



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR: Susan Craig • PHONE: 319-356-5200 • FAX: 319-356-5494 • www.icpl.org

BOARD OF TRUSTEES

AGENDA

5:00 pm – 2nd floor Board Room

October 26, 2017

Jay Semel, President

Diane Baker

John Beasley

Kellee Forkenbrock

Janet Freeman, Secretary

Adam Ingersoll

Carol Kirsch

Robin Paetzold

Monique Washington, Vice-President

1. Call Meeting to Order.

2. Public Discussion.

3. Approval of Minutes.

A. Approve Regular Minutes of Library Board of Trustees September 28, 2017 meeting.

4. Items to be discussed.

A. Policy Review: 501: Statement of Authority.

Comment: This is a regularly scheduled policy review.

B. Policy Review: 502: Personnel Policy

Comment: This is a regularly scheduled policy review.

C. Policy Review: 503: Administrative/Confidential Manual.

Comment: This is a regularly scheduled policy review.

D. Director Search.

Comment: A discussion on how to plan for the search for a new director.

E. Setting a Public Hearing.

Comment: A public hearing will be held on November 6, 2017 at 4:00 pm in the Board Room for the Computer Lab remodeling project.

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

5. Staff Reports.

- A. Director's Report: FY19 Budget.
- B. Departmental Reports: Children's Services, Collection Services, IT.
- C. Development Office Report.
- D. Spotlight on the Collection.

6. President's Report.

7. Announcements from Members.

8. Committee Reports.

- A. Foundation Members.

9. Communications.

10. Quarterly Financial Reports.

- A. First quarter Receipts and Expenditures.

11. Quarterly Use Reports.

- A. First quarter Output Measures, Circulation by Area and Agency, Circulation by Type and Format.

12. Disbursements.

- A. Review MasterCard expenditures for September, 2017.
- B. Approve Disbursements for September, 2017.

13. Set Agenda Order for November Meeting.

14. Adjournment.

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Iowa City Public Library Meeting Agendas and Other Significant Events		
OCTOBER 26, 2017	NOVEMBER 16, 2017	DECEMBER 21, 2017
Budget Discussion Policy Review: 501: Statement of Authority 502: Personnel 503: Admin/Confidential Benefits Review 1 st Quarter Statistics Departmental Reports: CH, CLS, IT OTHER: ILA Annual Conference ; 10/18-20	Departmental Reports: AS, CAS Policy Review: 808: Art Advisory Committee 810: Discussion Rooms	Departmental Reports: CH, CLS, IT Policy Review: 704: Cardholder Database 811: Theft, Defacement, Alteration OTHER: Arts & Crafts Bazaar ; 12/2 Inservice Day , 12/8
JANUARY 25, 2018	FEBRUARY 22, 2018	MARCH 22, 2018
6 month Strategic Planning Update Policy Review: 816: Library Access for Sex Offenders Convicted of Sex Offenses Against Minors Review 2 nd Quarter Goals/Statistics Departmental Reports: AS, CAS	Appoint Nominating Committee Policy Review: 700: Community Relations 701: Public Relations Set Hours for Next Fiscal Year Departmental Reports: CH, CLS, IT OTHER: Book Sale , 2/24	Appoint Committee to Evaluate Director Policy Review: 102: Policy Making & Policy Review Departmental Reports: AS, CAS
APRIL 26, 2018	MAY 24, 2018	JUNE 28, 2018
Meet as Members of Friends Foundation Policy Review: 803: Event Board 804: Pamphlet Distribution 805: Displays President Appoints to Foundation Board Review 3 rd Quarter Statistics Departmental Reports: CH, CLS, IT OTHER: Looking Forward , 4/22	Election of Officers Departmental Reports: AS, CAS	Director Evaluation Develop Ideas for Board Annual Report Departmental Reports: CH, CLS, IT
JULY 26, 2018	AUGUST 23, 2018	SEPTEMBER 27, 2018
Review Board Annual Report Adopt NOBU Budget Strategic Planning Update Departmental Reports: AS, CAS	Review Annual Staff Report Review 4 th Quarter Statistics Departmental Reports: CH, CLS, IT OTHER: Annual Board Dinner	Budget Discussion Departmental Reports: AS, CAS



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BOARD OF TRUSTEES

Minutes of the Regular Meeting

DRAFT

September 28, 2017

Members Present: John Beasley, Kellee Forkenbrock, Janet Freeman, Adam Ingersoll, Carol Kirsch, Robin Paetzold, Jay Semel, Monique Washington.

Members Absent: Diane Baker.

Staff Present: Terri Byers, Maeve Clark, Susan Craig, Kara Logsden, Anne Mangano, Patty McCarthy, Elyse Miller, Brent Palmer, Angela Pilkington.

Guests Present: None.

Call Meeting to Order. President Semel called the meeting to order at 5:00 p.m.

Public Discussion. None.

Approval of Minutes.

The minutes of the August 24, 2017 Library Board of Trustees meeting were reviewed. A motion to approve the Minutes was made by Forkenbrock and seconded by Kirsch. Motion carried 8/0.

Items to be discussed.

Board members and staff left the Board Room to tour the MERGE space at 5:06 pm, and returned at 5:40 pm.

FY19 Budget Request. The City is releasing information to departments this week; requested budget is approved by the Board in September, submitted to the City in October. There is still time to revisit the budget at the October meeting. Craig said we should know about the state rollback in mid-October which will enable the City to calculate property tax income. Craig believes the City is concerned about state actions that may negatively affect the City budget and does not think this is the year to request new services. We are still reckoning with the hourly staff budget after the wage increase last January; we are requesting a 3% increase this year. Craig said the increase in the professional services area is a result of the City's changed policies for background checks for potential staff and volunteers, and funds for the director's search process. Craig said the east side book returns need to be replaced and are also included. Craig explained the differences between the operating budget and the CIP budget. Ingersoll asked what a staff wish list would look like. Craig said staff didn't spend much time talking about it. Craig said she would say the Bookmobile is understaffed and there will be demands there as we go forward but we can do with what we have. She also mentioned having a dedicated teen services person to devote more staff time to teen needs. She said staffing is the most expensive item in the budget and she is not expecting any staff increases after adding a position last year. Paetzold asked about having a

flood alarm system to avoid problems like we experienced in the Children's Room. Craig said this was a specific sewer line problem. Beasley said the bookmobile is a resounding success and he is not opposed to asking for the bookmobile to operate at 100% instead of 75% as it currently does, and perhaps Council could be approached for funding. Craig does not believe this is a good time to do this. Ingersoll believes a multi-year case might be a good idea. Craig said the Digital Media Lab may also require more staffing. MERGE has a four year lease with a four year extension, after which the expansion of the Children's Room can be considered. A motion to approve the FY19 budget request as presented was made by Freeman and seconded by Ingersoll. Motion carried 8/0.

Staff Reports.

Director's Report. Craig reported that Nancy Holland is retiring from the Children's Room tomorrow. Nancy has worked with the toys and other materials in the Children's Room for many years, and as a retirement gift to the library, Nancy purchased a washer and dryer. Craig said she was happy to accept the gift, particularly because of the bedbug issue. Lynn Mennenga, who works with our At Home and jail outreach programs, is also retiring tomorrow. The City Manager set up a meeting on Tuesday night for City department heads to meet with City Council candidates. Craig said it was a good event. Officer David Schwindt, the downtown Police liaison, is moving to a new position. Officer Colin Fowler is taking his place. ICPL is sponsoring a Hello/Goodbye event next Thursday morning for them. Everyone is welcome.

Departmental Reports.

Adult Services. Clark said people recently laid off from Mercy Hospital were able to take advantage of the resume writing programs in the Computer Lab.

Community & Access Services. Lisa Lucas, head of the National Book Foundation, is in town from New York for a couple of programs. She visited the bookmobile and tweeted about it. Craig said we hosted lunch for her and she reported many people told her not to miss ICPL on her trip.

Development Office. McCarthy said the Foundation Board is focusing on the bookmobile and being ready to respond to implications resulting from city and state taxes, as well as the renovation that will change the Computer Lab into the Digital Media Lab. McCarthy said there were 60 attendees at the Plaza Towers ICPL Rocks My Block fundraiser on Saturday.

Business Office Annual Report. No comments.

Facilities Services Annual Report. No comments.

Spotlight on the Collection. No comments.

Miscellaneous. No comments.

President's Report. Semel said his children honored him and his late wife by contributing to the library because it is a place they and their mom loved. He thinks it is great that they still think of the library.

Announcements from Members. Members thanked Semel for hosting the annual dinner in his home. Freeman has information on the last State Librarian employment search that may be useful. Paetzold encouraged everyone to read Michael Gorman's "Our Enduring Values," and thinks it might be a good

idea to have a reading and discussion on the basic library issues discussed in it. The book was identified to Paetzold by the School of Library and Information Science as a book one would want trustees to read, particularly as we head into a director search. Craig said we could purchase the book. Semel said having a bibliography for board members would be helpful. Ingersoll wondered if there are outside experts in the community who could assist in the director search. Craig said she and Semel are just beginning to discuss this. Semel said it would be good to begin in October.

Committee Reports.

Foundation Members. Ingersoll reported that he and Baker saw the Digital History presentation at the last meeting. Wes Beary is this year's President of the Friends Foundation Board and he is working on engaging the Board. The FY18 strategic plan is mostly about recruiting new donors, and requesting increased contributions from current donors. The strategic plan is focusing on new measures for board member engagement.

Communications. Email from Mary Gravitt about the discard/free shelf.

Disbursements.

The MasterCard expenditures for August, 2017 were reviewed. A motion to approve the disbursements for August, 2017 was made by Kirsch and seconded by Washington. Motion carried 8/0.

Set Agenda Order for October Meeting.

Director search.

Personnel policies.

Adjournment. A motion to adjourn the meeting was made by Ingersoll and seconded by Washington. Motion carried 8/0. President Semel closed the meeting at 6:37 p.m.

Respectfully submitted,
Elyse Miller

Policy Reviews:

- 501: Authority for Administration of Personnel Policies for Library Employees
- 502: General Library Personnel Policies
- 503: Administrative & Confidential Employees Benefits

Issues

These are regularly scheduled policy reviews. We rely on the City's personnel staff and attorneys' expertise to update the general personnel policy, and the Administrative and Confidential Employees (at the Library this includes the director, department heads, and the Switchboard supervisor) Benefits Handbook. Both of these policies have undergone major revisions by the City in the last few months.

Your review was originally scheduled last spring, but because of the City's review it was delayed. We modify the City's Personnel Policy by naming the Library Director instead of the City Manager, and removing portions that cover circumstances that do not occur at the Library – for instance, references to Civil Service, and adding some language on library specific issues such as confidentiality. There were several state law changes affecting personnel records. These are reflected in the changes.

Policy 501 (Authority for Administration of Personnel Policies for Library Employees) provides background and a summary of the relationship between City and Library policies. The only change proposed here is the update to the title of the City's Human Resources Coordinator and the location of the policies online.

The Personnel Policy (502) has been greatly revised with new language in the City's policy. Because of the many changes and the length of the policy, you have two separate versions – one shows both old language that has been deleted and new language (in red) that has been added. We modify the City's Personnel Policy by naming the Library Director instead of the City Manager, and removing portions that cover circumstances we do not have at the Library – for instance, references to Civil Service, and adding some language on library specific issues such as confidentiality. The section on Employee Development (old 502.121 has been removed and will be added to the Employee Handbook. The City does not include this information in its policy.) The final section is also not in the City's policy, however, we feel that hourly/temporary workers should have a process to resolve conflicts and recommend that this section remain.

We have never made actual revisions to the Administrative & Confidential Employees Benefits Handbook, but simply adopt the City's most recent version (as explained in the preamble 503).

Background

The powers of the Library Board include oversight of personnel matters, unlike most other City board and commissions. The Board approves personnel policies and labor agreements for the Library, as the City Council does for the rest of the City. However, we rely on the City's support and expertise, and attempt to follow the policies established by the City when possible. When we feel it is important, we develop policies that may vary slightly, but are still compatible with those of the City.

There are four board policies related to personnel, the three you are considering as part of a regular schedule of policy reviews, and the AFSCME labor agreement which is negotiated and approved for a specified period of time.

Prepared by,
Susan Craig, Library Director

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

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 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 working environment which promotes and supports diversity and inclusivity, professional development, emphasizing individual achievement, open communication, and sensitivity to employee needs.

~~The Personnel Policies identified herein are not intended to create any contractual rights in favor of you or the Iowa City Public Library. The Library reserves the right to change the Personnel Policies at any time.~~

502.2 ADMINISTRATION

These policies generally cover all Library employees; however, temporary/hourly-pay employees may not be covered by all provisions.

These policies work to ensure decisions will be made consistently and in accordance with overall Library goals regarding employee relations. Questions of 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, administrative regulations and operating policies and procedures published by the Library.

Upon appointment to a budgeted position, all employees of the Library shall be furnished a copy of these policies. ~~Employees will be informed of any~~ Any substantive changes or amendments shall be posted on the Library website. Employees will be notified that updated policies are available ~~Updates will be posted~~ 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 without regard to regardless of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, ~~or~~ 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 statutes. No personnel decision, action, term, condition, or privilege of employment shall be unlawfully influenced in any manner by consideration of an individual's 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, and to achieve a diverse work force that reflects the available qualified population.

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 recruitment and selection practices that support this policy by displaying required posters regarding equal employment opportunities in areas visible to employees and by identifying the Library as an Equal Opportunity Employer on job advertisements, postings, employment application forms, websites, self-service employment opportunities site and online application form, website, and other recruitment sources. The Library will make efforts to identify inform individuals from historically disadvantaged populations of both employment opportunities and the City'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 implement best practices to promote diversity and reduced implicit bias as appropriate and feasible, ~~or organizations that may represent protected classes with specific job-related skills for purposes of disseminating posting and possible referrals.~~ 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.

.32 Harassment

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. 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, employees and the public, co-workers, or subordinates and supervisors. Harassing behavior of any nature, whether of a sexual nature or not, has the effect of creating a hostile or offensive work environment and is prohibited behavior.

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 ability to perform his or her 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.

ab. Sexual Harassment

Sexual harassment is a form of unwelcome conduct that affects terms or conditions of employment (quid pro quo harassment) or creates 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, ~~either male or female,~~ regardless of gender identity, should be subjected to such conduct. Sexual harassment may also be charged between same-sex employees.

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

- Deliberate or repeated unsolicited verbal comments, questions, representations, or physical

conduct of either a sexual or non-sexual nature that are unwelcome to the recipient.

- 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.
 - Unwelcome sexually explicit, lewd, threatening or vulgar language, sexual jokes, innuendo, or propositions; suggestive comments; lewd gestures; request 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.
 - Distribution, display or discussion or 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.
 - Unwelcome, unwanted physical contact including touching, tickling, pinching, petting, brushing up against, hugging, cornering, kissing and fondling, and forced sexual intercourse or assault.
- Verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

Unwelcome sexually explicit or vulgar language, sexual jokes or innuendo, touching and/or lewd gestures, or physical contact.

It may also include more subtle actions directed at one or more individuals.

b.c. Discrimination

Racial, Ethnic, Religious, Age, Sexual Orientation, Gender Identity, Genetic Information or National Origin Harassment, or Discrimination.

This is also a form of employee misconduct and is prohibited. Such harassment may take the form of but is not limited to slurs, graffiti, derogatory names and jokes, physical conduct, or offensive behavior relating to one or more of an individual's origins, physical characteristics, or beliefs.

It is a violation of City policy to unlawfully discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the 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 1964, the Age Discrimination 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.

c.d. Complaint Procedure

The Library will actively 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 this policy are encouraged expected to report it to the Library Director or the City Attorney's office, bring it to their supervisor's attention, and if the supervisor is the involved party, or if the employee prefers, to the Library Director, or 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 determined that harassment and/or discrimination in violation of this policy has occurred, 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. All such complaints and records of resulting investigations shall be kept confidential, to the extent possible, while allowing the Library and City to meet their obligation to investigate such complaints.

~~There will be no retaliation against any employee for filing a complaint either formally or informally, or against any person for participating in the complaint and investigation process. Each complaint will be thoroughly investigated. If a violation is confirmed, it will be resolved in a manner designed to remedy any past harassment and prevent any future harassment.~~

~~—de. 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 and the right of the respondent to obtain information.~~

~~f. Retaliation.~~

~~Retaliation against any person for filing or responding to a complaint 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 and will be considered a violation of this policy. The Library will actively pursue and investigate claims of retaliation. Any person who is found to have violated this aspect of the policy will be subject to disciplinary action up to and including termination of employment.~~

~~g. Consequences of Harassment or Discrimination~~

~~Harassment and discrimination is unacceptable conduct in any form and can be the basis for a discrimination charge 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.~~

All employees have an affirmative duty to prevent harassment and discrimination in the workplace by producing an environment that exposes and discourages harassment or discrimination of any kind and which promotes and supports diversity and inclusivity in the workplace and community.

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 ~~(AFSCME)~~, 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 504 for current contract.)

502.5 EMPLOYEE RELATIONS AND CONDUCT

The work of every employee is important. On-the-job performance has an effect on the employee's success with the Library, as well as having an effect on the quality of service to the citizens of 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.

.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. ~~Staff should refer to the Social Media Use by Staff Policy for additional information.~~

.52 Workplace Violence Prevention

Providing a safe work environment is essential to the 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.

Workplace violence includes any act of physical, verbal, written, or electronic aggression and/or intimidation within the work setting, as well as destruction or abuse of property. 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.

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.

~~Workplace violence includes any act of physical, verbal, written, or electronic aggression and/or intimidation within the work setting, as well as destruction or abuse of property.~~

~~All reports of violence will be reviewed in a timely manner. Generally such reports should be made to the employee's supervisor; however, the employee may make the report to a Coordinator, the Library Director, or to the City Personnel Director.~~

.53 Licenses and Certifications/Notice Requirements/Insurability/

~~No Library employee may operate a Library library or City city vehicle without proper licensing. Any individual who operates a Library library or City 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 discharge 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. 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 holds the employee may be subject to discharge for failure to

meet minimum job requirements.

a. Commercial Driver's License (CDL)

Employees required to possess and maintain a valid Commercial Driver's License must meet the notification requirements established by the Federal Commercial Motor 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 termination of employment.

ab. Maintaining a Valid License

Employees required to possess and maintain a valid Iowa driver's license, chauffeur's license, or are CDL are responsible for checking 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 supervisor at the beginning of the first work day after receiving notice of the action. Employees are prohibited from driving any City vehicle without the appropriate valid license.

The City routinely 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 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 if they allow their license to expire and are unable to perform their work duties.

bc. Insurability

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

ed. State Library of Iowa Librarian Certification

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

.54 Weapons

No employee of the Library shall carry a weapon while on duty. Weapons are not allowed on City property nor in an employee's vehicle when parked on City property. Issuance of a ~~concealed~~ 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.

.56 Appearance-Grooming

—Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and projects an image that inspires the confidence of citizens 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.

.57 Personal Activities

Conducting personal or non-duty related activities is discouraged during work hours, except in emergencies and with the approval of the supervisor. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business. ~~Non-work related use of social media should follow the same guidelines as personal calls. See Social Media policy for additional information.~~

.58 Supplemental Employment

Supplemental employment outside the employee's assigned Library working hours must in no way interfere or conflict with the satisfactory performance of 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 job for the Library due to injury or illness, work for another employer is expressly prohibited. A waiver of this provision may be given if the employee presents sufficient evidence to the Library Director from his/her physician that the employee's medical condition would 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.

.59 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.

.60 Education

Advance approval from the Library Director or his/her designee is necessary for an employee to engage in any educational effort during normal assigned working hours, other than that which is provided by the Library as continuing education. Consideration of such requests will be based upon possible 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.

~~—The expense of educational seminars and training sessions required by the Library will be paid by the Library, in accordance with Section 502.12 of this policy.~~

.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.

.62 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.

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

.63 Breastfeeding Breaks

The Library will provide reasonable break time for nursing mothers to express breast milk for her 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 the Library Director.

.64 Criminal Convictions

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, consulting with appropriate supervisory staff and the City Attorney's Office as necessary. Convictions which would preclude an applicant from being eligible for hire into a position designated as sensitive under the Criminal Background Checks in Hiring policy, may likewise result in a determination that the employee no longer meets the requirement of the position and is, therefore, subject to discipline up to and including termination of employment.

502.6 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 ~~alcoholism~~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 Employee Assistance Program (EAP) as a means of assisting employees and their family members. It is available as a confidential service for information, short-term counseling, and referral to other community resources. The program is in no way meant to interfere with the private life of the employee. 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. Employees may contact the EAP by calling 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 will may report the employee's attendance, ability to work, and completion of any follow-up treatment to the City. The City is not provided a diagnosis, and any discussion 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 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.

502.7 DISCIPLINE

.71 Disciplinary Measures

The responsibility of the Library to maintain efficient operations may occasionally require taking disciplinary action against employees. The objective of disciplinary action is to correct inappropriate behavior and produce efficient Library operations. However, 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.

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

.72 Causes for Discipline

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

- a. Insubordination, including, Disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
- b. Theft of Library property or money, or acting in a careless or negligent manner with Library -money, property, or vehicles.
- ~~_____~~ c. ~~Willful or continued violation~~ Violation of Library rules and policies, including but not limited to Personnel policies, administrative policies, 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 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 outside the workplace which 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 need to leave work for any reason.
- ~~_____~~ f. Failure to satisfactorily and consistently perform the duties of the position; incompetence, 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.
- ~~_____~~ g. Violations of the Federal Drug Free Workplace Act, ~~the City of Iowa City's Drug and Alcohol Policy, and/or the City CDL Policy;~~ violation of departmental rules, ~~City Personnel Policies,~~ or any other state or federal rules or regulations. ~~promulgated by the Library.~~
- ~~_____~~ h. Lying or providing false, 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.
- ~~_____~~ i. Cheating on an employment-related exam.
- ~~_____~~ ~~ij.~~ Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer, cell phones, mobile devices, or other Library-owned property.
- ~~_____~~ ~~jk.~~ 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.
- ~~_____~~ ~~kl.~~ Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.

- lm. Illegal activities and/or conviction of a crime closely or directly related to employees to perform their job effectively, or failure of employees in positions subject to criminal background checks to provide timely notification of a criminal conviction to Human Resources.
- nn. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment; failure to report an injury or illness to supervisory personnel in a timely manner.
- oo. 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. Activity which involves conflict of interest or use of Library employment for personal gain.
- op. Activity which involves conflict of interest or use of Library employment for personal gain.
- q. Conduct which negatively impacts the Library's ability to effectively conduct its operations; disruptive behavior; sleeping during work 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.

502.8 PERSONNEL TRANSACTIONS

.81 Personnel Files

The Library considers personnel files to be Library property 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 maintained in the 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.

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

.82 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 Library will not release such —information without the express written consent of the employee, except as required by law.

.83 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:

- ~~—~~ ~~a.~~ Employee name
- ~~—~~ ~~b.~~ Employee compensation ~~including~~ including any written agreement establishing compensation or any other terms of employment 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, the value of ~~benefits conferred~~, including but not limited to casualty, disability, life, or health insurance, other health and wellness benefits, vacation, holiday, and sick leave, severance payments, retirement benefits and deferred compensation.
- ~~—~~ ~~c.~~ ~~Employee hire date and separation date~~ Dates of employment with the Library
- ~~—~~ ~~d.~~ Positions held with the Library
- ~~—~~ ~~e.~~ ~~Employment contract (if applicable), including compensation or any other terms of employment~~
- ~~—~~ ~~f.~~ Educational institutions attended and degrees and/or diplomas earned
- ~~—~~ ~~g.~~ Previous employment information including names of previous employers, positions previously ~~—~~ held, and dates of previous employment
- ~~—~~ ~~h.~~ The fact that an Employee 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. was discharged as a result of final disciplinary action*

~~*Information becomes public upon exhaustion of applicable contractual, legal and statutory remedies.~~

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.

.84 Job Description

~~Job descriptions are periodically reviewed and updated as job duties change. A job description will be developed and reviewed annually for each position. Copies of job descriptions are maintained in the Business Office, including in each employee's personnel file, and are available for employee review. 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 change.~~

.85 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 Fair Labor Standards Act (FLSA) Classification

All City positions have been classified as non-exempt or exempt under the Fair Labor Standards Act. 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 Probationary Period~~

~~All new or promoted employees in a budgeted position will serve a probationary period to be specified upon appointment. The probationary period shall be used to closely monitor employees' work, for securing the most effective adjustment of a new or promoted employee to the position, and for rejecting any employee whose performance does not meet the required standards. Employee performance will be formally evaluated at the completion of the probationary period. Probationary periods may be extended at the discretion of the supervisor if performance does not meet required standards and the supervisor is willing to provide additional time for improvement.~~

.887 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.

.8988 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.

.810- Employment of Relatives

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, 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 City.

Chain of Command Conflict

It shall be the general policy of the 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, and also include aunt, uncle, niece, nephew, and first cousin.

When a prohibited familial relationship is created following 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 indication is given, seniority will be the governing factor and the least senior employee will be subject to transfer, reassignment, or termination.

~~Immediate family members of the City Manager, Assistant City Manager, Assistants to the City Manager, City Clerk, City Attorney, Department Directors, Division Heads, or Human Resources staff are ineligible for City employment. For all other positions it shall be the general policy of the City that, no person shall be hired, assigned, promoted or transferred to a department of the Library 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 section members of the immediate family are defined as employee's 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, uncle, aunt, niece, nephew, first cousin, foster parent, foster child, persons who are parents of the same child, and persons with whom the employee is in an intimate relationship³.~~

~~When a prohibited supervisor/subordinate relationship is created following 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 indication 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 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.

.811 Termination of Employment

_____ a. Resignation

Every employee is expected to give at least ten (10) working ~~days-noticedays'~~ 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. Extended vacation time will not be approved prior to separation from service.

_____ b. Retirement

_____ 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 must contact the retirement system directly. City Human Resources staff will assist if requested.

_____ 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, it is the employee's responsibility to complete and mail all forms to the applicable agency.

_____ d. Exit Interviews

_____ All permanent employees will be provided an exit survey. 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 or City Manager's Office.

_____ ~~Exit interviews will be conducted by Human Resources staff upon request of the Department~~

_____ ~~Director or the employee.~~

502.9 SAFETY

~~_____~~ .91 Safety Rules

~~_____~~ 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 and the public. Employees will not be required to work in areas or to operate equipment which is a safety hazard to themselves or the public.

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

~~_____~~ Employees will receive appropriate training and are expected to follow appropriate safety standards.

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

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

~~_____~~ Employees must wear appropriate safety equipment/clothing, as required.

~~_____~~ 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.

~~_____~~ Employees will handle property and equipment of the Library with due care appropriate to the nature of the work and equipment employed. Taking one's eyes off the road while driving to write, send, or view an electronic message on a hand-held communication device 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 discharge termination of employment.

~~_____~~ 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.

~~_____~~ Employees are required to report unsafe working conditions to their immediate supervisor.

~~_____~~ Mercy Occupational Health Clinic or, in the case of an emergency, Mercy Hospital Emergency Room is the City's approved treatment facility for work-related injuries. Treatment for work related injuries by another physician will be allowed only upon referral from Mercy Occupational Health. Failure to use Mercy Occupational Health Clinic for a work-related injury will result in denial of payment of claims by Worker's Compensation. Worker's Compensation questions should be directed to the City's Risk Manager.

502.10 CONFLICT OF INTEREST

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.

.101 Employment

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 on 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.

.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 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.

~~State law prohibits employees from directly or indirectly soliciting or accepting any gift having a value greater than \$2.99.~~

~~Lunches or other meals are not acceptable as gifts from persons with whom the Library does business, unless it is a community or public affair to which other community representatives are invited for a purpose other than to conduct business.~~

~~Library employees shall not accept any gratuity or payment, other than that which is provided by the Library, for work performed on behalf of the Library. If a Library employee is a speaker at a community event, he/she may participate in a meal that is served at the event.~~

.103 Impartiality

No Library employee may grant or make available to any person any consideration, treatment, advantage, or favor beyond that granted which it is the general practice to grant or make available to all citizens 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 all citizens everyone in the community.

.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.

.105 Use of Information

— Employees must not use privileged information for their own financial advantage or disclose information that would provide others with ~~financial~~ advantages. Each employee is charged with the responsibility of ensuring that he or she releases only information that is available to the general public.

.106 Use of Public Property

— No Library employee shall request, use, or permit the use of any publicly-owned 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 which is generally available to the public. ~~or is incidental to appropriate staff development.~~ No Library-owned property may be removed from the worksite except for the purpose of conducting Library business. Use of Library or City facilities, supplies, or equipment 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.

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:

— a. An employee shall not, while performing official duties or while using Library equipment at the —employee's disposal by reason of his/her position, solicit contributions for any political party or c —andidate or candidate or engage in any political activity, including distribution of political messaging or materials. While on duty employees shall also refrain from wearing hats, buttons, or other items with political messaging unless otherwise permitted under Chapter 20 of the Iowa Code.

b. An employee shall not attempt to influence the vote or political action of another by seeking an appointment, increase in pay, or other business or employment advantage for that person with the Library.

c. 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.

d. An employee who becomes a candidate for public office shall, 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 ~~below~~ 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.

~~_____~~.112 ~~Restrictions~~

- ~~_____~~ a. ~~An employee shall not, while performing official duties or while using Library equipment at the employee's disposal by reason of his/her position, solicit contributions for any political party or candidate or engage in any political activity.~~
- ~~_____~~ b. ~~An employee shall not attempt to influence the vote or political action of another by seeking an appointment, increase in pay, or other business or employment advantage for that person with the Library.~~
- ~~_____~~ c. ~~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.~~
- ~~_____~~ d. ~~An employee who becomes a candidate for public office shall, 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.~~

EMPLOYEE DEVELOPMENT

~~_____~~.121 ~~Training and Education~~

General

~~The Library encourages all employees to improve their job-related skills and abilities through various credit and non-credit training and education courses and workshops. Within the limits of the budget, the Library will contribute to the expenses of employees attending training workshops or classes which have a significant relationship to their job responsibilities. Employees may be required to attend specified training, including in-service days.~~

Orientation

~~All new staff are required to attend a general orientation to the Library. This orientation will include an introduction to the topic of hazardous materials in the workplace.~~

~~_____~~.122 ~~Attendance at Professional Meetings~~

~~Staff members are encouraged to become members of civic, educational and professional~~

~~organizations. Whenever possible, employees will be authorized to attend meetings, conferences and conventions of professional library or library-related organizations on Library time. Within the limitations of the budget, the Library will contribute toward the expenses of its officially designated representatives at library-related meetings.~~

~~—.123— Approval for Travel and Education Requests~~

~~—Outside seminars, workshops, conferences.~~

~~—Advance written approval from the Library Director is necessary for an employee to engage in any educational effort during normal working hours, other than that which may be provided by the Library. Consideration of the request will be based upon the direct benefit to the library, meeting needs identified in the strategic plan and through needs assessments with employees.~~

~~—City or Library sponsored seminars and workshops.~~

~~—Advance written approval from their immediate Supervisor(s) is necessary for an employee to engage in any educational or self-improvement effort during normal work hours. All registrations and/or preliminary interest surveys must be discussed with and approved by the Supervisor before being returned to the Library Business Office.~~

~~—Consideration of the request will be based upon the direct benefit to the Library, meeting needs identified in the strategic plan and through needs assessments with employees.~~

~~—The Library Director shall adopt administrative rules and procedures to see that travel and education funds are used in a fair and equitable manner to fulfill the goals of the Library in general and as described when that year's specific travel/education budget was developed. Fair Labor Standards Act (FLSA) guidelines will be followed in developing rules for training and travel compensation for those employees covered by FLSA.~~

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

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Revised: May 26, 2011

Revised: May 22, 2014

Revised: October 26, 2017

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 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 working environment which promotes and supports diversity and inclusivity, professional development, open communication, and sensitivity to employee needs.

502.2 ADMINISTRATION

These policies generally cover all Library employees; however, temporary/hourly-pay employees may not be covered by all provisions.

These policies work to ensure decisions will be made consistently and in accordance with overall Library goals regarding employee relations. Questions of 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, administrative regulations and operating policies and procedures published by the Library.

Upon 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 the Library 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 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 statutes. No personnel decision, action, term, condition, or privilege of employment shall be unlawfully influenced in any manner by consideration of an individual's 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, and to achieve a diverse work force that reflects the available qualified population.

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 recruitment and selection practices that support this policy by displaying required posters regarding equal employment opportunities in areas visible to employees and by identifying the Library as an Equal Opportunity Employer on job advertisements, postings,

employment application forms, websites, 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 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 implement best practices to promote diversity and reduced implicit bias 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.

.32 Harassment

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. 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, employees and the public, co-workers, or subordinates and supervisors. Harassing behavior of any nature, has the effect of creating a hostile or offensive work environment and is prohibited behavior.

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 ability to perform his or her 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.

b. Sexual Harassment

Sexual harassment is a form of unwelcome conduct that affects terms or conditions of employment (quid pro quo harassment) or creates 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 between same-sex employees.

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

- Deliberate or repeated unsolicited verbal comments, questions, representations, or physical conduct of either a sexual or non-sexual nature that are unwelcome to the recipient.
- 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.
- Unwelcome sexually explicit, lewd, threatening or vulgar language, sexual jokes, innuendo, or propositions; suggestive comments; lewd gestures; request 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.
- Distribution, display or discussion or 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.

- Unwelcome, unwanted physical contact including touching, tickling, pinching, petting, brushing up against, hugging, cornering, kissing and fondling, and forced sexual intercourse or assault.
- c. **Discrimination**
It is a violation of City policy to unlawfully discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the 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 1964, the Age Discrimination 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.
- d. **Complaint Procedure**
The Library will actively 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 this policy are expected to report it to the Library Director or the City Attorney's office. The Library Director, 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 determined that harassment and/or discrimination in violation of this policy has occurred, 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.
- 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 and the right of the respondent to obtain information.
- f. **Retaliation.**
Retaliation against any person for filing or responding to a complaint 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 and will be considered a violation of this policy. The Library will actively pursue and investigate claims of retaliation. Any person who is found to have violated this aspect of the policy will be subject to disciplinary action up to and including termination of employment.
- g. **Consequences of Harassment or Discrimination**
Harassment and discrimination is unacceptable conduct in any form and can be the basis for a discrimination charge 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.

All employees have an affirmative duty to prevent harassment and discrimination in the

workplace by producing an environment that exposes and discourages harassment or discrimination of any kind and which promotes and supports diversity and inclusivity in the workplace and community.

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 504 for current contract.)

502. 5 EMPLOYEE RELATIONS AND CONDUCT

The work of every employee is important. On-the-job performance has an effect on the employee's success with the Library, as well as having an effect on 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.

.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.

.52 Workplace Violence Prevention

Providing a safe work environment is essential to the 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.

Workplace violence includes any act of physical, verbal, written, or electronic aggression and/or intimidation within the work setting, as well as destruction or abuse of property. 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.

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.

.53 Licenses and Certifications/Notice Requirements/Insurability/

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. 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 holds the employee may be subject to discharge for failure to meet minimum job requirements.

a. Commercial Driver's License (CDL)

Employees required to possess and maintain a valid Commercial Driver's License must meet the notification requirements established by the Federal Commercial Motor 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 termination of employment.

b. Maintaining a Valid License

Employees required to possess and maintain a valid Iowa driver's license, chauffeur's license, or CDL are responsible for checking 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 supervisor at the beginning of the first work day after receiving notice of the action. Employees are prohibited from driving any City vehicle without the appropriate valid license.

The City routinely 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 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 if they allow their license to expire and are unable to perform their work duties.

c. 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.

d. State Library of Iowa Librarian Certification

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

.54 Weapons

No employee of the Library shall carry a weapon while on duty. 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.

.56 Appearance-Grooming

Employees are expected to maintain a level of personal appearance and grooming that is considerate of other employees, and projects an image that inspires the confidence of citizens 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.

.57 Personal Activities

Conducting personal or non-duty related activities is discouraged during work hours, except in emergencies and with the approval of the supervisor. It is preferable that personal calls be made at designated break times or during lunch time. When possible, personal phone calls should be made from a phone away from areas used by the public to conduct business

.58 Supplemental Employment

Supplemental employment outside the employee's assigned Library working hours must in no way interfere or conflict with the satisfactory performance of 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 job for the Library due to injury or illness, work for another employer is expressly prohibited. A waiver of this provision may be given if the employee presents sufficient evidence to the Library Director from his/her physician that the employee's medical condition would 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.

.59 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.

.60 Education

Advance approval from the Library Director or his/her designee is necessary for an employee to engage in any educational effort during normal assigned working hours, other than that which is provided 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.

.62 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.

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

.63 Breastfeeding Breaks

The Library will provide reasonable break time for nursing mothers to express breast milk for her 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 the Library Director.

.64 Criminal Convictions

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, consulting with appropriate supervisory staff and the City Attorney's Office as necessary. Convictions which would preclude an applicant from being eligible for hire into a position designated as sensitive under the Criminal Background Checks in Hiring policy, may likewise result in a determination that the employee no longer meets the requirement of the position and is, therefore, subject to discipline up to and including termination of employment.

502.6 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 Employee Assistance Program (EAP) as a means of assisting employees and their family members. It is available as a confidential service for information, short-term counseling, and referral to other community resources. The program is in no way meant to interfere with the private life of the employee. 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. Employees may contact the EAP by calling 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 follow-up treatment to the City. The City is not provided a diagnosis, and any discussion 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 are not causes for discipline. However, if they impact job performance, including attendance, work performance, ability to carry out required duties, interpersonal or public relations, etc., disciplinary action may be taken. Nothing in this section relieves employees of responsibility for their own conduct on the job.

502.7 DISCIPLINE

.71 Disciplinary Measures

The responsibility of the Library to maintain efficient operations may occasionally require taking disciplinary action against employees. The objective of disciplinary action is to correct inappropriate behavior and produce efficient Library operations. However, 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.

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

.72 Causes for Discipline

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

- a. Insubordination, including Disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel.
- b. Theft of Library property or money, or acting in a careless or negligent manner with Library money, property, or vehicles.
- c. Violation of Library rules and policies, including but not limited to Personnel policies, administrative policies, 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 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 outside the workplace which 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 need to leave work for any reason
- f. Failure to satisfactorily and consistently perform the duties of the position; incompetence, 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
- g. Violations of the Federal Drug Free Workplace Act, violation of departmental rules, or any other state or federal regulations.
- h. Lying or providing false, 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.
- i. Cheating on an employment-related exam.
- j. Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer, cell phones, mobile devices, or other Library-owned property.
- k. 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.
- l. Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.
- m. Illegal activities and/or conviction of a crime closely or directly related to the ability of employees to perform their job effectively, or failure of employees in positions subject to criminal background checks to provide timely notification of a criminal conviction to Human

Resources.

- n. Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment; failure to report an injury or illness to supervisory personnel in a timely manner
- o. 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.
- p. Activity which involves conflict of interest or use of Library employment for personal gain.
- q. Conduct which negatively impacts the Library's ability to effectively conduct its operations; disruptive behavior; sleeping during work 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.

502.8 PERSONNEL TRANSACTIONS**.81 Personnel Files**

The Library considers personnel files to be Library property 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 maintained in the 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.

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

.82 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 Library will not release such information without the express written consent of the employee, except as required by law.

.83 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 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, , including but not limited to casualty, disability, life, or health insurance, other health and 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.

.84 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 change.

.85 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 Fair Labor Standards Act (FLSA) Classification

All City positions have been classified as non-exempt or exempt under the Fair Labor Standards Act. 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.

.89 Employment of Relatives

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, 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 City.

Chain of Command Conflict

It shall be the general policy of the 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, and also include aunt, uncle, niece, nephew, and first cousin.

When a prohibited familial relationship is created following 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 indication 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 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.

.810 Termination of Employment

a. Resignation

Every employee is 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. Extended vacation time will not be approved prior to separation from service.

b. Retirement

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 must contact the retirement system directly. City Human Resources staff will assist if requested.

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, it is the employee's responsibility to complete and mail all forms to the applicable agency.

d. Exit Interviews

All permanent employees will be provided an exit survey. 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 or City Manager's Office.

502.9 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 and the public. Employees will not be required to work in areas or to operate equipment which is a safety hazard to themselves or the public.

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

Employees will receive appropriate training and are expected to follow appropriate safety standards.

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

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

Employees must wear appropriate safety equipment/clothing, as required.

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.

Employees will handle property and equipment of the Library with due care appropriate to the nature of the work and equipment employed. Taking one's eyes off the road while driving to write, send, or view an electronic message on a hand-held communication device 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.

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.

Employees are required to report unsafe working conditions to their immediate supervisor.

502.10 CONFLICT OF INTEREST

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.

.101 Employment

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 on 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.

.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 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.

.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.

.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.

.105 Use of Information

Employees must not use privileged information for their own financial advantage or disclose information that would provide others with advantages. Each employee is charged with the responsibility of ensuring that he or she releases only information that is available to the general public.

.106 Use of Public Property

No Library employee shall request, use, or permit the use of any publicly-owned 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 which is generally available to the public. No Library-owned property may be removed from the worksite except for the purpose of conducting Library business. Use of Library or City facilities, supplies, or equipment 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.

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:

- a. An employee shall not, while performing official duties or while using Library equipment at the employee's disposal by reason of his/her 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 shall also refrain from wearing hats, buttons, or other items with political messaging unless otherwise permitted under Chapter 20 of the Iowa Code.
- b. An employee shall not attempt to influence the vote or political action of another by seeking an appointment, increase in pay, or other business or employment advantage for that person with the Library.
- c. 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.
- d. An employee who becomes a candidate for public office shall, 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.

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

ADMINISTRATIVE & CONFIDENTIAL EMPLOYEES MANUAL

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 an 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

Adopted: March 27, 2008

Adopted: May 26, 2011

Adopted: May 22, 2014

Adopted: October 26, 2017

Administrative and Confidential Employees

Employment Manual

July 1, 2017 – June 30, 2021

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 6/22/17.

A handwritten signature in dark ink, appearing to read "G. 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.

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

	7/1/17	7/1/18	7/1/19	7/1/20
Single Coverage	\$55/month	\$60/month	\$65/month	\$70/month
Family Coverage	\$95/month	\$100/month	\$105/month	\$110/month

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

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.

d. 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.

e. Dependent Life Insurance

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

f. **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).

g. **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 (MFPRSI).

h. **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.

i. **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.

j. **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 hours may be used after six months of continuous employment as a permanent employee. 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); Presidents' Day (the third Monday of February); Memorial Day (the last Monday of May); 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 insure 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, Assistant 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.



IOWA CITY PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

DIRECTOR: Susan Craig • PHONE: 319-356-5200 • FAX: 319-356-5494 • www.icpl.org

TO: Library Board
FROM: Susan Craig, Library Director
DATE: October 17, 2017
RE: Library Director Search

With my announced retirement at the end of December 2018, you have 14 months to have a new director in place beginning January 1, 2019. One of the Library Board duties, perhaps the most important duty is to “employ a librarian.” You hire (and fire), evaluate, and approve compensation for the Library Director. This is similar to the City Council, which does the same for the City Manager, the City Clerk, and the City Attorney. There have been only two library directors since 1975. I was appointed director July 1, 1994, so it’s been more than twenty years since the last search was done.

I recommend that you use an executive search firm to assist you in this process. I have attached a copy of the Request for Qualifications (RFQ) the City distributed last year when they were conducting a search for a new Police Chief. If you wish to consider this approach, I could draft a RFQ for your December meeting. I have also attached a copy of the recruitment brochure for the City’s recent national search for a Director of Transportation Services.

The recruitment and preliminary applicant screening would be done by the search firm if you choose to hire one, and they can assist with the interview process as well. You will need to decide on whether you want to appoint a committee of the board to work with the consultant. I am meeting with the City Attorney prior to the board meeting and will report on any guidance she has as you work to establish the process.

After finalists have been selected, you will need to decide the size of interview team (s). Will you include City staff? Library staff? Community stakeholders? The Board as a whole or in part? What type of engagement with staff and community do want to be part of the interview process – a presentation, a town hall style meeting, a meet and greet? Will you solicit interview questions?

There are many decisions to make, but you have more than a year, and I am confident that quality candidates will have interest in this job. I will assist in any way you find appropriate.

A possible timeframe:

December: Approve an RFQ for a consultant, and review the job description. Appoint committee to review responses and conduct interviews as needed.

February: Approve contract with recommended consultant.

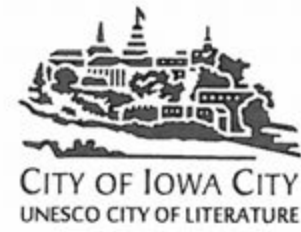
March: Consultant meets with various stakeholders and the board to develop recruitment materials.

April: Recruitment materials approved.

May-June-July: Recruit and accept applications

August-September: Conduct interviews; select preferred candidate, make a job offer, with announcement at the September 27, 2018 board meeting.

May 26, 2016



**Request for Qualifications
Police Chief Executive Recruiting**

The City of Iowa City is seeking proposals from interested consultants to provide executive recruiting services for the position of Police Chief. The selected consultant may be hired to provide executive recruiting services including any or all of the following:

- Review of candidate profile
- Active recruitment and screening of highly qualified candidates, including contacting potential candidates that may not be actively seeking employment
- Promotion and advertising
- Screening candidates and providing a list of preferred candidates
- Assistance with Civil Service selection process
- Performing background checks, including verification of education, past employment, criminal history checks, credit checks and all other due diligence verification regarding previous work performance, if requested
- Assisting with negotiations with selected candidate, if requested

Instructions for Interested Consultants

Interested firms are strongly encouraged to submit qualifications that are as comprehensive and complete as possible, so as to ensure a proper evaluation of the firm's capabilities. The statement of qualifications should contain the following items:

- Date of proposal
- Company name, owners and brief history of firm
- Company representative proposed for this project, including a listing of his/her past seven years of experience with Management/Executive Recruitment. The geographic location of this individual should be indicated as well as major current assignments and availability for this project. Key personnel should not be proposed unless they are available to complete the project.
- Description of Relevant Experience including experience with recruiting executive level public sector employees, past 7 years' experience of both Company and proposed representative and description of a minimum of two (2) Police Chief searches the firm has conducted including timetables and outcomes.
- References: References are preferred for Police Chief searches that best demonstrate the firm's ability to complete the proposed project successfully. For each reference provide a brief description of the project, client name, year completed, and portion of the work for which your firm was responsible. The City of Iowa City reserves the right to contact references other than, and/or in addition to, those furnished.
- Detailed description of services offered
- Other information the firm wishes the City to consider
- Anticipated schedule
- Terms
- Breakdown of fees for services

May 26, 2016
Page 2

Materials must be submitted via mail, fax or email by **5pm, Thursday, June 9, 2016** to:

Karen Jennings
Human Resources Administrator
410 E. Washington Street
Iowa City, IA 52240
karen-jennings@iowa-city.org
(319) 356-5025
(319) 356-5027 FAX

The City will evaluate the submittals based on the firm's experience and qualifications in public sector executive searches, including Police Chief searches, as well as price. The City will negotiate a final, detailed scope of services with a selected provider. In the event the negotiations between the selected firm and the City cannot be completed as a result of an inability to reach an agreement on the fee for services or the scope of services to be performed, the negotiations will proceed to another firm. A final written contract will be required.

Rights Reserved By the City

The rights reserved by the City include, but are not limited to, the following:

- The City reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels and budget constraints
- The City reserves the right to reject any or all submittals. The City further reserves the right to waive technicalities and formalities in submittals, as well as to accept in whole or in part such submittals where it is deemed advisable in protection of the best interests of the City.
- The City reserves the right to enter into a discussion with firms regarding their qualifications and associated monetary offers. Any such discussions shall not obligate the City in any manner.
- The City reserves the right to rescind its acceptance of a submittal at any time in the event the scope of services and work products furnished do not meet the prescribed service quality standards or the firm fails to properly fulfill its service and delivery obligations. All such determinations shall be made solely at the discretion of the City and shall be without penalty to the City.



Now Seeking

Director of Transportation Services

The Community

Offering big-city amenities along with small-town hospitality, Iowa City has it all. Nestled in the heart of the Midwest in east central Iowa, it has long served as a hub for culture, education, variety, and fun. The City enjoys an extensive parks and recreation system that includes nearly 1,000 acres of prairie, wetlands and forested areas with almost every Iowa City resident living within ½ mile of public open space areas. Iowa City also features a vibrant, walkable downtown, and in 2008 was designated as a UNESCO City of Literature, and remains the only City in the United States to hold this honor. Numerous professional publications consistently rank Iowa City as a highly favorable place to do business, a vibrant center for arts and culture, and a great place to retire where seniors can age successfully.

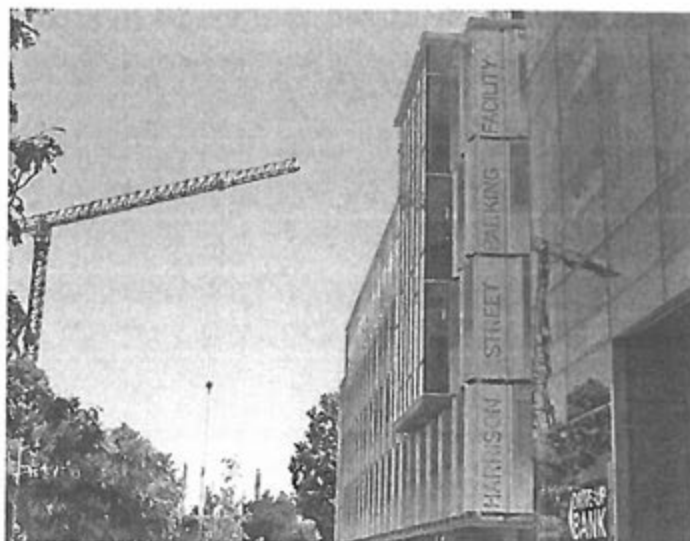
Iowa City is the home of the University of Iowa with Hawkeye athletics being a regional draw for college sports enthusiasts. Our community also offers excellent healthcare facilities, including the University of Iowa Hospitals and Clinics, Mercy Hospital, and the Iowa VA Medical Center. Additionally, the City is the location of numerous private employers such as American College Testing, Pearson, Procter & Gamble, Oral B, and many other smaller business and manufacturing firms.

The City's fiscal year 2018 operating and capital budget totals \$190.6 million. The primary revenue sources are property taxes, hotel/motel taxes, user fees, permits and licenses, and franchise fees. Iowa City has received a Moody's Aaa credit rating for more than 40 years and has been recognized for its efforts in budget preparation and comprehensive annual financial reporting.

Our diverse and welcoming community, located along the banks of the Iowa River and south of the Coralville Reservoir, is home to more than 74,000 people, and is easily accessible via Interstate 80 and the Avenue of the Saints. Iowa City is situated in Johnson County, with a population



Pedestrian Mall located in the Central Business District



Newly constructed Harrison Street Parking facility

of 142,000, and serves as county seat. Approximately 26 miles north is Cedar Rapids, serving a metropolitan area of 175,000. Several small rural towns are located throughout Johnson County. Iowa City also neighbors two bustling suburban communities, Coralville and North Liberty.

Responsive Government

Iowa City is governed by a mayor and six council members elected to four-year overlapping terms, with four at-large members and three from districts. The City Council appoints the City Manager, City Clerk, and City Attorney for indefinite terms. All other staff appointments throughout eight City Departments, including the Transportation Services Director, are the responsibility of the City Manager.

Transportation Services Position

The Transportation Services Director manages the operational, financial, personnel and related administrative activities of the Department of Transportation Services, including Transit, Parking and maintenance of the Central Business District. The Department of Transportation Services provides the public with a system of clean, safe and convenient transportation options, including a fixed bus and contracted ADA paratransit system with 1.7 million annual riders and nearly 3,800 garage and metered parking spaces. The Director of Transportation Services will represent the Department before the City Council, the general public and the media, as they provide guidance and development opportunities for approximately 80 employees under their direction.

The City of Iowa City has recently undergone a variety of improvements to its transportation systems and facilities. A few of the latest changes include several new buses, implementation of real-time passenger AVL in partnership between Iowa City, the University of Iowa, and City of Coralville (www.bongo.org), rollout of a mobile parking app (PassportParking) for metered stalls in coordination with the University of Iowa, and the opening of a brand new 600-space parking facility (pictured above). Bike sharing is on the horizon, along with electric vehicle charging stations and an upcoming route study. Development continues to flourish throughout Iowa City and transportation services will be vital to maintaining the community's vibrancy.

Quick Facts

Iowa City has fixed route operations providing direct services for Iowa City and the City of University Heights. The City's transit services coordinate daily with multiple transportation systems in the region.

- 27 heavy duty vehicles provide 1.7 million rides annually
- 20 routes at peak service, operating Monday – Saturday
- 708,473 Annual Revenue miles
- 54,403 Annual Revenue hours
- Base Fare – \$1.00

14 light duty ADA Paratransit vehicles are owned by Iowa City and services are currently contracted with Johnson County SEATS.

- 313,772 Annual Revenue miles
- 33,042 Annual Revenue hours
- 98,094 Annual Rides

Iowa City's Parking and Central Business District management encompasses 6 parking decks (3,686 spaces) and 1,174 on-street metered stalls.

- Parking decks offer First Hour Free parking
- 2,400 Permits issued for decks and lots
- 735 Motorcycle/moped/scooter permits
- 57,560 Citations issued
- \$0 citations – 19,339
- Parking Services provides general maintenance of pedestrian mall and surrounding area

Essential Functions

- Plans, directs, coordinates and oversees the daily activities of the divisions within the Transportation Services Department, including fixed bus routes, garage and metered parking facilities, coordinates with paratransit service, and manages maintenance of downtown business district infrastructure.
- Oversees development and performance of department supervisory staff, plans long range department goals in conjunction with City Council strategic plan, and recommends capital improvement projects, equipment procurement, and operational policies to ensure fulfillment of City objectives.
- Responds to and resolves inquiries, requests, and complaints from the public and outside agencies or groups regarding City transportation, parking and downtown maintenance issues.
- Develops, administers and monitors the Department's budget and approves expenditures, monitors collection and handling of parking ramp, parking meter, parking permit and bus fare revenues, and administers and monitors service contracts, including paratransit services.
- Serves as the City's representative with various regional, state and federal regulatory agencies, including the Iowa Department of Transportation and Federal Transit Administration and administers state and federal grant requirements, maximizing funding attained through such grant programs and participating in Federal Transit Administration regulatory review processes.



Transit riders enjoy a wide selection of routes and service hours

- The position will be require collaboration with Coralville Transit, University of Iowa CAMBUS and paratransit service provider management to maintain a coordinated and cooperative urban area transit service, also working with University management to coordinate parking and enforcement planning.
- Develops and administers operations for maintenance of the Central Business District, and works with the Iowa City Downtown District on cooperative efforts in the Central Business District.

Candidate Requirements

BA in business administration or related field from a DOE recognized accredited school required. Seven years supervisory experience in related field required. Valid driver's license with satisfactory driving record required. Valid Iowa Class B commercial driver's license with air brake and passenger endorsement required within 90 days of hire. Pre-employment drug screen required. Must reside within Iowa City city limits and pass a background check. Master's degree in business or a related field from a DOE recognized accredited school preferred.

Compensation and Benefits

- **Salary schedule.** Starting salary to be negotiated. Range of \$91,644.80-145,246.40.
- **Medical insurance.** Employees contribute \$55 per month for single coverage and \$95 per month for family coverage.
- **Dental insurance.** The City provides dental insurance for employees through Delta Dental. Employees have the option of purchasing family dental coverage.
- **Section 125 Plan.** The City offers premium conversion and medical spending account, and dependent care spending accounts through a pre-tax Section 125 plan.
- **Life Insurance.** The City provides life insurance coverage in an amount equal to annual salary.
- **Supplemental Life Insurance.** Employees may purchase supplemental life insurance for themselves and their dependents.
- **Sick Leave.** City employees accrue sick leave at the rate of one day per month, up to a total of 1440 hours.
- **Vacation.** City employees accrue vacation at a rate of one day per month for the first five years of employment. Accrual rates increase every five years.
- **Holidays.** City employees receive 11 holidays and one personal day each year.
- **Longevity Pay.** Longevity pay of \$325 annually is paid following five years of service. Longevity pay increases in five-year increments.
- **Deferred Compensation.** Employees may voluntarily join a deferred compensation program which includes a post-tax Roth IRA option administered by the City.
- **Pension Plan.** Iowa Public Employees' Retirement System.

Application and Selection Process

City of Iowa City online application and resume must be submitted by Friday, November 17, 2017. The online application can be accessed at www.icgov.org/jobs.

■ Questions regarding this recruitment process may be directed to:

Human Resources
City of Iowa City
410 E. Washington Street
Iowa City, IA 52240
319-356-5020 or email jobs@iowa-city.org

Selected candidates may be required to prepare additional documentation in the form of a questionnaire to further assist in candidate screening. Selected candidates will be interviewed in Iowa City at City expense.

The City of Iowa City is an Equal Opportunity Employer and is subject to the Iowa Smokefree Air Act.

Children's Services Report
Prepared for the Iowa City Public Library Board of Trustees, August 2017 meeting
By Angie Pilkington, Children's Services Coordinator

Room Update

Read With Me kits are now on the shelf. These are replacing the old Storytime Kits, which were kept in bulky plastic boxes. The new and improved thematic kits contain five books, a toy, and a sheet with additional book titles, songs and rhymes. The new Read With Me kits have only been on the shelves for three weeks, but are already a huge hit. Beatrix, age 5, excitedly told me at the desk the other day, "I just love my special project books!" I am happy that these kits are appealing to kids and parents as much as preschool teachers, who are our biggest users of them.



Tween Space Update

The Tween Room is just about done. Our stadium seating has been delayed until October 31st, but our new wall vinyl, cabinets, shelving, and chairs have been installed. The picture does not do the wall justice. You have to stop in to see it in person. Once the additional seating is in place, it will be a great place for Tweens to be and for staff to teach classes and programs.



This past Monday, the new Nursing Room chair was delivered. This was the very last item we were waiting on to say that the Children's Room is finally put back together from the June 17th sewer backup.

Staff

We welcomed Amy Childress, as our new Intern last month. She is in her first year in the SLIS program at UI. She comes to Iowa from Salt Lake City and previously worked for the Salt Lake Public Library doing children's outreach.

Anne Wilmoth, our recent Intern, has been hired as a new Children's Services Assistant to replace Nancy Holland who retired last month. Anne is an Iowa native and has lived in Iowa City for the last 13 years with her husband and two daughters. We are excited to have her as part of the permanent staff!

I had the good fortune of speaking at two different breakout sessions at Iowa Library Association Annual Conference this year. This was my sixth year presenting at ILA, and every year is just as exciting as the first. I spoke about our Special Access Events at my first session, and alongside Kara and Shawna about our Bookmobile service for the second session. Overall, it was a great conference. I want to thank the board for supporting the staff and allowing us to attend these conferences that help us grow and develop new skills that will benefit our community.

Collection Services Department Report

Prepared for the October 26, 2017 Meeting of the Iowa City Public Library Board of Trustees
Anne Mangano, Collection Services Coordinator

Read with Me Storytime Kits

In September, we introduced Read with Me Kits, our new storytime kits, to the public. Our storytime kit collection is used by patrons to recreate a storytime experience at home or by



preschool and daycare teachers and providers to supplement their lessons. Analyzing use statistics and looking at patron requests, the collection was reduced from ninety kits to fifty, completely overhauling the topics and contents of the kits. Topics range from unicorns to the alphabet to hugs & kisses. You can find a list of our Read with Me Kits at <http://bit.do/readwithme>.

Our new kits contain five books, an interactive toy/activity, and a storytime starter sheet with suggestions for rhymes, songs, and further reading. To make the kits

more appealing and useful to the patron, they were repackaged, using an easy to carry, see-through tote. Read with Me Kits are available for check out in the Children's Room. Patrons may borrow kits for three weeks.

As of October 23rd, seventy-four percent of the collection was checked out. As a comparison, our average percent checked out last year at this time was 11.2%. We are ecstatic to see a renewed interest in the storytime kits and we will continue to monitor use and make changes as needed.

Read Magazines, Win an iPad Mini

Iowa City Public Library patrons have an opportunity to win an iPad Mini by checking out five digital magazines during the month of November. This contest is a collaboration between the Iowa City, Coralville, and North Liberty libraries to reach new users for our digital magazine collection, as well as keep our public's interest after our digital magazine vendor, rbDigital, rebranded and launched a new app. In May, the Waterloo Public Library held a similar contest and saw a dramatic rise in use of their collection that continued well after the conclusion of the contest. For more information, see icpl.org/magazines.



INFORMATION TECHNOLOGY REPORT TO LIBRARY BOARD (October, 2016), Brent Palmer, IT Coordinator

Local Music Project Update

The Local Music Project (LMP) is getting a facelift. The LMP is a key part of our ongoing efforts to strengthen our Virtual Branch for a number of reasons. Patrons can access content right from their browser. It has a focus on local content that users can't find anywhere else. And it is a way that we can engage with our community by helping to artists get exposure and introducing patrons to local artistic efforts.

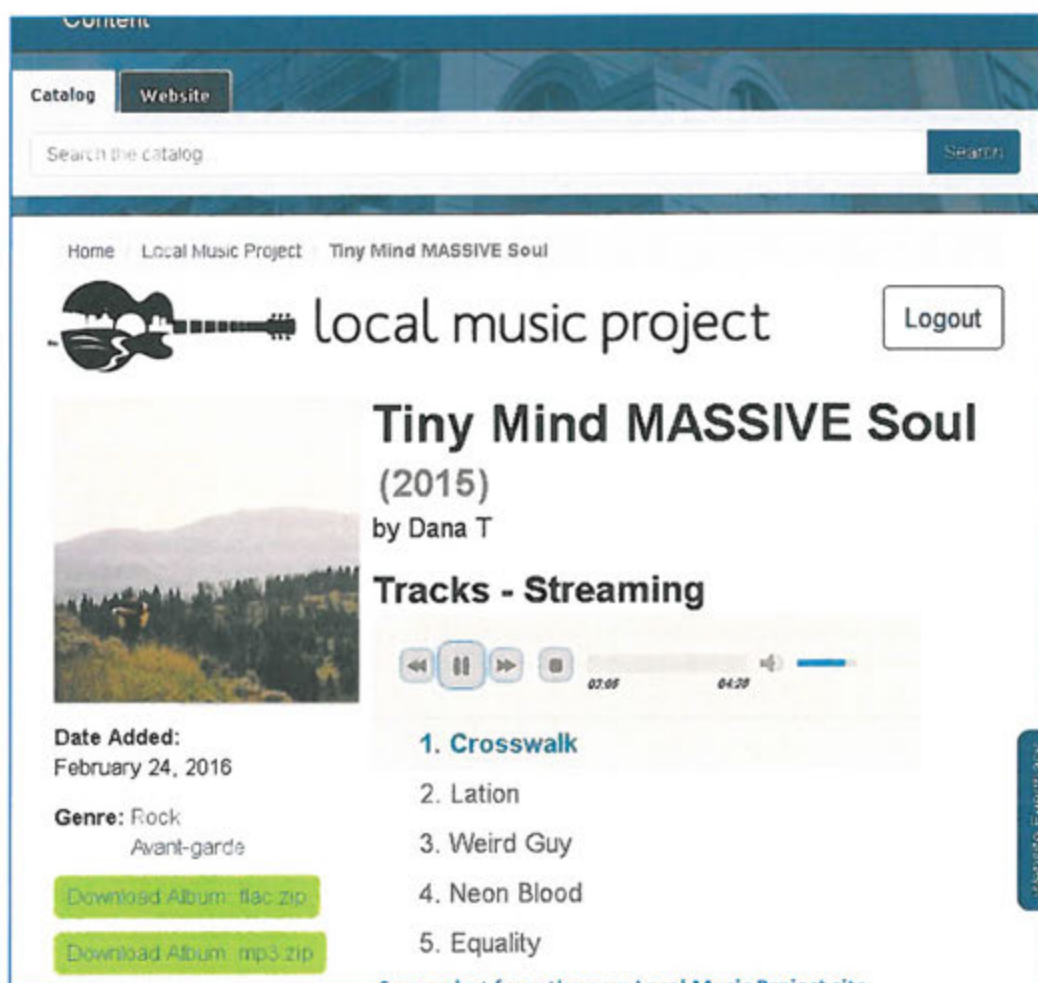
Local Music Project Facts

When started: 2012

Number of Albums: 45

Number of Artists: 24

Who Can Access: Residents of Iowa City, rural Johnson County, Hills or University Heights



Screenshot from the new Local Music Project site.

The improvements are that the site is now much more mobile friendly, meaning that the layout works well on phones and tablets. The project site will be integrated into rest of website so that it provides a more seamless experience for the user. And we have also added a long-awaited feature: streaming. Patrons can either choose to download the songs or stream them right from their phone or computer. We are hoping that these changes will result in more exposure for the project and increase participation by artists and increase use by our online patrons.

Development Office Report
 Prepared for the Board of Trustees
 Iowa City Public Library
 by Patty McCarthy, Director of Development
 October 27, 2017

Eat Out to Read November

Brix Cheese Shop and Wine Bar in Iowa City's northside neighborhood will be THE place to be every Sunday in November. Enjoy brunch from 11am-3pm on November 5, 12, 19, and 26, and know that you're helping the Iowa City Public Library too. Sundays are known for "ooey, gooey, *Raclette* service," at Brix at 209 North Linn Street, Iowa City. Hope to see you there!



Don't Miss Prairie Lights on November 12

All Library friends are welcome at the *Book Gala* on Sunday, November 12. The *Book Gala* is a special fundraising event for the Iowa City Public Library Friends Foundation held at Prairie Lights Books in downtown Iowa City.

During this 24th annual event, Prairie Lights Books will be open after hours (6:30-8pm) to library friends. You can shop for books, children's toys, and other special items with the undivided assistance of the famed bookstore's staff. A percentage of the night's sales total will be donated to the Library Friends Foundation. If you want to support the event but cannot be there, "secret shoppers" are available to help! Email me for more information patty-mccarthy@icpl.org



MidWestOne Bank Helps The Book End



There are many special treasures available to buy at The Book End this month. Area MidWestOne Bank offices held a book drive in September for the Book End. It resulted in a great selection of fiction, non-fiction, and children's books.

Thank you to everyone who donated the books, and to our library friends at the bank for hosting the 12th annual book collection. There were so many nice books donated that we are replenishing the shelves every day because they are also quickly selling. Stop by today for the best selection. We hope that the supply lasts through the end of October.

Arts & Crafts Bazaar

There's still time to create a special project to donate for the annual ICPL Arts & Crafts Bazaar. It's scheduled on Saturday, December 2, 10am-3pm in Meeting Room A.

Need an idea? Explore how-to books on the second floor. Find Sewing in the 646's; Crafts 745's; Needlework 746's, and Woodworking 684's. Or ask staff at the Info Desk where to find other helpful books. Thank you to everyone who is knitting, crocheting, painting, and creating other works of art to be sold at the bazaar to benefit the Library!



When your project is done, complete an [Arts & Crafts Bazaar Donation Form \[PDF\]](#) and deliver your creation to the Help Desk any time before November 30.

By Casey Maynard, Children's Librarian at the Iowa City Public Library

Autumn is a huge time for publishers and picture books. As a result, we have tons of new selections from authors you'll recognize and some that you may not at the Iowa City Public Library. Here are a few of my new favorites:

Bethan Woollvin has continued to make wonderful fairy-tale retellings. Her latest, "Rapunzel," is a cut above. Prepare for a delightful and unconventional heroine. Much like her first picture book, "Little Red," Woollvin's next installation is a joyful romp. Be sure to look under the dust jacket for a fun surprise.

Duncan Tonatiuh's "Danza" is a lovely biography of Amalia Hernández, the founder of El Ballet Folklórico de México. Tonatiuh's signature Mixtec style is a perfect medium for discovering Ami's life's work. If you are unfamiliar with the Folkloric Ballet, this is a wonderful place to start.

Mo Willems took his time giving us a sequel to "Leonardo the Terrible Monster." "Sam, the Most Scaredy-Cat Kid in the World" is a fun extension for these beloved characters and, per usual, Willems delivers high quality frivolity. Look for pigeon cameos, and read back to back if you want to see the play between the two books.

Margarita Engle and Mike Curato's new title, "All the Way to Havana," gives readers a rare glimpse into Cuban life. Curato's illustrations, rendered from photos he took during a trip to Cuba, hone in on the vibrancy of the island. The family's car, Cara Cara, has been with them for generations and it takes love, care and invention to keep the old Eagle running. The story is heartfelt, taking readers on a journey to the capital and a better understanding of Cubano resilience.

Aaron Reynolds first picture book, "Creepy Carrots," is a storytime favorite, so it should not be too surprising that the sequel had us all delighted. Just in time for Halloween, "Creepy Pair of Underwear," picks up the story of Jasper Rabbit and builds on the noir theme from the first installment. Gut laughter is likely and boys and girls alike, will adore this title.

April Pulley Sayre's "Full of Fall" is a beautiful exploration of the season. She captures the brightest foliage and prepares readers for the eventuality of winter with her soft text. This book is bound to be used for years throughout the fall as a storytime staple. Explore this title and the outdoors while the foliage lasts—it's never long enough.

Carole Boston Weatherford and Brian Pinkney's newest, "In Your Hands," is not only timely but beautifully rendered. It encompasses what we all hope for our children, brothers and sisters as they set out into the world. While God and prayer are central here, this title resonates on a truly humanitarian level and serves as a lovely reminder of the human capacity for compassion.

Look for a few of these titles and some new ones coming soon on our upcoming Mock Caldecott ballot. The titles will be announced in early November and voting will start after Thanksgiving.

By Melody Dworak, librarian at the Iowa City Public Library

The days are getting short and the air crisp. Spend a perfect fall evening cuddled up with a digital magazine. No grocery-line impulse buying necessary. No need to even make a trip to the Library. All you need is your Library Card and a little time to relax.

The Iowa City Public Library currently offers more than 175 current and back issues of digital magazines, all free to ICPL card holders. As of October 1, we have five new subscriptions we hope you'll enjoy.

The *Mother Earth News* food and garden series showcases growing and cooking with herbs. No experience needed—gardeners, chefs, home cooks, and herbalists will delight at flipping through this magazine. I had wondered what all the fuss about turmeric was, and the December 2016 issue of the *Mother Earth News Herb Companion Series* clued me in.

I'm also excited about *This Old House*. *This Old House* is the companion magazine to the show on Iowa Public Television. It offers practical remodeling plans and step-by-step project instructions. Fans of *The Family Handyman* and *HGTV Magazine* will want to check out *This Old House* as well.

Birds & Blooms is another new gardening magazine. The October 2017 issue offers up the best bulbs to plant for spring color after winter's snow thaws. Enjoy a quiz on spoo-hoo-hoo-hoo-ky owls when you flip through the pages.

Pet lovers can now find *Catster* and *Dogster* in our digital collection. These two magazines are the freshened up reboots of *Cat Fancy* and *Dog Fancy*. Whether you are curious about specialty breeds or have questions about hairball control, these two are great relaxing reads.

If you've never used our digital magazine collection before, go to www.icpl.org/magazines to get started. Digital magazines can be read on a computer, but they are even more enjoyable on a smartphone or tablet. This is a 24-7, on-the-go collection. It uses the RBdigital app, and the website URL will direct you to where you can find the right app for your device.

Speaking of devices, the Iowa City Public Library is giving away an iPad Mini to a lucky digital magazine reader in December. All you have to do is enter the drawing and read five magazines throughout the month of November.

Our digital magazine collection is supported by the Digital Johnson County consortium. Digital Johnson County is an initiative among Coralville Public Library, the Iowa City Public Library, and the North Liberty Community Library to combine resources to offer the same great digital collections throughout each library's community. No matter which is your home library, you can use our shared collections.

Have more questions? Reach out to us at icpl.org/ask or 319-356-5200.



Receipts

FY18 compared to FY17 YTD

	Q1 FY17	Q1 FY18	% Change	FY18 Budget	% Received
General Fund					
Fines, Fees, etc.	\$38,271	\$35,867	-6.3%	\$155,520	23.1%
Vending, etc.	\$666	\$755	13.4%	\$2,440	30.9%
General Fund Total	\$38,937	\$36,622	-5.9%	\$157,960	23.2%
Enterprise Fund					
Photocopies	\$919	\$703	-23.5%	\$3,830	18.4%
Electronic Printing/Debit Card	\$2,757	\$2,916	5.7%	\$11,300	25.8%
Counter/Cloth bag/Misc	\$509	\$277	-45.6%	\$2,670	10.4%
Recycle	\$98	\$56	-42.9%	\$260	21.5%
Enterprise Fund Total	\$4,283	\$3,952	-7.7%	\$18,060	21.9%
Lost & Damaged	\$4,890	\$3,604	-26.3%	\$19,370	18.6%
Lost & Damaged Total	\$4,890	\$3,604	-26.3%	\$19,370	18.6%
State Funds					
Open Access / Access Plus	\$0	\$0.00	0.0%	\$0	0.0%
Enrich Iowa/Direct State Aid	\$0	\$19,754	100.0%	\$0	0.0%
State Fund Total	\$0	\$19,754	0.0%	\$0	0.0%

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PA REGULAR SALARIES

411000 Perm Full Time

10550110	411000	Perm Full Time	281,644	0	281,644	65,548.49	.00	216,095.51	23.3%
10550121	411000	Perm Full Time	212,905	0	212,905	47,718.98	.00	165,186.02	22.4%
10550122	411000	Perm Full Time	10,114	0	10,114	1,335.75	.00	8,778.25	13.2%
10550130	411000	Perm Full Time	0	0	0	.00	.00	.00	.0%
10550140	411000	Perm Full Time	370,460	0	370,460	85,816.63	.00	284,643.37	23.2%
10550150	411000	Perm Full Time	1,205,878	0	1,205,878	280,775.68	.00	925,102.32	23.3%
10550151	411000	Perm Full Time	0	0	0	.00	.00	.00	.0%
10550152	411000	Perm Full Time	0	0	0	.00	.00	.00	.0%
10550159	411000	Perm Full Time	53,009	0	53,009	10,722.88	.00	42,286.12	20.2%
10550160	411000	Perm Full Time	364,115	0	364,115	84,313.11	.00	279,801.89	23.2%
10550170	411000	Perm Full Time	0	0	0	.00	.00	.00	.0%

412000 Perm Part Time

10550110	412000	Perm Part Time	0	0	0	.00	.00	14,774.75	31.6%
10550121	412000	Perm Part Time	21,606	0	21,606	6,831.25	.00	33,815.83	23.9%
10550140	412000	Perm Part Time	44,414	0	44,414	10,598.17	.00	186,432.21	24.4%
10550150	412000	Perm Part Time	246,628	0	246,628	60,195.79	.00	.00	.0%
10550151	412000	Perm Part Time	0	0	0	.00	.00	33,196.78	23.6%
10550152	412000	Perm Part Time	43,446	0	43,446	10,249.22	.00	.00	.0%
10550159	412000	Perm Part Time	0	0	0	.00	.00	48,017.99	23.7%
10550160	412000	Perm Part Time	62,973	0	62,973	14,955.01	.00	.00	.0%

413000 Temporary Employees

10550110	413000	Temporary Employee	9,850	0	9,850	2,347.50	.00	7,502.50	23.8%
10550121	413000	Temporary Employee	56,750	0	56,750	12,031.50	.00	44,718.50	21.2%
10550130	413000	Temporary Employee	6,700	0	6,700	2,459.14	.00	4,240.86	36.7%
10550140	413000	Temporary Employee	13,900	0	13,900	4,734.70	.00	9,165.30	34.1%
10550150	413000	Temporary Employee	340,600	0	340,600	80,608.14	.00	259,991.86	23.7%
10550151	413000	Temporary Employee	6,800	0	6,800	1,937.00	.00	4,863.00	28.5%
10550152	413000	Temporary Employee	0	0	0	.00	.00	.00	.0%
10550159	413000	Temporary Employee	16,500	0	16,500	2,606.50	.00	13,893.50	15.8%
10550160	413000	Temporary Employee	41,250	0	41,250	7,438.36	.00	33,811.64	18.0%
10550210	413000	Temporary Employee	0	0	0	.00	.00	.00	.0%

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ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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PB OTHER SALARIES

414100 Overtime Wages

10550110	414100	Overtime Wages	1,619	0	1,619	871.92	.00	747.08	53.9%
10550121	414100	Overtime Wages	3,801	0	3,801	1,061.14	.00	2,739.86	27.9%
10550130	414100	Overtime Wages	0	0	0	.00	.00	.00	.0%
10550140	414100	Overtime Wages	9,425	0	9,425	2,024.43	.00	7,400.57	21.5%
10550150	414100	Overtime Wages	41,779	0	41,779	7,254.49	.00	34,524.51	17.4%
10550151	414100	Overtime Wages	0	0	0	.00	.00	.00	.0%
10550152	414100	Overtime Wages	0	0	0	417.76	.00	-417.76	100.0%*
10550159	414100	Overtime Wages	0	0	0	370.88	.00	-370.88	100.0%*
10550160	414100	Overtime Wages	10,405	0	10,405	2,041.64	.00	8,363.36	19.6%

414200 FLSA Overtime Wages

10550110	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550121	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550130	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550140	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550150	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550151	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550152	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550159	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%
10550160	414200	FLSA Overtime Wage	0	0	0	.00	.00	.00	.0%

414300 Term-Vacation Pay

10550110	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550121	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550130	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550140	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550150	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550151	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550152	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550159	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%
10550160	414300	Term-Vacation Pay	0	0	0	.00	.00	.00	.0%

414400 Term-Sick Leave

10550110	414400	Term-Sick Leave	0	0	0	.00	.00	.00	.0%
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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550140 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
10550150 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
10550151 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
10550152 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
10550159 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
10550160 414400 Term-Sick Leave	0	0	0	.00	.00	.00	.0%
414500 Longevity Pay							
10550110 414500 Longevity Pay	1,550	0	1,550	.00	.00	1,550.00	.0%
10550121 414500 Longevity Pay	2,050	0	2,050	.00	.00	2,050.00	.0%
10550122 414500 Longevity Pay	0	0	0	.00	.00	.00	.0%
10550130 414500 Longevity Pay	0	0	0	.00	.00	.00	.0%
10550140 414500 Longevity Pay	2,269	0	2,269	.00	.00	2,269.00	.0%
10550150 414500 Longevity Pay	10,888	0	10,888	.00	.00	10,888.00	.0%
10550151 414500 Longevity Pay	0	0	0	.00	.00	.00	.0%
10550152 414500 Longevity Pay	375	0	375	.00	.00	375.00	.0%
10550159 414500 Longevity Pay	0	0	0	.00	.00	.00	.0%
10550160 414500 Longevity Pay	4,663	0	4,663	.00	.00	4,663.00	.0%
PC GROUP INSURANCE							
421100 Health Insurance							
10550110 421100 Health Insurance	15,153	0	15,153	3,852.18	.00	11,300.82	25.4%
10550121 421100 Health Insurance	53,579	0	53,579	14,536.05	.00	39,042.95	27.1%
10550122 421100 Health Insurance	1,263	0	1,263	657.68	.00	605.32	52.1%
10550130 421100 Health Insurance	0	0	0	.00	.00	.00	.0%
10550140 421100 Health Insurance	68,677	0	68,677	17,579.88	.00	51,097.12	25.6%
10550150 421100 Health Insurance	258,632	0	258,632	62,801.52	.00	195,830.48	24.3%
10550151 421100 Health Insurance	0	0	0	.00	.00	.00	.0%
10550152 421100 Health Insurance	0	0	0	.00	.00	.00	.0%
10550159 421100 Health Insurance	16,597	0	16,597	1,284.06	.00	15,312.94	7.7%
10550160 421100 Health Insurance	72,987	0	72,987	17,615.46	.00	55,371.54	24.1%
10550170 421100 Health Insurance	0	0	0	.00	.00	.00	.0%
421200 Dental Insurance							
10550110 421200 Dental Insurance	1,173	0	1,173	289.26	.00	883.74	24.7%

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10550121 421200 Dental Insurance	1,736	0	1,736	385.70	.00	1,350.30	22.2%
10550122 421200 Dental Insurance	98	0	98	16.08	.00	81.92	16.4%
10550130 421200 Dental Insurance	0	0	0	.00	.00	.00	.0%
10550140 421200 Dental Insurance	1,857	0	1,857	554.46	.00	1,302.54	29.9%
10550150 421200 Dental Insurance	8,006	0	8,006	1,956.54	.00	6,049.46	24.4%
10550151 421200 Dental Insurance	0	0	0	.00	.00	.00	.0%
10550152 421200 Dental Insurance	0	0	0	.00	.00	.00	.0%
10550159 421200 Dental Insurance	391	0	391	96.42	.00	294.58	24.7%
10550160 421200 Dental Insurance	2,249	0	2,249	554.52	.00	1,694.48	24.7%
10550170 421200 Dental Insurance	0	0	0	.00	.00	.00	.0%
421250 Insurance - Imputed							
10550150 421250 Insurance - Impute	0	0	0	.00	.00	.00	.0%
421300 Life Insurance							
10550110 421300 Life Insurance	685	0	685	170.22	.00	514.78	24.8%
10550121 421300 Life Insurance	539	0	539	117.69	.00	421.31	21.8%
10550122 421300 Life Insurance	23	0	23	.00	.00	23.00	.0%
10550130 421300 Life Insurance	0	0	0	.00	.00	.00	.0%
10550140 421300 Life Insurance	933	0	933	230.61	.00	702.39	24.7%
10550150 421300 Life Insurance	3,291	0	3,291	817.14	.00	2,473.86	24.8%
10550151 421300 Life Insurance	0	0	0	.00	.00	.00	.0%
10550152 421300 Life Insurance	96	0	96	23.76	.00	72.24	24.8%
10550159 421300 Life Insurance	117	0	117	25.38	.00	91.62	21.7%
10550160 421300 Life Insurance	963	0	963	237.63	.00	725.37	24.7%
10550170 421300 Life Insurance	0	0	0	.00	.00	.00	.0%
421350 Group Life - Imputed							
10550110 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
10550121 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
10550140 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
10550150 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
10550159 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
10550160 421350 Group Life - Imput	0	0	0	.00	.00	.00	.0%
421400 Disability Insurance							
10550110 421400 Disability Insuran	1,213	0	1,213	301.80	.00	911.20	24.9%

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10550121 421400 Disability Insuran	917	0	917	216.50	.00	700.50	23.6%
10550122 421400 Disability Insuran	44	0	44	6.36	.00	37.64	14.5%
10550130 421400 Disability Insuran	0	0	0	.00	.00	.00	.0%
10550140 421400 Disability Insuran	1,635	0	1,635	406.77	.00	1,228.23	24.9%
10550150 421400 Disability Insuran	5,006	0	5,006	1,281.75	.00	3,724.25	25.6%
10550151 421400 Disability Insuran	0	0	0	.00	.00	.00	.0%
10550152 421400 Disability Insuran	187	0	187	46.71	.00	140.29	25.0%
10550159 421400 Disability Insuran	228	0	228	50.09	.00	177.91	22.0%
10550160 421400 Disability Insuran	1,695	0	1,695	421.11	.00	1,273.89	24.8%
10550170 421400 Disability Insuran	0	0	0	.00	.00	.00	.0%
421500 Unemployment Compensation							
10550121 421500 Unemployment Compe	1,000	0	1,000	.00	.00	1,000.00	.0%
10550140 421500 Unemployment Compe	0	0	0	.00	.00	.00	.0%
10550150 421500 Unemployment Compe	0	0	0	.00	.00	.00	.0%
10550160 421500 Unemployment Compe	0	0	0	.00	.00	.00	.0%
PD SOCIAL SEC CONTRIB							
422100 FICA							
10550110 422100 FICA	20,760	0	20,760	5,249.64	.00	15,510.36	25.3%
10550121 422100 FICA	22,441	0	22,441	4,967.94	.00	17,473.06	22.1%
10550122 422100 FICA	775	0	775	102.20	.00	672.80	13.2%
10550130 422100 FICA	512	0	512	188.13	.00	323.87	36.7%
10550140 422100 FICA	32,865	0	32,865	7,453.23	.00	25,411.77	22.7%
10550150 422100 FICA	137,271	0	137,271	31,939.94	.00	105,331.06	23.3%
10550151 422100 FICA	520	0	520	148.19	.00	371.81	28.5%
10550152 422100 FICA	3,353	0	3,353	816.02	.00	2,536.98	24.3%
10550159 422100 FICA	5,176	0	5,176	1,037.41	.00	4,138.59	20.0%
10550160 422100 FICA	36,224	0	36,224	8,014.06	.00	28,209.94	22.1%
10550170 422100 FICA	0	0	0	.00	.00	.00	.0%
10550210 422100 FICA	0	0	0	.00	.00	.00	.0%
PE RETIREMENT CONTRIB							
423100 IPERS							
10550110 423100 IPERS	26,287	0	26,287	5,931.39	.00	20,356.00	22.6%

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E	RETIREMENT CONTRIB	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550121	423100 IPERS	26,389	0	26,389	6,040.53	.00	20,348.47	22.9%
10550122	423100 IPERS	904	0	904	119.29	.00	784.71	13.2%
10550130	423100 IPERS	580	0	580	.00	.00	580.45	.0%
10550140	423100 IPERS	39,301	0	39,301	9,105.37	.00	30,195.83	23.2%
10550150	423100 IPERS	163,961	0	163,961	36,161.76	.00	127,799.24	22.1%
10550151	423100 IPERS	589	0	589	172.97	.00	416.41	29.3%
10550152	423100 IPERS	3,914	0	3,914	952.57	.00	2,961.43	24.3%
10550159	423100 IPERS	6,166	0	6,166	1,223.46	.00	4,942.54	19.8%
10550160	423100 IPERS	43,070	0	43,070	9,535.89	.00	33,534.11	22.1%
10550170	423100 IPERS	0	0	0	.00	.00	.00	.0%
10550210	423100 IPERS	0	0	0	.00	.00	.00	.0%
QA OFFICIAL/ADMIN SVCS								
431020 Court Costs & Services								
10550122	431020 Court Costs & Serv	0	0	0	.00	.00	.00	.0%
QB PROFESSIONAL SVCS								
432030 Financial Services & Charges								
10550110	432030 Financial Services	8,114	0	8,114	1,125.42	.00	6,988.58	13.9%
432060 Consultant Services								
10550110	432060 Consultant Service	0	0	0	.00	.00	.00	.0%
10550140	432060 Consultant Service	12,000	0	12,000	2,808.00	.00	9,192.00	23.4%
10550150	432060 Consultant Service	0	0	0	.00	.00	.00	.0%
432080 Other Professional Services								
10550110	432080 Other Professional	6,000	0	6,000	641.30	.00	5,358.70	10.7%
10550150	432080 Other Professional	0	0	0	.00	.00	.00	.0%
10550151	432080 Other Professional	2,500	0	2,500	125.00	.00	2,375.00	5.0%
10550152	432080 Other Professional	4,500	0	4,500	2,711.78	.00	1,788.22	60.3%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550159 432080 Other Professional	1,200	0	1,200	.00	.00	1,200.00	.0%
10550160 432080 Other Professional	0	0	0	.00	.00	.00	.0%
432090 Engineering Services							
10550121 432090 Engineering Servic	0	0	0	.00	.00	.00	.0%
QC HEALTH CARE SERVICES							
434013 Medical Service							
10550110 434013 Medical Service	0	0	0	.00	.00	.00	.0%
OD DATA AND COMM SVCS							
435010 Data Processing							
10550150 435010 Data Processing	0	0	0	.00	.00	.00	.0%
10550151 435010 Data Processing	0	0	0	.00	.00	.00	.0%
10550152 435010 Data Processing	0	0	0	.00	.00	.00	.0%
10550159 435010 Data Processing	0	0	0	.00	.00	.00	.0%
10550160 435010 Data Processing	34,700	0	34,700	3,248.68	.00	31,451.32	9.4%
435054 Outside Mail Processing							
10550110 435054 Outside Mail Proce	0	0	0	.00	.00	.00	.0%
435055 Postage and Stamps							
10550110 435055 Postage and Stamps	31,777	0	31,777	225.00	.00	31,552.00	.7%
10550159 435055 Postage and Stamps	0	0	0	.00	.00	.00	.0%
435057 Couriers							
10550110 435057 Couriers	310	0	310	.00	.00	310.00	.0%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
435058 Bulk Mailing							
10550110 435058 Bulk Mailing	0	0	14,053	.00	.00	14,053.00	.0%
10550159 435058 Bulk Mailing	14,053	0	14,053	.00	.00	14,053.00	.0%
435059 Advertising							
10550110 435059 Advertising	3,219	0	3,219	.00	.00	3,219.00	.0%
10550130 435059 Advertising	0	0	0	.00	.00	.00	.0%
10550150 435059 Advertising	0	0	0	.00	.00	.00	.0%
10550151 435059 Advertising	0	0	0	.00	.00	.00	.0%
10550152 435059 Advertising	0	0	0	.00	.00	.00	.0%
10550159 435059 Advertising	6,523	0	6,523	1,093.00	.00	5,430.00	16.8%
10550170 435059 Advertising	0	0	0	.00	.00	.00	.0%
435060 Legal Publications							
10550122 435060 Legal Publications	0	0	0	.00	.00	.00	.0%
OE TRAVEL & TRAINING							
436030 Transportation							
10550110 436030 Transportation	3,000	0	3,000	171.29	.00	2,828.71	5.7%
436050 Registration							
10550110 436050 Registration	5,000	0	5,000	1,613.00	.00	3,387.00	32.3%
10550140 436050 Registration	0	0	0	.00	.00	.00	.0%
10550150 436050 Registration	0	0	0	.00	.00	.00	.0%
10550151 436050 Registration	0	0	0	.00	.00	.00	.0%
10550152 436050 Registration	0	0	0	.00	.00	.00	.0%
10550159 436050 Registration	0	0	0	.00	.00	.00	.0%
436060 Lodging							
10550110 436060 Lodging	3,000	0	3,000	941.06	.00	2,058.94	31.4%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
436070 Miscellaneous Travel Expense							
10550110 436070 Miscellaneous Trav	0	0	0	.00	.00	.00	.0%
436080 Meals							
10550110 436080 Meals	750	0	750	637.00	.00	113.00	84.9%
10550140 436080 Meals	0	0	0	.00	.00	.00	.0%
436090 Certifications							
10550110 436090 Certifications	0	0	0	8.00	.00	-8.00	100.0%*
OG UTILITY SERVICES							
438030 Electricity							
10550121 438030 Electricity	110,338	0	110,338	35,788.47	.00	74,549.53	32.4%
438050 Landfill Use							
10550121 438050 Landfill Use	0	0	0	.00	.00	.00	.0%
438070 Heating Fuel/Gas							
10550121 438070 Heating Fuel/Gas	16,320	0	16,320	2,168.77	.00	14,151.23	13.3%
10550122 438070 Heating Fuel/Gas	0	0	0	.00	.00	.00	.0%
438100 Refuse Collection Charges							
10550121 438100 Refuse Collection	1,350	0	1,350	720.00	.00	630.00	53.3%
438120 Long Distance Service							
10550110 438120 Long Distance Serv	456	0	456	104.50	.00	351.50	22.9%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
438130 Cell Phone Service							
10550110 438130 Cell Phone Service	2,655	0	2,655	671.60	.00	1,983.40	25.3%
10550159 438130 Cell Phone Service	3,600	0	3,600	.00	.00	3,600.00	.0%
10550170 438130 Cell Phone Service	0	0	0	.00	.00	.00	.0%
438140 Internet Fees							
10550110 438140 Internet Fees	0	0	0	.00	.00	.00	.0%
10550140 438140 Internet Fees	16,110	0	16,110	6,457.04	.00	9,652.96	40.1%
01 BUILDING R&M SVCS							
442010 Other Building R&M Services							
10550110 442010 Other Building R&M	0	0	0	.00	.00	.00	.0%
10550121 442010 Other Building R&M	53,000	0	53,000	11,773.26	.00	41,226.74	22.2%
10550122 442010 Other Building R&M	0	0	0	306.45	.00	-306.45	100.0%*
10550159 442010 Other Building R&M	0	0	0	.00	.00	.00	.0%
10550170 442010 Other Building R&M	0	0	0	.00	.00	.00	.0%
442020 Structure R&M Services							
10550110 442020 Structure R&M Serv	0	0	0	.00	.00	.00	.0%
10550121 442020 Structure R&M Serv	5,295	0	5,295	325.00	.00	4,970.00	6.1%
10550122 442020 Structure R&M Serv	1,854	0	1,854	150.00	.00	1,704.00	8.1%
442030 Heating & Cooling R&M Services							
10550121 442030 Heating & Cooling	14,190	0	14,190	.00	.00	14,190.00	.0%
10550122 442030 Heating & Cooling	0	0	0	.00	.00	.00	.0%
442040 Cooling Equipment R&M Services							
10550121 442040 Cooling Equipment	0	0	0	11,000.62	.00	-11,000.62	100.0%*

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550122 442040 Cooling Equipment	0	0	0	.00	.00	.00	.0%
442050 Furnishing R&M Services							
10550121 442050 Furnishing R&M Ser	425	0	425	.00	.00	425.00	.0%
442060 Electrical & Plumbing R&M Svc							
10550121 442060 Electrical & Plumb	7,000	0	7,000	.00	.00	7,000.00	.0%
10550122 442060 Electrical & Plumb	0	0	0	.00	.00	.00	.0%
10550159 442060 Electrical & Plumb	0	0	0	.00	.00	.00	.0%
10550170 442060 Electrical & Plumb	0	0	0	.00	.00	.00	.0%
QJ EQUIPMENT R&M SVCS							
443020 Office Equipment R&M Services							
10550110 443020 Office Equipment R	2,645	0	2,645	88.50	.00	2,556.50	3.3%
10550140 443020 Office Equipment R	0	0	0	.00	.00	.00	.0%
10550150 443020 Office Equipment R	0	0	0	.00	.00	.00	.0%
10550151 443020 Office Equipment R	0	0	0	.00	.00	.00	.0%
10550152 443020 Office Equipment R	0	0	0	.00	.00	.00	.0%
10550159 443020 Office Equipment R	0	0	0	.00	.00	.00	.0%
443060 Telecom Equip R&M Services							
10550110 443060 Telecom Equip R&M	0	0	0	.00	.00	.00	.0%
443080 Other Equipment R&M Services							
10550110 443080 Other Equipment R&	0	0	0	.00	.00	.00	.0%
10550121 443080 Other Equipment R&	0	0	0	.00	.00	.00	.0%
OK IT EQUIP R&M SVCS							
444030 Printer R&M Services							
10550140 444030 Printer R&M Servic	0	0	0	.00	.00	.00	.0%

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IT EQUIP R&M SVCS	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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444080 Software R&M Services

10550121 444080 Software R&M Servi	0	0	0	87,538.15	.00	64,422.85	57.6%
10550140 444080 Software R&M Servi	116,961	35,000	151,961	.00	.00	.00	.0%
10550160 444080 Software R&M Servi	0	0	0	.00	.00	.00	.0%

444100 Hardware R&M Services

10550140 444100 Hardware R&M Servi	18,402	0	18,402	1,495.00	.00	16,907.00	8.1%
10550159 444100 Hardware R&M Servi	1,200	0	1,200	.00	.00	1,200.00	.0%
10550170 444100 Hardware R&M Servi	0	0	0	.00	.00	.00	.0%

OL OPERATING SERVICES

445030 Nursery Svc-Lawn & Plant Care

10550121 445030 Nursery Svc-Lawn	864	0	864	134.00	.00	730.00	15.5%
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445140 Outside Printing

10550110 445140 Outside Printing	9,000	0	9,000	8.99	.00	8,991.01	.1%
10550121 445140 Outside Printing	533	0	533	172.55	.00	360.45	32.4%
10550130 445140 Outside Printing	0	0	0	.00	.00	.00	.0%
10550150 445140 Outside Printing	0	0	0	.00	.00	.00	.0%
10550151 445140 Outside Printing	1,378	0	1,378	73.74	.00	1,304.26	5.4%
10550152 445140 Outside Printing	3,094	0	3,094	2,022.33	.00	1,071.67	65.4%
10550159 445140 Outside Printing	16,209	0	16,209	12,150.30	.00	4,058.70	75.0%
10550160 445140 Outside Printing	1,834	0	1,834	267.00	.00	1,567.00	14.6%

445250 Inter-Library Loans

10550150 445250 Inter-Library Loan	0	0	0	.00	.00	.00	.0%
10550151 445250 Inter-Library Loan	173	0	173	49.95	.00	123.05	28.9%
10550152 445250 Inter-Library Loan	0	0	0	.00	.00	.00	.0%
10550159 445250 Inter-Library Loan	0	0	0	.00	.00	.00	.0%

445270 Library Material R&M Services

10550160 445270 Library Material R	800	0	800	80.42	.00	719.58	10.1%
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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
445290 Book Binding							
10550160 445290 Book Binding	2,679	0	2,679	445.45	.00	2,233.55	16.6%
445330 Other Waste Disposal							
10550110 445330 Other Waste Dispos	0	0	0	.00	.00	.00	.0%
10550121 445330 Other Waste Dispos	700	0	700	.00	.00	700.00	.0%
QM INTRA-CITY SERVICES							
446010 Administrative Services							
10550110 446010 Administrative Ser	0	0	0	.00	.00	.00	.0%
446120 ITS-Server/Storage Chgbk							
10550121 446120 ITS-Server/Storage	0	0	0	.00	.00	.00	.0%
10550122 446120 ITS-Server/Storage	0	0	0	.00	.00	.00	.0%
10550152 446120 ITS-Server/Storage	0	0	0	.00	.00	.00	.0%
10550160 446120 ITS-Server/Storage	0	0	0	.00	.00	.00	.0%
446130 ITS-PC/Peripheral/Tablet S/R							
10550110 446130 ITS-PC/Peripheral/	0	0	0	.00	.00	.00	.0%
446150 ITS-Application Dvlp Fee Chgbk							
10550110 446150 ITS-Application Dv	0	0	0	.00	.00	.00	.0%
10550140 446150 ITS-Application Dv	0	0	0	.00	.00	.00	.0%
446160 ITS-Infrastructure Fee							
10550110 446160 ITS-Infrastructure	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
446190 ITS-Software SAAS Chgbk							
10550121 446190 ITS-Software SAAS	0	0	0	.00	.00	.00	.0%
10550122 446190 ITS-Software SAAS	0	0	0	.00	.00	.00	.0%
10550152 446190 ITS-Software SAAS	0	0	0	.00	.00	.00	.0%
10550160 446190 ITS-Software SAAS	0	0	0	.00	.00	.00	.0%
446280 Telecom Move/Add/Change Chgbk							
10550140 446280 Telecom Move/Add/C	0	0	0	.00	.00	.00	.0%
446300 Phone Equipment/Line Chgbk							
10550110 446300 Phone Equipment/Li	26,772	0	26,772	6,658.50	.00	20,113.50	24.9%
446320 Mail Chargeback							
10550110 446320 Mail Chargeback	716	0	716	.00	.00	716.00	.0%
446340 Radio Maintenance Chgbk							
10550121 446340 Radio Maintenance	0	0	0	143.17	.00	-143.17	100.0%*
446350 City Vehicle Replacement Chgbk							
10550110 446350 City Vehicle Repla	0	0	0	.00	.00	.00	.0%
10550121 446350 City Vehicle Repla	5,860	0	5,860	898.54	.00	4,961.46	15.3%
10550159 446350 City Vehicle Repla	0	0	0	3,933.02	.00	-3,933.02	100.0%*
446360 City Vehicle Rental Chargeback							
10550110 446360 City Vehicle Renta	0	0	0	.00	.00	.00	.0%
10550121 446360 City Vehicle Renta	4,966	0	4,966	980.28	.00	3,985.72	19.7%
10550159 446360 City Vehicle Renta	0	0	0	621.60	.00	-621.60	100.0%*
10550170 446360 City Vehicle Renta	0	0	0	.00	.00	.00	.0%
446370 Fuel Chargeback							
10550159 446370 Fuel Chargeback	7,000	0	7,000	334.79	.00	6,665.21	4.8%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550170 446370 Fuel Chargeback	0	0	0	.00	.00	.00	.0%
446380 Vehicle R&M Chargeback							
10550110 446380 Vehicle R&M Charge	0	0	0	27.53	.00	-27.53	100.0%*
10550159 446380 Vehicle R&M Charge	7,000	0	7,000	1,224.08	.00	5,775.92	17.5%
10550170 446380 Vehicle R&M Charge	0	0	0	.00	.00	.00	.0%
ON AID TO AGENCIES							
448030 Community Events Funding							
10550150 448030 Community Events F	0	0	0	.00	.00	.00	.0%
10550151 448030 Community Events F	0	0	0	.00	.00	.00	.0%
10550152 448030 Community Events F	0	0	0	.00	.00	.00	.0%
10550159 448030 Community Events F	200	0	200	200.00	.00	.00	100.0%
OO MISC SVCS & CHARGES							
449030 Property Tax							
10550122 449030 Property Tax	0	0	0	.00	.00	.00	.0%
449055 Permitting Fees							
10550121 449055 Permitting Fees	350	0	350	.00	.00	350.00	.0%
10550122 449055 Permitting Fees	175	0	175	.00	.00	175.00	.0%
449060 Dues & Memberships							
10550110 449060 Dues & Memberships	4,134	0	4,134	710.00	.00	3,424.00	17.2%
10550140 449060 Dues & Memberships	0	0	0	.00	.00	.00	.0%
449090 Land & Building Rental							
10550150 449090 Land & Building Re	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550151 449090 Land & Building Re	0	0	0	.00	.00	.00	.0%
10550152 449090 Land & Building Re	0	0	0	.00	.00	.00	.0%
10550159 449090 Land & Building Re	361	0	361	.00	.00	361.00	.0%
449100 Vehicle Rental							
10550150 449100 Vehicle Rental	0	0	0	.00	.00	.00	.0%
10550151 449100 Vehicle Rental	0	0	0	.00	.00	.00	.0%
10550152 449100 Vehicle Rental	0	0	0	.00	.00	.00	.0%
10550159 449100 Vehicle Rental	0	0	0	.00	.00	.00	.0%
449120 Equipment Rental							
10550110 449120 Equipment Rental	0	0	0	807.28	.00	-807.28	100.0%*
10550121 449120 Equipment Rental	0	0	0	.00	.00	.00	.0%
449140 Tools Rental							
10550150 449140 Tools Rental	0	0	0	.00	.00	.00	.0%
10550151 449140 Tools Rental	0	0	0	.00	.00	.00	.0%
10550152 449140 Tools Rental	0	0	0	.00	.00	.00	.0%
10550159 449140 Tools Rental	0	0	0	.00	.00	.00	.0%
449160 Other Rentals							
10550110 449160 Other Rentals	3,327	0	3,327	.00	.00	3,327.00	.0%
10550121 449160 Other Rentals	3,352	0	3,352	993.84	.00	2,358.16	29.6%
10550122 449160 Other Rentals	916	0	916	.00	.00	916.00	.0%
10550150 449160 Other Rentals	0	0	0	.00	.00	.00	.0%
10550151 449160 Other Rentals	0	0	0	.00	.00	.00	.0%
10550152 449160 Other Rentals	0	0	0	.00	.00	.00	.0%
10550159 449160 Other Rentals	0	0	0	.00	.00	.00	.0%
449260 Parking							
10550110 449260 Parking	3,342	0	3,342	1,747.50	.00	1,594.50	52.3%
449280 Misc Services & Charges							
10550110 449280 Misc Services & Ch	400	0	400	350.00	.00	50.00	87.5%

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LIBRARY Expenditures: July 1, 2017 to September 30, 2017

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550121 449280 Misc Services & Ch	4,908	0	4,908	20.00	.00	4,888.00	.4%
10550150 449280 Misc Services & Ch	0	0	0	.00	.00	.00	.0%
10550151 449280 Misc Services & Ch	1,240	0	1,240	1,440.44	.00	-200.44	116.2%*
10550152 449280 Misc Services & Ch	0	0	0	.00	.00	.00	.0%
10550159 449280 Misc Services & Ch	10,100	0	10,100	.00	.00	10,100.00	.0%
10550170 449280 Misc Services & Ch	0	0	0	.00	.00	.00	.0%
449350 Meals (non-travel)							
10550110 449350 Meals (non-travel)	0	0	0	.00	.00	.00	.0%
RA GENERAL SUPPLIES							
452010 Office Supplies							
10550110 452010 Office Supplies	1,992	0	1,992	431.32	.00	1,560.68	21.7%
10550130 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550140 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550150 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550151 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550152 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550159 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
10550160 452010 Office Supplies	0	0	0	.00	.00	.00	.0%
452030 Minor Office Equip/Furniture							
10550110 452030 Minor Office Equip	0	0	0	.00	.00	.00	.0%
10550121 452030 Minor Office Equip	9,000	0	9,000	.00	.00	9,000.00	.0%
10550140 452030 Minor Office Equip	0	0	0	.00	.00	.00	.0%
452040 Sanitation & Indust Supplies							
10550121 452040 Sanitation & Indust	20,147	0	20,147	3,578.91	.00	16,568.09	17.8%
452050 Photo Supplies & Equipment							
10550121 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550140 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%
10550150 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%
10550151 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%
10550152 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%
10550159 452050 Photo Supplies & E	0	0	0	.00	.00	.00	.0%
10550160 452050 Photo Supplies & E	707	0	707	175.70	.00	531.30	24.9%
RB COMMUNICATION SUPP							
453030 Telecom Equipment Supplies							
10550140 453030 Telecom Equipment	0	0	0	.00	.00	.00	.0%
RC BOOKS & PERIODICALS							
454020 Subscriptions							
10550150 454020 Subscriptions	0	0	0	.00	.00	.00	.0%
10550151 454020 Subscriptions	0	0	0	.00	.00	.00	.0%
10550152 454020 Subscriptions	0	0	0	.00	.00	.00	.0%
10550159 454020 Subscriptions	495	0	495	528.00	.00	-33.00	106.7%*
RD COMP & PRINT SUPP							
455010 Printing & Graphic Supplies							
10550110 455010 Printing & Graphic	250	0	250	.00	.00	250.00	.0%
10550140 455010 Printing & Graphic	2,156	0	2,156	1,919.29	.00	236.71	89.0%
10550150 455010 Printing & Graphic	0	0	0	.00	.00	.00	.0%
10550151 455010 Printing & Graphic	0	0	0	.00	.00	.00	.0%
10550152 455010 Printing & Graphic	0	0	0	.00	.00	.00	.0%
10550159 455010 Printing & Graphic	153	0	153	.00	.00	153.00	.0%
455080 ITS-Data Storage Media							
10550140 455080 ITS-Data Storage M	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
455090 Paper							
10550110 455090 Paper	1,636	0	1,636	294.06	.00	1,341.94	18.0%
10550140 455090 Paper	0	0	0	.00	.00	.00	.0%
10550150 455090 Paper	0	0	0	.00	.00	.00	.0%
10550151 455090 Paper	0	0	0	.00	.00	.00	.0%
10550152 455090 Paper	0	0	0	22.40	.00	-22.40	100.0%*
10550159 455090 Paper	1,231	0	1,231	.00	.00	1,231.00	.0%
455110 Software							
10550140 455110 Software	4,749	0	4,749	47.96	.00	4,701.04	1.0%
455120 Misc Computer Hardware							
10550110 455120 Misc Computer Hard	0	0	0	.00	.00	.00	.0%
10550140 455120 Misc Computer Hard	40,000	0	40,000	1,891.13	.00	38,108.87	4.7%
RF CHEMS & LAB SUPPLIES							
463040 Water/Sewer Chemicals							
10550121 463040 Water/Sewer Chemic	2,221	0	2,221	.00	.00	2,221.00	.0%
10550122 463040 Water/Sewer Chemic	0	0	0	459.65	.00	-459.65	100.0%*
463100 Ice Control Chemicals							
10550121 463100 Ice Control Chemic	0	0	0	.00	.00	.00	.0%
RH FUELS & LUBRICANTS							
465020 Gasoline							
10550110 465020 Gasoline	0	0	0	.00	.00	.00	.0%

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F	FUELS & LUBRICANTS	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550121	Gasoline	0	0	0	.00	.00	.00	.0%
RI R&M SUPPLIES								
466030	Paint Supplies							
10550121	Paint Supplies	183	0	183	.00	.00	183.00	.0%
466040	Plumbing Supplies							
10550121	Plumbing Supplies	1,688	0	1,688	.00	.00	1,688.00	.0%
466050	Electrical Supplies							
10550121	Electrical Supplie	5,062	0	5,062	1,209.13	.00	3,852.87	23.9%
10550122	Electrical Supplie	0	0	0	.00	.00	.00	.0%
466070	Other Maintenance Supplies							
10550121	Other Maintenance	583	0	583	.00	.00	583.00	.0%
RJ EQUIP R&M SUPPLIES								
467020	Equipment R&M Supplies							
10550121	Equipment R&M Supp	1,037	0	1,037	.00	.00	1,037.00	.0%
10550150	Equipment R&M Supp	0	0	0	.00	.00	.00	.0%
10550151	Equipment R&M Supp	0	0	0	.00	.00	.00	.0%
10550152	Equipment R&M Supp	0	0	0	.00	.00	.00	.0%
10550159	Equipment R&M Supp	0	0	0	.00	.00	.00	.0%
RL OTHER SUPPL & EQUIP								
469110	Misc Processing Supplies							
10550160	Misc Processing Su	25,683	0	25,683	5,254.10	.00	20,428.90	20.5%



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L	OTHER SUPPL & EQUIP	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
469190 Minor Equipment								
10550121	469190 Minor Equipment	896	0	896	3,461.66	.00	-2,565.66	386.3%*
469200 Tools								
10550121	469200 Tools	0	0	0	.00	.00	.00	.0%
469210 First Aid/Safety Supplies								
10550110	469210 First Aid/Safety S	84	0	84	.00	.00	84.00	.0%
10550121	469210 First Aid/Safety S	0	0	0	.00	.00	.00	.0%
469290 Purchases For Resale								
10550110	469290 Purchases For Resa	0	0	0	.00	.00	.00	.0%
10550140	469290 Purchases For Resa	0	0	0	.00	.00	.00	.0%
469320 Miscellaneous Supplies								
10550110	469320 Miscellaneous Supp	2,500	0	2,500	531.40	.00	1,968.60	21.3%
10550121	469320 Miscellaneous Supp	3,300	0	3,300	555.93	.00	2,744.07	16.8%
10550140	469320 Miscellaneous Supp	305	0	305	45.70	.00	259.30	15.0%
10550150	469320 Miscellaneous Supp	0	0	0	.00	.00	.00	.0%
10550151	469320 Miscellaneous Supp	459	0	459	231.11	.00	227.89	50.4%
10550152	469320 Miscellaneous Supp	3,189	0	3,189	228.51	.00	2,960.49	7.2%
10550159	469320 Miscellaneous Supp	3,139	0	3,139	1,318.27	.00	1,820.73	42.0%
10550160	469320 Miscellaneous Supp	0	0	0	58.46	.00	-58.46	100.0%*
469360 Food and Beverages								
10550110	469360 Food and Beverages	2,655	0	2,655	25.83	.00	2,629.17	1.0%
10550150	469360 Food and Beverages	0	0	0	.00	.00	.00	.0%
10550151	469360 Food and Beverages	309	0	309	.00	.00	309.00	.0%
10550152	469360 Food and Beverages	482	0	482	349.11	.00	132.89	72.4%
10550159	469360 Food and Beverages	382	0	382	.00	.00	382.00	.0%
469370 Paper Products								
10550110	469370 Paper Products	316	0	316	.00	.00	316.00	.0%

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ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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10550150	469370	Paper Products	0	0	.00	.00	.00
10550151	469370	Paper Products	539	539	206.00	.00	38.2%
10550152	469370	Paper Products	377	377	50.00	.00	13.3%
10550159	469370	Paper Products	338	338	.00	.00	.0%

472010 Building Improvement

10550121	472010	Building Improve	0	0	.00	.00	.00
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474420 Other Operating Equipment

10550121	474420	Other Operating Eq	0	0	.00	.00	.00
10550140	474420	Other Operating Eq	0	0	.00	.00	.00

476050 Server Hardware

10550140	476050	Server Hardware	0	0	.00	.00	.00
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10550140 476090 Data Communication

476110 Other IT Hardware

SH LIBRARY MATERIALS

477020 Books (Cat/Cir)

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H	LIBRARY MATERIALS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550152	477020 Books (Cat/Cir)	0	0	0	.00	.00	.00	.0%
10550210	477020 Books (Cat/Cir)	103,020	0	103,020	19,885.62	.00	83,134.38	19.3%
10550220	477020 Books (Cat/Cir)	564,550	0	564,550	38,372.22	.00	526,177.78	6.8%
477030	Books (Uncataloged)							
10550210	477030 Books (Uncataloged)	0	0	0	.00	.00	.00	.0%
10550220	477030 Books (Uncataloged)	0	0	0	.00	.00	.00	.0%
477040	Books (Cat/Reference)							
10550210	477040 Books (Cat/Referen	0	0	0	.00	.00	.00	.0%
10550220	477040 Books (Cat/Referen	0	0	0	896.12	.00	-896.12	100.0%*
477060	Other Uncataloged Material							
10550220	477060 Other Uncataloged	0	0	0	.00	.00	.00	.0%
477070	Downloadable-eBooks							
10550210	477070 Downloadable-eBook	0	0	0	144.79	.00	-144.79	100.0%*
10550220	477070 Downloadable-eBook	0	0	0	13,049.05	.00	-13,049.05	100.0%*
477100	Fiction Audio-CD							
10550210	477100 Fiction Audio-CD	0	0	0	181.59	.00	-181.59	100.0%*
10550220	477100 Fiction Audio-CD	0	0	0	2,488.95	.00	-2,488.95	100.0%*
477110	Music-CD							
10550152	477110 Music-CD	0	0	0	.00	.00	.00	.0%
10550210	477110 Music-CD	0	0	0	151.26	.00	-151.26	100.0%*
10550220	477110 Music-CD	0	0	0	1,999.47	.00	-1,999.47	100.0%*
477120	Other Audio-CD							
10550210	477120 Other Audio-CD	0	0	0	96.98	.00	-96.98	100.0%*

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
477150 Art Reproductions							
10550220 477150 Art Reproductions	0	0	0	.00	.00	.00	.0%
477160 Video Recordings							
10550210 477160 Video Recordings	0	0	0	1,705.80	.00	-1,705.80	100.0%*
10550220 477160 Video Recordings	0	0	0	11,544.63	.00	-11,544.63	100.0%*
477190 Puzzles							
10550220 477190 Puzzles	0	0	0	205.99	.00	-205.99	100.0%*
477200 Toys							
10550210 477200 Toys	0	0	0	36.19	.00	-36.19	100.0%*
10550220 477200 Toys	0	0	0	.00	.00	.00	.0%
477210 Non-Fiction Video-DVD							
10550220 477210 Non-Fiction Video-	0	0	0	1,419.94	.00	-1,419.94	100.0%*
477220 Multi-Media/Gaming							
10550210 477220 Multi-Media/Gaming	0	0	0	.00	.00	.00	.0%
10550220 477220 Multi-Media/Gaming	0	0	0	740.82	.00	-740.82	100.0%*
477230 Non-Fiction Audio-CD							
10550210 477230 Non-Fiction Audio-	0	0	0	.00	.00	.00	.0%
10550220 477230 Non-Fiction Audio-	0	0	0	976.41	.00	-976.41	100.0%*
477250 Downloadable Media							
10550210 477250 Downloadable Media	0	0	0	509.10	.00	-509.10	100.0%*

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10550220 477250 Downloadable Media	0	0	0	13,623.91	.00	-13,623.91	100.0%*
477270 Print/Reference-STO							
10550210 477270 Print/Reference-ST	0	0	0	.00	.00	.00	.0%
10550220 477270 Print/Reference-ST	0	0	0	.00	.00	.00	.0%
477290 Microforms-STO							
10550220 477290 Microforms-STO	0	0	0	.00	.00	.00	.0%
477330 Print/Reference Serials							
10550210 477330 Print/Reference Se	0	0	0	5,364.10	.00	-5,364.10	100.0%*
10550220 477330 Print/Reference Se	0	0	0	.00	.00	.00	.0%
477340 Print/Circulating Serials							
10550210 477340 Print/Circulating	0	0	0	597.28	.00	-597.28	100.0%*
10550220 477340 Print/Circulating	0	0	0	6,091.07	.00	-6,091.07	100.0%*
477350 Online Reference							
10550210 477350 Online Reference	0	0	0	6.98	.00	-6.98	100.0%*
10550220 477350 Online Reference	0	0	0	60,345.34	.00	-60,345.34	100.0%*
477380 Library-RFI Tags							
10550160 477380 Library-RFI Tags	0	0	0	.00	.00	.00	.0%
TB OTHER FINANCING USES							
490070 GO Bond Abatement							
10550122 490070 GO Bond Abatement	0	0	0	.00	.00	.00	.0%

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JB	OTHER FINANCING USES	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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490160 Misc Transfers Out

10550110	490160	Misc Transfers Out	62,422	0	62,422	15,605.44	.00	46,816.56	25.0%
		GRAND TOTAL	6,089,460	35,000	6,124,460	1,492,303.25	.00	4,632,157.17	24.4%

** END OF REPORT - Generated by Elyse Miller **



FY18 Output Statistics- Quarterly Report

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Library Services: Provide library facilities, materials, and equipment.							
A. Downtown Building Use							
Total Hours Open	857	0	0	0	857	859	-0.2%
People into the Building	217,526	0	0	0	217,526	223,248	-2.6%
Average Number Per Hour	253.8	0.0	0.0	0.0	253.8	260	-2.4%
Bookmobile Use							
Bookmobile Total Hours Open	249	0	0	0	249	0	0.0%
People on Bookmobile	4,107	0	0	0	4,107	0	0.0%
Average Number per Hour	17	0	0	0	17	0	0.0%
Total Downtown & Bookmobile Hours Open	1,106	0	0	0	1,106	859	28.7%
Total People Downtown & on Bookmobile	221,633	0	0	0	221,633	223,248	-0.7%
Total Average Number per Hour	200	0	0	0	200	260	-22.9%
B. Meeting Rooms							
Number of Non-Library Meetings	418	0	0	0	418	413	1.2%
Estimated Attendance	7,158	0	0	0	7,158	6,199	15.5%
Equipment Set-ups	30	0	0	0	30	30	0.0%
Group Study Room Use	1,392	0	0	0	1,392	1,283	8.5%
Lobby Use	5	0	0	0	5	6	-16.7%
C. Equipment Usage							
Photocopies by Public	6,238	0	0	0	6,238	6,489	-3.9%
Pay for Print Copies	22,836	0	0	0	22,836	22,499	1.5%
% Checkouts by Self-Check	72.7%	0.0%	0.0%	0.0%	72.7%	74.0%	-1.8%
DOT Kiosk Usage	724	0	0	0	724	418	73.2%
D. Downtown Use of Electronic Materials							
Listening/Viewing/Tablets/Laptops Sessions	3,807	0	0	0	3,807	4,414	-13.8%
E. Ride 'N' Read							
Bus Passes Distributed Downtown	1,319	0	0	0	1,319	1,251	5.4%
Lending Services: Lend materials for home, school, and office use.							
A. Circulation Downtown							
(Materials plus equipment; includes eAudio; does not include items circulated in-house.)	323,560	0	0	0	323,560	347,245	-6.8%
Circulation on Bookmobile	7,253	0	0	0	7,253	0	0.0%
Total Circulation Downtown & Bookmobile	330,813	0	0	0	330,813	347,245	-4.7%
Average Total Circulation Downtown & Bookmobile Per Hour	378	0	0	0	378	404	-6.6%
B. Circulation by Type of Material (Includes downloads, does not include mending, lost, etc.)							
Adult Materials	219,532	0	0	0	219,532	232,532	-5.6%
Children's Materials	111,916	0	0	0	111,916	115,700	-3.3%
Percent Children's Non-Print	34.6%	0.0%	0.0%	0.0%	34.6%	33.3%	3.8%
Percent Non-print	113,369	0	0	0	113,369	128,078	-11.5%
Equipment loans	35.0%	0.0%	0.0%	0.0%	35.0%	36.9%	-5.0%
Downloads	203	0	0	0	203	158	28.5%
	32,090	0	0	0	32,090	30,227	6.2%
C. Circulation by Residence of User (Downtown & Bookmobile)							
(Materials plus equipment; includes downloads; does not include items circulated in-house.)	330,813	0	0	0	330,813	347,245	-4.7%
Iowa City							
	248,302	0	0	0	248,302	266,195	-6.7%
Local Contracts							
Hills	726	0	0	0	726	996	-27.1%
Hills as % of All	0.22%	0.0%	0.0%	0.0%	0.22%	0.29%	-23.5%
Johnson County (Rural)	28,248	0	0	0	28,248	27,363	3.2%
Johnson County as % of All	8.54%	0.0%	0.0%	0.0%	8.54%	7.88%	8.4%
Lone Tree	988	0	0	0	988	1,007	-1.9%
Lone Tree as % of All	0.30%	0.00%	0.00%	0.00%	0.30%	0.29%	3.0%
University Heights	4,859	0	0	0	4,859	5,644	-13.9%
University Heights as % of All	1.47%	0.00%	0.00%	0.00%	1.47%	1.63%	-9.6%
Total Local Contracts	34,821	0	0	0	34,821	35,010	-0.5%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
State Contracts - Open Access							
Coralville	17,848	0	0	0	17,848	19,866	-10.2%
Cedar Rapids	888	0	0	0	888	776	14.4%
Other Open Access	23,596	0	0	0	23,596	25,384	-7.0%
Total Open Access	42,332	0	0	0	42,332	46,026	-8.0%
Open Access as % of All	12.8%	0.0%	0.0%	0.0%	12.8%	13.3%	-3.5%
D. InterLibrary Library Loans							
Loaned to Other Libraries	382	0	0	0	382	441	-13.4%
Percent of Requests Filled	32.4%	0.0%	0.0%	0.0%	32.4%	34.0%	-4.6%
Borrowed From Other Libraries	961	0	0	0	961	874	10.0%
Percent of Requests Filled	86.0%	0.0%	0.0%	0.0%	86.0%	83.0%	3.6%
Books/Periodicals/AV Borrowed	955	0	0	0	955	869	9.9%
Photocopy Borrow Requests Filled	6	0	0	0	6	5	20.0%
*New SILO software counts loans after they are closed instead of at the time they are initiated, so May 2017 numbers are low.							
*New SILO software no longer reports all types of unfilled requests, so numbers are lower.							
E. Reserves Placed - Materials							
	44,997	0	0	0	44,997	42,509	5.9%
F. Downloadable Media							
By Area							
Iowa City	26,917	0	0	0	26,917	25,624	5.0%
Hills	147	0	0	0	147	150	-2.0%
Johnson County	4,458	0	0	0	4,458	4,051	10.0%
Lone Tree	82	0	0	0	82	54	51.9%
University Heights	486	0	0	0	486	347	40.1%
Total	32,090	0	0	0	32,090	30,226	6.2%
By Demographic							
Adult	29,789	0	0	0	29,789	27,928	6.7%
Children's	2,301	0	0	0	2,301	2,298	0.1%
Total	32,090	0	0	0	32,090	30,226	6.2%
Number of Items Owned (Cumulative)							
E-Audio Items Available	7,300	0	0	0	7,300	6,246	16.9%
E-Book Items Available	15,620	0	0	0	15,620	14,324	9.0%
E-Music	45	0	0	0	45	84	-46.4%
E-Magazines	139	0	0	0	139	192	-27.6%
Total Items	23,104	0	0	0	23,104	20,846	10.8%
Information Services: Furnish information, reader advisory, and reference assistance.							
A. Reference Questions Answered							
Reference Questions	11,372	0	0	0	11,372	10,880	4.5%
Reference Desk	4,156	0	0	0	4,156	4,389	-5.3%
Help Desk	2,708	0	0	0	2,708	2,129	27.2%
Switchboard	1,744	0	0	0	1,744	1,794	-2.8%
Bookmobile	138	0	0	0	138	0	0.0%
Drop-In Tech Help (Public)	79	0	0	0	79	143	-44.8%
On-Call Tech Help							
Staff	42	0	0	0	42	35	20.0%
Public	87	0	0	0	87	56	55.4%
Total Tech Help Questions	129	0	0	0	129	91	41.8%
Children's Desk							
Reference Questions	2,386	0	0	0	2,386	2,299	3.8%
Request to Pull Books (Community)	32	0	0	0	32	35	-8.6%
Total Children's Questions	2,418	0	0	0	2,418	2,334	3.6%
B. Electronic Access Services							
Computer Services							
Pharos Internet (Downtown in House computer use)	22,573	0	0	0	22,573	22,909	-1.5%
Wifi Internet Use Downtown	351,992	0	0	0	351,992	277,617	26.8%
Bookmobile Wifi Sessions	0	0	0	0	0	0	0.0%
Total Internet Use	374,565	0	0	0	374,565	300,526	24.6%
Website Access							
ICPL Website							
# Pageviews of Homepage	113,864	0	0	0	113,864	113,253	0.5%
# Pageviews of Entire Site (Doesn't include catalog)	236,884	0	0	0	236,884	275,410	-14.0%
# Visits (Does include catalog)	150,133	0	0	0	150,133	150,674	-0.4%
Catalog Access							
# Pageviews for ICPL Catalog	488,725	0	0	0	488,725	705,147	-30.7%
# Pageviews for Overdrive	594,686	0	0	0	594,686	661,118	-10.0%
Total Catalog Access	1,083,411	0	0	0	1,083,411	1,366,265	-20.7%
ICPL Mobile App Use	0	0	0	0	0	0	0.0%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
External Sites							
# Pageviews for Beanstack	13,665	0	0	0	13,665	9,302	46.9%
Total Website Access	1,333,960	0	0	0	1,333,960	1,650,977	-19.2%
Subscription Databases Accessed							
Total In-House	1,297	0	0	0	1,297	1,891	-31.4%
Total Remote	60,103	0	0	0	60,103	50,756	18.4%
TOTAL	61,400	0	0	0	61,400	52,647	16.6%
C. Total Switchboard Calls Received							
Total Library Calls	4,920	0	0	0	4,920	5,229	-5.9%
Other Questions (Directional and account questions, meeting room booking, email added FY16.)	4,818	0	0	0	4,818	4,745	1.5%
Transferred Calls	866	0	0	0	866	918	-5.7%
Pamphlets Distributed Downtown	8,115	0	0	0	8,115	9,055	-10.4%
State/Federal Tax Forms Distributed	- - -	- - -	- - -	0	0	0	0.0%
Alerting Services: Promote awareness of the library and use of its resources.							
A. Publications							
Number of Publications Printed (Jobs)	84	0	0	0	84	81	3.7%
Copies Printed for Public Distribution	110,894	0	0	0	110,894	101,663	9.1%
Number of Online Newsletters Subscribers	1,258	0	0	0	1,258	0	0.0%
Number of Online Newsletter Distribution	6,319	0	0	0	6,319	0	0.0%
C. Displays							
In-House	11	0	0	0	11	12	-8.3%
Other Groups	4	0	0	0	4	8	-50.0%
Off-site locations	0	0	0	0	0	0	0.0%
E. The Library Channel							
Total ICPL Productions	28	0	0	0	28	25	12.0%
Programs Cablecast	2,022	0	0	0	2,022	2,010	0.6%
F. Homepage/ Social Media							
Homepage Banner Posts	12	0	0	0	12	0	0.0%
Homepage Banner Clicks	103	0	0	0	103	0	0.0%
Media Releases Sent	24	0	0	0	24	32	-25.0%
Facebook, Twitter, Pinterest Followers (Cumulative)	12,634	0	0	0	12,634	11,411	10.7%
New Facebook, Twitter, and Pinterest Followers	333	0	0	0	333	432	-22.9%
Outreach Services: Provide library service to people who cannot get to the library building.							
A. At Home Services							
Packages Sent	574	0	0	0	574	562	2.0%
Items Loaned (No renewals)	1,292	0	0	0	1,292	1,096	17.9%
Registered At Home Users (Cumulative)	131	0	0	0	131	136	-3.7%
New Users Enrolled	1	0	0	0	1	5	-80.0%
People Served (Average of monthly count)	47	0	0	0	47	47	0.0%
B. Jail Service							
People Served	292	0	0	0	292	345	-15.4%
Items Loaned (No renewals)	1,077	0	0	0	1,077	1,117	-3.6%
C. Deposit Collections							
Locations (Cumulative)	13	0	0	0	13	13	0.0%
Items Loaned	90	0	0	0	90	90	0.0%
Items Added to Permanent Collections	658	0	0	0	658	103	538.8%
D. Remote Bookdrop Use							
Remote as Percent of All Items Checked In	15.0%	0.0%	0.0%	0.0%	15.0%	15.6%	-3.8%
<i>*Does not include renewals or in-house.</i>							
<i>*The Mormon Trek Book Drop was damaged and no collection occurred at this site between 1/26/17 & 3/8/17.</i>							
E. Holds Notified Using Automated Phone	1,102	0	0	0	1,102	1,239	-11.1%
Group and Community Services: Provide library service to groups, agencies, and organizations.							
A. Adult Programs							
In-House Programs	73	0	0	0	73	63	15.9%
In-House Attendance	1,511	0	0	0	1,511	925	63.4%
Outreach Programs	10	0	0	0	10	9	11.1%
Outreach Attendance	3,453	0	0	0	3,453	563	513.3%
B. Young Adult Programs							
In-House Programs	97	0	0	0	97	103	-5.8%
In-House Attendance	2,934	0	0	0	2,934	2,027	44.7%

	Q1	Q2	Q3	Q4	YTD	Last YTD	% Change
Outreach Programs	3	0	0	0	3	3	0.0%
Outreach Attendance	15	0	0	0	15	16	-6.3%
C. Children's Programs							
In-House Programs	179	0	0	0	179	135	32.6%
In-House Attendance	9,714	0	0	0	9,714	6,811	42.6%
Outreach Programs	46	0	0	0	46	71	-35.2%
Outreach Attendance	1,285	0	0	0	1,285	1,914	-32.9%
D. Library Tours and Classes							
Number	19	0	0	0	19	13	46.2%
Attendance	79	0	0	0	79	86	-8.1%
E. Consulting for Area Groups	1	0	0	0	1	4	-75.0%
Control Services: Maintain library resources through borrower registration, overdue notices, equipment training, and controlling valuable materials.							
A. Library Cards Issued	2,264	0	0	0	2,264	2,245	0.8%
Iowa City	1,786	0	0	0	1,786	1,829	-2.4%
Percent Iowa City	78.9%	0.0%	0.0%	0.0%	78.9%	81.5%	-3.2%
Local Contracts							
Hills	8	0	0	0	8	9	-11.1%
Johnson County (Rural)	102	0	0	0	102	82	24.4%
Lone Tree	4	0	0	0	4	4	0.0%
University Heights	9	0	0	0	9	20	-55.0%
State Contract - Open Access							
Coralville	123	0	0	0	123	109	12.8%
Cedar Rapids	20	0	0	0	20	18	11.1%
Other Open Access	212	0	0	0	212	174	21.8%
Total Open Access	355	0	0	0	355	301	17.9%
Open Access as % of All	15.7%	0.0%	0.0%	0.0%	15.7%	13.4%	17.0%
B. Total Registered Borrowers (Cumulative)	63,944	0	0	0	63,944	65,936	-3.0%
# At Home Users Registered (Cumulative)	131	0	0	0	131	136	-3.7%
C. Overdue Notices							
Items Searched to Verify Claim of Return	96	0	0	0	96	71	35.2%



FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Iowa City									
General Iowa City	222,799	0	0	0	0	0	222,799	237,035	-6.0%
Downloads + Streaming	26,917	0	0	0	0	0	26,917	25,624	5.0%
Temporary	189	0	0	0	0	0	189	163	16.0%
Public schools	0	0	0	0	0	0	0	0	0.0%
Private schools	65	0	0	0	0	0	65	0	0.0%
Preschool/Daycare	548	0	0	0	0	0	548	245	123.7%
Non-profit organizations	14	0	0	0	0	0	14	1	1300.0%
Business	1	0	0	0	0	0	1	4	-75.0%
City departments	74	0	0	0	0	0	74	8	825.0%
State/Federal agencies	0	0	0	0	0	0	0	0	0.0%
University of Iowa departments	0	0	0	0	0	0	0	0	0.0%
At Home	1,288	0	0	0	0	0	1,288	1,227	5.0%
Interlibrary loan	621	0	0	0	0	0	621	669	-7.2%
Deposit collections/Nursing Homes	92	0	0	0	0	0	92	99	-7.1%
Jail patrons	1,077	0	0	0	0	0	1,077	1,120	-3.8%
Total Iowa City	253,685	0	0	0	0	0	253,685	266,195	-4.70%
Local Contracts									
Johnson County									
General	23,786	0	0	0	0	0	23,786	23,294	2.1%
Downloads	4,458	0	0	0	0	0	4,458	4,051	10.0%
Preschool/Daycare	0	0	0	0	0	0	0	0	0.0%
At Home	4	0	0	0	0	0	4	18	-77.8%
Total Johnson County	28,248	0	0	0	0	0	28,248	27,363	3.2%
Hills									
General	579	0	0	0	0	0	579	846	-31.6%
Downloads	147	0	0	0	0	0	147	150	-2.0%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Hills	726	0	0	0	0	0	726	996	-27.1%
Lone Tree									
General	906	0	0	0	0	0	906	953	-4.9%
Downloads	82	0	0	0	0	0	82	54	51.9%
At Home	0	0	0	0	0	0	0	0	0.0%
Total Lone Tree	988	0	0	0	0	0	988	1,007	-1.9%
University Heights									
General	4,373	0	0	0	0	0	4,373	5,297	-17.4%
Downloads	486	0	0	0	0	0	486	347	40.1%
At Home	0	0	0	0	0	0	0	0	0.0%
Total University Heights	4,859	0	0	0	0	0	4,859	5,644	-13.9%
Total Local Contracts	34,821	0	0	0	0	0	34,821	35,010	-0.5%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
State Contract									
Reciprocal/Open Access									
Johnson County Libraries									
Coralville	17,848	0	0	0	0	0	17,848	19,866	-10.2%
North Liberty	8,593	0	0	0	0	0	8,593	9,050	-5.0%
Oxford	196	0	0	0	0	0	196	205	-4.4%
Solon	918	0	0	0	0	0	918	1,083	-15.2%
Swisher	168	0	0	0	0	0	168	116	44.8%
Tiffin	1,227	0	0	0	0	0	1,227	983	24.8%
All Other Libraries									
Ainsworth	62	0	0	0	0	0	62	80	-22.5%
Albia	0	0	0	0	0	0	0	0	0.0%
Altoona	0	0	0	0	0	0	0	0	0.0%
Ames	19	0	0	0	0	0	19	4	375.0%
Anamosa	46	0	0	0	0	0	46	65	-29.2%
Ankeny	134	0	0	0	0	0	134	4	3250.0%
Atkins	4	0	0	0	0	0	4	0	0.0%
Belle Plaine	28	0	0	0	0	0	28	0	0.0%
Bettendorf	38	0	0	0	0	0	38	21	81.0%
Blairtown	7	0	7	0	7	0	7	0	0.0%
Bloomfield	0	0	0	0	0	0	0	0	0.0%
Boone	0	0	0	0	0	0	0	0	0.0%
Brooklyn	10	0	0	0	0	0	10	0	0.0%
Burlington	40	0	0	0	0	0	40	22	81.8%
Carroll	1	0	0	0	0	0	1	0	0.0%
Cascade	41	0	0	0	0	0	41	2	1950.0%
Cedar Falls	74	0	0	0	0	0	74	52	42.3%
Cedar Rapids	888	0	0	0	0	0	888	776	14.4%
Center Point	1	0	0	0	0	0	1	0	0.0%
Central City	0	0	0	0	0	0	0	0	0.0%
Chariton	0	0	0	0	0	0	0	0	0.0%
Charles City	17	0	0	0	0	0	17	0	0.0%
Clarence	0	0	0	0	0	0	0	4	-100.0%
Clinton	0	0	0	0	0	0	0	76	-100.0%
Clive	26	0	0	0	0	0	26	0	0.0%
Columbus Jct	65	0	0	0	0	0	65	140	-53.6%
Conesville	67	0	0	0	0	0	67	158	-57.6%
Cornell College	493	0	0	0	0	0	493	611	-19.3%
Council Bluffs	0	0	0	0	0	0	0	0	0.0%
Crawfordsville	46	0	0	0	0	0	46	65	-29.2%
Dallas Center	0	0	0	0	0	0	0	0	0.0%
Davenport	49	0	0	0	0	0	49	48	2.1%
Decorah	0	0	0	0	0	0	0	0	0.0%
Denison	1	0	0	0	0	0	1	0	0.0%
Des Moines	61	0	0	0	0	0	61	20	205.0%
Donnelson	0	0	0	0	0	0	0	0	0.0%
Dubuque	0	0	0	0	0	0	0	17	-100.0%
Eldon	3	0	0	0	0	0	3	10	-70.0%
Elkader	0	0	0	0	0	0	0	0	0.0%
Ely	78	0	0	0	0	0	78	45	73.3%
Estherville	0	0	0	0	0	0	0	0	0.0%
Fairfax	55	0	0	0	0	0	55	85	-35.3%
Fairfield	790	0	0	0	0	0	790	447	76.7%
Fort Madison	0	0	0	0	0	0	0	0	0.0%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Gilman	0	0	0	0	0	0	0	0	0.0%
Grandview	16	0	0	0	0	0	16	0	0.0%
Grimes	0	0	0	0	0	0	0	11	-100.0%
Grinnell	70	0	0	0	0	0	70	6	1066.7%
Hedrick	0	0	0	0	0	0	0	0	0.0%
Hiawatha	15	0	0	0	0	0	15	40	-62.5%
Independence	0	0	0	0	0	0	0	2	-100.0%
Indianola	0	0	0	0	0	0	0	0	0.0%
Johnston	33	0	0	0	0	0	33	81	-59.3%
Kalona	1,368	0	0	0	0	0	1,368	1,772	-22.8%
Keokuk	0	0	0	0	0	0	0	0	0.0%
Keosauqua	18	0	0	0	0	0	18	3	500.0%
Keota	2	0	0	0	0	0	2	0	0.0%
Letts	1	0	0	0	0	0	1	0	0.0%
Lisbon	180	0	0	0	0	0	180	62	190.3%
Lowden	21	0	0	0	0	0	21	16	31.3%
Manchester	41	0	0	0	0	0	41	9	355.6%
Maquoketa	14	0	0	0	0	0	14	8	75.0%
Marengo	215	0	0	0	0	0	215	381	-43.6%
Marion	76	0	0	0	0	0	76	32	137.5%
Marshalltown	7	0	0	0	0	0	7	3	133.3%
Mason City	4	0	0	0	0	0	4	0	0.0%
Mechanicsville	26	0	0	0	0	0	26	23	13.0%
Mediapolis	15	0	0	0	0	0	15	26	-42.3%
Milford	0	0	0	0	0	0	0	16	-100.0%
Montezuma	76	0	0	0	0	0	76	226	-66.4%
Monticello	1	0	0	0	0	0	1	4	-75.0%
Montrose	2	0	0	0	0	0	2	2	0.0%
Morning Sun	11	0	0	0	0	0	11	5	120.0%
Mount Pleasant	75	0	0	0	0	0	75	102	-26.5%
Muscatine	694	0	0	0	0	0	694	438	58.4%
Nevada	2	0	0	0	0	0	2	0	0.0%
New London	5	0	0	0	0	0	5	3	66.7%
Newton	5	0	0	0	0	0	5	19	-73.7%
North English	278	0	0	0	0	0	278	138	101.4%
Norway	5	0	0	0	0	0	5	0	0.0%
Oelwein	0	0	0	0	0	0	0	0	0.0%
Oskaloosa	45	0	0	0	0	0	45	1	4400.0%
Ottumwa	3	0	0	0	0	0	3	0	0.0%
Pella	0	0	0	0	0	0	0	1	-100.0%
Pleasant Hill	0	0	0	0	0	0	0	0	0.0%
Reinbeck	0	0	0	0	0	0	0	2	-100.0%
Richland	1	0	0	0	0	0	1	0	0.0%
Riverside	529	0	0	0	0	0	529	489	8.2%
Robins	0	0	0	0	0	0	0	0	0.0%
Scott Co (Eldridge)	24	0	0	0	0	0	24	31	-22.6%
Shellsburg	0	0	0	0	0	0	0	0	0.0%
Sigourney	0	0	0	0	0	0	0	0	0.0%
Sioux City	0	0	0	0	0	0	0	0	0.0%
Sioux Rapids	4	0	0	0	0	0	4	0	0.0%
South English	2	0	0	0	0	0	2	12	-83.3%
Spirit Lake	0	0	0	0	0	0	0	9	-100.0%
Springville	19	0	0	0	0	0	19	0	0.0%

FY18 Circulation by Area & Agency

	1ST Q	2ND Q	6 MO	3RD Q	9 MO	4TH Q	YTD	LYTD	% CHG
Tipton	387	0	0	0	0	0	387	460	-15.9%
Traer	0	0	0	0	0	0	0	15	-100.0%
Urbandale	10	0	0	0	0	0	10	0	0.0%
Van Horne	0	0	0	0	0	0	0	1	-100.0%
Victor	55	0	0	0	0	0	55	43	27.9%
Vinton	0	0	0	0	0	0	0	0	0.0%
Wapello	0	0	0	0	0	0	0	0	0.0%
Washington	892	0	0	0	0	0	892	1,181	-24.5%
Waterloo	3	0	0	0	0	0	3	0	0.0%
Waverly	0	0	0	0	0	0	0	1	-100.0%
Wellman	809	0	0	0	0	0	809	946	-14.5%
West Branch	2,195	0	0	0	0	0	2,195	2,366	-7.2%
West Des Moines	0	0	0	0	0	0	0	0	0.0%
West Liberty	1,010	0	0	0	0	0	1,010	1,585	-36.3%
What Cheer	17	0	0	0	0	0	17	0	0.0%
Williamsburg	548	0	0	0	0	0	548	803	-31.8%
Wilton	401	0	0	0	0	0	401	586	-31.6%
Winfield	6	0	0	0	0	0	6	2	200.0%
Winterset	2	0	0	0	0	0	2	0	0.0%
Winthrop	0	0	0	0	0	0	0	9	-100.0%
Zearing	0	0	0	0	0	0	0	0	0.0%
Total Recip/Open Access	42,332	0	7	0	7	0	42,332	46,026	-8.0%
Total Circulation (including E-Downloads, not in-house)	330,813	0	7	0	7	0	330,813	347,245	-4.7%
Percent Iowa City	76.7%	0.0%	0.0%	0.0%	0.0%	0.0%	76.7%	1	0.0%
Percent Hills	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%	0	-26.8%
Percent Johnson County	8.5%	0.0%	0.0%	0.0%	0.0%	0.0%	8.5%	0	8.1%
Percent Lone Tree	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.3%	0	-0.4%
Percent University Heights	1.5%	0.0%	0.0%	0.0%	0.0%	0.0%	1.5%	0	-8.2%
Percent Reciprocal/Open Access	12.8%	0.0%	100.0%	0.0%	100.0%	0.0%	12.8%	0	-3.8%
	100.0%	0.0%	100.0%	0.0%	100.0%	0.0%	100.0%	1	
Iowa City	253,685	0	0	0	0	0	253,685	266,195	-4.7%
Local Contracts	34,821	0	0	0	0	0	34,821	35,010	-0.5%
Open Access	42,332	0	0	0	0	0	42,332	46,026	-8.0%
In-house cards (staff use)	1,673	0	0	0	0	0	1,673	1,909	-12.4%
Undefined	-25	0	0	0	0	0	-25	14	-278.6%
Total Spreadsheet	332,486	0	0	0	0	0	332,486	349,154	



FY18 Circulation by Type & Format

Q1

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult Materials					
General Fiction/Fiction Express	25,055	11.4%	26,688	11.5%	-6.1%
Mystery	8,645	3.9%	8,603	3.7%	0.5%
Science Fiction	4,723	2.2%	4,796	2.1%	-1.5%
Book Club Kits (10 items per kit)	14	0.0%	8	0.0%	75.0%
Young Adult Fiction	5,856	2.7%	6,494	2.8%	-9.8%
Comics	9,296	4.2%	4,762	2.0%	95.2%
Large Print	2,554	1.2%	2,197	0.9%	16.2%
Books in Other Languages	393	0.2%	446	0.2%	-11.9%
Total Fiction	56,536	25.8%	53,994	23.2%	4.7%
Express/Nonfiction	755	0.3%	704	0.3%	7.2%
Large Print Nonfiction	284	0.1%	349	0.2%	-18.6%
000 - General/Computers	1,022	0.5%	1,012	0.4%	1.0%
100 - Psychology/Philosophy	2,750	1.3%	2,753	1.2%	-0.1%
200 - Religion	1,863	0.8%	2,083	0.9%	-10.6%
300 - Social Sciences	5,518	2.5%	5,622	2.4%	-1.8%
400 - Language	912	0.4%	597	0.3%	52.8%
500 - Science	2,092	1.0%	2,035	0.9%	2.8%
600 - Applied Technology	10,239	4.7%	10,448	4.5%	-2.0%
700 - Art & Recreation	5,359	2.4%	10,066	4.3%	-46.8%
800 - Literature	2,646	1.2%	2,716	1.2%	-2.6%
900 - History & Travel	5,198	2.4%	5,167	2.2%	0.6%
Biography	1,983	0.9%	2,037	0.9%	-2.7%
Total Nonfiction: Adult & Young Adult	40,621	18.5%	45,589	19.6%	-10.9%
Magazines	1,543	0.7%	1,774	0.8%	-13.0%
Total Miscellaneous	1,543	0.7%	1,774	0.8%	-13.0%
Total Adult Print	98,700	45.0%	101,357	43.6%	-2.6%
Art to Go	457	0.2%	430	0.2%	6.3%
DVD (Movies/TV)	57,516	26.2%	65,746	28.3%	-12.5%
EXPRESS/DVD	6,270	2.9%	5,926	2.5%	5.8%
Nonfiction DVD	4,760	2.2%	5,680	2.4%	-16.2%
Fiction on Disc	4,583	2.1%	5,009	2.2%	-8.5%
Nonfiction on CD	2,014	0.9%	2,345	1.0%	-14.1%
Compact Disc (Music)	13,455	6.1%	15,800	6.8%	-14.8%
Young Adult Video Games	1,785	0.8%	2,138	0.9%	-16.5%
Circulating Equipment	203	0.1%	158	0.1%	28.5%
Total Nonprint	91,043	41.5%	103,232	44.4%	-11.8%

FY18 Circulation by Type & Format

Q1

Category	YTD	% Total	Last YTD	% of Total	% Change
Adult E-Audio # Downloads	11,254	5.1%	8,918	3.8%	26.2%
Adult E-Book # Downloads	14,826	6.8%	14,557	6.3%	1.8%
Adult E-Magazines	2,818	1.3%	3,113	1.3%	-9.5%
Adult E-Music # Downloads/Local Music Project	46	0.0%	46	0.0%	0.0%
Adult Streaming	845	0.4%	1,294	0.6%	-34.7%
Total Adult E-Downloads	29,789	13.6%	27,928	12.0%	6.7%
Total Adult Circulation	219,532	100.0%	232,517	100.0%	-5.6%

Children's Materials

Fiction	21,044	18.8%	21,360	18.5%	-1.5%
Comics	8,459	7.6%	8,179	7.1%	3.4%
Holiday	579	0.5%	686	0.6%	-15.6%
Picture: Big, Board, Easy	31,673	28.3%	32,506	28.1%	-2.6%
Readers	12,922	11.5%	12,661	10.9%	2.1%
Nonfiction & Biography	12,462	11.1%	12,868	11.1%	-3.2%
Magazines	150	0.1%	318	0.3%	-52.8%
Total Children's Print	87,289	78.0%	88,578	76.6%	-1.5%
Video/DVD	16,495	14.7%	18,433	15.9%	-10.5%
Books on Disc	1,472	1.3%	1,501	1.3%	-1.9%
Read-Along set	1,504	1.3%	1,379	1.2%	9.1%
Children's Music	1,205	1.1%	1,539	1.3%	-21.7%
Children's Video Games	775	0.7%	834	0.7%	-7.1%
Read with Me Kits	64	0.1%	82	0.1%	-22.0%
Games & Toys	811	0.7%	1,052	0.9%	-22.9%
Total Children's Nonprint	22,326	19.9%	24,820	21.5%	-10.0%
j E-Audio # Downloads	1,004	0.9%	894	0.8%	12.3%
j E-Book # Downloads	1,297	1.2%	1,404	1.2%	-7.6%
Total Children's E-Downloads	2,301	2.7%	2,298	2.7%	0.1%
Total Children's	111,916	100.0%	115,696	100.0%	-3.3%

All Circulation by Type/Format

All Fiction	86,618	26.1%	84,219	24.1%	2.8%
All Nonfiction and Biography	53,083	16.0%	58,457	16.7%	-9.2%
Picture books & Readers	44,595	13.4%	45,167	12.9%	-1.3%
Magazines	1,693	0.5%	2,092	0.6%	-19.1%
Total Print	185,989	55.9%	189,935	54.4%	-2.1%

FY18 Circulation by Type & Format

Q1

Category	YTD	% Total	Last YTD	% of Total	% Change
Toys	811	0.2%	1,052	0.3%	-22.9%
Art	457	0.1%	430	0.1%	6.3%
DVD (Fiction, Nonfiction, & Express)	85,041	25.6%	95,785	27.4%	-11.2%
CD (Music)	14,660	4.4%	17,339	5.0%	-15.5%
Books on CD (Fiction & Nonfiction)	8,069	2.4%	8,855	2.5%	-8.9%
Read-Along Set	1,504	0.5%	1,379	0.4%	9.1%
Video Games	2,560	0.8%	2,972	0.9%	-13.9%
Read with Me Kits	64	0.0%	82	0.0%	-22.0%
Circulating Equipment	203	0.1%	158	0.0%	28.5%
Total Nonprint	113,369	34.1%	128,052	36.7%	-11.5%
Total E-Downloads	32,090	9.7%	30,226	8.7%	6.2%
Total In House/Undefined	1,038	0.3%	922	0.3%	12.6%
Total Adult Materials (including e items)	219,532	66.0%	232,517	66.6%	-5.6%
Total Children's (including e items)	111,916	33.7%	115,696	33.1%	-3.3%
Grand Total	332,486	100.0%	349,135	100.0%	-4.8%
(Adult + Children's + Undefined)					

MasterCard Report

08-Oct-17

Vendor	Dept	Expense	Description	Amount
AirServer	10550140	455110	Software	\$47.96
Amazon.com	10550140	455120	Misc Comp Hardware	\$191.87
Amazon.com	10550159	469320	Miscellaneous Supplies	\$183.36
American Society of Jornalist and A	10550151	469320	Miscellaneous Supplies	\$54.00
Apple iTunes	10550210	477350	Online Reference	\$1.99
Hy-Vee	10550110	469360	Food and Beverages	\$10.68
ILA	10550110	436050	Registration	\$1,450.00
ILA	10550110	436080	Meals	\$637.00
Iowa City Downtown District	10550420	469370	Paper Products/Certificate/Prizes	\$206.00
Iowa City Downtown District	10550151	469370	Paper Products/Certificate/Prizes	\$206.00
Iowa City Downtown District	10550159	435059	Advertising	\$450.00
IUG Innovative Users Group	10550110	449060	Dues & Memberships	\$100.00
MGM Resorts International	10550110	436060	Lodging	\$765.32
Microsoft Store	10550210	477350	Online Reference	\$4.99
Paypal	10550140	444080	Software Repair & Maintenance Services	\$19.20
Prairie Lights	10550152	469370	Paper Products/Certificate/Prizes	\$50.00
Tallgrass Business Resources	10550160	469320	Miscellaneous Supplies	\$58.46
Tallgrass Business Resources	10550152	455090	Paper	\$22.40
Tallgrass Business Resources	10550110	452010	Office Supplies	\$17.39
Tallgrass Business Resources	10550110	455090	Paper	\$124.11
The Wedge	10550430	469360	Food and Beverages	\$88.17
USPS	10550330	435055	Postage and Stamps	\$13.18

Grand Total**\$4,702.08**

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CITY OF IOWA CITY
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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
10550110 1000-10-25-550-550100-000-0000-432080 014353 ONE SOURCE THE BACKG PLUS4649-20170831 014353 ONE SOURCE THE BACKG PLUS4649VOL-20170831 0	Library Administration Other Professional Services 2018 3 INV P 2018 3 INV P	0		77.50 090817 80.00 091517 157.50	191486 BACKGROUND CHECKS 191743 BACKGROUND CHECKS	
	ACCOUNT TOTAL			157.50		
1000-10-25-550-550100-000-0000-436050 010475 UNIVERSITY OF IOWA C 1008173536BKM	Registration 2018 3 INV P	0		1,450.00 092917	192652 EMiller/ MasterCard	
	ACCOUNT TOTAL			1,450.00		
1000-10-25-550-550100-000-0000-436060 010475 UNIVERSITY OF IOWA C 1008173536BKM	Lodging 2018 3 INV P	0		765.32 092917	192652 EMiller/ MasterCard	
	ACCOUNT TOTAL			765.32		
1000-10-25-550-550100-000-0000-436080 010475 UNIVERSITY OF IOWA C 1008173536BKM	Meals 2018 3 INV P	0		637.00 092917	192652 EMiller/ MasterCard	
	ACCOUNT TOTAL			637.00		
1000-10-25-550-550100-000-0000-438130 010482 VERIZON WIRELESS 9792527445	Cell Phone Service 2018 3 INV P	0		93.91 092917	192684 Admin/Monthly Cell	
010889 U S CELLULAR 0209357211	2018 3 INV P	0		150.46 092917	192643 Admin/Monthly Cell	
	ACCOUNT TOTAL			244.37		
1000-10-25-550-550100-000-0000-445140 010474 UNIVERSITY CAMERA I8C014631	Outside Printing 2018 3 INV P	0		8.99 092917	192646 Admin/Board of Dire	
	ACCOUNT TOTAL			8.99		
1000-10-25-550-550100-000-0000-449060 010475 UNIVERSITY OF IOWA C 1008173536BKM	Dues & Memberships 2018 3 INV P	0		100.00 092917	192652 EMiller/ MasterCard	
	ACCOUNT TOTAL			100.00		
1000-10-25-550-550100-000-0000-449260 000104 CAPLAN, TERRI 091917 000104 HOLSTEIN, ROBERTA 092817	Parking 2018 3 INV P 2018 3 INV P	0		22.00 092917 24.00 100617 46.00	192588 Admin/TCaplan Volun 192833 Admin/RHolstein Vol	
	ACCOUNT TOTAL			46.00		
1000-10-25-550-550100-000-0000-452010 010475 UNIVERSITY OF IOWA C 1008173536BKM	Office Supplies 2018 3 INV P	0		17.39 092917	192652 EMiller/ MasterCard	

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550110-000-0000-455090 010475 UNIVERSITY OF IOWA C 1008173536BKM		0	Paper 2018 3 INV P	124.11 092917	192652	EMiller/ MasterCard
			ACCOUNT TOTAL	124.11		
1000-10-25-550-550100-550110-000-0000-469320 012264 MAILBOXES OF IOWA CI 083117		0	Miscellaneous Supplies 2018 3 INV P	210.00 091517	191716	Admin/Bubble Mailer
			ACCOUNT TOTAL	210.00		
1000-10-25-550-550100-550110-000-0000-469360 010475 UNIVERSITY OF IOWA C 1008173536BKM		0	Food and Beverages 2018 3 INV P	10.68 092917	192652	EMiller/ MasterCard
			ACCOUNT TOTAL	10.68		
			ORG 10550110 TOTAL	3,771.36		
10550121 1000-10-25-550-550120-131-0000-438030 010319 MIDAMERICAN ENERGY 20170927111215		0	Library Bldg Maint - Public Electricity 2018 3 INV P	25,912.18 092917	3890	MidAmBilling 092720
			ACCOUNT TOTAL	25,912.18		
1000-10-25-550-550120-131-0000-438070 010319 MIDAMERICAN ENERGY 20170920124949 010319 MIDAMERICAN ENERGY 20170927111215		0	Heating Fuel/Gas 2018 3 INV P 2018 3 INV P	11.08 092217 1,502.43 092917	3717 3890	MidAmBilling 092020 MidAmBilling 092720
			ACCOUNT TOTAL	1,513.51		
			ACCOUNT TOTAL	1,513.51		
1000-10-25-550-550100-550120-131-0000-438100 013663 REPUBLIC SERVICES OF 0897008000440		0	Refuse Collection Charges 2018 3 INV P	720.00 092217	192022	Refuse & Recycling
			ACCOUNT TOTAL	720.00		
1000-10-25-550-550100-550120-131-0000-442010 010171 GERARD ELECTRIC INC 6597		0	Other Building R&M Services 2018 3 INV P	149.35 092917	192544	FAC/Air Handling Un
010392 RMB CO INC 33206		0	2018 3 INV P	1,586.00 100617	3964	FAC/HVAC Quarterly
010721 ALL WINDOW CLEANING 38447		0	2018 3 INV P	3,200.00 091517	191635	Window Cleaning Ser
010981 JOE'S QUALITY WINDOW 16208		0	2018 3 INV P	140.00 092217	191964	FAC/Outside Window
011049 D L BOKHOVEN 092917		0	2018 3 INV P	3,368.50 100617	192758	FAC/Children's Cabi
014366 ORKIN LLC 159820378		0	2018 3 INV P	1,200.00 090817	191488	FAC/Bed Bug Quarter
			ACCOUNT TOTAL	9,643.85		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550100-550120-131-0000-442020 012238 OTIS ELEVATOR COMPAN CER05335817 012238 OTIS ELEVATOR COMPAN CER65336817		0 0	Structure R&M Services 2018 3 INV P 2018 3 INV P	150.00 091517 175.00 092217	191744 Elevator Service an 191999 Elevator Service an	
				325.00		
			ACCOUNT TOTAL	325.00		
1000-10-25-550-550100-550120-131-0000-442040 010392 RMB CO INC 010392 RMB CO INC 010392 RMB CO INC	33055 33056 33117	0 0 0	Cooling Equipment R&M Services 2018 3 INV P 2018 3 INV P 2018 3 INV P	3,693.50 092217 505.00 092217 5,365.89 100617	3722 FAC/ HVAC Labor 3722 FAC/ HVAC Labor 3964 FAC/RTU Compressor	
				9,564.39		
			ACCOUNT TOTAL	9,564.39		
1000-10-25-550-550100-550120-131-0000-445030 010181 GREENERY DESIGNS 2326		0	Nursery Srvc-Lawn & Plant Care 2018 3 INV P	67.00 090817	191434 FAC/Interior Plants	
			ACCOUNT TOTAL	67.00		
1000-10-25-550-550100-550120-131-0000-445140 010373 PIP PRINTING 010373 PIP PRINTING	94562 94614	0 0	Outside Printing 2018 3 INV P 2018 3 INV P	80.00 092217 92.55 100617	192009 FAC/Children's jCom 192838 FAC/6 jComics Poste	
				172.55		
			ACCOUNT TOTAL	172.55		
1000-10-25-550-550100-550120-131-0000-449160 010627 CINTAS CORPORATION 010627 CINTAS CORPORATION 010627 CINTAS CORPORATION	342692063 342695832 342699600	0 0 0	Other Rentals 2018 3 INV P 2018 3 INV P 2018 3 INV P	165.14 090817 165.14 092217 165.14 100617	191406 FAC/Cleaning Suppli 191889 FAC/Cleaning Suppli 192750 FAC/Cleaning Suppli	
				495.42		
			ACCOUNT TOTAL	495.42		
1000-10-25-550-550100-550120-131-0000-449280 014239 VARSITY CLEANERS 639208		0	Misc Services & Charges 2018 3 INV P	20.00 090817	191604 FAC/1 Banner Tablec	
			ACCOUNT TOTAL	20.00		
1000-10-25-550-550100-550120-131-0000-452040 010290 LENOX AND CILEK ACE 361778/3 010290 LENOX AND CILEK ACE 361799/3		0 0	Sanitation & Indust Supplies 2018 3 INV P 2018 3 INV P	635.39 092217 18.95 092217	191969 FAC/ Sanitary Suppl 191969 FAC/Dish Detergent	
				654.34		
010627 CINTAS CORPORATION 342692063		0	2018 3 INV P	154.26 090817	191406 FAC/Cleaning Suppli	

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CITY OF IOWA CITY
Library Disbursements: September 1 to September 30, 2017



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010627 CINTAS CORPORATION	342695832	0	2018	3	INV P	211.69	092217	191889 FAC/Cleaning Suppli
010627 CINTAS CORPORATION	342699600	0	2018	3	INV P	154.26	100617	192750 FAC/Cleaning Suppli
						520.21		
					ACCOUNT TOTAL	1,174.55		
1000-10-25-550-550100-550120-131-0000-466050					Electrical Supplies			
011399 ELECTRIC EQUIPMENT S 6532		0	2018	3	INV P	131.94	092217	191915 FAC/Battery
011399 ELECTRIC EQUIPMENT S 6552		0	2018	3	INV P	479.88	100617	192765 FAC/12 Advance Ball
						611.82		
					ACCOUNT TOTAL	611.82		
1000-10-25-550-550100-550120-131-0000-469190					Minor Equipment			
010093 COMMUNICATIONS ENGIN BILL234263		0	2018	3	INV P	3,461.66	092217	191896 RADIOS (289 & #112)
					ACCOUNT TOTAL	3,461.66		
1000-10-25-550-550100-550120-131-0000-469320					Miscellaneous Supplies			
012940 TRAF-O-TERIA SYSTEM 16328		0	2018	3	INV P	361.84	092917	192636 FAC/ 2,000 Library
					ACCOUNT TOTAL	361.84		
					ORG 10550121 TOTAL	54,043.77		
10550122					Library Bldg Maint - Commercia			
1000-10-25-550-550100-550120-132-0000-442010					Other Building R&M Services			
010817 AUTOMATIC DOOR GROUP 40876		0	2018	3	INV P	306.45	090817	191397 FAC/Exterior HDCP B
					ACCOUNT TOTAL	306.45		
1000-10-25-550-550100-550120-132-0000-442020-					Structure R&M Services			
012238 OTIS ELEVATOR COMPAN CER05335817		0	2018	3	INV P	150.00	091517	191744 Elevator Service an
					ACCOUNT TOTAL	150.00		
1000-10-25-550-550100-550120-132-0000-463040					Water/Sewer Chemicals			
010689 AQUA TECHNOLOGIES OF 8480		0	2018	3	INV P	459.65	092917	192510 FAC/ 5 Grease Trap
					ACCOUNT TOTAL	459.65		
					ORG 10550122 TOTAL	916.10		
10550140					Library Computer Systems			
1000-10-25-550-550100-550140-000-0000-432060					Consultant Services			
010525 ENCOMPASS IOWA LLC 7661		0	2018	3	INV P	891.00	091517	191668 IT/IT Servers Essen
					ACCOUNT TOTAL	891.00		
1000-10-25-550-550100-550140-000-0000-438140					Internet Fees			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010631 MEDIACOM	091417	0	2018	3	INV P	299.95 100617	192813	IT/HSD Ultra 105
011937 AUREON COMMUNICATION	0789005209.2017.09	0	2018	3	INV P	774.40 092217	191874	Internet Services
013770 SOUTH SLOPE COOPERAT	09012017	0	2018	3	INV P	202.93 091517	191780	IT/Internet Service
014400 MOBILE BEACON	092517	0	2018	3	INV P	1,320.00 100617	192823	IT/Circulating Hots
					ACCOUNT TOTAL	2,597.28		
1000-10-25-550-550100-550140-000-0000-444080					Software R&M Services			
010475 UNIVERSITY OF IOWA C 100820170250		0	2018	3	INV P	19.20 092917	192649	BPalmer/ MasterCard
					ACCOUNT TOTAL	19.20		
1000-10-25-550-550100-550140-000-0000-455110					Software			
010475 UNIVERSITY OF IOWA C 100820170250		0	2018	3	INV P	47.96 092917	192649	BPalmer/ MasterCard
					ACCOUNT TOTAL	47.96		
1000-10-25-550-550100-550140-000-0000-455120					Misc Computer Hardware			
010081 CDW GOVERNMENT INC KDJ5342		0	2018	3	INV P	52.90 100617	192749	IT/ 5 Optical Mouse
010475 UNIVERSITY OF IOWA C 100820170250		0	2018	3	INV P	191.87 092917	192649	BPalmer/ MasterCard
					ACCOUNT TOTAL	244.77		
					ORG 10550140 TOTAL	3,800.21		
10550151					Lib Public Services - Adults			
1000-10-25-550-550100-550150-351-0000-432080-					Other Professional Services			
013955 LOCKE WARD, SAMUEL 092017		0	2018	3	INV P	75.00 092217	191972	AD/Music on Wednesd
					ACCOUNT TOTAL	75.00		
1000-10-25-550-550100-550150-351-0000-445250-					Inter-Library Loans			
000119 ALA LIBRARY 181379253		0	2018	3	INV P	8.00 091517	191731	AD/ Shipping Charge
					ACCOUNT TOTAL	8.00		
1000-10-25-550-550100-550150-351-0000-449280-					Misc Services & Charges			
014024 SWANK MOTION PICTURE 2402033		0	2018	3	INV P	993.00 100617	192860	AD/Copyright Compli
					ACCOUNT TOTAL	993.00		
1000-10-25-550-550100-550150-351-0000-469320-					Miscellaneous Supplies			
010475 UNIVERSITY OF IOWA C 100820170227SRPIFF		0	2018	3	INV P	54.00 092917	192651	MClark/ MasterCard
					ACCOUNT TOTAL	54.00		
1000-10-25-550-550100-550150-351-0000-469370-					Paper Products			
010475 UNIVERSITY OF IOWA C 100820170227SRPIFF		0	2018	3	INV P	206.00 092917	192651	MClark/ MasterCard

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	206.00		
			ORG 10550151 TOTAL	1,336.00		
10550152			Lib Public Services - Children			
1000-10-25-550-550100-550150-352-0000-432080-			Other Professional Services			
010497 WEST MUSIC COMPANY I 090917		0	2018 3 INV P	80.00 092217	192095	CHI/Music Therapy,
014753 BP CREATIVE ENTERPRI 10092017		0	2018 3 INV P	256.00 100617	192742	CHI/ K-5 Painting W
			ACCOUNT TOTAL	336.00		
1000-10-25-550-550100-550150-352-0000-445140-			Outside Printing			
010050 TRU ART		0	2018 3 INV P	1,773.32 100617	192866	CHI/Annual 1,000 ID
			ACCOUNT TOTAL	1,773.32		
1000-10-25-550-550100-550150-352-0000-455090-			Paper			
010475 UNIVERSITY OF IOWA C 1008173536BKM		0	2018 3 INV P	22.40 092917	192652	EMiller/ MasterCard
			ACCOUNT TOTAL	22.40		
1000-10-25-550-550100-550150-352-0000-469360-			Food and Beverages			
010211 HYVEE FOOD STORE 08111288		0	2018 3 INV P	39.00 090817	191448	CHI/Food for Earth
			ACCOUNT TOTAL	39.00		
1000-10-25-550-550100-550150-352-0000-469370-			Paper Products			
010475 UNIVERSITY OF IOWA C 1008170235SRP		0	2018 3 INV P	50.00 092917	192648	Apilkington/ Master
			ACCOUNT TOTAL	50.00		
			ORG 10550152 TOTAL	2,220.72		
10550159			Lib Public Srvs-Comm Access			
1000-10-25-550-550100-550150-359-0000-435059-			Advertising			
010475 UNIVERSITY OF IOWA C 100820171910		0	2018 3 INV P	450.00 092917	192650	Kloggsden/ MasterCard
011328 LITTLE VILLAGE MAGAZ 4869		0	2018 3 INV P	124.00 090817	191468	CAS/ Brooke Gladsto
011328 LITTLE VILLAGE MAGAZ 4970		0	2018 3 INV P	45.00 100617	192809	CAS/Co-op B/W Downt
				169.00		
012233 IOWA CITY COMMUNITY 090617		0	2018 3 INV P	170.00 092217	191952	CAS/September & May
			ACCOUNT TOTAL	789.00		
1000-10-25-550-550100-550150-359-0000-445140-			Outside Printing			
010050 TRU ART 62479BKM		0	2018 3 INV P	357.00 090817	191531	CAS/1,500 Fall Book
010050 TRU ART 62652BKM		0	2018 3 INV P	139.40 092917	192638	CAS/34 Bookmobile L
010050 TRU ART 62692		0	2018 3 INV P	324.00 092917	192637	CAS/ 4,000 ICPL Env

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010050 TRU ART	62786	0	2018	3	INV P	5,231.75 100617	192865	CAS/54,215 Fall Win
						6,052.15		
010373 PIP PRINTING	94568	0	2018	3	INV P	302.14 092917	192595	CAS/2 Herky Banners
					ACCOUNT TOTAL	6,354.29		
1000-10-25-550-550100-550150-359-0000-448030-010467 U OF IA	090617	0	Community Events Funding 2018	3	INV P	200.00 091517	191795	CAS/One Community O
					ACCOUNT TOTAL	200.00		
1000-10-25-550-550100-550150-359-0000-469320-010475 UNIVERSITY OF IOWA C 1008173536BKM		0	Miscellaneous Supplies 2018	3	INV P	183.36 092917	192652	EMiller/ MasterCard
					ACCOUNT TOTAL	183.36		
					ORG 10550159 TOTAL	7,526.65		
10550160								
1000-10-25-550-550100-550160-000-0000-435010								
010509 BAKER & TAYLOR INC C 2032979517		0	Library Collection Services Data Processing	2018	3	INV P	15.12 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033083240		0		2018	3	INV P	45.36 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033083841		0		2018	3	INV P	13.23 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085021		0		2018	3	INV P	33.52 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085066		0		2018	3	INV P	54.13 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085071		0		2018	3	INV P	13.28 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085164		0		2018	3	INV P	51.83 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033091870		0		2018	3	INV P	6.72 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033096126		0		2018	3	INV P	85.05 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033097919		0		2018	3	INV P	31.52 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033100925		0		2018	3	INV P	11.44 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033101197		0		2018	3	INV P	37.32 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033104126		0		2018	3	INV P	64.26 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033104922		0		2018	3	INV P	6.68 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033105704		0		2018	3	INV P	30.24 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108257		0		2018	3	INV P	1.70 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108315		0		2018	3	INV P	42.97 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108326		0		2018	3	INV P	6.57 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108340		0		2018	3	INV P	21.90 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108364		0		2018	3	INV P	17.48 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108390		0		2018	3	INV P	10.08 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033110775		0		2018	3	INV P	47.98 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033112902		0		2018	3	INV P	68.04 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033113538		0		2018	3	INV P	23.82 091517	191640 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033116817		0		2018	3	INV P	7.86 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033116890		0		2018	3	INV P	67.24 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033120416		0		2018	3	INV P	.34 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033123739		0		2018	3	INV P	15.04 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033126596		0		2018	3	INV P	20.16 092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033126625		0		2018	3	INV P	20.21 092917	192515 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C 2033127136	0	2018	3	INV P	69.93	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 203312770	0	2018	3	INV P	26.46	092217	191876 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033131270	0	2018	3	INV P	52.92	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033132849	0	2018	3	INV P	62.14	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033132948	0	2018	3	INV P	31.77	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033135941	0	2018	3	INV P	.68	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033135956	0	2018	3	INV P	11.76	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033136095	0	2018	3	INV P	11.10	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033136300	0	2018	3	INV P	1.68	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033145158	0	2018	3	INV P	3.06	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033145305	0	2018	3	INV P	10.08	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C 2033145518	0	2018	3	INV P	2.02	092917	192515 LIBRARY MATERIALS
						1,148.69		
011068 OVERDRIVE INC	MR0137017026642	0	2018	3	INV P	132.00	091517	191745 LIBRARY MATERIALS
					ACCOUNT TOTAL	1,280.69		
1000-10-25-550-550100-550160-000-0000-445140					Outside Printing			
010373 PIP PRINTING	94680	0	2018	3	INV P	267.00	100617	192838 COL/ 18,000 Blue &
					ACCOUNT TOTAL	267.00		
1000-10-25-550-550100-550160-000-0000-445290					Book Binding			
010535 HOUGHEN BINDERY LTD	234127	0	2018	3	INV P	195.40	091517	191685 LIBRARY MATERIALS
010535 HOUGHEN BINDERY LTD	234534	0	2018	3	INV P	111.00	092917	192556 LIBRARY MATERIALS
						306.40		
					ACCOUNT TOTAL	306.40		
1000-10-25-550-550100-550160-000-0000-469110					Misc Processing Supplies			
010050 TRU ART	62789	0	2018	3	INV P	356.04	100617	192865 COL/ 1,500 Story Ti
010373 PIP PRINTING	94425	0	2018	3	INV P	297.50	092217	192009 COL/ 5,000 Pink Mag
010510 DEMCO INC	6187199	0	2018	3	INV P	878.67	090817	191416 COL/40 Media Pouches
010514 AMAZON	66528081017	0	2018	3	INV P	9.25	091517	191636 LIBRARY MATERIALS
010546 MIDWEST TAPE	95360660	0	2018	3	INV P	55.20	092917	192578 LIBRARY MATERIALS
012967 SHOWCASES	302190	0	2018	3	INV P	144.63	100617	192857 COL/ CD Album Rings
					ACCOUNT TOTAL	1,741.29		
1000-10-25-550-550100-550160-000-0000-469320-					Miscellaneous Supplies			
010475 UNIVERSITY OF IOWA C 1008173536BKM		0	2018	3	INV P	58.46	092917	192652 EMiller/ MasterCard
					ACCOUNT TOTAL	58.46		

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION	
10550210			ORG 10550160 TOTAL	3,653.84			
1000-10-25-550-550200-550210-000-0000-477020			Library Children's Materials Books (Cat/Cir)				
010509 BAKER & TAYLOR INC C 2032979516	0	2018	3 INV P	288.91	092217	191876 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033083239	0	2018	3 INV P	164.25	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033083840	0	2018	3 INV P	111.31	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033085065	0	2018	3 INV P	1,009.32	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033085163	0	2018	3 INV P	325.16	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033096125	0	2018	3 INV P	309.86	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033100924	0	2018	3 INV P	224.70	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033104125	0	2018	3 INV P	367.91	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033104921	0	2018	3 INV P	12.76	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033106703	0	2018	3 INV P	543.35	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033108256	0	2018	3 INV P	32.69	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033108314	0	2018	3 INV P	278.94	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033108325	0	2018	3 INV P	162.57	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033110774	0	2018	3 INV P	438.93	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033112901	0	2018	3 INV P	566.15	091517	191640 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033116889	0	2018	3 INV P	1,206.35	092217	191876 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033120415	0	2018	3 INV P	27.98	092217	191876 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033126624	0	2018	3 INV P	245.13	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033127135	0	2018	3 INV P	331.42	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033127699	0	2018	3 INV P	82.06	092217	191876 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033131269	0	2018	3 INV P	904.44	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033132947	0	2018	3 INV P	317.98	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033135940	0	2018	3 INV P	14.36	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033136094	0	2018	3 INV P	243.01	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033145157	0	2018	3 INV P	71.81	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 2033145517	0	2018	3 INV P	52.30	092917	192515 LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C 5014678098	0	2018	3 INV P	16.21	092917	192514 LIBRARY MATERIALS	
010514 AMAZON	66528081017	0	2018	3 INV P	26.99	091517	191636 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30083730	0	2018	3 INV P	80.57	092217	191948 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30128271	0	2018	3 INV P	15.51	092217	191948 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30194650	0	2018	3 INV P	39.51	092217	191948 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30245296	0	2018	3 INV P	48.16	092917	192559 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30318913	0	2018	3 INV P	139.57	092917	192559 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30354514	0	2018	3 INV P	44.34	092917	192559 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 30371695	0	2018	3 INV P	50.68	092917	192559 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 99700331	0	2018	3 INV P	95.04	091517	191695 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 99823500	0	2018	3 INV P	150.46	091517	191695 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 99898787	0	2018	3 INV P	152.35	091517	191695 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 99978952	0	2018	3 INV P	189.93	091517	191695 LIBRARY MATERIALS	
010536 INGRAM LIBRARY SERVI 99991239	0	2018	3 INV P	85.57	092217	191948 LIBRARY MATERIALS	
014619 US TOY CO INC	5154788100	0	2018	3 INV P	85.72	091517	191797 LIBRARY MATERIALS
				1,091.69			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
			ACCOUNT TOTAL	9,554.26		
1000-10-25-550-550200-550210-000-0000-477100			Fiction Audio-CD			
010551 RECORDED BOOKS LLC 75591623	0		2018 3 INV P	23.35 092917	192605	LIBRARY MATERIALS
010880 RANDOM HOUSE INC 1083608499	0		2018 3 INV P	67.50 091517	191760	LIBRARY MATERIALS
			ACCOUNT TOTAL	90.85		
1000-10-25-550-550200-550210-000-0000-477110			Music-CD			
010509 BAKER & TAYLOR INC C B58258160	0		2018 3 INV P	11.75 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59150300	0		2018 3 INV P	26.42 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59951650	0		2018 3 INV P	11.75 092917	192516	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60406910	0		2018 3 INV P	20.56 092917	192516	LIBRARY MATERIALS
				70.48		
			ACCOUNT TOTAL	70.48		
1000-10-25-550-550200-550210-000-0000-477120			Other Audio-CD			
010536 INGRAM LIBRARY SERVI 30083730	0		2018 3 INV P	28.45 092217	191948	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30371695	0		2018 3 INV P	9.77 092917	192559	LIBRARY MATERIALS
				38.22		
			ACCOUNT TOTAL	38.22		
1000-10-25-550-550200-550210-000-0000-477160			Video Recordings			
010509 BAKER & TAYLOR INC C B57650620	0		2018 3 INV P	132.99 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B58424290	0		2018 3 INV P	162.27 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B58778970	0		2018 3 INV P	7.23 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B58996820	0		2018 3 INV P	4.34 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60012500	0		2018 3 INV P	375.38 092917	192516	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60266080	0		2018 3 INV P	108.70 092917	192516	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60367700	0		2018 3 INV P	12.32 092917	192516	LIBRARY MATERIALS
				803.23		
010514 AMAZON 66528081017	0		2018 3 INV P	6.59 091517	191636	LIBRARY MATERIALS
010546 MIDWEST TAPE 95317925	0		2018 3 INV P	7.49 091517	191729	LIBRARY MATERIALS
010546 MIDWEST TAPE 95338990	0		2018 3 INV P	11.24 091517	191729	LIBRARY MATERIALS
				18.73		
			ACCOUNT TOTAL	828.55		
1000-10-25-550-550200-550210-000-0000-477350			Online Reference			
010475 UNIVERSITY OF IOWA C 100820170292	0		2018 3 INV P	6.98 092917	192647	Amangano/ MasterCar
			ACCOUNT TOTAL	6.98		

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S	WARRANT	CHECK	DESCRIPTION
ORG 10550210 TOTAL							
10550220					10,589.34		
1000-10-25-550-550200-000-0000-477020	Library Adult Materials						
010378 PRAIRIE LIGHTS BOOKS 4538	Books (Cat/Cir)	0	2018	3 INV P	62.40 092917	192599	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2032979516		0	2018	3 INV P	471.11 092217	191876	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033083239		0	2018	3 INV P	1,101.48 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033083840		0	2018	3 INV P	473.48 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085020		0	2018	3 INV P	566.02 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033085070		0	2018	3 INV P	130.32 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033091869		0	2018	3 INV P	81.66 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033096125		0	2018	3 INV P	1,422.59 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033097918		0	2018	3 INV P	281.84 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033101196		0	2018	3 INV P	338.30 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033104125		0	2018	3 INV P	655.49 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033106703		0	2018	3 INV P	347.73 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108339		0	2018	3 INV P	157.74 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108363		0	2018	3 INV P	197.25 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033108389		0	2018	3 INV P	124.18 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033112901		0	2018	3 INV P	1,439.73 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033113537		0	2018	3 INV P	359.52 091517	191640	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033116816		0	2018	3 INV P	56.15 092217	191876	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033123738		0	2018	3 INV P	217.37 092217	191876	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033126595		0	2018	3 INV P	248.40 092217	191876	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033127135		0	2018	3 INV P	1,421.73 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033127699		0	2018	3 INV P	820.87 092217	191876	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033131269		0	2018	3 INV P	897.61 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033132848		0	2018	3 INV P	869.32 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033135955		0	2018	3 INV P	209.36 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033136299		0	2018	3 INV P	32.44 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 2033145304		0	2018	3 INV P	124.76 092917	192515	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5014662097		0	2018	3 INV P	129.12 091517	191639	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C 5014678098		0	2018	3 INV P	126.56 092917	192514	LIBRARY MATERIALS
					13,302.13		
010514 AMAZON	66528081017	0	2018	3 INV P	42.44 091517	191636	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH 1502917		0	2018	3 INV P	134.82 092217	191884	LIBRARY MATERIALS
010520 CENTER POINT PUBLISH 15110880		0	2018	3 INV P	29.08 092917	192525	LIBRARY MATERIALS
					163.90		
010531 GALE GROUP	61068557	0	2018	3 INV P	47.23 091517	191676	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30083730		0	2018	3 INV P	131.50 092217	191948	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30128272		0	2018	3 INV P	11.39 091517	191695	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30128273		0	2018	3 INV P	34.51 092217	191948	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30194650		0	2018	3 INV P	16.79 092217	191948	LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30219705		0	2018	3 INV P	63.28 092917	192559	LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010536 INGRAM LIBRARY SERVI	30245296	0	2018	3	INV P	32.88	092917	192559 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	30291987	0	2018	3	INV P	27.50	092917	192559 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	30318913	0	2018	3	INV P	20.98	092917	192559 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	30354514	0	2018	3	INV P	151.53	092917	192559 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	30371695	0	2018	3	INV P	32.95	092917	192559 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99700331	0	2018	3	INV P	99.23	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99823500	0	2018	3	INV P	76.14	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99898787	0	2018	3	INV P	17.36	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99965663	0	2018	3	INV P	4.77	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99978952	0	2018	3	INV P	108.67	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99991239	0	2018	3	INV P	64.85	092217	191948 LIBRARY MATERIALS
						894.33		
ACCOUNT TOTAL						14,512.43		
1000-10-25-550-550220-000-0000-477040								
010509 BAKER & TAYLOR INC C	2033127135	0	2018	3	INV P	119.00	092917	192515 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C	5014662097	0	2018	3	INV P	35.60	091517	191639 LIBRARY MATERIALS
						154.60		
010514 AMAZON	66528081017	0	2018	3	INV P	29.72	091517	191636 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99823499	0	2018	3	INV P	33.00	091517	191695 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI	99965663	0	2018	3	INV P	4.77	091517	191695 LIBRARY MATERIALS
						37.77		
010549 PETERSON'S A NELNET	4886829	0	2018	3	INV P	50.87	092917	192592 LIBRARY MATERIALS
ACCOUNT TOTAL						272.96		
1000-10-25-550-550220-000-0000-477070								
011068 OVERDRIVE INC	01370C017025100	0	2018	3	INV P	23.97	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017025202	0	2018	3	INV P	12.99	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017026403	0	2018	3	INV P	708.94	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017026404	0	2018	3	INV P	245.06	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017029062	0	2018	3	INV P	170.88	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017029063	0	2018	3	INV P	670.47	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017029612	0	2018	3	INV P	14.97	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17019571	0	2018	3	INV P	386.96	091517	191745 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17020669	0	2018	3	INV P	84.99	092217	192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17021913	0	2018	3	INV P	25.95	091517	191745 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17028158	0	2018	3	INV P	248.99	092217	192001 LIBRARY MATERIALS
						2,594.17		
ACCOUNT TOTAL						2,594.17		
1000-10-25-550-550220-000-0000-477100								
010509 BAKER & TAYLOR INC C	2033096125	0	2018	3	INV P	53.79	091517	191640 LIBRARY MATERIALS

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC C 2033127135		0	2018	3	INV P	43.90 092917	192515	LIBRARY MATERIALS
						97.69		
010518 BLACKSTONE AUDIOBOOK 923577		0	2018	3	INV P	72.49 091517	191645	LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 924303		0	2018	3	INV P	38.99 091517	191645	LIBRARY MATERIALS
						111.48		
010546 MIDWEST TAPE	95325207	0	2018	3	INV P	23.99 091517	191729	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75585166	0	2018	3	INV P	48.60 091517	191764	LIBRARY MATERIALS
010551 RECORDED BOOKS LLC	75585181	0	2018	3	INV P	99.00 091517	191764	LIBRARY MATERIALS
						147.60		
010880 RANDOM HOUSE INC	1083406291	0	2018	3	INV P	26.25 091517	191760	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1083509097	0	2018	3	INV P	67.50 091517	191760	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1083579680	0	2018	3	INV P	221.25 091517	191760	LIBRARY MATERIALS
010880 RANDOM HOUSE INC	1083657485	0	2018	3	INV P	30.00 091517	191760	LIBRARY MATERIALS
						345.00		
						725.76		
ACCOUNT TOTAL								
Music-CD								
1000-10-25-550-550200-550220-000-0000-477110		0	2018	3	INV P	193.59 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B57653760		0	2018	3	INV P	56.54 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B57653770		0	2018	3	INV P	10.99 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B57948410		0	2018	3	INV P	9.07 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B58258160		0	2018	3	INV P	11.01 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B58963950		0	2018	3	INV P	190.90 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59150300		0	2018	3	INV P	13.95 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59150310		0	2018	3	INV P	13.95 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59229730		0	2018	3	INV P	10.28 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59371050		0	2018	3	INV P	11.75 091517	191641	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B59492160		0	2018	3	INV P	8.80 092917	192516	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60266030		0	2018	3	INV P	38.20 092917	192516	LIBRARY MATERIALS
010509 BAKER & TAYLOR INC C B60406900		0	2018	3	INV P	569.03		
						180.93 091517	191636	LIBRARY MATERIALS
010514 AMAZON	66528081017	0	2018	3	INV P	27.88 091517	191729	LIBRARY MATERIALS
010546 MIDWEST TAPE	95304763	0	2018	3	INV P	34.62 091517	191729	LIBRARY MATERIALS
010546 MIDWEST TAPE	95325208	0	2018	3	INV P	11.99 092917	192578	LIBRARY MATERIALS
010546 MIDWEST TAPE	95356788	0	2018	3	INV P	74.49		
						824.45		
ACCOUNT TOTAL								
Video Recordings								
1000-10-25-550-550200-550220-000-0000-477160		0	2018	3	INV P			

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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
010509 BAKER & TAYLOR INC	C B57613080	0	2018	3	INV P	50.67	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B57650620	0	2018	3	INV P	72.99	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B57812040	0	2018	3	INV P	18.11	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58146130	0	2018	3	INV P	656.54	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58258200	0	2018	3	INV P	28.92	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58372230	0	2018	3	INV P	32.61	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58424290	0	2018	3	INV P	260.02	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58778970	0	2018	3	INV P	767.43	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58996820	0	2018	3	INV P	30.86	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B59598250	0	2018	3	INV P	590.50	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60012500	0	2018	3	INV P	177.56	092917	192516 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60266080	0	2018	3	INV P	637.09	092917	192516 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60902130	0	2018	3	INV P	744.55	092917	192516 LIBRARY MATERIALS
						4,067.85		
010514 AMAZON	66528081017	0	2018	3	INV P	42.32	091517	191636 LIBRARY MATERIALS
010546 MIDWEST TAPE	952966600	0	2018	3	INV P	53.97	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95301752	0	2018	3	INV P	28.48	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95317925	0	2018	3	INV P	61.45	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95330071	0	2018	3	INV P	22.48	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95338990	0	2018	3	INV P	56.96	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95356471	0	2018	3	INV P	22.49	092917	192578 LIBRARY MATERIALS
						245.83		
					ACCOUNT TOTAL	4,356.00		
1000-10-25-550-550200-550220-000-0000-477190								
014400 MOBILE BEACON	17250804	0	2018	3	INV P	79.99	091517	191738 LIBRARY MATERIALS
					ACCOUNT TOTAL	79.99		
1000-10-25-550-550200-550220-000-0000-477210								
010509 BAKER & TAYLOR INC	C B58146130	0	2018	3	INV P	26.81	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58372230	0	2018	3	INV P	14.49	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B58778970	0	2018	3	INV P	18.12	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B59598250	0	2018	3	INV P	18.12	091517	191641 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60012500	0	2018	3	INV P	229.20	092917	192516 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60266080	0	2018	3	INV P	46.91	092917	192516 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60571160	0	2018	3	INV P	10.87	092917	192516 LIBRARY MATERIALS
010509 BAKER & TAYLOR INC	C B60902130	0	2018	3	INV P	62.62	092917	192516 LIBRARY MATERIALS
						427.14		
010546 MIDWEST TAPE	95317925	0	2018	3	INV P	26.24	091517	191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95330071	0	2018	3	INV P	18.74	091517	191729 LIBRARY MATERIALS
						44.98		
010551 RECORDED BOOKS LLC	75582266	0	2018	3	INV P	120.56	091517	191764 LIBRARY MATERIALS



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ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	WARRANT	CHECK	DESCRIPTION
1000-10-25-550-550200-550220-000-0000-477220			ACCOUNT TOTAL	592.68		
010536 INGRAM LIBRARY SERVI 30083730		0	Multi-Media/Gaming			
010536 INGRAM LIBRARY SERVI 30245296		0	2018 3 INV P	132.96 092217		191948 LIBRARY MATERIALS
010536 INGRAM LIBRARY SERVI 30354514		0	2018 3 INV P	104.46 092917		192559 LIBRARY MATERIALS
			2018 3 INV P	284.95 092917		192559 LIBRARY MATERIALS
				522.37		
			ACCOUNT TOTAL	522.37		
1000-10-25-550-550200-550220-000-0000-477230			Non-Fiction Audio-CD			
010509 BAKER & TAYLOR INC C 2033104125		0	2018 3 INV P	32.92 091517		191640 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 923417		0	2018 3 INV P	68.24 091517		191645 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 925567		0	2018 3 INV P	40.00 091517		191645 LIBRARY MATERIALS
010518 BLACKSTONE AUDIOBOOK 926615		0	2018 3 INV P	38.99 092917		192521 LIBRARY MATERIALS
				147.23		
010546 MIDWEST TAPE	95325207	0	2018 3 INV P	59.98 091517		191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95348254	0	2018 3 INV P	29.99 091517		191729 LIBRARY MATERIALS
010546 MIDWEST TAPE	95365860	0	2018 3 INV P	39.99 092917		192578 LIBRARY MATERIALS
				129.96		
010551 RECORDED BOOKS LLC	75585168	0	2018 3 INV P	26.99 091517		191764 LIBRARY MATERIALS
			ACCOUNT TOTAL	337.10		
1000-10-25-550-550200-550220-000-0000-477250			Downloadable Media			
011068 OVERDRIVE INC	01370C017025101	0	2018 3 INV P	167.98 092217		192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017026402	0	2018 3 INV P	598.25 092217		192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370C017029615	0	2018 3 INV P	347.92 092217		192001 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17019571	0	2018 3 INV P	161.50 091517		191745 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17019572	0	2018 3 INV P	95.00 091517		191745 LIBRARY MATERIALS
011068 OVERDRIVE INC	01370DA17030792	0	2018 3 INV P	29.99 092217		192001 LIBRARY MATERIALS
				1,400.64		
			ACCOUNT TOTAL	1,400.64		
			ORG 10550220 TOTAL	26,218.55		
			TOTAL:	114,076.54		

FUND 1000 General

TOTAL:

Jay Semel, President

Janet Freeman, Secretary