				1,214.00		
			ACCOUNT TOTAL	1,214.00		
10550121 445030			Nursery Srvcs-Lawn & Plant Care			
010181 GREENERY DESIGNS	3543	0	2022 2 INV P	74.00 080621	259771	FAC/ July Interior
			ACCOUNT TOTAL	74.00		
10550121 445330			Other Waste Disposal			
013663 REPUBLIC SERVICES OF	0897-000933652	0	2022 2 INV P	97.60 080621	259846	FAC/ Waste & Recycl
			ACCOUNT TOTAL	97.60		
10550121 449160			Other Rentals			
010627 CINTAS CORPORATION	4090872233	0	2022 2 INV P	191.87 080621	259754	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	409228938	0	2022 2 INV P	191.87 082021	261664	FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4093508967	0	2022 2 INV P	46.67 090321	262987	FAC/Sanitary Suppli
				430.41		
			ACCOUNT TOTAL	430.41		
10550121 452040			Sanitation & Indust Supplies			
010290 LENOCH AND CILEK ACE	370653/3	0	2022 2 INV P	156.00 082021	261710	FAC/ 6 Refillable N
010290 LENOCH AND CILEK ACE	370718/3	0	2022 2 INV P	419.75 082021	261710	FAC/Sanitation Supp
010290 LENOCH AND CILEK ACE	370732/3	0	2022 2 INV P	82.80 082021	261710	FAC/36 Rest Stop Re
010290 LENOCH AND CILEK ACE	370764/3	0	2022 2 INV P	43.97 082021	261710	FAC/ 1 Fast Draw Di

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2 TO 2022/2 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
				702.52		
010475 GREENSTATE CREDIT U	908217131	0	2022 2 INV P	179.90 090321		263007 ECarman/ Mastercard
010475 GREENSTATE CREDIT U	908217503COVID	0	2022 2 INV P	1,623.10 090321		263010 KKERNS/Mastercard 9
				1,803.00		
010627 CINTAS CORPORATION	4090872233	0	2022 2 INV P	163.76 080621		259754 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	409228938	0	2022 2 INV P	224.93 082021		261664 FAC/ Sanitary Suppl
010627 CINTAS CORPORATION	4093508967	0	2022 2 INV P	163.68 090321		262987 FAC/Sanitary Suppli
				552.37		
			ACCOUNT TOTAL	3,057.89		
10550121 463040			Water/Sewer Chemicals			
010689 AQUA TECHNOLOGIES OF 9999		0	2022 2 INV P	536.48 082021		261650 FAC/3 Grease Trap E
			ACCOUNT TOTAL	536.48		
10550121 466070			Other Maintenance Supplies			
011399 ELECTRIC EQUIPMENT S 8837		0	2022 2 INV P	211.96 082021		25973 FAC/4 Sylvania Lamp
011399 ELECTRIC EQUIPMENT S 8839		0	2022 2 INV P	257.94 082021		25973 FAC/ 6 Program Star
				469.90		
			ACCOUNT TOTAL	469.90		
			ORG 10550121 TOTAL	22,065.90		
10550140			Library Computer Systems			
10550140 438140			Internet Fees			
011937 AUREON COMMUNICATION	0789007015.08.21	0	2022 2 INV P	300.00 082021		261653 Internet Services
014293 IMON COMMUNICATIONS	2510963	0	2022 2 INV P	486.99 081321		260259 IT/Internet & Phone
014293 IMON COMMUNICATIONS	2532677	0	2022 2 INV P	477.74 082721		262686 IT/Internet & Phone
				964.73		
			ACCOUNT TOTAL	1,264.73		
10550140 444080			Software R&M Services			
010475 GREENSTATE CREDIT U	908210250	0	2022 2 INV P	491.20 090321		263008 BPalmer/Mastercard
010525 ENCOMPASS IOWA LLC	11526	0	2022 2 INV P	982.00 081321		25880 IT/Windows Server M
010525 ENCOMPASS IOWA LLC	11591	0	2022 2 INV P	982.00 081321		25880 IT/Windows Server M
				1,964.00		
012518 INSIGHT PUBLIC SECTO	1100847306	0	2022 2 INV P	3,648.00 082021		261700 IT/ Office 365 Annu

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CITY OF IOWA CITY
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YEAR/PERIOD: 2022/2 TO 2022/2 ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
014159 BIBLIOTHECA LLC	INV-US45840	0	2022 2 INV P	4,193.00 081321	260209	IT/ Self Check Paym
			ACCOUNT TOTAL	10,296.20		
10550140 455120			Misc Computer Hardware			
014031 ENCORE DATA PRODUCTS	99945	0	2022 2 INV P	559.60 081321	260237	IT/40 Headphones fo
			ACCOUNT TOTAL	559.60		
			ORG 10550140 TOTAL	12,120.53		
10550151			Lib Public Services - Adults			
10550151 432080			Other Professional Services			
012441 LITTLE, WES	7721	0	2022 2 INV P	150.00 082021	261713	AD/Balloon Animal-
016031 GADKARI, AASHIKA	81621	0	2022 2 INV P	100.00 082721	262663	AD/Cupcake Contest
			ACCOUNT TOTAL	250.00		
10550151 469320			Miscellaneous Supplies			
010475 GREENSTATE CREDIT U	908217123	0	2022 2 INV P	16.99 090321	263006	JPaulios/Mastercard
010475 GREENSTATE CREDIT U	908217446	0	2022 2 INV P	53.23 090321	263009	APilkington/Masterc
				70.22		
015857 BRUSH AND BARREL	71421SRP	0	2022 2 INV P	350.00 080621	259748	AD/Painting Night K
			ACCOUNT TOTAL	420.22		
10550151 469360			Food and Beverages			
010475 GREENSTATE CREDIT U	908217123	0	2022 2 INV P	25.92 090321	263006	JPaulios/Mastercard
			ACCOUNT TOTAL	25.92		
			ORG 10550151 TOTAL	696.14		
10550152			Lib Public Services - Children			
10550152 432080			Other Professional Services			
010147 EULENSPIEGEL PUPPET	81821	0	2022 2 INV P	200.00 081321	260240	CHI/August Family N
012922 BRAMMER, RICK	8521	0	2022 2 INV P	500.00 081321	260213	CHI/Thursday Outdoo
014287 WILLBERG, LAUREN	8202021OPT	0	2022 2 INV P	200.00 090321	263137	CHI/Totally Tweens
015229 TIPPI TOES	0007	0	2022 2 INV P	125.00 082721	262778	CHI/Tippi Toes Stor
			ACCOUNT TOTAL	1,025.00		
10550152 469320			Miscellaneous Supplies			
010125 BLICK ART MATERIALS	248689	0	2022 2 INV P	120.60 081321	260211	CHI/ Large Cardstoc
010125 BLICK ART MATERIALS	248706	0	2022 2 INV P	52.13 081321	260211	CHI/ Paper for Book

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YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
						172.73
010475 GREENSTATE CREDIT U	908217446	0	2022 2 INV P	783.19 090321	263009	APilkington/Masterc
			ACCOUNT TOTAL			955.92
10550152 469370			Paper Products			
010536 INGRAM LIBRARY SERVI	53913231	0	2022 2 INV P	73.54 082021	261698	LIBRARY MATERIALS
			ACCOUNT TOTAL			73.54
			ORG 10550152 TOTAL			2,054.46
10550159			Lib Public Srvs-Comm Access			
10550159 435059			Advertising			
011328 LITTLE VILLAGE MAGAZ	9420	0	2022 2 INV P	350.00 082721	262721	CAS/ Advertising
			ACCOUNT TOTAL			350.00
10550159 445140			Outside Printing			
010373 PIP PRINTING	106873BKM	0	2022 2 INV P	58.79 082021	25997	CAS/ 300 Bookmobile
010373 PIP PRINTING	106896	0	2022 2 INV P	76.10 082021	25997	CAS/ 500 Volunteer
						134.89
			ACCOUNT TOTAL			134.89
10550159 469320			Miscellaneous Supplies			
010373 PIP PRINTING	106916	0	2022 2 INV P	181.84 090321	26515	CAS/4 Updated Hours
010475 GREENSTATE CREDIT U	908217503COVID	0	2022 2 INV P	268.74 090321	263010	KKERNS/Mastercard 9
			ACCOUNT TOTAL			450.58
10550159 469360			Food and Beverages			
010510 DEMCO INC	6976579	0	2022 2 INV P	464.94 080621	259761	CAS/300 Wire Easels
			ACCOUNT TOTAL			464.94
			ORG 10550159 TOTAL			1,400.41
10550160			Library Collection Services			
10550160 435010			Data Processing			
011068 OVERDRIVE INC	MR0137021308385	0	2022 2 INV P	413.00 082021	261734	LIBRARY MATERIALS
			ACCOUNT TOTAL			413.00
10550160 445270			Library Material R&M Services			
010509 BAKER & TAYLOR INC C	200055072021V	0	2022 2 INV P	1,287.15 082021	261658	LIBRARY MATERIALS
			ACCOUNT TOTAL			1,287.15

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2	TO 2022/2	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550160	469110									
010509	BAKER & TAYLOR INC	C	H649221DM	0	2022	2	INV P	14.34	080621	259742 PROCESSING/LIBRARY
010509	BAKER & TAYLOR INC	C	H651289DM	0	2022	2	INV P	14.34	082721	262637 LIBRARY MATERIALS
								28.68		
010510	DEMCO INC		6984062	0	2022	2	INV P	882.30	090321	262996 LIBRARY MATERIALS
010510	DEMCO INC		6984414	0	2022	2	INV P	978.41	090321	262996 LIBRARY MATERIALS
								1,860.71		
010514	AMAZON		66528081021	0	2022	2	INV P	16.25	082721	262633 LIBRARY MATERIALS
010546	MIDWEST TAPE		500792357	0	2022	2	INV P	318.85	082721	262733 LIBRARY MATERIALS
014495	THE LIBRARY STORE IN	520539		0	2022	2	INV P	1,008.76	090321	26528 LIBRARY MATERIALS
								3,233.25		
								4,933.40		
10550210										
10550210	477020									
010509	BAKER & TAYLOR INC	C	2035983191	0	2022	2	INV P	118.82	090321	262979 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2035984178	0	2022	2	INV P	138.57	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2035991027	0	2022	2	INV P	505.75	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2035993057	0	2022	2	INV P	568.51	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2035993295	0	2022	2	INV P	257.26	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2035997881	0	2022	2	INV P	43.39	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036006069	0	2022	2	INV P	182.81	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036007462	0	2022	2	INV P	201.95	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036009890	0	2022	2	INV P	585.67	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036010066	0	2022	2	INV P	14.36	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036012397	0	2022	2	INV P	57.82	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036016170	0	2022	2	INV P	119.99	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036016300	0	2022	2	INV P	365.49	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036018932	0	2022	2	INV P	94.27	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036019571	0	2022	2	INV P	223.62	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036019593	0	2022	2	INV P	602.13	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036019603	0	2022	2	INV P	64.61	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036024028	0	2022	2	INV P	62.62	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036034903	0	2022	2	INV P	186.07	082721	262636 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036035071	0	2022	2	INV P	23.14	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036035110	0	2022	2	INV P	17.75	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036035119	0	2022	2	INV P	16.78	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036035508	0	2022	2	INV P	69.10	080621	259741 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036037973	0	2022	2	INV P	29.59	082021	261658 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036044994	0	2022	2	INV P	9.51	082721	262636 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036053037	0	2022	2	INV P	57.32	090321	262979 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036053801	0	2022	2	INV P	81.02	082721	262636 LIBRARY MATERIALS
010509	BAKER & TAYLOR INC	C	2036060593	0	2022	2	INV P	7.18	090321	262979 LIBRARY MATERIALS

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CITY OF IOWA CITY
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YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2036066117		0	2022	2	INV P	219.79 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036069291		0	2022	2	INV P	571.97 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036073184		0	2022	2	INV P	26.59 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036073962		0	2022	2	INV P	130.23 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036080197		0	2022	2	INV P	251.91 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036081719		0	2022	2	INV P	289.85 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036091098		0	2022	2	INV P	1,567.42 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036099305		0	2022	2	INV P	154.41 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036102585		0	2022	2	INV P	53.81 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036108287		0	2022	2	INV P	11.18 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036121268		0	2022	2	INV P	219.10 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036124123		0	2022	2	INV P	165.34 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036126148		0	2022	2	INV P	179.90 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2036135891		0	2022	2	INV P	159.10 090321	262979	LIBRARY MATERIALS
						8,705.70		
010514 AMAZON	66528081021	0	2022	2	INV P	41.86 082721	262633	LIBRARY MATERIALS
010531 GALE GROUP	74800947	0	2022	2	INV P	18.39 082721	262664	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53822726		0	2022	2	INV P	9.19 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53822727		0	2022	2	INV P	91.02 080621	259781	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53834512		0	2022	2	INV P	82.27 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53864440		0	2022	2	INV P	24.70 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53913231		0	2022	2	INV P	112.14 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53933385		0	2022	2	INV P	10.92 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53960549		0	2022	2	INV P	79.79 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 53995174		0	2022	2	INV P	111.15 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54022705		0	2022	2	INV P	38.48 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54052472		0	2022	2	INV P	31.32 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54070188		0	2022	2	INV P	72.31 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54102747		0	2022	2	INV P	94.95 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54102748		0	2022	2	INV P	110.73 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54129296		0	2022	2	INV P	48.83 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54161223		0	2022	2	INV P	170.70 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54215212		0	2022	2	INV P	123.75 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54215213		0	2022	2	INV P	18.13 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 54325681		0	2022	2	INV P	10.34 090321	263020	LIBRARY MATERIALS
						1,240.72		
ACCOUNT TOTAL						10,006.67		
10550210 477030			Books (Uncataloged)					
010509 BAKER & TAYLOR INC C 2036091098		0	2022	2	INV P	32.20 082721	262636	LIBRARY MATERIALS
ACCOUNT TOTAL						32.20		
10550210 477040			Books (Cat/Reference)					
010509 BAKER & TAYLOR INC C 2035991027		0	2022	2	INV P	78.87 080621	259741	LIBRARY MATERIALS

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010536 INGRAM LIBRARY SERVI	53834512	0	2022 2 INV P	4.02 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	53995174	0	2022 2 INV P	18.36 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	54052472	0	2022 2 INV P	29.43 082021	261698	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	54070188	0	2022 2 INV P	44.57 082721	262688	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	54161223	0	2022 2 INV P	71.20 082721	262688	LIBRARY MATERIALS
				167.58		
ACCOUNT TOTAL				246.45		
10550210 477070			Downloadable-eBooks			
011068 OVERDRIVE INC	01370CO21297970	0	2022 2 INV P	3.99 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21298504	0	2022 2 INV P	67.70 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21304983	0	2022 2 INV P	130.40 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21310860	0	2022 2 INV P	120.91 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21313569	0	2022 2 INV P	4.99 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21319347	0	2022 2 INV P	16.18 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21284871	0	2022 2 INV P	130.95 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21291040	0	2022 2 INV P	15.54 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21296839	0	2022 2 INV P	93.98 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21302676	0	2022 2 INV P	111.49 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21304263	0	2022 2 INV P	20.69 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21311181	0	2022 2 INV P	101.47 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21316962	0	2022 2 INV P	72.13 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21323005	0	2022 2 INV P	9.19 090321	263069	LIBRARY MATERIALS
				899.61		
ACCOUNT TOTAL				899.61		
10550210 477120			Other Audio-CD			
015458 FINDAWAY WORLD LLC	357720	0	2022 2 INV P	59.99 082021	261683	LIBRARY MATERIALS
ACCOUNT TOTAL				59.99		
10550210 477160			Video Recordings			
010546 MIDWEST TAPE	500765663	0	2022 2 INV P	16.48 082021	261721	LIBRARY MATERIALS
010546 MIDWEST TAPE	500807760	0	2022 2 INV P	25.46 082721	262733	LIBRARY MATERIALS
				41.94		
ACCOUNT TOTAL				41.94		
10550210 477200			Toys			
010514 AMAZON	66528081021	0	2022 2 INV P	134.09 082721	262633	LIBRARY MATERIALS
ACCOUNT TOTAL				134.09		
10550210 477250			Downloadable Media			
011068 OVERDRIVE INC	01370CO21298504	0	2022 2 INV P	31.50 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21304983	0	2022 2 INV P	25.00 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21313569	0	2022 2 INV P	22.50 082021	261734	LIBRARY MATERIALS

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YEAR/PERIOD: 2022/2 ACCOUNT/VENDOR	TO 2022/2 INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
011068 OVERDRIVE INC	01370CO21322771	0	2022	2	INV P	107.00 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21306596	0	2022	2	INV P	13.50 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21284871	0	2022	2	INV P	79.00 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21302676	0	2022	2	INV P	44.98 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21311181	0	2022	2	INV P	39.98 082021	261734	LIBRARY MATERIALS
						363.46		
015034 KANOPY INC	255982 - PPU	0	2022	2	INV P	150.00 082021	261708	LIBRARY MATERIALS
ACCOUNT TOTAL						513.46		
ORG 10550210 TOTAL						11,934.41		
10550220	Library Adult Materials							
10550220 477020	Books (Cat/Cir)							
010475 GREENSTATE CREDIT U	908210292	0	2022	2	INV P	19.22 090321	263005	AMangano/Mastercard
010509 BAKER & TAYLOR INC	C 2035981121	0	2022	2	INV P	257.88 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035983191	0	2022	2	INV P	523.93 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035984193	0	2022	2	INV P	99.93 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035991027	0	2022	2	INV P	975.03 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2035997881	0	2022	2	INV P	321.40 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036006069	0	2022	2	INV P	718.57 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036009693	0	2022	2	INV P	238.68 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036009865	0	2022	2	INV P	140.16 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036010236	0	2022	2	INV P	242.53 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036012387	0	2022	2	INV P	126.52 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036016170	0	2022	2	INV P	178.85 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036016300	0	2022	2	INV P	524.48 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036018932	0	2022	2	INV P	66.42 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036019504	0	2022	2	INV P	106.30 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036019596	0	2022	2	INV P	54.91 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036019719	0	2022	2	INV P	57.21 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036024028	0	2022	2	INV P	146.02 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036034901	0	2022	2	INV P	97.73 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036034924	0	2022	2	INV P	104.62 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036035231	0	2022	2	INV P	15.96 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036035508	0	2022	2	INV P	371.45 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036044897	0	2022	2	INV P	303.44 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036053801	0	2022	2	INV P	87.00 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036054912	0	2022	2	INV P	91.47 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036057426	0	2022	2	INV P	244.07 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036060510	0	2022	2	INV P	288.66 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036060680	0	2022	2	INV P	14.00 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036066117	0	2022	2	INV P	2,736.89 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036067025	0	2022	2	INV P	1,256.72 080621	259741	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036069266	0	2022	2	INV P	221.96 090321	262979	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036073184	0	2022	2	INV P	107.06 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036073928	0	2022	2	INV P	110.28 082721	262636	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036080197	0	2022	2	INV P	366.97 082021	261658	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2036081719	0	2022	2	INV P	867.96 082021	261658	LIBRARY MATERIALS

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ACCOUNT /VENDOR				INVOICE		PO		YEAR/PR		TYP S		WARRANT		CHECK		DESCRIPTION	
010509	BAKER & TAYLOR	INC	C	2036083071	0	2022	2	INV	P	32.43	090321	262979	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036085613	0	2022	2	INV	P	839.68	082021	261658	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036090553	0	2022	2	INV	P	512.02	090321	262979	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036091098	0	2022	2	INV	P	2,036.10	082721	262636	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036099305	0	2022	2	INV	P	730.38	082021	261658	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036102585	0	2022	2	INV	P	230.28	082721	262636	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036108287	0	2022	2	INV	P	380.27	082721	262636	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036121268	0	2022	2	INV	P	843.71	082721	262636	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036124123	0	2022	2	INV	P	445.84	082721	262636	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036126148	0	2022	2	INV	P	103.49	090321	262979	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	2036135891	0	2022	2	INV	P	280.64	090321	262979	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	5017112981	0	2022	2	INV	P	86.22	080621	259740	LIBRARY	MATERIALS			
010509	BAKER & TAYLOR	INC	C	5017141164	0	2022	2	INV	P	37.11	082021	261657	LIBRARY	MATERIALS			
										18,623.23							
010514	AMAZON			66528081021	0	2022	2	INV	P	32.94	082721	262633	LIBRARY	MATERIALS			
010520	CENTER POINT PUBLISH			1866891	0	2022	2	INV	P	134.82	082721	262644	LIBRARY	MATERIALS			
010531	GALE GROUP			74800947	0	2022	2	INV	P	317.53	082721	262664	LIBRARY	MATERIALS			
010531	GALE GROUP			74824517	0	2022	2	INV	P	14.39	082721	262664	LIBRARY	MATERIALS			
										331.92							
010536	INGRAM LIBRARY	SERVI		53822727	0	2022	2	INV	P	1,008.81	080621	259781	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53834512	0	2022	2	INV	P	24.42	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53844550	0	2022	2	INV	P	184.01	080621	259781	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53864440	0	2022	2	INV	P	121.55	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53913231	0	2022	2	INV	P	731.01	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53960549	0	2022	2	INV	P	29.20	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		53995174	0	2022	2	INV	P	317.96	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54022705	0	2022	2	INV	P	377.75	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54052472	0	2022	2	INV	P	86.26	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54070188	0	2022	2	INV	P	14.97	082721	262688	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54102747	0	2022	2	INV	P	360.83	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54102748	0	2022	2	INV	P	240.31	082021	261698	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54161223	0	2022	2	INV	P	110.55	082721	262688	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54180659	0	2022	2	INV	P	33.20	082721	262688	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54215212	0	2022	2	INV	P	496.34	082721	262688	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54215213	0	2022	2	INV	P	24.51	082721	262688	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54259274	0	2022	2	INV	P	10.74	090321	263020	LIBRARY	MATERIALS			
010536	INGRAM LIBRARY	SERVI		54325681	0	2022	2	INV	P	365.66	090321	263020	LIBRARY	MATERIALS			
										4,538.08							
015582	ICE CUBE PRESS LLC			5054	0	2022	2	INV	P	14.99	082021	261694	LIBRARY	MATERIALS			
ACCOUNT TOTAL										23,695.20							
10550220	477070	Downloadable-eBooks															
011068	OVERDRIVE INC			01370C021297966	0	2022	2	INV	P	139.54	080621	259832	LIBRARY	MATERIALS			

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011068 OVERDRIVE INC	01370CO21298503	0	2022 2 INV P	896.09 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21299643	0	2022 2 INV P	558.39 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21301711	0	2022 2 INV P	589.88 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21302332	0	2022 2 INV P	204.57 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21304982	0	2022 2 INV P	1,760.61 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21305865	0	2022 2 INV P	320.00 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21309679	0	2022 2 INV P	615.98 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21313556	0	2022 2 INV P	952.38 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21315540	0	2022 2 INV P	994.16 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21316499	0	2022 2 INV P	228.31 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21319348	0	2022 2 INV P	749.43 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21320103	0	2022 2 INV P	92.81 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21321439	0	2022 2 INV P	77.99 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21321441	0	2022 2 INV P	747.85 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21322169	0	2022 2 INV P	530.98 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21322766	0	2022 2 INV P	407.98 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CO21327478	0	2022 2 INV P	203.33 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370CP21306596	0	2022 2 INV P	22.41 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21284871	0	2022 2 INV P	592.41 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21291040	0	2022 2 INV P	493.95 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21296839	0	2022 2 INV P	477.49 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21302676	0	2022 2 INV P	103.33 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21302677	0	2022 2 INV P	120.00 080621	259832	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21304263	0	2022 2 INV P	93.34 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21311181	0	2022 2 INV P	836.52 082021	261734	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21316962	0	2022 2 INV P	244.66 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21318322	0	2022 2 INV P	33.34 082721	262748	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21321632	0	2022 2 INV P	65.00 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21323005	0	2022 2 INV P	733.57 090321	263069	LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA21324595	0	2022 2 INV P	50.00 090321	263069	LIBRARY MATERIALS
				13,936.30		
ACCOUNT TOTAL				13,936.30		
10550220 477110			Music-CD			
010509 BAKER & TAYLOR INC C	H56504240	0	2022 2 INV P	63.15 082721	262637	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H56726270	0	2022 2 INV P	13.22 082721	262637	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	H56825470	0	2022 2 INV P	10.28 090321	262980	LIBRARY MATERIALS
				86.65		
010546 MIDWEST TAPE	500750846	0	2022 2 INV P	22.48 082021	261721	LIBRARY MATERIALS
010546 MIDWEST TAPE	500762404	0	2022 2 INV P	11.24 082021	261721	LIBRARY MATERIALS
010546 MIDWEST TAPE	500765664	0	2022 2 INV P	26.24 082021	261721	LIBRARY MATERIALS
010546 MIDWEST TAPE	500791984	0	2022 2 INV P	21.73 082721	262733	LIBRARY MATERIALS
010546 MIDWEST TAPE	500856882	0	2022 2 INV P	14.24 090321	263044	LIBRARY MATERIALS
				95.93		
011068 OVERDRIVE INC	01370CO21296157	0	2022 2 INV P	103.92 080621	259832	LIBRARY MATERIALS

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2		TO 2022/2											
ACCOUNT/VENDOR				INVOICE		PO	YEAR/PR TYP S		WARRANT	CHECK	DESCRIPTION		
						ACCOUNT TOTAL		286.50					
						Video Recordings							
10550220	477160												
010509	BAKER & TAYLOR	INC	C	H56232230	0	2022	2	INV	P	21.71	080621	259742	LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC	C	H56264560	0	2022	2	INV	P	21.71	082021	261659	LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC	C	H56288810	0	2022	2	INV	P	21.71	082021	261659	LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC	C	H56327580	0	2022	2	INV	P	43.42	082021	261659	LIBRARY MATERIALS
010509	BAKER & TAYLOR	INC	C	H56518380	0	2022	2	INV	P	21.71	082721	262637	LIBRARY MATERIALS
								130.26					
010546	MIDWEST	TAPE		500720915	0	2022	2	INV	P	56.21	080621	259807	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500765663	0	2022	2	INV	P	683.75	082021	261721	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500765664	0	2022	2	INV	P	22.49	082021	261721	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500780854	0	2022	2	INV	P	214.38	082021	261721	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500807760	0	2022	2	INV	P	439.24	082721	262733	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500838736	0	2022	2	INV	P	248.86	090321	263044	LIBRARY MATERIALS
								1,664.93					
						ACCOUNT TOTAL		1,795.19					
						Non-Fiction Video-DVD							
10550220	477210												
010509	BAKER & TAYLOR	INC	C	H56660990	0	2022	2	INV	P	21.71	090321	262980	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500807760	0	2022	2	INV	P	100.45	082721	262733	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500838736	0	2022	2	INV	P	291.60	090321	263044	LIBRARY MATERIALS
010546	MIDWEST	TAPE		500838737	0	2022	2	INV	P	15.99	090321	263044	LIBRARY MATERIALS
								408.04					
						ACCOUNT TOTAL		429.75					
						Multi-Media/Gaming							
10550220	477220												
010536	INGRAM	LIBRARY	SERVI	53864440	0	2022	2	INV	P	113.98	082021	261698	LIBRARY MATERIALS
010536	INGRAM	LIBRARY	SERVI	54052472	0	2022	2	INV	P	170.97	082021	261698	LIBRARY MATERIALS
								284.95					
						ACCOUNT TOTAL		284.95					
						Downloadable Media							
10550220	477250												
011068	OVERDRIVE	INC		01370CO21296150	0	2022	2	INV	P	304.96	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21297964	0	2022	2	INV	P	102.00	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21298503	0	2022	2	INV	P	283.23	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21299644	0	2022	2	INV	P	952.31	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21301711	0	2022	2	INV	P	59.99	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21301718	0	2022	2	INV	P	669.44	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21302329	0	2022	2	INV	P	247.96	080621	259832	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21304982	0	2022	2	INV	P	79.99	082021	261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21305648	0	2022	2	INV	P	59.99	082021	261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC		01370CO21305863	0	2022	2	INV	P	343.94	082021	261734	LIBRARY MATERIALS

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CITY OF IOWA CITY
LIBRARY DISBURSEMENTS AUGUST 1 TO AUGUST 31 2021

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YEAR/PERIOD: 2022/2			TO 2022/2		YEAR/PR TYP S			WARRANT		CHECK	DESCRIPTION	
ACCOUNT/VENDOR			INVOICE	PO								
011068	OVERDRIVE	INC	01370CO21309677	0	2022	2	INV P	588.95	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21313556	0	2022	2	INV P	212.49	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21315541	0	2022	2	INV P	795.51	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21316498	0	2022	2	INV P	69.95	082721		262748	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21319348	0	2022	2	INV P	469.99	082721		262748	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21320100	0	2022	2	INV P	602.94	082721		262748	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21321438	0	2022	2	INV P	976.38	090321		263069	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21322174	0	2022	2	INV P	171.00	090321		263069	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21322773	0	2022	2	INV P	144.99	090321		263069	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CO21327482	0	2022	2	INV P	577.92	090321		263069	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370CP21306596	0	2022	2	INV P	26.32	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21284871	0	2022	2	INV P	224.99	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21291040	0	2022	2	INV P	483.44	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21296839	0	2022	2	INV P	459.99	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21302676	0	2022	2	INV P	203.47	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21304263	0	2022	2	INV P	109.00	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21311181	0	2022	2	INV P	782.11	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21313732	0	2022	2	INV P	164.00	082021		261734	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21316962	0	2022	2	INV P	365.88	082721		262748	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21321632	0	2022	2	INV P	65.00	090321		263069	LIBRARY MATERIALS
011068	OVERDRIVE	INC	01370DA21323005	0	2022	2	INV P	838.89	090321		263069	LIBRARY MATERIALS
								11,437.02				
015034	KANOPY	INC	255982 - PPU	0	2022	2	INV P	3,185.00	082021		261708	LIBRARY MATERIALS
ACCOUNT TOTAL								14,622.02				
10550220	477330				Print/Reference Serials							
010114	DAILY IOWAN		FY22DI	0	2022	2	INV P	180.00	082021		261669	DI SUBSCRIPTION ATT
ACCOUNT TOTAL								180.00				
10550220	477340				Print/Circulating Serials							
011188	IOWA HISTORY JOURNAL		IHJFY22	0	2022	2	INV P	18.95	080621		259783	LIBRARY MATERIALS
ACCOUNT TOTAL								18.95				
10550220	477350				Online Reference							
010550	PROQUEST INFORMATION		70681678	0	2022	2	INV P	17,892.84	080621		25811	ONLINE DATABASE REN
ACCOUNT TOTAL								17,892.84				
ORG 10550220 TOTAL								73,141.70				
=====												
FUND 1000 General					TOTAL:			139,942.46				
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** END OF REPORT - Generated by kellie kerns **