

# Iowa City Public Library Board of Trustees Meeting Agenda

November 21, 2024

2nd Floor – Boardroom

Regular Meeting - 5:00 PM

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Tom Rocklin - President

Bonnie Boothroy

Robin Paetzold

DJ Johnk – Vice President

Joseph Massa

John Raeburn

Hannah Shultz-Secretary

Claire Matthews

Dan Stevenson

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## 1. Call Meeting to Order.

## 2. Approval of November 21, 2024 Board Meeting Agenda.

## 3. Public Discussion.

## 4. Items to be Discussed.

A. Appoint Committee to Evaluate Library Director.

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

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

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

C. Policy Review: 502 General Library Personnel Policies.

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

D. Policy Review: 813 Unattended Children.

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

## 5. Staff Reports.

A. Director's Report.

B. Departmental Reports: Adult Services, Community & Access Services.

C. Development Report.

## 6. President's Report.

## 7. Announcements from Members.

## 8. Committee Reports.

A. Advocacy Committee.

*If you will need disability-related accommodations in order to participate in this meeting, please contact Jen Royer, Iowa City Public Library, at 319-887-6003 or [jennifer-royer@icpl.org](mailto:jennifer-royer@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*

- B. Finance Committee.
- C. Foundation Members.

## **9. Communications.**

- A. News Articles.

## **10. Consent Agenda.**

- A. Approve Minutes of Library Board of Trustees October 24, 2024 Regular Meeting.
- B. Approve Disbursements for October, 2024.

## **11. Set Agenda Order for December Meeting.**

## **12. Adjournment.**

# Iowa City Public Library- Board of Trustee Meetings

## Agenda Items and Order Schedule

<b>November 21, 2024</b>	<b>December 19, 2024</b>	<b>January 23, 2025</b>
Appoint Committee: Directors Evaluation  <b>Policy Review: 813 Unattended Children (CH/AS)</b>  <b>Policy Review: 502 General Library Personnel Policies (Admin/Col)</b>  <b>Policy Review: 501 Authority for Administration of Personnel Policies for Library Employees (Admin)</b>  Dept Reports: AS, CAS	<b>Policy Review: 103 Membership in Professional Organizations (Admin/CAS)</b>  Dept Reports: CH, CLS, IT	6 Month Strategic Plan Update  Review 2 <sup>nd</sup> Quarter Financials & Statistics  Dept Reports: AS, CAS
<b>February 27, 2025</b>	<b>March 27, 2025</b>	<b>April 24, 2025</b>
Director Evaluation  Appoint Nominating Committee  State Library Accreditation Review  Set Calendar for Next Fiscal Year  <b>Policy Review: 801 Circulation and Library Card Policy (CAS)</b>  Dept Reports: CH, CLS, IT	6 Month Strategic Plan Update  Review 2nd Quarter Financials & Statistics  <b>Policy Review: 809 Library Use Policy (AS)</b>  Dept Reports: AS, CAS	President Appoints to Foundation Board  Election of Officers  Board Recognition Discussion  Review 3rd Quarter Financials & Statistics  Dept Reports: CH, CLS, IT
<b>May 22, 2025</b>	<b>June 26, 2025</b>	<b>July 24, 2025</b>
<b>Policy Review: 806 Meeting Room and Lobby Use (CAS/AS/IT/FAC)</b>  Dept Reports: AS, CAS	ICPL Trustees Corporate Meeting as Friends Foundation  Adopt NOBU Budget  Dept Reports: CH, CLS, IT	Strategic Planning Update  Library Board of Trustees Annual Report  MOA-ICPLFF/ICPL  Departmental Reports: AS, CAS

# 501 Authority for Administration of Personnel Policies for Library Employees Review Memo

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**Proposal:** A routine review of the Authority for Administration of Personnel Policies for Library Employees policy for the Iowa City Public Library Board of Trustees. This policy was reviewed by the City of Iowa City legal team.

## Committee Recommendations:

501.5	<p><i>"Copies of the policies are available in the <del>Library Board Policy binder</del> Notebook in the <del>Library Business Office, and the</del> Board Room and on the staff intranet."</i></p> <p>We propose making one change to 501.5 for clarification purposes. Hard copies of the Board policies are currently kept in the Board Room. Digital copies are available on the Library website and on the Staff Intranet (an internal website with staff resources, documents, and regularly used web links).</p>
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**Action:** Review policy and adopt as amended.

**Prepared by:** Jen Royer, Administrative Coordinator, and Elsworth Carman, Library Director.

## **501: Authority for Administration of Personnel Policies for Library Employees**

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### **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 ~~pPolicy binder~~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: 07/22/1982	Revised: 05/28/1987	Revised: 11/18/1999	Revised: 04/28/2005
Revised: 04/24/2008	Revised: 05/26/2011	Revised: 05/22/2014	Revised: 10/26/2011
Reviewed: 05/22/2014	Reviewed: 10/26/2017	Reviewed: 09/23/2021	Revised: 11/21/2024

# 502 General Library Personnel Policies Review Memo

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**Proposal:** This is a routine review of the General Library Personnel Policies for the Iowa City Public Library Board of Trustees. This policy mirrors the City of Iowa City Personnel Policy and has been reviewed in consultation with the City of Iowa City legal team. A three-year review of the personnel policy is also a requirement for library accreditation. The City anticipates a more thorough review of their personnel policy in the coming months. To ensure the personnel policy meets both the library’s and the City’s needs we propose revisiting it for a more comprehensive review once the City’s policy has been completed.

**Committee Recommendations:**

<p>502.12 .121 Personnel Files</p>	<p><i>“Employees are encouraged to keep their personnel files up-to-date with all job-related information such as degrees obtained. Certification and training records are maintained by the Business Office. Library employees required to maintain endorsements through continuing education and professional development must manage their credit hours through the State Library of Iowa’s <del>IA Learns Learning Management System (LMS) website</del>. In addition, employees are required to update personal information when they experience a change of name, address, phone, or emergency contact. Employees may maintain this information through the MUNIS self-services portal.”</i></p> <p>The State Library has recently transitioned away from the Iowa Learns website for tracking <a href="#">continuing education</a> hours of librarians. The new portal is called Workday Learning. We propose removing the name from the policy for accuracy and in the event there are further changes from the State Library.</p>
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**Action:** Review policy and adopt as amended.

**Prepared by:** Jen Royer, Administrative Coordinator, and Elsworth Carman, Library Director.

## 502 General Library Personnel Policies

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### 502.1 PURPOSE

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

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

### 502.2 ADMINISTRATION

These policies generally cover all Library employees and prospective employees. However, not all provisions may apply to temporary or hourly staff.

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

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

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



### **502.3 EQUAL EMPLOYMENT OPPORTUNITY**

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

It is the goal of the Library to ensure equitable and non-discriminatory treatment of all applicants and employees, to remove barriers to employment for underrepresented populations and to achieve a diverse and inclusive work force that reflects the diversity within our community.

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

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

### **502.4 LABOR RELATIONS**

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

## **502.5 HARASSMENT AND DISCRIMINATION**

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

### **.51 Harassment**

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

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

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

Comments that are offensive or unwelcome regarding a person's race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other class/category protected by federal, state, or local law, body, or appearance, including epithets, slurs, and negative stereotyping.

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

### **.52 Sexual Harassment**

Sexual harassment is defined as unwelcome conduct that affects terms or conditions of employment or creates an intimidating, hostile, or offensive work environment. 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 occur between same-sex employees.

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

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

### **.53 Discrimination**

It is a violation of Library policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use evaluative standards that discriminate, in whole or in part, based on 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. Discrimination of this kind may also be prohibited by federal, state, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with these laws.

#### **.54 Complaint Procedure**

The Library will thoroughly pursue and investigate complaints of harassment, discrimination or denial of civil rights and appropriate action will be taken. Conduct which may be in violation of this policy should be reported to a departmental supervisor, the Library Director, the City's Human Resources Administrator, or the City Attorney's office. The Library Director, the City's Human Resources Administrator, the City Attorney's office, and/or other administrative staff as appropriate will investigate, including interviews of complainant, respondent, and witnesses as necessary. If an investigation determines that an employee has violated this policy, appropriate discipline will be issued.

#### **.55 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 complaint and the right of the respondent to obtain information.

#### **.56 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 an investigation is prohibited and will be considered a violation of this policy. Employees who believe they are being retaliated against in violation of this policy should follow the reporting process outlined in Section 5.4. The Library will thoroughly investigate claims of retaliation. Any person who is found to have engaged in retaliation in violation of this policy will be subject to disciplinary action up to and including termination of employment.

#### **.57 Consequences of Harassment or Discrimination**

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

of employment.

### **.58 Duty to Prevent and Report**

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

## **502.6 WORKPLACE VIOLENCE PREVENTION**

### **.61 Policy**

Providing a safe and healthy work environment is essential to the Iowa City Public Library. Violence or the threat of violence by or against any Library employee, or any other person, is prohibited. All reports of violence will be promptly investigated and appropriate action will be taken.

### **.62 Definition**

The Library defines workplace violence as any act of physical, verbal, written, or electronic aggression affecting the workplace. This includes the destruction or abuse of property and any visual, verbal, or physical act, that warns of or expresses an ability or intent to harm or kill; is intended to intimidate or create fear, or has the purpose of unreasonably interfering with an individual's reasonable expectation of a safe, non-hostile, or respectful work environment, whether made in person, by telephone, mail, written or electronic communications, or other means, including conduct that occurs outside of the workplace or during non-working hours.

### **.63 Employee Responsibilities**

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

Supervisors, with assistance from the Library Director and the City's Human Resources

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

#### **.64 Investigation and Follow-Up**

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

#### **.65 Confidentiality and Retaliation**

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

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

#### **.66 Post-Incident Response**

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

#### **.67 Violence Outside the Workplace**

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

#### **.68 Workplace Security Suggestions and Recommendations**

Employees are strongly encouraged to offer recommendations for improving safety

within work sites of the Library. These suggestions may be made directly to supervisors and/or the Library Director.

## **502.7 EMPLOYEE RELATIONS AND CONDUCT**

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

### **.71 Employee Conduct and Ethical Standards of Behavior**

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

- Refrain from engaging in conduct which could violate federal, state or local laws and/or reflect unfavorably upon the Iowa City Public Library and City of Iowa City.
- Refrain from engaging in conduct which represents or could reasonably be interpreted to represent a conflict of interest.
- Put forth honest effort in the performance of their duties.
- Carry-out and support the established policies of the Library in the performance of their job duties, regardless of their personal opinions of said policies.
- Decline any extraneous fee or gratuity for work performed on behalf of the Library.
- Refrain from granting or making available to any person, any consideration, treatment, advantage or favor beyond that which is granted or made available to the public.
- Immediately report to their supervisor any outside interests that may be affected by Library or City of Iowa City plans or activities or result in a conflict of interest or the appearance of such conflict.

#### **A. Impartiality**

Employees must:

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

which would be available to the public at large.

### **B. Use of Information**

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

### **C. Confidentiality of Library Records**

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

### **D. Use of Library and City Resources**

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

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

### **E. Gifts**

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

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



confirmation of an available exception.

### **F. Employment Conflicts**

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

### **G. Political Activity**

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

**(1)** An employee shall not, while performing official duties or while using Library equipment at the employee's disposal by reason of their position, solicit contributions for any political party or candidate, or engage in any political activity, including distribution of political messaging or materials. Employees shall also refrain from wearing hats, buttons, or other items with political messaging while working, unless otherwise permitted under Chapter 20 of the Iowa Code.

**(2)** An employee shall not attempt to influence the vote or political action of another by advocating for an appointment, increase in pay, or other business or employment advantage for that person with the Library or City.

**(3)** An employee who supervises employees shall not directly or indirectly solicit the persons supervised to contribute money, anything of value, or service to a candidate, a political party, or a political committee.

**(4)** An employee who becomes a candidate for public office may request a leave of absence without pay. An employee who is a candidate for any elective office shall not campaign while on duty as an employee.

### **.72 Discipline**

The responsibility of the Library to appropriately manage its operations may occasionally require it to take disciplinary action against employees. The objective of disciplinary action is to correct behavior that violates Library policies, expectations or is otherwise inappropriate, and maintain efficient Library operations. Failure of the employee, after notice, to modify behavior may result in further disciplinary action up to and including

termination of employment. Furthermore, serious infractions may result in disciplinary action up to and including termination of employment without prior notice. Each case will be considered on its merits with due consideration as to the nature of the offense, the cause, the background, and the attitude of the employee.

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

### **Causes for Discipline:**

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

- A.** Insubordination, including disobedience, disrespect, failure to perform work assignments or duties, or failure to accept direction from authorized personnel. Deliberately attempting to undermine morale.
- B.** Theft of Library property, money, or services or acting in a careless or negligent manner with Library money, property, or vehicles. Theft of property during the performance of duty or on Library property.
- C.** Violation of Library policies including but not limited to Personnel Policies, Administrative Regulations, violation of department rules, or any other rules, policies, or regulations issued by the Library.
- D.** Abusive or discourteous treatment during the performance of duty to any member of the public, fellow employee or city official, including harassment on the basis of race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, or genetic information; or any behavior including behavior occurring outside the workplace, which negatively affects the work environment or has the effect of producing a hostile work environment.
- E.** e. Tardiness, failure to report to work, or failure to maintain a satisfactory attendance record; failure to inform the appropriate person of the inability to report to work or the need to leave work for any reason.
- F.** Working (straight time or overtime) without proper authorization. Failure to accurately and timely report hours worked. Intentional abuse of the Library's time keeping system, including unauthorized punching in/out of another employee.

- G.** Failure to satisfactorily and consistently perform the duties of the employee's position; incompetency, inefficiency, or negligence in the performance of assigned duties; loafing, loitering, or engaging in unauthorized personal business during work hours; excessive use of personal mobile devices.
- H.** Failure to maintain the appropriate qualifications, certifications or licenses necessary for the performance of job duties or failure to report any change or loss of said qualifications, certifications or licenses.
- I.** Unauthorized dissemination of non-public information acquired during the performance of duties for the Library. Revealing confidential Library records or unauthorized use of privileged information.
- J.** Breach of confidentiality.
- K.** Violations of the Federal Drug Free Workplace Act or any other state or federal regulations.
- L.** Lying or providing false or inaccurate information, either verbally or in writing; falsification, alteration, deletion of required information, or failure to include material information on any application or Library record.
- M.** Cheating on an employment-related exam.
- N.** Inappropriate use of telephone lines, long-distance service, FAX/photocopy services, computer or internet usage, cell phones, mobile or electronic devices, or other Library-owned property.
- O.** 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.
- P.** Failure to make payment in a timely manner for any employment related charges including costs for return-to-duty or follow-up drug tests.

- Q.** Illegal activities and/or conviction of a crime that is closely or directly related to the ability of employees to perform their job effectively or is otherwise job related, or failure of employees to provide timely notification of a criminal conviction to Human Resources.
- R.** Disregard for safety policies and procedures, including improper use of safety gear, clothing, or equipment; failure to report a workplace injury or illness to supervisory personnel in a timely manner
- S.** Preventable accidents; conduct resulting in damage to Library or City equipment or property or the injury of others. Willful destruction of property of the Library, the City, or any employee. Failure to report workplace accidents to a supervisor.
- T.** 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.
- U.** Activity which involves conflict of interest or use of Library employment for personal gain.
- V.** Conduct which negatively impacts the Library's ability to effectively conduct its operations; disruptive behavior; sleeping or giving the appearance of sleeping during working hours; engaging in horseplay, roughhousing, or disorderly behavior during work hours or while on work premises.

### **.73 Weapons**

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

### **.74 Appearance-Grooming**

Employees are expected to maintain a level of personal appearance and grooming and maintenance of their workspaces that is considerate of other employees, and projects an image that inspires the confidence of the community and others with whom the

employee must associate in the course of work. Specific rules related to appearance and grooming are referred to in the Library's Employee Manual.

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

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

### **.75 Scented Products**

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

### **.76 Personal Activities**

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

### **.77 Supplemental Employment**

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

If an employee is unable to perform their job for the Library due to injury or illness, work for another employer during what would be the employee's Library work hours is expressly prohibited. A waiver of this provision may be given if the employee presents sufficient evidence to the Library Director from their 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.

### **.78 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, accrued vacation time, compensatory time, or, in the absence of any of these, unpaid leave may be used to cover such absences.

### **.79 Education**

Advance approval from the Library Director or their designee is necessary for an employee to attend or engage in any educational program during normal working hours, other than that which may be provided or directed by the Library. Consideration of such requests will be based upon direct benefit to the Library 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.

### **.710 Medication/Work Restriction Notification**

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

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

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

### **.711 Breastfeeding Breaks**

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

### **.712 Criminal Convictions and/or Conduct**

Employees in positions which are subject to criminal background checks under the City's

administrative regulation on Criminal Background Checks in Hiring, as noted in the job description, are required to notify City Human Resources within ten business days of being convicted of a crime other than a simple misdemeanor traffic offense. Human Resources will conduct an individualized assessment to determine the impact a conviction may have on an employee's ability to continue in their current role and will consult with appropriate supervisory staff and the City Attorney's Office as necessary. Employees in a position designated as sensitive under the Criminal Background Checks in Hiring policy who are convicted of a crime which would have precluded them from being hired into the position, may likewise be determined to no longer meet the requirements of the position and may be subject to termination of employment or other discipline.

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

## **.713 Personal Use of Social Media**

### **A. Scope and definition**

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

Nothing in this policy is intended to infringe upon any employee's First Amendment rights to engage in speech protected by the United States and Iowa Constitutions, to limit the right to engage in protected concerted activity under the National Labor Relations Act (NLRA), or to express an opinion on a matter of public concern when the statement is not made pursuant to their official duties. Employees are free to express

themselves as private individuals on social media sites. The intent of this policy is to prevent employees from engaging in unlawful speech, improperly impairing the working relationships of and within the Library, or impeding performance of Library duties and/or negatively affecting public confidence in the operation of the Iowa City Public Library or the performance of the individual employee.

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

## **B. Work-related guidelines for employee use of personal social media**

- 1.** Personal accounts may not be designed in such a way as to cause users to believe the account is Library-administered or endorsed by the Library, including unauthorized use of Library logos. Whether or not employees specify on their personal social media accounts that they work for the Iowa City Public Library, they should be mindful that their employment is a matter of public record. Whenever issues are discussed online, whether in a personal or professional capacity, it is possible that comments can be connected to a person's employment with the Library. Employees should consider whether statements they publish may be construed as expressing official Iowa City Public Library positions and whether such statements are accurate representations. If an employee possesses leadership responsibilities or chooses to identify themselves as a Library employee on personal social media, it is recommended that they include a disclaimer such as "The postings on this site are my own and do not necessarily reflect or represent the views of the Iowa City Public Library or City of Iowa City for which I work."
- 2.** Employees are prohibited from disclosing confidential or legally protected information learned through employment with the Library, including personally identifiable patron information, such as check out history or requested information.
- 3.** Employees are prohibited from using the internet or social media to post content that violates the Library's harassment or discrimination policies even if occurring outside work hours, from home and on personal devices. Such behaviors include but are not limited to posting comments or other content that is derogatory with respect to race, creed, color, sex, national origin, religion, age, sexual orientation, gender identity, marital status, mental or physical disability, genetic information, veteran status, or other classes or categories protected by federal, state, and local law, including epithets, slurs, and negative stereotyping; sexually suggestive, humiliating, or demeaning comments; or other behaviors that could constitute harassment or bullying.



4. Employees are prohibited from using the internet or social media to incite or encourage violence. This includes threats to stalk, haze, or physically harm another employee or member of the public.
5. Employees may not use social media to engage in libelous, defamatory, obscene, or maliciously false behavior directed at the Library, its Board of Trustees, the City and other City departments, elected or appointed officials or other employees or members of the public.
6. While employees may believe a social media post or electronic communication is private, release to the public is always possible. Employees will be responsible for their posted content.
7. Employees are discouraged from posting to personal accounts while using the Library network or Library-owned equipment and should not speak on behalf of the Library using their personal social media accounts.

## **502.8 WHISTLEBLOWER POLICY AND STATE OMBUDSMAN'S OFFICE**

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

### **.81 Definition of Improper Government Action**

Any action by any employee or official that:

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

### **.82 Complaint Procedure**

The Library, with assistance from the City, will investigate complaints of improper

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

### **.83 Retaliation Prohibited**

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

### **.84 State Ombudsman's Office**

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

## **502.9 EMPLOYEE ASSISTANCE PROGRAM**

The City sponsors an Employee Assistance Program (EAP) as a means of assisting employees and their family members with a variety of challenges including marital, family or financial difficulties, physical, emotional or personal problems, and substance or alcohol use. It is available as a confidential service for information, short-term counseling, and referral to other community resources. While the 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 and not reported to the City. **Employees may contact the EAP by calling 319-351-9072.** In the event work performance is affected, a mandatory referral may be made by an employee's supervisor. When a mandatory referral is made, the employee is required to be seen by an EAP Counselor who may report the employee's attendance, ability to work, and completion of any recommended follow-up treatment to the City. The City is not provided a diagnosis and all discussions between the employee and counselor remains confidential.

Substance Abuse

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

## **502.10 SUBSTANCE ABUSE POLICY**

### **.101 Policy**

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

### **.102 Purpose**

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

### **.103 Applicability**

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

### **.104 Prohibited Substances/Behaviors**

#### **A. Illegally Used Controlled Substances or Drugs**

Any illegal drug or substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates,

phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs.

### **B. Misuse/Abuse of Legal Drugs**

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

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

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

### **C. Alcohol**

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

## **.105 Prohibited Conduct**

### **A. Manufacture, Trafficking, Possession, and Use**

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

### **B. Alcohol Use**

No employee shall report to duty or remain on duty when their ability to perform

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

### **C. Treatment**

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

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

### **D. Notifying the Library of Criminal Drug Conviction**

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

## **.106 Proper Application of the Policy**

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

## **.107 Testing Procedures**

### **A. Reasonable Suspicion Testing**

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

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

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

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

including termination of employment.

### **B. Post Accident Testing**

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

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

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

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

### **C. Refuse to Test**

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

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

1. Failure to report in a timely manner to a collection site. Once notified an employee is to immediately go directly to the testing site.
2. Failure to remain at the testing site until the testing process is complete.
3. Failure to provide a urine specimen for any required drug test.
4. In the case of directly observed or monitored collection in a drug test, failure to

permit the observation or monitoring of provision of a specimen.

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

### **.108 Consequences for Policy Violations**

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

#### **A. Positive Test Results**



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

### **B. Second Positive Test Results**

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

### **C. Refusal Consequences**

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

### **D. Follow-Up**

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

### **E. Invalid Drug Tests**

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

### **F. Violations**

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

## **502.11 LICENSES, CERTIFICATION AND INSURABILITY REQUIREMENTS**

Certain positions within the Library require the possession and maintenance of a specific license or certification. If a position has such a requirement, it will be listed in the job announcement when the job is posted and will be included in the job description. If the requirement changes while an employee is in a position, the employee will receive notice of such change and will be given a reasonable amount of time to comply with the

requirement. If an employee loses or fails to obtain a license or certification required for the position they hold, the employee may be subject to discipline up to and including termination for failure to meet minimum job requirements.

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

### **.111 Maintaining a Valid License**

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

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

### **.112 Insurability**

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

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

### **.113 State Library of Iowa Librarian Endorsement**

All budgeted librarians must maintain a current State Library public library staff endorsement or above.

## 502.12 PERSONNEL TRANSACTIONS

### .121 Personnel Files

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

Library employees are permitted access to their personnel files during regular Business Office hours. Employees are permitted to examine, take notes, and make copies of any materials in their file. 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. Certification and training records are maintained by the Business Office. Library employees required to maintain endorsements through continuing education and professional development must manage their credit hours through the State Library of Iowa's [IA Learns Learning Management System \(LMS\) website](#). In addition, employees are required to update personal information when they experience a change of name, address, phone, or emergency contact. Employees may maintain this information through the MUNIS self-services portal.

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

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

### **.123 Public Information**

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

- Employee name
- Employee compensation including any written agreement establishing compensation or any other terms of employment excluding any information otherwise excludable from public information pursuant to Iowa Code Chapter 22.7 or any other applicable provision of law. Compensation includes any money, thing of value, or financial benefit conferred in return for labor or services rendered by an official or employee plus the value of benefits conferred, including but not limited to casualty, disability, life, or health insurance, other health or wellness benefits, vacation, holiday, and sick leave, severance payments, retirement benefits, and deferred compensation.
- Dates of employment
- 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.

### **.124 Job Description**

Copies of job descriptions are maintained by the Business Office and are available upon

request or on the Library's website. Job descriptions are periodically reviewed and updated as job duties and requirements change.

### **.125 Position Classification**

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

### **.126 Fair Labor Standards Act (FLSA) Classification**

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

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

### **.127 Employment of Relatives**

#### **A. Management Conflict**

It shall be a violation of this policy for the spouse, domestic partner or partner by cohabitation, children<sup>1</sup>, mother, father, son-in-law, daughter-in-law, mother-in-law, father-in-law, step-parent, brother<sup>2</sup>, sister<sup>2</sup>, 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 relationship<sup>3</sup> of the City Manager, Deputy City Manager, Assistant City Manager, City Clerk, City Attorney, Department Directors, Division Heads, or Human Resources staff to be employed by any department of the Library or City.

#### **B. Chain of Command Conflict**

It shall be the general policy of the Library and City that no person shall be hired,

assigned, promoted, or transferred to a department of the City or to a division thereof when, as a result, the employee would routinely be directly or indirectly supervising or receiving direct or indirect supervision from a member of the employee's immediate family. For the purpose of this subsection, "members of the immediate family" include all of the relationships identified under the Management Conflict provision (502.127a) and also include aunt, uncle, niece, nephew, and first cousin. 4

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

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

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

<sup>2</sup>Brother and sister are defined to include step-siblings and half-siblings.

<sup>3</sup>An 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.

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

## **.128 Termination of Employment**

### **A. Resignation**

Employees are expected to give at least ten (10) working days' notice prior to the effective date of resignation. The notice should be in writing and directed to the immediate supervisor. Generally, the termination date shall be the employee's last day in attendance at work, except in cases of medical disability.

Generally, employees will be required to be at work on their last day. Use of extended vacation time prior to separation from service is not allowed. Supervisors may approve no more than two calendar weeks of paid time off within the same calendar month

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

### **B. Retirement**

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

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

### **C. Benefits Termination**

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

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

### **D. Exit Interviews**

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

## **502.13 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 Library employees and the public. Employees will not be required to and should not work in areas or operate equipment which is a safety hazard to themselves or the public. Employees are required to report unsafe working conditions to their immediate supervisor. The Iowa Occupational Health and Safety Administration establishes industrial standards for some Library work functions. The Library is committed to compliance with these and other applicable standards.

- A.** Employees must wear appropriate safety equipment/clothing, as required. Employees will receive appropriate training and are expected to follow appropriate safety standards.
- B.** Employees must wear seatbelts in all vehicles that are equipped with seatbelts, as provided by state law.
- C.** Smoking, including use of e-cigarettes or other vaping devices is prohibited in all City or Library vehicles, equipment, buildings and grounds.
- D.** City employees shall not wear or use radio headphones, earphones, or other similar devices at any time while at work, unless such devices are authorized by the Department Director/Division Head. Telephone headphones are permitted for business phones with the supervisor's approval.
- E.** Employees will handle property and equipment of the Library and City with due care appropriate to the nature of the work and equipment used. Writing, sending, or viewing an electronic message or talking on a hand-held communication device while driving is strictly prohibited. Employees who act in a manner which endangers the safety of themselves or others are subject to disciplinary action up to and including termination of employment.
- F.** Treatment for work-related injuries must be provided by the provider designated by the City. Treatment by another physician will be allowed only upon referral from the City's designated treatment provider. Failure to use the City's designated treatment provider for a work-related injury may result in denial of payment of claims by Worker's Compensation. Worker's Compensation questions should be directed to the City's Risk Manager.

Approved: 07/22/1982	Revised: 05/28/1987	Revised: 01/25/1990	Revised: 02/23/1995
Revised: 11/09/1999	Revised: 04/28/2008	Revised: 03/27/2008	Revised: 05/26/2011
Revised: 05/22/2014	Revised: 10/26/2017	Revised: 09/23/2021	Revised: 11/21/2024



# 501 Unattended Children

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**Proposal:** A routine, three-year review of the Unattended Children Policy for the Iowa City Public Library Board of Trustees.

**Issues:** The Unattended Children Policy serves the needs of library staff and our youngest patrons. It allows caregivers and children to decide together, if and when a school aged child is capable of visiting and using the Library alone. It designates a specific age limit, under which young children must be accompanied and supervised by a guardian or caretaker of an appropriate age at all times. It provides staff with the means to guide caregivers in safe library behaviors while still respecting guardian rights to decide when their child may use services.

The Committee reviewed other public library policies to compare, discussed potential gaps, and reviewed current language with an emphasis on clarity. We also met with Liz Craig, Assistant City Attorney for clarification and guidance.

## Committee Recommendations:

813.1	Comma, add word welcoming, add Bookmobile, and Library programs in the community to emphasize all places where staff may encounter the need for this policy. Add language for staff roles.
813.2	Modify language to be more specific of intention and brevity. Age change is noted here.
813.3	Modify for clarification and for language to be more specific of intention.
813.4	Add section on staff roles in an emergency
813.5	Add section for accommodations.

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

**Prepared by:** Angie Pilkington, Children’s Services Coordinator, Jason Paulios, Adult Services Coordinator, and Elsworth Carman, Library Director.

## 813 Unattended Children

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See also related policy on Library Use (809).

### 813.1

The purpose of the unattended children policy is to maintain a safe, ~~and~~ secure, and welcoming environment for children using the Library, Bookmobile, or attending Library programs in the community and to reinforce that ~~parents or~~ guardians and caregivers are responsible for the supervision and behavior of their children they care for at all times. Library staff will not assume the role of caregiver for patrons of any age.

### 813.2

Children ~~under six~~ aged seven or under must be accompanied at all times by a responsible person; the responsible person must be at least 12 years old, and in the immediate vicinity of the child. ~~in the immediate vicinity. A responsible person must also accompany any children who need supervision on library visits as determined by library staff. The responsible person must be at least 12 years old.~~

### 813.3

~~If a child is left unattended, is disruptive, or needs supervision, staff will locate the person responsible for the child and review expectations for supervision and conduct. If staff cannot locate the person responsible for the child, they will attempt to reach the parent or guardian by phone. If the parent or guardian is not located within one hour, or if the Library is closing, the police will be called to assume responsibility for the child. Children are subject to the same behavioral expectations and consequences for noncompliance as adult patrons. If a child aged seven or under is left unattended and is disruptive or needs supervision, Library staff will attempt to locate the person responsible for the child and review expectations for supervision and conduct. If a caregiver is not located, or if the Library is closing, the Iowa City Police Department will be called to assume responsibility of the child.~~

### 813.4

In emergency situations, Library staff may call the Iowa City Police Department or 911 before attempting to contact a guardian.

### 813.5

To request reasonable accommodations related to library access, contact the Library Director.

Adopted: 04/25/1991	Revised: 12/13/1995	Revised: 01/28/1999	Revised: 02/28/2002
Revised: 02/24/2005	Revised: 01/17/2008	Revised: 01/27/2011	Revised: 11/21/2013
Revised: 03/24/2016	Revised: 02/28/2019	Revised: 11/18/2021	Revised: 11/21/2024

## Director's Report

Prepared for the November 21, 2024  
Meeting of the Library Board of Trustees  
Elsworth Carman, Library Director

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### FY24 Annual State Report Submitted

Each year, we submit an annual report to the State Library. This report includes stats on the library's staffing, services, collections (holdings and circulation), and physical assets. The full report is included in this packet. You have seen most of these numbers in other statistical reports, but it feels important to share them in this format, as well.

The following things stand out to me in our reporting this year.

- Our ratio of "printed books held at start of year" (E01; 169,601), "printed books added during the year" (E02; 18,122), and "printed books withdrawn during the year" (E03; 23,170) demonstrate the diligent collections management work of the collections services and CAS staff. Their continual efforts to select and procure new materials while also weeding current holdings helps our collection stay relevant to our users. This work takes significant time and energy in addition to expertise in community needs and publishing trends.
- In multiple sections of the report—including door count (F35), reference transactions (F37), and public internet use (F40), among others—we indicate that these numbers are based on "annual counts," which means that we track these numbers on a daily basis, year-round, as opposed to estimating based on a more limited count. While there is nothing wrong with estimate-based reporting, the effort we put into this daily tracking allows us to document seasonal trends and variations in data, which informs service design and strategic planning.
- Our programmers are working hard, as evidenced by the program stats in this report. Staff delivered an average of 2.4 programs for children ages 0-11 *every day* (including onsite and off-site events; G07 and G15), and library programs were attended by 54,966 people in FY24 (G48).
- We posted 95 "program content recordings" online (G49) and these were viewed 58,181 times in the 30 days after being posted (G50). That's the equivalent of 612 views for each posted recording in the first 30 days it was available.

Many staff members contribute to this project, and I am thankful for the way everyone works together to prepare and submit the report. Jen Royer and Caitlin Plathe deserve special recognition for their work related to the report this year.

### FY25 Inservice Day Invitation

ICPL's annual Inservice Day will be on Friday, December 13. The Inservice Day committee—chaired by Katie Roche and Sam Helmick this year—will be sending an invite to trustees soon. The day will include both structured learning (with sessions on trauma-sensitive services, crucial conversations,

and AI in libraries) and breakouts focused on teambuilding and encouraging active engagement with colleagues. Your invitation will include the full schedule, and you are welcome to attend the whole day or stop in for a specific session (or lunch), etc.

### **Alyssa Hanson Elected as an Iowa Library Association Director**

Alyssa Hanson, ICPL's Web Specialist, has been elected to serve on the ILA Executive Board. Alyssa has been involved in ILA work for several years, including serving as the Web Content Manager for ILA since 2020, as a member of the Communications Committee, and as a leader in the transition to a new IT management company. Alyssa's project management and technical skills will be an asset to ILA in her Director role and we're proud that she will be representing ICPL on the Executive Board.

### **Corridor Business Journal Coverage of Library Business Support**

Annie Barkalow wrote an article about libraries as entrepreneurial hubs for the November 4th issue of the Corridor Business Journal (included in this packet). A number of local libraries are featured, and I appreciate the structure of the article; it does a nice job of connecting libraries with specific community needs while also encouraging people to explore more of what libraries have to offer. Annie Barkalow was at a downtown business lunch program that Amanda Ray and I presented at and followed up with Amanda after the event. We're exploring other ways we can amplify ICPL services to the business community and look forward to growing these connections.

# Iowa City Public Library

## FY24 Iowa Public Library General Information Survey

### Section A - General Information

(Reporting period July 1, 2023 to June 30, 2024 - unless otherwise specified)

Due October 31, 2024

Review the contact information below. Users cannot directly change data for questions A01 to A10. If any information has changed, answer **Yes** to number A11 and enter a note for the corresponding question. The State Library will verify and update the data. For Section A, report the most current information available.

A01	Library Name	IOWA CITY PUBLIC LIBRARY
A02	Library District	SE=Southeast
A03	Street Address	123 S LINN ST
A04	City	IOWA CITY
A05	Zip	52240

Mailing Address

A06	Mailing Address	123 S LINN ST
A07	City	IOWA CITY
A08	Zip	52240

Other Contact Information

A09	County	JOHNSON
A10	Phone	(319) 356-5200
A11	Has any information in questions A1 to A10 changed in the past year?	No

YES, answer YES on the pulldown menu and enter a correction in a note.

NO - answer NO on the pulldown menu and continue with question A14.

A12	City population (2020 decennial population)	74,828
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A13	Library Size Code	H
A14	Library Director/Administrator Name	Elsworth Carman

**Section B - Paid Staff and Salary Information**

Include all paid staff on the library's payroll. Include unfilled positions if a search is currently underway. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Report all positions as of June 30, 2024.

B01	Total number of paid librarians	15
B02	Total number of all paid librarian hours worked per week	600.00
B03	<b>Paid librarians FTE</b>	15.00
B04	Total number of all other paid staff	93
B05	Total number of all other paid staff hours worked per week	1946.40
B06	<b>All other paid staff FTE</b>	48.66
B07	<b>Total number of paid staff</b>	108
B08	<b>Total paid staff FTE</b>	63.66

*Levels of Education*

B09	How many of the paid librarians from line B01 have an ALA accredited masters of library science degree?	15
B10	Total number of hours worked per week by librarians from line B09 with an ALA accredited masters of library science degree	600.00
B11	<b>Total FTE librarians with ALA accredited masters of library science degree</b>	15.00
B12	Starting date of current director in director's position (mm/dd/yyyy)	01/02/2019

Report the hourly salary for the positions listed below if employed by your library. Do not report one staff member more than once even if they perform multiple jobs. Refer to the instructions for more detailed information on each position. Do not report assistant director or department heads unless that role is part of their official job description. Do not report workers paid by other agencies such as Green Thumb employees or work study students. Do not report workers hired through a cleaning or landscape business. Only report janitorial/building maintenance staff if they are an employee of the library. Report hourly salary amounts as of June 30, 2024.

B13	Hourly salary of the director	\$77.50
B14	Hourly salary of assistant director	N/A
B15	Hourly average salary of department heads	\$51.09
B16	Hourly salary of the children's librarians	\$37.82
B17	Hourly average salary of library clerks	\$24.94
B18	Hourly average salary of shelvers or pages	\$15.47
B19	Hourly average salary of janitorial or building maintenance employees	\$20.39

**Section C - Capital Income and Expenditures**

Capital income is intended to pay for large one-time library purchases. This section should not reflect any income or expenditure used for the regular operations of the library. If your library had any major one-time capital expenditures during FY24 report them in this section. Otherwise, skip to section D.

*For Capital Income and Expenditures*

*Show all sources of capital funds for FY24 (July 1, 2023 - June 30, 2024).*

If your library does not receive capital income from a source, enter a 0 (zero).

If your library receives capital income from a source, but the amount is unknown, enter N/A.

Report all capital income and expenditures in whole dollars only. Round to the nearest dollar.



*For Capital Income*

Report all income for major capital expenditures, by source of income. Include funds received for:

- Site acquisition
- New buildings, additions to buildings, or renovation of library buildings
- Furnishings, equipment, and initial collections for new buildings, additions, or renovations
- Major building updates or repairs including roof, painting, carpeting, furnace, central air, etc.
- New computer hardware and software used to support library operations, link to networks, or run information products
- Replacement and repair of existing furnishings and equipment
- New vehicles
- Other major one-time projects

DO NOT REPORT INCOME FOR:

- Regular purchase of library materials - Report in section D
- Payments for regular operating costs such as utilities, insurance, etc. – Report in section D
- Investments for capital appreciation
- Income passed through to another agency
- Funds unspent in the previous fiscal year (e.g., carryover).

Did your library have any major one-time capital projects in FY24 Yes

YES - check the box and click the SAVE button to display questions C01 - C06.

NO - Skip to section D.

*Capital Income*

C01	Capital funds from local government (city, county)	\$117,422
C02	Capital funds from state sources	\$0
C03	Capital funds from federal sources	\$0
C04	Capital funds from private sources	\$0
C05	<b>Total capital income</b>	\$117,422

*Capital Expenditures*

C06	Total capital expenditures	\$123,862
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**Section D - Operating Income and Expenditures**

Operating income covers the current and recurrent costs necessary to support the provision of library services. Report income used for operating expenditures by source. Include federal, state, local, and non-governmental income.

REPORT ALL SOURCES OF FUNDS FOR FY24 (JULY 1, 2023 - JUNE 30, 2024).

- If your library does not receive operating income from a source enter a 0 (zero)
- If your library receives operating income from a source, but the amount is unknown, enter N/A
- Report all income in whole dollars only. Round to the nearest dollar

DO NOT REPORT

- Income for capital expenditures as reported in Section C
- Contributions to endowments
- Income passed through to another agency
- Funds unspent in the previous fiscal year – carryover
- The value of any contributed or in-kind services
- The value of any non-monetary gifts and donations
- E-Rate discounts as income

*Total Governmental Operating Income*

D01	City income received from the city's general fund (exclude income from special levies)	\$5,207,483
D02	City income received from special levies	\$1,169,106
D03	County income received from all counties	\$544,828
D04	Income received from contracting cities in Iowa. Do not report income from your own city on this line.	\$95,670
D05	Other governmental income received	\$0
D06	<b>Total local government operating income received</b>	<b>\$7,017,087</b>
D07	State income received from the State Library of Iowa (Enrich Iowa - Direct State Aid, Open Access, ILL Reimbursement) Prefilled and locked by the State Library.	68,697
D08	Other income received from the State of Iowa	\$0

D09	Total state government operating income received	\$68,697
D10	Total federal government income received	\$0

***Non-Governmental Operating Income***

D11	Total non-governmental grants received	\$0
D12	Endowments and gifts received	\$191,831
(only report if money was spent in FY24)		
D13	Fines and/or fees received	\$780
D14	Other income received	\$55,564
D15	Total non-governmental operating income received	\$248,175

***Total Operating Income***

D16	Total operating income received	\$7,333,959
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**OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**REPORT ALL EXPENDITURES INCLUDING GRANTS AND COOPERATIVE ARRANGEMENTS.**

- If your library does not expend operating funds for an item, enter a 0 (zero)
- If your library expends operating funds for an item, but the amount is unknown, enter N/A
- To ensure accurate reporting, consult your business officer or city clerk regarding this section
- Report only money expended during FY24 (July 1, 2023 - June 30, 2024), regardless of when the money may have been received
- Report all expenditures as whole dollars only. Round fractions to the nearest whole dollar

**DO NOT REPORT**

- The value of free items
- Estimated Costs
- Capital expenditures as reported in Section C
- E-Rate discounts as expenditures

D17	Total salaries and wages expenditures (before deductions)	\$4,079,163
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D18	Total employee benefits expenditures (health insurance, Social Security tax, retirement, etc.) This amount cannot be \$0. If you are unsure of benefits amount, or this is a volunteer-run library, report N/A.	\$1,470,252
D19	<b>Total staff expenditures</b>	\$5,549,415
D20	Print physical collection expenditures	\$261,601
D21	Audio physical collection expenditures -- All physical formats, including tape, CDs, etc. Do not report downloadable expenditures on this line.	\$10,325
D22	Video physical collection expenditures -- All physical formats, including tape, Blu-Ray, DVD, etc. Do not report downloadable expenditures on this line.	\$27,447
D23	Other physical collection expenditures for any materials not listed above (puzzles, art prints, puppets, cake pans, etc.)	\$12,823
D24	<b>Total physical non-print collection expenditures</b>	\$50,595
D25	<b>Total physical collection expenditures</b>	\$312,196
D26	Bridges e-book collection expenditures. Report Bridges e-book expenditures only. Prefilled and locked by the State Library.	\$0
D27	All other e-book collection expenditures. Report Advantage e-book expenditures on this line.	\$138,291
D28	<b>Total e-book collection expenditures</b>	\$138,291
D29	Bridges downloadable audio collection expenditures. Report Bridges expenditures only. Prefilled and locked by the State Library.	\$0
D30	All other downloadable audio collection expenditures. Report Advantage downloadable audio expenditures on this line.	\$119,925

D31	Total downloadable audio collection expenditures	\$119,925
D32	Total downloadable video collection expenditures. Report Advantage downloadable expenditures on this line.	\$0
D33	Total Electronic Information collection expenditures. This includes databases, Freegal, Hoopla, etc. Do not report expenditures for products subsidized or managed by the State Library such as Bridges.	\$153,465
D34	Total downloadable and Electronic Information collection expenditures	\$411,681
D35	Total collection expenditures	\$723,877
D36	All other operating expenditures (phone, lights, heating, cooling, Internet access, insurance, etc.)	\$894,865
D37	Total of all operating expenditures	\$7,168,157

**Section E - Library Collection**

NUMBER HELD AT START OF YEAR - The number of items owned by the library at the start of the fiscal year (July 1, 2023). To assist with determining this number, we have prefilled lines E01, E09, E17, and E23 based on end of year numbers from last year as reported on lines E04, E12, E20, and E26. Note that these values are not locked, so you can change them if needed.

NUMBER ADDED DURING FISCAL YEAR - The number of items added to the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through purchase or donation.

NUMBER WITHDRAWN DURING FISCAL YEAR - The number of items withdrawn from the collection during the fiscal year (July 1, 2023 - June 30, 2024) whether through weeding, loss, or other cause.

NUMBER HELD AT END OF YEAR - The number of items owned by the library at the end of the fiscal year (June 30, 2024).

E01	Printed books (# of items), held at start of year	169,601
E02	Printed books (# of items), added during year	18,122
E03	Printed books (# of items), withdrawn during year	23,170

E04	Printed books (# of items), held at end of year	164,553
E05	Bridges e-books, held at end of year. Prefilled and locked by the State Library.	0
E06	All other e-books held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Freading, Hoopla, etc. here.	38,450
E07	Total e-books held at end of year	38,450
E08	Total books (print and e-books), held at end of year.	203,003
E09	Audio materials (# of physical items), held at start of year	17,532
E10	Audio materials (# of physical items), added during year	273
E11	Audio materials (# of physical items), withdrawn during year	2,200
E12	Audio materials (# of physical items), held at end of year	15,605
E13	Bridges downloadable audio materials, held at end of year. Prefilled and locked by State Library.	0
E14	All other downloadable audio materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	26,489
E15	Total downloadable audio materials, held at end of year	26,489
E16	Total audio materials (physical and downloadable), held at end of year.	42,094
E17	Video materials (# of physical items), held at start of year	19,135
E18	Video materials (# of physical items), added during year	1,698
E19	Video materials (# of physical items), withdrawn during year	2,350

E20	Video materials (# of physical items), held at end of year	18,483
E21	Total downloadable video materials, held at end of year. Include Advantage titles here. Do not report downloads from Bridges, Freegal, Hoopla, etc. here.	910
E22	Total video materials (physical and downloadable), held at end of year	19,393
E23	Other library materials (# of physical items), held at start of year	1,252
E24	Other library materials (# of physical items), added during year	166
E25	Other library materials (# of physical items), withdrawn during year	128
E26	Other library materials (# of physical items), held at end of year	1,290
E27	Total physical items, held at start of year	207,520
E28	Total physical items, added during year	20,259
E29	Total physical items, withdrawn during year	27,848
E30	Total physical items, held at end of year	199,931
E31	Total downloadable items, held at end of year	65,849
E32	Total physical and downloadable items, held at end of year	265,780

*Licensed Databases*

Refer to the State Library of Iowa's website to determine how databases and other electronic resources are counted. <https://www.statelibraryofiowa.gov/index.php/libraries/search/survey/cntelectres>

E33	Number of licensed databases funded locally or by other non-state funded cooperative agreements (or consortia) within the state or region. Include subscription downloadable services such as Freegal, Freading, Hoopla, etc. here.	29
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E34 Number of licensed databases 2  
funded by the state government or The  
State Library of Iowa. Count Brainfuse  
as 2. Maximum amount for this line is  
2. Prefilled and locked by the State  
Library.

E35 **Total licensed databases** 31

### Section F - Circulation and Use Counts

Report circulation for FY24 (July 1, 2023 to June 30, 2024). Circulation should only be counted for items checked out of the library's collection for use outside of the library, including renewals. DO NOT count automatic renewals as circulation. DO NOT count in-house use or computer use as circulation.

#### *Circulation Transactions of Physical Items*

F01 Adult books 330,169

F02 Young adult books 16,214

F03 Children's books 323,461

F04 Video recordings (physical  
formats) 141,979

F05 Audio recordings (physical  
formats) 32,480

F06 Serials (physical formats) 6,519

F07 All other physical items (CD-  
ROM based products, puzzles, art  
prints, pamphlets, cake pans, puppets,  
WiFi Hotspots, tools, video games, etc.) 12,944

F08 **Total PHYSICAL circulation by  
material type** 863,766

Lines F09 and F10 should be reported as individual counts. They do not need to add up to a total. These counts are part of the physical total as reported on line F08. Do not count electronic use for lines F09 or F10.

F09 Circulation of physical items to 60,424  
the rural population of your own  
county:

F10 Total physical circulation of all 360,407  
materials cataloged as "children's"

#### *Use of Downloadable Material*

F11 Bridges e-books, including use 0  
of Advantage titles. Prefilled and locked  
by the State Library.



F12	All other e-books - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	121,918
F13	<b>Total use of e-books</b>	121,918
F14	Total downloadable video recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	51,726
F15	Bridges downloadable audio recordings, including use of Advantage titles. Prefilled and locked by the State Library.	0
F16	All other downloadable audio recordings - do not count downloads from services such as Freegal, Freading, Hoopla, etc. on this line. Report that use on line F23.	123,293
F17	<b>Total use of downloadable audio recordings</b>	123,293
F18	Bridges electronic serials - including use of Advantage titles. Prefilled and locked by the State Library.	0
F19	All other electronic serials – Include RB Digital or similar	53,834
F20	<b>Total use of electronic serials</b>	53,834
F21	<b>Total use of downloadable materials</b>	350,771

*Successful Retrieval of Electronic Information (Database Use)*

F22	Successful retrieval of Electronic Information from Brainfuse. This used to be called Licensed database use. Prefilled and locked by the State Library.	1,195
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F23 Successful retrieval of all other Electronic Information funded locally or by other non-state funded cooperative agreements. Do not count users, sessions, website hits, or online catalog use. This used to be called Licensed database use. Include downloads from services such as Freegal, Freading, Hoopla, etc. on this line. 739,994

F24 Total successful retrieval of Electronic Information. 741,189

*Circulation and Use Totals*

F25 Total Circulation of physical and downloadable materials (This is the same as Total circulation by material type on previous year's surveys). 1,214,537

F26 Total Electronic materials use (Total downloadable use plus Total successful retrieval of Electronic Information) 1,091,960

F27 Total Collection use (Total circulation of physical and downloadable items plus successful retrieval of Electronic Information. This is not the total of F25 + F26). 1,955,726

*Interlibrary Loan*

The State Library will automatically fill in data from the SILO ILL service. If your library only uses SILO for ILL, you can skip F28 to F33. Examples of other ILL services are OCLC or print forms.

F28 ILL Received from other libraries using the SILO ILL service. Prefilled and locked by the State Library. 1,998

F29 ILL Received from other libraries using all other ILL services. Do not report SILO ILL on this line. 1,009

F30 Total Interlibrary Loan received from other libraries 3,007

F31 ILL Provided to other libraries using the SILO ILL service. Prefilled and locked by the State Library. 1,101

F32 ILL Provided to other libraries using all other ILL services. Do not report SILO ILL on this line. 283

F33 **Total Interlibrary Loan provided to other libraries** 1,384

Other Use Counts

F34 Current total number of registered users as of June 30, 2024 41,171

F35 Door count annually 543,468

F36 Is annual door count based on an annual count (i.e. with a door counter) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. CT - Annual Count

F37 Total number of reference transactions annually 22,354

F38 Is number of annual reference transactions based on annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options below. CT - Annual Count

F39 Number of Internet computers for public use 90

F40 Number of uses of public Internet computers ANNUALLY 51,928

(You may count a typical week and multiply by 52)

F41 Is the number of uses of public Internet computers based on an annual count (i.e., year-long tally marks) or an annual estimate based on a typical week or weeks? Choose one of the options listed below. CT - Annual Count

F42 Total number of wireless sessions annually 26,976

F43 Is the number of wireless sessions based on an annual count (i.e. year-long tally marks) or an annual estimate based on a typical week or weeks? CT - Annual Count

Choose one of the options listed below. Libraries that use WhoFi only should report as an annual count.

F44 Website visits for libraries with a PLOW website annually. Prefilled and locked by the State Library. 0

F45 Website visits for all other libraries annually. Libraries unable to collect a count of their website visits should report N/A. Libraries without websites should report -3. 662,843

F46 **Total website visits annually** 662,843

F47 Does the library check out WIFI hotspots for use outside the library? (YES/NO) No

F48 As of June 30, 2024, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? (YES/NO) No

### **Section G - Programs and Content Recordings**

## LIBRARY PROGRAMS

### Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants.

Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

### INCLUDE

- All program sessions that are sponsored or co-sponsored by the library. For a program session to be sponsored or co-sponsored by the library, the library must contribute financial resources or staff time toward the program session. For a program session that is part of a larger community event (such as a farmer's market or festival), it is not necessary for the library to also sponsor or organize the larger event.
- Both on-site and off-site program sessions. For example, include a storytime at a farmer's market or a presentation to a school group about library resources conducted at a school.
- Live-streamed virtual (synchronous) program sessions that are sponsored or co-sponsored by the library.
- Program sessions with attendance of zero or one if they were intended for a group.

### EXCLUDE

- Program sessions sponsored by other groups that use library facilities. For example, do not include a homeschooling group hosting a speaker in a meeting room without facilitation from library staff.
- Offsite outreach efforts that do not otherwise meet the definition of a program session. For example, do not include having a library card sign-up booth at a farmer's market.
- Activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, homework assistance, mentoring activities, etc.
- Passive or self-directed activities that do not occur at a scheduled time. For example, do not report "make and take" bags or coloring pages as a program. Report these self-directed activities on questions G51 to G59
- Recorded presentations of program content. Report these on questions G49 to G50.
- Programming that is shared on the library's website or social media that is not sponsored or co-sponsored by the library. For example, do not include sharing a video from an author's website of him or her reading a book.

### Tips for reporting programs and attendance.

- When reporting the number of programs count the total number of events. A story time held once a week for a year is counted as 52, not as one.
- When reporting attendees count total number of attendees regardless of the age. A children's program attended by 10 children and 10 adults is counted as 20, not as 10.
- Live, virtual programs are conducted via a Web conferencing or webinar platform during which a library staff member (or other party sponsored by the library) is presenting to or interacting with an audience in real-time. These are considered programs for survey purposes and should be added into programming counts as indicated below.
- Recordings of program content include video or audio recordings created by a library staff person (or other party sponsored by the library) and posted to a video or audio hosting platform for the

audience to view or list to on-demand. Do not include promotional or marketing content.  
 Recordings of program content are counted separately from live programs as indicated below.

- If a program is hybrid (i.e., in-person and virtual) then report it as in-person. Do not double count.

*Children Ages 0-5*

G01	Total number of live, in-person, onsite library programs for children ages 0-5	280
G02	Total number of people attending live, in-person, onsite library programs for children ages 0-5	12,675
G03	Total number of live, in-person, offsite library programs for children ages 0-5	417
G04	Total number of people attending live, in-person, offsite library programs for children ages 0-5	10,083
G05	Total number of live, virtual library programs for children ages 0-5	0
G06	Total number of people attending live, virtual library program for children ages 0-5	0
G07	Total number of library programs for children ages 0-5	697
G08	Total number of people attending library programs for children ages 0-5	22,758

*Children Ages 6-11*

G09	Total number of live, in person, onsite library programs for children ages 6-11	146
G10	Total number of people attending live, in-person, onsite library programs for children ages 6-11	3,228
G11	Total number of live, in-person, offsite library programs for children ages 6-11	9
G12	Total number of people attending live, in-person, offsite library programs for children ages 6-11	263

G13 Total number of live, virtual library programs for children ages 6-11 0

G14 Total number of people attending live, virtual library programs for children ages 6-11 0

G15 Total number of library programs for children ages 6-11 155

G16 Total number of people attending library program for children ages 6-11 3,491

*Young Adults Ages 12-18*

G17 Total number of live, in person, onsite library program for young adults 236

G18 Total number of people attending live, in-person, onsite library programs for young adults 1,009

G19 Total number of live, in-person, offsite library programs for young adults 53

G20 Total number of people attending live, in-person, offsite library programs for young adults 821

G21 Total number of live, virtual library programs for young adults 0

G22 Total number of people attending live, virtual library program for young adults 0

G23 Total number of library programs for young adults 289

G24 Total number of people attending library program for young adults 1,830

*Adults Aged 19 or Older*

G25 Total number of live, in person, onsite library program for adults 142

G26 Total number of people attending live, in-person, onsite library programs for adults 3,867

G27 Total number of live, in-person, offsite library programs for adults 39

G28 Total number of people attending live, in-person, offsite library programs for adults 552

G29 Total number of live, virtual library programs for adults 35

G30 Total number of people attending live, virtual library program for adults 205

G31 Total number of library programs for adults 216

G32 Total number of people attending library program for adults 4,624

*General Interest - For All Ages*

G33 Total number of live, in person, onsite general interest library programs 211

G34 Total number of people attending live, in-person, onsite general interest library programs 18,174

G35 Total number of live, in-person, offsite general interest library programs 24

G36 Total number of people attending live, in-person, offsite general interest library programs 4,089

G37 Total number of live, virtual, general interest, library programs 0

G38 Total number of people attending live, general interest, virtual library programs 0

G39 Total number of live general interest library programs 235



G40	Total number of people attending live general interest library programs	22,263
G41	Total number of live, in-person, onsite library programs	1,015
G42	Total number of live, in-person, offsite library programs	542
G43	Total number of live, virtual library programs	35
G44	Total number of people attending live, in-person, onsite library programs	38,953
G45	Total number of people attending live, in-person, offsite library programs	15,808
G46	Total number of people attending live, virtual library programs	205
G47	Total number of live library programs	1,592
G48	Total number of people attending live library programs	54,966

*Program Content Recordings*

A program content recording is any recording of program content that cannot be viewed live as it unfolds (i.e., on-demand streaming). Only include program presentations posted during the reporting period. Regardless of the number of platforms on which a presentation is posted, count each unique presentation only once. Include program sessions hosted on Facebook Premiere that are not facilitated by a staff member.

The count of views of asynchronous program presentations for a period of THIRTY (30) days after the presentation was posted, even if that period extends beyond the survey reporting period (or fiscal year). For program presentations made available via Facebook, count unique 1-minute views of each video. For those made available via other platforms, count unique views of each video. For recorded program presentations that are recordings of live, virtual program sessions, exclude live attendance; live attendance should have already been counted on lines G06, G14, G22, G30, or G38.

G49	Total number of program content recordings	95
G50	Total number of views of program content recordings	58,181

*Patron-Directed Activities*

Below is a list of activities that are patron directed and sometimes known as passive, self-directed, or indirect programming. All answers are prefilled with 0. If you do not provide a listed service you can leave it as a 0. If you provide a service but are unsure of how many times it was used, answer with an estimate, or N/A. Otherwise provide the number of times each service is used ANNUALLY. Do not count the number of items created, only count the number of times a service is used. Do not include anything provided as a part of a library sponsored, in-person, program. These counts should be accounted for in the programming counts listed above. For example, do not count coloring sheets used as part of a live, in-person, program as an indirect activity.

G51 Total number of make and take kits provided 0

G52 Total number of coloring sheets provided 6,000

G53 Total number of scavenger hunt participants 6,500

G54 Total number of trivia contest participants 0

G55 Total use of library’s maker space service 458

G56 Total use of STEAM/STEM services 60

G57 Total number of story-walk participants 660

G58 Total number of reading log participants 3,726

G59 List any other patron-directed activities, list one activity per box. To add more than one activity, click the "Add Activity" button.

Name of activity only, do not include a use count. See Local Note

**Section H - Library Buildings - Hours and Square F**

Make sure to consider closures for all reasons when calculating number of hours and weeks open. For example, if your library is normally open for 52 weeks, but was closed for 20 weeks and open for 32 weeks in FY24, report 32 on line H02.

H01 Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only. Report actual number of hours open rather than scheduled hours open. 3,373

H02 Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the main library only (round to the nearest whole number of weeks). Report actual weeks open rather than scheduled weeks open. 52

H03 Square footage of main library. Prefilled and locked by the State Library. 81,276

### Section H Part 2 - Branches and Bookmobiles

Enter information for each branch or bookmobile on separate lines. Click the “Add Group” button to report multiple branches or bookmobiles. Do not include information for your main library in this section – that is already covered by questions H01-H03.

Make sure to consider closures for all reasons when calculating the answers for H05 and H06. For example, if your branch or bookmobile is normally open for 40 weeks, but was closed for 10 weeks and open for 30 weeks, report 30 on line H06.

If the Branch or Bookmobile name, address, or phone number has changed since last year, contact Scott Dermont at [scott.dermont@iowa.gov](mailto:scott.dermont@iowa.gov) for corrections.

**NOTE: Libraries without branches should skip questions H04 to H07 and leave them blank.**

H04 Branch or bookmobile name. Iowa City Public Library Bookmobile

H05 Total number of hours open to the public during FY24 (July 1, 2023 to June 30, 2024) at the branch or bookmobile. Report actual number of hours open rather than scheduled hours open. 918

H06 Total number of weeks open to the public during FY24 (July 1, 2023 to June 30, 2024) at the branch or bookmobile. Report actual number of weeks open rather than scheduled weeks open. 49

H07 Square footage of branch library (do not report bookmobile square footage) N/A

### Section H Totals

H08 Total number of hours open annually at the main library and all branches. (Click the SAVE button to calculate the total.) 4,291

H09 Total number of weeks open annually at the main library and all branches (Click the SAVE button to calculate the total.) 101

H10 Total square footage of main and all branch libraries (Click the "SAVE" button to calculate the total.) 81,276

### **Signature Page**

**IMPORTANT – PLEASE READ:** All libraries submitting an annual survey must also submit a Signature Page to certify accuracy. This document is also included in the Print Application Form. Follow the link below to electronically sign the form. Please do not fax or mail copies of this form to us.

[Signature Page](#)

# Adult Services Department Report

Prepared for the November 21, 2024,  
Meeting of the Library Board of Trustees  
Jason Paulios, Adult Services Coordinator

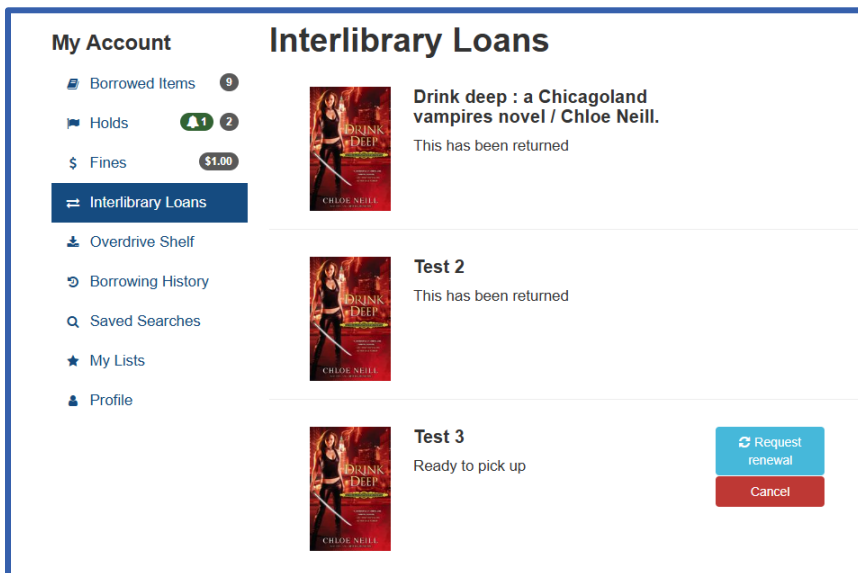
## New Interns

We are excited to announce two new interns joining the Adult Services Department: Victor and Ijeoma! Victor, a graduate student in the School of Library and Information Science pursuing a Teacher Librarian MA, will be assisting patrons and teaching classes in the Digital Media Lab. Ijeoma, an undergraduate in Economics & Political Science at the University of Iowa and a member of the Undergraduate Student Government, will be advocating for and assisting teen patrons in the Koza Family Teen Center.

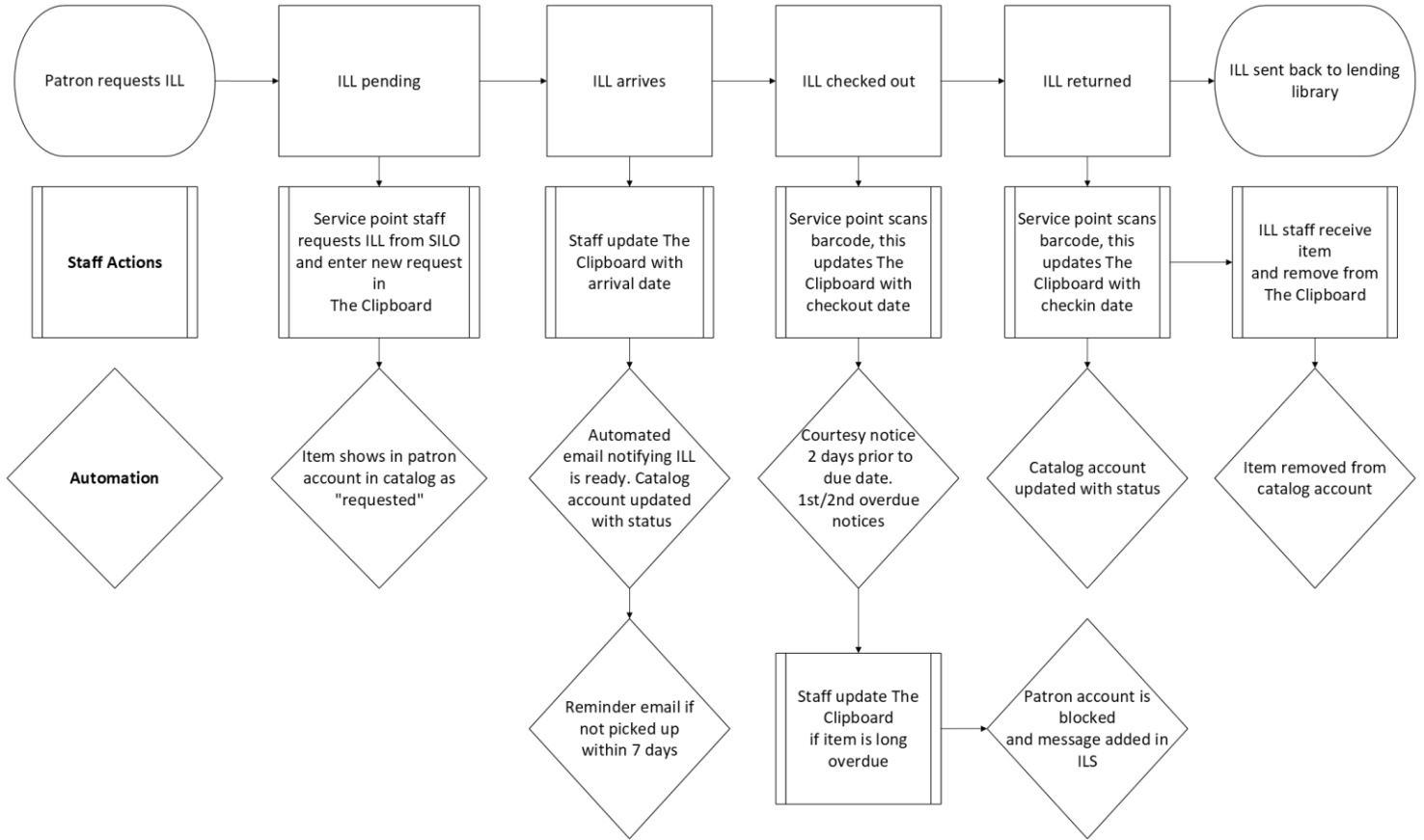
## Interlibrary Loan Procedure Update

Traditionally, some libraries of our size incorporate their Interlibrary Loan (ILL) lending through their Integrated Library System (ILS), such as Ill/Innovative Sierra in our case. However, we have always processed ILL outside of our ILS, maintaining separate records through our dedicated ILL staff. Adding the ILL module to Sierra involved financial costs and lacked the full functionality we desired. Instead, we utilized a simple in-house database, known as The Clipboard, created by Todd, our Senior Librarian. The Clipboard allowed us to track requested items and associated patron information, but notifications (e.g., "your item is here for pickup," "your item is overdue") were manually handled by ILL staff. This process also required printing item records from the database for internal tracking, resulting in significant paper use.

Recently, the ILL team collaborated with Todd to enhance the circulation functionality, aiming to automate notification processes to reduce staff workload and minimize errors. The revamped Clipboard database now enables ILL staff to generate a paper book cover slip that includes the patron's name, ILL tracking number, loan/due dates, and a new unique item number with a corresponding barcode. Service point staff in the Library or Bookmobile can scan the barcode to trigger checkouts and check-ins in the database. Although this process is not integrated with the ILS, Todd managed to display these items in the online catalog account, allowing patrons to view all their pending requests and checkouts from other libraries.



The Clipboard now supports automated email notifications for items that are ready for pickup, reminder pickup (7 days after the first notice), courtesy notice (2 days before the due date), first overdue (7 days overdue), and second overdue (14 days overdue). For long overdue items, staff can initiate a process in The Clipboard that sends a final notice mentioning replacement fees and connects to the ILS to add a block to the patron's library account.



We are pleased with the new functionality, which has reduced staff processing time and potential errors, while keeping patrons better informed about the status of their interlibrary loans. Although The Clipboard may not be our long-term solution for ILL, the ILS Committee is exploring different ILS vendors and will consider ILL functionality as part of this review process. Thank you to the ILL team for their input and ideas in this process, and especially to Todd for creating the software!

# Community & Access Services Department Report

Prepared for the November 14, 2024  
Meeting of the Library Board of Trustees  
Sam Helmick, Community & Access Services Coordinator

## Homecoming

The 2024 Homecoming parade included many staff members as well as their friends and family. This year, Mayor Teague walked with the Iowa City Public Library and participated in the Book Cart Drill Team much to the amazement and joy of the crowd.

The Iowa City Public Library is a significant part of community life for members of all ages and perspectives. Homecoming is a wonderful snapshot of how appreciated and recognized the work of ICPL is for local community members and returning visitors during this special time of year.



## Outreach

In the first quarter of FY25, the Food Bank library table had an average of 20 visitors per visit. In October, ICPL had 58 total visitors. Frequently, Food Bank customers offer words of appreciation for our presence at the Food Bank. "My kids love to read, and it's so nice to be able to grab some books after I pick up our groceries! Thanks for doing this!"



## Displays

Trans Awareness Week (Nov. 13-19) was followed by International Transgender Day of Remembrance on Wednesday, Nov. 20. One of the library’s displays explored gender identity through framed photos and powerful interviews with trans and nonbinary people and their family members from our exhibit Authentic Selves from Family Diversity Projects.

Another recent display remembered all veterans and featured books and DVDs about veterans as well as information about local community resources for veterans. Shelter House celebrated its 40<sup>th</sup> anniversary this year with a second-floor book and documentary display at the library which featured information on their mission, other events, as well as volunteer opportunities.

Community organizations and local artists can sign up for a public display area to amplify local conversations, promote upcoming events, and share ideas. The application for the Public Display Areas can be located at: [icpl.org/displays](http://icpl.org/displays)



## Bookmobile/Book Bike

The Iowa City Public Library is gearing up for its winter/spring Bookmobile schedule, bringing a fresh slate of programs, services, and outreach efforts to the community. As the seasons change, so do the Library's offerings, with activities and resources designed to brighten the colder months and connect people with opportunities to learn, grow, and engage. Whether you're looking for a cozy indoor event, a chance to learn something new, or a way to meet others in the community, the Library has something for everyone.

Winter weather doesn't slow us down; instead, it strengthens our commitment to reaching those who may face barriers to accessing information and resources. The Library's outreach services, including the Book Bike and Bookmobile, continue to operate year-round, ensuring materials, technology, and programming are brought directly to neighborhoods and individuals who may not be able to visit the downtown location. We recognize the importance of maintaining connections and access during times when physical and digital resources are needed most.

Our staff is excited to continue fostering community ties during this upcoming season. Whether it's through outdoor-friendly options, virtual programming, or mobile library visits, we look forward to meeting people where they are—literally and figuratively. At the Iowa City Public Library, we're always



working to ensure that every member of our community has the chance to explore, connect, and thrive, no matter the season.



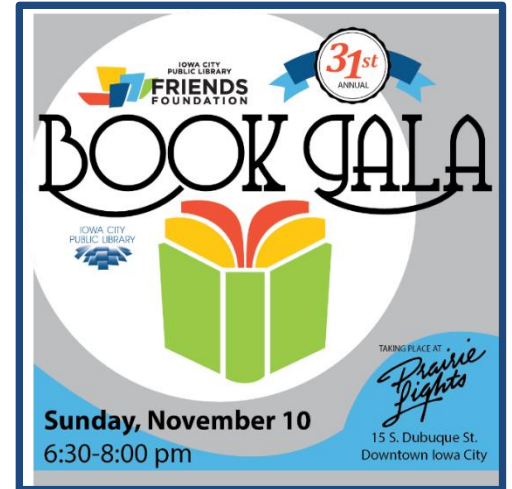
## Development Department Report

Prepared for November 21, 2024  
 Meeting of the Iowa City Public Library Board of Trustees  
 Katie Roche, Development Director



### Book Gala

The 31<sup>st</sup> Annual Book Gala took place on Sunday, November 10, 2024 at Prairie Lights Book Store. The *Daily Iowan* covered the event, which was well attended with many generous supporters making purchases; a portion of the proceeds from the event benefitted the ICPL. Online purchases throughout the entire day also benefitted the ICPL, totaling about \$1,200 in sales. This number is close to pre-pandemic numbers for this event. Thank you to everyone who participated in this event, to the ICPL Friends Foundation volunteers who helped out, and to the staff at Prairie Lights for all of their support in making this event a success!



### Year End Fundraising

The *Winter Window*, which will be hitting mailboxes around the last weekend of November, will focus on the ICPL Friends Foundation and highlight the importance of intellectual freedom, the Library Bill of Rights, our landfill book resale program, Sam Helmick’s incoming ALA board presidency, and our growing list of our donors.

Two different fundraising letters will arrive in about 5,000 mailboxes shortly after the *Winter Window*. One letter will address past donors and invite renewed support. The second letter will introduce the ICPL Friends Foundation, highlight the Library as a center of community, and invite new support for our collections, programs, and services.

### Eat Out to Read at Yotopia, September 26<sup>th</sup>!

On September 26th from 11:30 am to 11:00 pm, a generous percentage of sales at Yotopia will be donated to ICPL in celebration of Yotopia's 13th anniversary! Thank you to Yotopia for their support!

### New ICPLFF Calendar

Stay up to date on ICPLFF activities here:  
<https://bit.ly/ICPLFFCal>



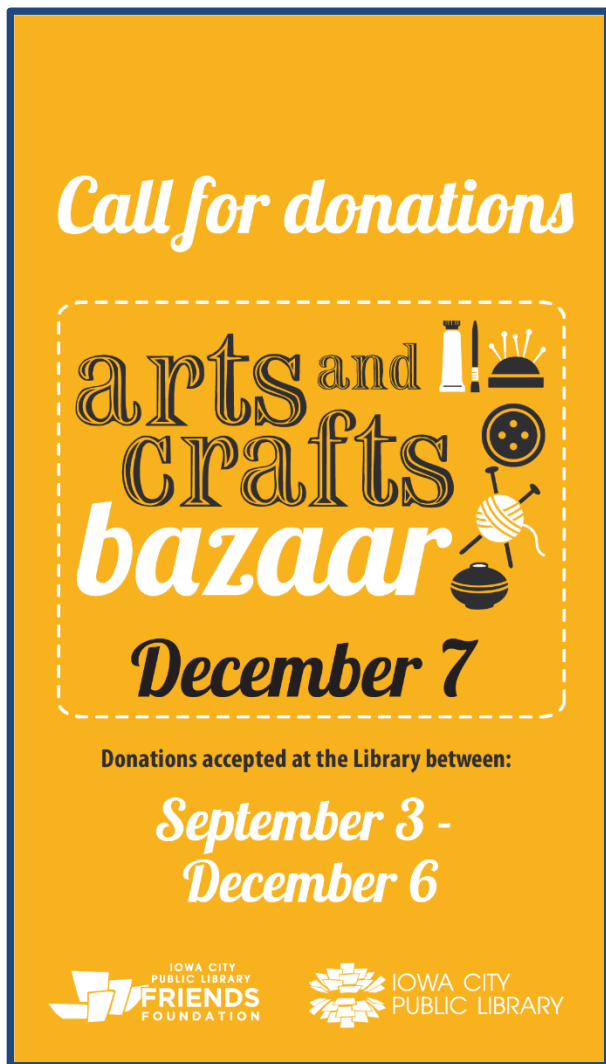
## Party with a Purpose

ICPL Board of Trustee Bonnie Boothroy and her husband Doug, along with ICPL Friend Foundation Board Member Beth Deninger and her husband Mike, invited neighborhood co-hosts Shelly & Marty Carpenter, Jamie & Diane Dahl-McCoy, and Tom & Joan DePrenger to Host a “Party with a Purpose” at the Deninger home. Comments were made by ICPL Director Elsworth Carman and ICPL Friends Foundation Development Director Katie Roche, with treats and drinks supplied by the hosts. This first party allowed the ICPLFF to test using existing systems to track RSVPs and the subsequent gifts to the foundation. Guests were encouraged to make a gift of \$100 or more per couple raising a total of \$2,767.30!

**Are you looking for a way to make a positive impact in our community?** Hosting a Party is an exciting opportunity to bring people together while supporting the ICPL! This season, the Iowa City Public Library Friends Foundation invites you to throw a party in your home or area business, with the proceeds going to benefit the Library’s many programs and services. Learn more here:

<https://www.icpl.org/articles/host-party-purpose-support-iowa-city-public-library>

## Arts & Crafts Bazaar and Preview Party



*Call for donations*

arts and  
crafts  
bazaar

**December 7**

Donations accepted at the Library between:  
**September 3 -  
December 6**

IOWA CITY PUBLIC LIBRARY FRIENDS FOUNDATION IOWA CITY PUBLIC LIBRARY

The ICPL Arts & Crafts Bazaar Preview Party will be a festive event taking place on Dec. 6 with treats and drinks, holiday music, and the company of other Library supporters! The party is available to all ICPL Staff, Supporters, Crafters and Artists contributing to the Bazaar. To be eligible for event access, ICPL Supporters should make a donation of any size in advance of the event or have made a donation in the last twelve months.

You can visit the link below to explore ways you can make a gift.

<https://supporticpl.org/ways-to-give-for-individuals/>

Please note that the only items available for sale during the Preview Party will be used books in the pay-what-you-can book sale portion of the sale. Arts and Crafts items will not be available until the public sale on Dec. 7, from 10 am to 3pm. The Arts & Crafts Bazaar is the Iowa City Public Library Friends Foundation’s annual winter fundraiser for the Iowa City Public Library. The Arts & Crafts Bazaar features handmade items donated by Library supporters, as well as a used book sale, with all sales benefitting the Iowa City Public Library.

If you are interested in donating handcrafted items and for more information, please visit:

<https://supporticpl.org/fundraising-events/>



## Corridor libraries serve as entrepreneurial hubs

By Annie Smith Barkalow | November 4, 2024

<https://corridorbusiness.com/the-evolution-of-libraries-as-entrepreneurial-hubs/>

8 Nov. 4, 2024

Corridor Business Journal

# The evolution of libraries as entrepreneurial hubs

With programs, resources, and personalized support, Corridor libraries are uniquely positioned to empower small businesses and job seekers

By Annie Smith Barkalow  
annie@corridorbusiness.com

Kellee Forkenbrock's official title is public service librarian at the North Liberty Library, but it could just as easily be librarian of entrepreneurship.

"Most of what I do is help onboard, train and recruit new library assistants to our staff, and I help manage and lead that team. But in addition to that, I do a lot of business engagement," she said.

At least 70 entrepreneurs a year come through the doors of the North Liberty Library seeking assistance with their various start-ups, said Ms. Forkenbrock. It's a place she calls "small but mighty" for its plethora of resources and programs available to the city of 21,000.

"I've partnered with several entrepreneurs in the past to create programming," she said, referencing "Business Beyond Borders," a 2023 program that provided a platform for immigrant entrepreneurs to connect with and learn from other immigrant professionals.

"We had about 40 attendees for this event, and we had immigrants not only talk about their business, but talk about their journey," she continued.

Other programs such as "Small Biz in Small Libraries" offer small business owners sessions about funding, resources and brand strategy from local professionals during the month of November, organized by Ms. Forkenbrock and adult services librarian Nick Shimmin.

The focus on small business owners isn't relegated to just the North Liberty Library, however; it's part of a broader trend sweeping libraries across the country, as more and more entrepreneurs take advantage of free resources available within their community.

### **PARTNERSHIPS WITH LOCAL ORGANIZATIONS FURTHER CAREER DEVELOPMENT SERVICES**

"The value of any library, whether it's a school library, or whether it's an academic library, whether it's a public library, is that we're all in the business of connecting people with information and resources," said Julie Finch, president of the Iowa Library Association (ILA) and patron experiences manager with the Urbandale Public Library.

Emphasizing the vital role public libraries play in reducing the digital di-



Kellee Forkenbrock, North Liberty Library public service librarian. CREDIT AMERICAN LIBRARY ASSOCIATION

vide, she highlighted resources such as ebooks, databases, hotspot loans, and computers as essential tools for individuals who may need to fill out job applications, but can't afford or don't have access to these resources at home.

"That's another way that we support economics, right? People can apply for jobs, businesses don't have employees, so we're bridging that gap," she said.

Amber McNamara, community relations manager at the Cedar Rapids Public Library (CRPL), noted that since opening over a decade ago at its new location, the library has evolved from offering basic computer classes – like introductory Excel – to prioritizing advanced digital skills and partnering with local organiza-

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tions to help community members with career readiness and entrepreneurship.

"If you look at the data, what we see coming through our doors every day in our public computer areas at the library are people who need help with applying for a job online – who have maybe lost a job that seemed like it was going to be their forever job, and they're late in their career, and all of a sudden the thing that they used to do isn't a thing anymore, right?"

"It's not a job that's going to come back. And so libraries have become places where people can come in and access different opportunities or technology to give them the idea of a job that maybe didn't exist in their mind before," she continued.

As an example of libraries' evolution to meet the needs of their community, the CRPL partners with United Way of East Central Iowa, Kirkwood Community College, the city of Cedar Rapids and HACAP on the Opportunity Center at Ladd Library.

"It is a kind of a one-stop place for people who are at that point of either needing to find a job after a layoff, after being unemployed, after being homeless, (or) after being incarcerated," said Kevin Delecki, CRPL programming manager, of the Opportunity Center.

"Anytime that there is that need to enter the workforce in a way that is not as accessible as someone who's been in



Sewing machines line a wall within the CRPL's Maker Space, located on the second floor of the library. CREDIT ANNIE SMITH BARKALOW

a long-term successful job...(librarians) can help them go through some of the different career evaluation tools that are out there to see maybe what direction would you want to go for. They help with resume and cover letter creation, (and) they help with job searching and applications," he continued.

Carla Andorf, dean of Skills to Employment at Kirkwood, said partnering with the library made sense in light of the college's goals of furthering career development in the Corridor.

"I think that sometimes the (Kirkwood) campus can be a very intimidating place for the community," she said. "I think that we know that the libraries are just much more accessible for folks. They're located throughout the community, and folks can come in and get the services they need. And so it's just a great way, then, for us to be a part of that, whether it's helping to support the

staffing or offering workshops there so that we can just connect with people in the community."

**A ONE-STOP SHOP FOR ENTREPRENEURS**

CRPL also collaborates with East Central Iowa Council of Governments (ECICOG), SCORE, and the Small Business Development Center at Kirkwood on the MICRO loan program, a revolving loan program that offers mentorship and funds from \$1,000 to \$10,000 for those starting their own business or seeking to expand an existing one in Cedar Rapids.

"When somebody is considering opening a business, there's a lot of questions and information that has to be entered into that," said Ms. McNamara. "You have to know how to write a business plan. You have to know what the market looks like. Maybe you need to know who the other players are in the

community. 'Can I get a mentor? Is this a viable option for this community?' The library can help put you in touch with those resources."

In addition to the Opportunity Center and MICRO Loan program, job seekers and small business owners can find the following resources at the CRPL:

- A Maker Space, which houses sewing machines, Cricut machines, a 3D printer, die cut machines and a flatbed scanner
- Digital resources, such as LinkedIn Learning, Data Axle and more
- Computers and laptops
- Printing
- Fax machines
- WiFi
- Notary
- Meeting spaces

"The notary – the fact that that was there and free surprised me," said Shay Hoffman, owner of Dixie Fried Jewelry Co. and a CRPL patron.

Mr. Hoffman frequented libraries as a child, and turning to one for assistance when he made his business official in April made sense.

"I just know that the library is such a good tool," he said. "There is so much printing and scanning and signing and then re-scanning of documents and things like that. Sometimes you have to have something notarized, (and it's) kind of just a really good one-stop place to do business homework or any sort of paperwork these days."

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Mr. Hoffman began making and selling wire-wrapped jewelry in 2016, but decided to make his business official this past spring, which meant filing articles of incorporation. He used the resources at the library to file it himself, estimating a cost savings of \$200.

"The big thing, I guess especially for a starting entrepreneur, (is) there's not a lot of cost associated with anything (at the library). Printing has a fee, but it's pretty cheap," he said. "There's a lot of resources there that are not going to cost you an arm and a leg. You don't pay to get in there to use their space."

He credited the Opportunity Center at Ladd Library as a crucial factor in his career path. When he was exploring ways to supplement his business income with a side gig, he enrolled in a free coding class at the center. There, Erin Maeder, Opportunity Center program coordinator, played a pivotal role, connecting him to a temporary winter job driving a truck for the U.S. Postal Service.

"She's always pointing in the direction of good opportunities, like the coding class," he said. "When the (truck driving) job popped up, she mentioned it to me, and it was actually a perfect fit."

Mr. Hoffman estimates he's saved a couple thousand dollars in his entrepreneurship journey by using the library.

"The level of opportunity that a library – like the ones we have here – opens the door to a lot of independence and freedom that obviously we may take



Iowa City Public Library adult services supervising librarian Amanda Ray points out the many business books and periodicals available at the library. CREDIT ANNIE SMITH BARKALOW

for granted here in the States," he said.

**'HIDDEN AND UNDERVALUED'**

"I think libraries really can assist businesses and entrepreneurs in three main ways," said Evan Doyle, program manager for community and economic development with Greater Iowa City, Inc. "The first is that they offer space. The second is that they have many services and resources. And the third is individualized help that really comes from the staff, so they have space for entrepreneurs and businesses to really go to."

Mr. Doyle said the connection between libraries and local business piqued his curiosity last year, when he assisted faculty at the University of Iowa on a research paper exploring the contributions of local public libraries to community resilience in the face of economic hardships, extreme weather events, and the COVID-19 pandemic.

"(Libraries are) so hidden and almost undervalued," he said.

"The most important resource the libraries have is literally the librarians themselves," he continued. "All these

libraries are equipped with such talented librarians, especially in the Johnson County area, (and) you can go to any of these libraries and ask them questions, whether it's about community service resources or business entrepreneurship resources...they'll either know the answer or they'll know where to direct you, which is really powerful, especially for maybe new entrepreneurs that don't know quite where to get started."

Amanda Ray, supervising librarian in adult services at the Iowa City Public Library, said the role librarians play within their community cannot be overestimated.

"We see all walks of life in the library, and it's pretty fun to see all walks of life get to interact, and how they interact with the library," she said. "We just always have people in the building. We are a hangout for teenagers. We're a hangout for college students. We are a stop for young parents who want to talk to other adults, because they're mostly just home with their young kids."

Calling the Iowa City Public Library the "community hub," she says in addition to saving patrons hundreds of thousands of dollars on material, it's an important safe place as well.

"We know that there are people (who) don't know where else to turn, but they know the library is someplace where they can go," she said.

It's a sentiment echoed by Mr. Hoffman as well.

"By now, public libraries feel so comfy or familiar to me," he said. **CBJ**

# The Daily Iowan

THE INDEPENDENT NEWSPAPER OF THE UNIVERSITY OF IOWA COMMUNITY SINCE 1868

## Iowa City's community ofrenda: a touching and fun way to remember those who are no longer with us

By Hannah Childers, Arts Reporter | November 5, 2024

<https://dailyiowan.com/2024/11/05/iowa-citys-community-ofrenda-a-touching-and-fun-way-to-remember-those-who-are-no-longer-with-us/>

Iowa City Public Library set up an ofrenda as a way to educate the community on Día de los Muertos. It features pictures of loved ones in the community, and all are welcome to visit.



Ava Neumaier for The Daily Iowan

Manny Gálvez arranges decorations during the construction of an ofrenda for Día de Muertos at the Iowa City Public Library on Oct. 30. The altar to the dead stayed up until November 2.

For some people, the idea of death can be scary or saddening. However, for some Latin American

people, death is something to be celebrated on a special day called Día de los Muertos, or The Day of the Dead.

A holiday dating back to Mesoamerica, Día de los Muertos is a way to remember deceased loved ones, pets, and friends. It is typically celebrated from Nov. 1 to 2, but some families celebrate it earlier.

One of the most notable features of Día de los Muertos is the ofrenda, or altar. It can be a small table to remember one person or a multi-tiered remembrance of many.

The altar is typically decorated with cempasúchil flowers — a marigold with a musky smell — candles, incense, calacas or sugar skulls, papel picado, a paper banner, and the favorite foods and comforts of the loved ones.

In addition to preparing their loved one's favorite foods, families will also make pan de muerto, or "the bread of the dead." It is a sweet or savory round loaf, meant to resemble the circle of life and death. The bread can be decorated with knobs of dough meant to resemble a skull and bones, and it's dusted with sugar or sesame seeds.

The incense, candles, and flowers serve to guide the spirits to the altar. Many families will even make a trail of flowers leading to the altar.

Once the spirits find the altar, they can enjoy the food that has been prepared for them. Their families will then go to the cemetery, eat the food, reminisce, and pray over their deceased loved ones.

"As soon as you walk through the cemetery gates, it's like you're with your family again," Mya Juarez, a teen at the library, said.

The Iowa City Public Library set up its own ofrenda as a way for people to learn more about Día de los Muertos. The display was covered with photos of loved ones, pets, and friends in the community and covered with over a hundred tissue paper flowers. Made by students at South East Junior High School, it is a touching sight.

The minds behind this ofrenda were Public Relations Specialist Manny Galvez and Teen Services Librarian Victoria Fernandez.

"We have a sizable Latinx population in the community," Fernandez said. "And a great library holds up a merit to its community."

She teamed up with Galvez to gain his insight into the traditions of the holiday. Galvez, who was born and raised in Mexico, was more than happy to help.

"To see my culture [represented] here," Galvez said. "I feel very welcomed."

Even though the holiday remembers deceased loved ones, it is not intended to be a sad day. Rather, it

is a celebration of life.

"It is [a way] to commemorate how amazing they were when they were physically with us," Galvez said. "This is a beautiful tradition, and cultural expressions are the best way to connect people." In addition to the altar, Galvez and Fernandez set up information boards where people can learn more about the holiday. People are encouraged to write their own poems and put up their own photos on the altar. In fact, several passersby who recognized the ofrenda pointed it out to their little ones.

"This is the very first ofrenda," Fernandez said. "But it's not going to be the last one."



# Iowa City Press-Citizen

## [Photos: Our favorites from the University of Iowa homecoming parade](https://www.press-citizen.com/picture-gallery/entertainment/2024/10/25/photos-our-favorites-from-the-university-of-iowa-homecoming-parade/75848296007/)

By Julia Hansen | October 25, 2024 at 11:56 PM

<https://www.press-citizen.com/picture-gallery/entertainment/2024/10/25/photos-our-favorites-from-the-university-of-iowa-homecoming-parade/75848296007/>



Miles Wagner, 4, center, and Maddox Wagner, 6, watch the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Homecoming royalty Jake Wicks and Jenna Johnson wave during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



People play instruments on Fiddlehead Gardens Landscape & Design's float during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Color guard members with the University of Iowa alumni band wave flags during the homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



A parade participant gives handouts to the crowd during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Spectators of the University of Iowa homecoming parade gather near Clinton and Jefferson streets Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Members of the University of Iowa alumni band wave to spectators during the homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



University of Iowa ROTC cadets walk in the homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Iowa City City High marching band members play during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Grand Marshal Chuck Long waves to spectators during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Representatives from Caring Hands & More wave during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Representatives with the Iowa City Public Library walk in the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



A parade participant tosses candy during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



People ride on Edge Realty Group's float during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



A representative with Ambition Baton & Dance tosses batons during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Representatives with Lionheart Early Learnign walk in the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen





Iowa City West High's marching band plays during the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Spectators watch the University of Iowa homecoming parade Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



The University of Iowa homecoming parade rolls through downtown Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen



Representatives from Coralville Lake Marina wave to University of Iowa homecoming parade spectators Friday, Oct. 25, 2024 in Iowa City, Iowa.

Julia Hansen/Iowa City Press-Citizen

# Iowa City Press-Citizen

## [A full list of Johnson County early and satellite voting locations](https://www.press-citizen.com/story/news/politics/elections/2024/10/25/johnson-county-early-voting-locations-2024-election/75828465007/)

By Ryan Hansen | October 25, 2024 at 8:32 AM

<https://www.press-citizen.com/story/news/politics/elections/2024/10/25/johnson-county-early-voting-locations-2024-election/75828465007/>



Johnson County voters have already cast more than 18,000 ballots after the first week of early voting, according to data provided daily by the Iowa Secretary of State's office.

But, if you haven't had the chance to vote early, there's still time. With Election Day less than two weeks away there are plenty of satellite voting locations open across the county each day.

A full list of candidates is available on the Press-Citizen website.

Plus, hear about the state legislator's priorities in your district by reading through the Press-Citizen's candidate questionnaires. And, in county races, hear from the three Board of Supervisors candidates and read about the county's \$30 million conservation bond before you step into the polling place.

Here are all the early and satellite voting locations still open across Johnson County:

Early in-office, drive-thru voting available daily at the Auditor's Office

In-office Voting: Johnson County Auditor's Office Lobby, 913 S. Dubuque St., Iowa City

Drive-thru Voting: Johnson County Health and Human Services Building Parking Ramp, 855 S. Dubuque St., Iowa City

Weekday Voting: 8 a.m. to 5 p.m., Monday-Friday through Nov. 4.

Evening Voting: The county will provide extended early voting hours on Monday, Oct. 28, Tuesday, Oct. 29 and

Wednesday, Oct 30 at the auditor's office or parking ramp. Voting will be open from 8 a.m. to 7 p.m.

Weekend voting: In-office and drive-thru voting will be available on the final two weekends before Election Day.

Oct. 26 and 27: 12 p.m. to 5 p.m. at the auditor's office or parking ramp.

Nov. 2: 9 a.m. to 5 p.m. at the auditor's office or parking ramp.

Nov 3: 12 p.m. to 5 p.m. at the auditor's office or parking ramp.

### **Satellite voting locations dotted throughout Iowa City metro area**

Several satellite voting locations will also be open in the Iowa City metro area in the lead-up to Election Day.

*This list will be updated to remove voting locations on dates that have already passed.*

- **Friday, Oct. 25:** Iowa Health Care - Health Care Support Services Building, 3281 Ridgeway Drive, Coralville. Voting is available from 10 a.m. to 4 p.m.
- **Saturday, Oct 26:** Iowa City Public Library, 123 S. Linn St., Iowa City. Voting is available from 11 a.m. to 4 p.m.
- **Sunday, Oct. 27:** Iowa City Public Library, 123 S. Linn St., Iowa City. Voting is available from 12 noon to 5 p.m.
- **Monday, Oct. 28:** Iowa City Public Library, 123 S. Linn St., Iowa City. Voting is available from 10 a.m. to 8 p.m.
- **Tuesday, Oct. 29:** Iowa City Public Library, 123 S. Linn St., Iowa City. Voting is available from 10 a.m. to 8 p.m.
- **Wednesday, Oct. 30:** Iowa City Public Library, 123 S. Linn St., Iowa City. Voting is available from 10 a.m. to 8 p.m.
- **Friday, Nov. 1:** North Liberty Community Library, 520 W. Cherry St., North Liberty. Voting is available from 11 a.m. to 5 p.m.
- **Saturday, Nov. 2:** North Liberty Community Library, 520 W. Cherry St., North Liberty. Voting is available from 11 a.m. to 5 p.m.

*Ryan Hansen covers local government and crime for the Press-Citizen. He can be reached at [athansen@press-citizen.com](mailto:athansen@press-citizen.com) or on X, formerly known as Twitter, @ryanhansen01.*



## [Iowa City nonprofit educates public about domestic violence](https://www.kcrg.com/2024/10/23/iowa-city-nonprofit-educates-public-about-domestic-violence/)

By Mollie Swayne | October 22, 2024 at 10:29 PM

<https://www.kcrg.com/2024/10/23/iowa-city-nonprofit-educates-public-about-domestic-violence/>



IOWA CITY, Iowa (KCRG) - Public libraries in eight Iowa counties are helping spread awareness about domestic violence issues as well as resources available to the people who may need them the most.

“Public awareness is absolutely paramount to prevention education,” said Alta Medea, the Director of Community Engagement for Domestic Violence Intervention Program (DVIP).

During Domestic Violence Awareness Month, DVIP partners with libraries throughout its service area to offer resources that teach people about domestic violence, including what it can look like.

“Intimate partner violence can be manipulation, coercive control, and economic. So restricting how dollars are spent, if you can have access to medication, if you have access to transportation,” said Medea.

The resources on offer aren’t just reference guides or workbooks; they’re stories—even young adult

novels—that people of all ages could relate to their own lives.

“I was interested to find several young adult fiction titles that deal with dating violence, and this was very reassuring to me that we’re not just trying to end domestic violence, but also trying to prevent it, you know, by telling the younger generations maybe what to look out for,” said Heidi Kuchta, Outreach Assistant with the Iowa City Public Library.

Kuchta said there’s been a lot of engagement with the collection.

“It has been a very popular display. We’ve had to refill it a few different times,” she said.

The engagement comes as there is more of a need for people to understand what to look for.

“We have seen an increase of lethality over the last seven years by upwards of 30 to 35% of the victim-survivors that we serve here in our service region. So we’re not talking nationally, we’re not talking internationally. We’re talking right here in southeastern Iowa that has increased,” said Medea. Medea said an increase in lethality means a person is at a higher risk of being killed than the average person.

Those are the facts, but the stories in the library displays are aiming to help people recognize what the statistics might look like when they play out in real life.

“When we know what the red flags of abuse are, what a healthy relationship looks like, and how to support our friends and family, the better we all are,” said Me

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# LITTLE VILLAGE

## A Trio of Holiday Rom-Coms

Melody Dworak | Issue 334, November 2024

<https://littlevillagemag.com/lv-november-2024/>

### Fully Booked

## Where is your Little Village?

*Little Village* is a community supported monthly alternative magazine and digital media channel offering an independent perspective on Iowa news, culture and events. The magazine is widely available for free, with a distribution focus on the state's cultural centers of Iowa City, Des Moines, Cedar Rapids, Ames, Cedar Falls/Waterloo, Dubuque and the Quad Cities. **Scan here to find which one of LV's 800 distribution locations is nearest to you >>**



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### Fully Booked

#### A Trio of Holiday Rom-Coms

Pumpkin spice is in the air, and Hallmark started running holiday movies weeks ago. While I love all things tender-hearted, I'm happiest when I find those romantic comedies for the rest of us—queer, non-mainstream, heartbroken, anxious or bonkers. Here's a few of my recent faves.

Jean Meltzer's *The Matzah Ball* kicks off my alternative holiday rom-com list. Our protagonist, Rachel Rubenstein-Goldblatt, daughter of a well-connected rabbi, loves Christmas and secretly writes holiday romance novels. Her writing contract comes under threat after her publisher asks for a Hanukkah novel, and—GASP—she doesn't think she can pull it off. Enter Jacob Greenberg, her tween summer camp arch-nemesis, who is planning the Matzah Ball, the most exclusive Hanukkah party in the area. Rachel volunteers for the ball in hopes of finding inspiration for her new book, and the pair fight through their misunderstandings and build a connection that overcomes past hurt.

I loved how funny and thoughtful this book was. I sympathized with Rachel over her experiences with chronic fatigue syndrome and enjoyed the family dynamics on display at a Shabbat meal. Being a landlocked and former Catholic Midwesterner, I like books that take me through concrete jungles and underground subway tunnels, giving me a multicultural experience I can't see from my backyard. Spice level = mild.

Next up is Allison Cochran's *Kiss Her Once for Me*, which won the 2023 Lambda Literary Award for LGBTQ+ Romance & Erotica. To solve her money woes, our protagonist agrees to a fake engagement with her employer's landlord, who just happens to be the brother of the woman who broke her heart a year earlier. And there's even a cozy Christmas cabin surrounded by atmosphere and cheer. (If there's a romantic comedy taking place in a cabin in the woods, I'm in.)

The f-bomb is lobbed in the first few pages of a book, so I know I'm going to like this one. I'm looking forward to the uncensored banter. Spice level = medium.

Lastly, the Christmas Notch series by Julie Murphy and Sierra Simone is crazy fun. Starting with *A Merry Little Meet-Cute*, the series asks what happens when the adult film industry meets the squeaky-clean morality of the Hope Channel, a fictionalized Hallmark. Our female lead is a bodacious curvy internet porn performer on an OnlyFans-type site, and her biggest fan is the former boy band celeb who will co-star with her in this made-for-TV movie about how Mr. and Mrs. Santa fell in love. Sex positive, body positive and oh-so funny, this book will put a smile on your face and a flutter in your heart. Spice level = hot.

There is not enough room in this column to talk about all the great holiday romances we have here at the library. Want us to recommend more? Let us know what your interests are at [icpl.org/just-for-you](http://icpl.org/just-for-you). We'll be happy to give you ideas. *lv*



—Melody Dworak

# Iowa City Public Library Board of Trustees Meeting Minutes

October 24, 2024  
2nd Floor – Boardroom  
Regular Meeting - 5:00 PM

**DRAFT**

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Tom Rocklin - President	Bonnie Boothroy	Robin Paetzold
DJ Johnk – Vice President	Joseph Massa	John Raeburn
Hannah Shultz-Secretary	Claire Matthews	Dan Stevenson

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**Members Present:** Bonnie Boothroy, DJ Johnk, Joseph Massa, Claire Matthews, Robin Paetzold, John Raeburn, Tom Rocklin, Hannah Shultz.

**Members Absent:** Dan Stevenson.

**Staff Present:** Elsworth Carman, Anne Mangano, Brent Palmer, Jason Paulios, Angie Pilkington, Jen Royer.

**Guests Present:** Amanda O’Brien.

**Call Meeting to Order.** Rocklin called the meeting to order at 5:00 pm. A quorum was present.

**Approval of October 24, 2024, Board Meeting Agenda.** Massa made a motion to approve the October 24<sup>th</sup> Board Meeting Agenda. Johnk seconded. Motion passed 7/0.

**Public Discussion.** None.

Shultz entered at 5:01 pm.

## Items to be Discussed.

**Budget Discussion.** Carman said the budget request was presented in a couple of different ways, and he was happy to answer questions. Carman said the library was tasked with maintaining service rather than growing service and the budget increases requested were thoughtful. Carman said the library tried to be team players and noted we’ve had a few years of a flat budget landscape; if there isn’t an increase in the library materials budget line we will fall behind. Carman shared he requested \$20,000 for a strategic plan consultant and expects to use the NOBU (non-operating budget) request to meet additional funding needs of a consultant. Carman said the rest of the budget request felt as expected, requests were made to match inflation.

Carman shared the CIP (capital improvement program) request was adjusted with less funds but is still

*If you will need disability-related accommodations in order to participate in this meeting, please contact Jen Royer, Iowa City Public Library, at 319-887-6003 or [jennifer-royer@icpl.org](mailto:jennifer-royer@icpl.org). Early requests are strongly encouraged to allow sufficient time to meet your access needs.*



in the running. Carman noted the budget documents in the packet included the budget memo, an updated CIP sheet, the actual budget entry from Munis (entry software), and the Budget in Brief.

Raeburn discussed the request for a consultant and noted the last two strategic plans were made without a consultant. Raeburn said he was skeptical of paying a consultant and gave an example. Raeburn asked what a consultant can do that the library can't. Carman said a consultant can do more sophisticated data collection. Technically ICPL has the skills to do data collection, but our plates are full with operational work. Carman said a consultant would add value and could also be a neutral voice in stakeholder focus groups. Carman said it can be easier to be candid with someone you don't see every day about aspirations for the library. Using a library specific consultant can bring a broader view of the field and they can glean what they've done from other libraries. Carman said the plans we've done in house have been very effective for the times we've been in, but as we enter another high stress legislative session this is a good time to bring in experts. Carman said he is happy to consider a five-year plan rather than a three-year plan if that is better stewardship of the resources. Carman noted there is consulting expertise on the Board. There are also a few local consultants that do lower cost consulting, but we would lose library specific knowledge. Raeburn asked where the pool of consultants comes from. Carman said he has had great experiences with several library consultants from around the country. Carman shared ICPL is part of the Urban Library Council which is a good place to network with libraries on consultants. Carman said our network could be wider now with online meetings. Carman said he would also consider contacting a former ICPL consultant who worked with the library prior to the COVID-19 closure. Carman said \$20,000 will not cover the cost of a consultant but will give us support that could be paired with NOBU funds. Raeburn asked if consultants are paid by the hour or by the task. Carman said some consultants work a la cart and others might have an hourly cost. Carman said having someone to help with bigger community surveys would be great. Paetzold said defining what portion of the job you want to hire is important. Rocklin shared that he just left the consultant field, and, in this setting, the compelling argument for a consultant is the time you're adding to your staff capacity to get the job done. Rocklin said it's hard to find the time among current staff. Rocklin also said five years strikes him as a very long time to plan for and you'd be dissatisfied by the time you got to the end of the years. Massa asked what a consultant would do. Carman said they would help determine what we need out of a plan, go over past plans, discuss what our hopes are, and then work out the details. Carman said it is time to do a community survey, we've done them in the past but not as widely reaching as we'd like. In talking with a consultant, the library could also plan for potential budget and legislative challenges. Carman said the last time the library worked with a consultant the timing of Covid was disruptive but also good in the end because they decided to stop building a traditional strategic plan (because they knew so many pivots were going to continue happening). Shultz said she was once told if you want people to take you seriously you need luggage, and consultants bring luggage. Carman said ICPL worked with the state library consultant last time for a few pieces of it and then veered off that that as we got further into the plan. Carman said there is also commitment with a paid consultant, and you know things will get done on a certain timeline. Matthews asked if the state consultant services are still as robust. Carman said the regional staff are still in their jobs that could do this kind of work. Carman shared the Johnson County Public Library directors recently used them for their strategic plan. Matthews asked if it is possible a combination of their services, ICPL staff, and another consultant could be a way to really focus on what you're spending money on. Carman said the board could be involved in

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that process too. Paetzold said having been through the process quite a few times there is tremendous value in hiring a consultant; it's a high value investment. Massa agreed it is a high value investment if you get something out of it. Paetzold shared that she believed we have in the past. Paetzold said these companies specialize in library plans, and they are specific to the field. Paetzold doesn't feel the library has been misled in the past. Matthews said the networking piece is valuable and will be there too. Carman said we have a huge advantage because we collect data already that we can take to the table.

Carman shared the next steps in the budget process. There will be more conversations about the CIP, department heads will speak with City Council about their projects, budget narratives will be submitted for the budget book, department heads will have a meeting with Finance and the City Manager's office for a line by line discussion of the budget request, the City Manager and Finance will review the request and make the next draft of budget to present to City Council for approval.

**First Quarter Financials and Statistics.** Carman shared the first quarter budget report was typical for this point in the year. Carman noted the budget lines trending high or low are in the budget memo. Raeburn noted the software R&M services line on page 29 and asked if that stood for repair and maintenance. Carman agreed. Raeburn requested an appendix be included with the finance report in future packets. Carman said the software line has been changing as tech work moves from hardware-based services to cloud based. Raeburn noted 80% of this budget had been spent in the first quarter and asked if it would be overspent. Carman said no, and that most of that budget line is spent on an annual bill for the ILS. Raeburn asked what streaming media PPU is. Rocklin said PPU stands for pay per use. Rocklin shared he appreciated the memo that explains trends in the budget report.

Rocklin shared that he loved the output statistics at-a-glance on page 32 and would like to see the actual numbers accompanied with percentages. Rocklin liked the comments too. Carman shared staff are trying to make these reports as accessible as possible. Rocklin said as he went through the report he noticed striking numbers. Rocklin encouraged Trustees to find one that impresses them most and talk about it. Rocklin shared some people in the community think the library is growing irrelevant. Rocklin shared there were 400,000 catalog searches in three months and that was an impressive statistic. Carman said the order and format of the Output report is different and now aligns better with state reporting. Raeburn shared the amount of Help desk questions blew him away. Carman said that is a good statistic to note because there is a thought that reference questions are dead, and it is still a very critical service. Raeburn noted there was a modest decrease in book circulation. Mangano said young adult fiction is down 20% which is concerning. Mangano said if you look at other urban libraries or Publishers Weekly young adult sales are going down everywhere. Mangano discussed authors moving from the young adult genre to adult romantasy. Mangano noted ICPL's children's circulation was trending down and has leveled off, with middle grade books impressively increasing. This is not happening at other libraries or in publishing. Matthews asked if young adult fiction includes graphic novels. Mangano said they are separate and noted comic circulation is trending down this quarter but not by much. Carman said print circulation was down 3.3% and total circulation has under a 1% difference. Mangano said people are moving to audiobooks. Raeburn said Mangano's report on weeding was very good and clearly explained why and how it is done.

## Staff Reports.

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**Director's Report.** Carman thanked Paetzold for presenting at the Iowa Library Association Conference with him. Carman shared the second sewer pipe problem has been resolved. Brad Gehrke, Building Manager, assessed what was visible and is working on a plan for the cast iron pipes. Rocklin asked if a staff member had been added to the SLIS Advisory Committee. Carman made a recommendation.

**Departmental Reports: Children's Services.** None.

**Collection Services.** None.

**IT.** Matthews said she was curious about moving away from subscription services and how to plan for the growth of finite costs moving to ongoing costs. Palmer said it is a difficult part of the IT budget; costs go up and there isn't a lot of choice in that. Matthews noted the responsibility for security threats by subscription services. Palmer said you never really know if their security is better than what you're doing but often that is true as they do automatic updates. Big companies have security interests and invest in them.

**Development Report.** Roche absent. Rocklin asked when the deadline of the Arts & Crafts Bazaar will be. Carman said donations are accepted close to the day of the event. Shultz said the deadline is online.

**President's Report.** Rocklin shared he will be appointing a committee for the director evaluation. Rocklin asked Trustees to let him know if they are interested in serving. Rocklin said it is one of the most important responsibilities Trustees have.

**Announcements from Members.** None.

## **Committee Reports.**

**Advocacy Committee.** None.

**Finance Committee.** None.

**Foundation Members.** Massa shared he thought it would be good for the Library Board's Finance Committee to meet with the Friend Foundation's Finance Committee. Massa said there are connecting issues, and it would be good to collaborate. Massa is on both committees.

## **Communications.**

**News Articles.** None.

**Consent Agenda.** Matthews made a motion to approve the Consent Agenda. Johnk seconded. Motion passed 8/0.

**Set Agenda Order for November Meeting.** Rocklin shared the Director Evaluation Committee, Unattended Children policy, Two personnel policies, and departmental reports will be on the November agenda. The November and December meetings are held the third Thursday of the month.

**Adjournment.** Rocklin adjourned the meeting at 5:42 pm.

Respectfully submitted,

Jen Royer

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Library Disbursements: October 1 to October 31, 2024

YEAR/PERIOD: 2025/4 TO 2025/4									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
10550110								Library Administration	
10550110 432080								Other Professional Services	
010286	LANGUAGE LINE SERVIC 11422473	0	2025 4	INV	P	5.85 101124	306262	LANGUAGE LINE FOR S	
014353	ONE SOURCE THE BACKG 2022164395	0	2025 4	INV	P	654.35 101124	51611	BACKGROUND CHECKS F	
	ACCOUNT TOTAL					660.20			
10550110 436030								Transportation	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	866.87 101824	306443	J Royer Visa 10/22/	
	ACCOUNT TOTAL					866.87			
10550110 436050								Registration	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	300.00 101824	306443	J Royer Visa 10/22/	
	ACCOUNT TOTAL					300.00			
10550110 436060								Lodging	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	694.90 101824	306443	J Royer Visa 10/22/	
	ACCOUNT TOTAL					694.90			
10550110 436080								Meals	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	28.94 101824	306443	J Royer Visa 10/22/	
	ACCOUNT TOTAL					28.94			
10550110 449260								Parking	
000111	Ruth Bradley 093024	0	2025 4	INV	P	28.00 101124	306268	Admin/Volunteer Par	
000111	Deb Schultz 093024	0	2025 4	INV	P	22.00 101124	306266	Admin/Volunteer Par	
000111	Laura Ziegrowsky 100124	0	2025 4	INV	P	28.00 101124	306267	Admin/Volunteer Par	
000111	Nancy Holland 100324	0	2025 4	INV	P	44.00 101824	306464	Admin/Volunteer Par	
000111	Meredith Rich-Chappe 10724	0	2025 4	INV	P	44.00 102524	306693	Admin/Volunteer Par	
						166.00			
	ACCOUNT TOTAL					166.00			
10550110 449280								Misc Services & Charges	
000111	Zhen xu 092724	0	2025 4	INV	P	25.00 101824	306465	Admin/Found Library	
	ACCOUNT TOTAL					25.00			
10550110 452010								Office Supplies	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	220.24 101824	306443	J Royer Visa 10/22/	
	ACCOUNT TOTAL					220.24			
10550110 469320								Miscellaneous Supplies	
010199	HILLS BANK AND TRUST 1022243248	0	2025 4	INV	P	110.96 101824	306443	J Royer Visa 10/22/	

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
							ACCOUNT TOTAL		110.96
10550110	469360						Food and Beverages		
010199	HILLS BANK AND TRUST	1022243248	0	2025	4	INV P	105.30	101824	306443 J Royer Visa 10/22/
							ACCOUNT TOTAL		105.30
							ORG 10550110 TOTAL		3,178.41
10550121							Library Bldg Maint - Public		
10550121	438030						Electricity		
010319	MIDAMERICAN ENERGY	558752766	0	2025	4	INV P	8,590.02	101824	51688 123 S LINN ST
							ACCOUNT TOTAL		8,590.02
10550121	438070						Heating Fuel/Gas		
010319	MIDAMERICAN ENERGY	558752766	0	2025	4	INV P	975.17	101824	51688 123 S LINN ST
							ACCOUNT TOTAL		975.17
10550121	442010						Other Building R&M Services		
010187	HARGERS ACOUSTICS IN	P1170	0	2025	4	INV P	126.00	101124	306229 FAC/Ceiling Tiles f
010392	RMB CO INC	15504	0	2025	4	INV P	13,602.35	101824	51702 FAC/Replaced Cast
010817	BASEPOINT - ADG	153956	0	2025	4	INV P	366.00	101824	51654 FAC/Door at Merge/r
011282	ACTION SEWER & SEPTI	124924	0	2025	4	INV P	319.00	110124	52176 FAC/Sewer work
013430	ALL TEMP REFRIGERATI	10101	0	2025	4	INV P	180.00	102524	306607 FAC/water Samples f
016722	PROFESSIONAL WINDOW	3465	0	2025	4	INV P	150.00	102524	306723 FAC/window cleaning
							ACCOUNT TOTAL		14,743.35
10550121	442020						Structure R&M Services		
010823	SCHUMACHER ELEVATOR	90626381	0	2025	4	INV P	575.00	100424	51528 Elevator Maintenanc
							ACCOUNT TOTAL		575.00
10550121	443050						Radio Equipment R&M Services		
011280	JOINT EMERGENCY COMM	124	0	2025	4	INV P	225.00	110124	307042 JECSA Radio System
							ACCOUNT TOTAL		225.00
10550121	445330						Other Waste Disposal		
010004	A-TEC RECYCLING INC	240917-58328	0	2025	4	INV P	443.46	101124	306170 FAC/Lightbulbs and
013663	REPUBLIC SERVICES OF	0897-001029447	0	2025	4	INV P	316.65	101124	306312 Refuse & Recycling
							ACCOUNT TOTAL		760.11

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
10550121	449160									Other Rentals
010627	CINTAS CORPORATION	4206549178	0	2025	4	INV	P	223.25	101124	306192 FAC/Sanitary Suppli
010627	CINTAS CORPORATION	4208011808	0	2025	4	INV	P	223.25	102524	306629 FAC/Sanitary Suppli
								<b>446.50</b>		
								ACCOUNT TOTAL		446.50
10550121	452040									Sanitation & Indust Supplies
010627	CINTAS CORPORATION	4206549178	0	2025	4	INV	P	374.66	101124	306192 FAC/Sanitary Suppli
010627	CINTAS CORPORATION	4208011808	0	2025	4	INV	P	330.62	102524	306629 FAC/Sanitary Suppli
								<b>705.28</b>		
								ACCOUNT TOTAL		705.28
10550121	466070									Other Maintenance Supplies
010199	HILLS BANK AND TRUST	1022243297	0	2025	4	INV	P	247.90	101824	306441 B Gehrke Visa 10/22
								ACCOUNT TOTAL		247.90
								ORG 10550121 TOTAL		27,268.33
10550140										Library Computer Systems
10550140	438130									Cell Phone/Data Services
010482	VERIZON WIRELESS	9975979097	0	2025	4	INV	P	288.83	110124	307136 IT/Verizon Wireless
								ACCOUNT TOTAL		288.83
10550140	438140									Internet Fees
014293	IMON COMMUNICATIONS	3735648	0	2025	4	INV	P	253.00	101824	306451 Internet Services &
014293	IMON COMMUNICATIONS	3763645	0	2025	4	INV	P	302.78	110124	307016 IT/Internet
								<b>555.78</b>		
								ACCOUNT TOTAL		555.78
10550140	443020									Office Equipment R&M Services
014150	ADVANCED BUSINESS SY	INV388663	0	2025	4	INV	P	301.51	102524	51729 IT/Sharp Printing
								ACCOUNT TOTAL		301.51
10550140	444080									Software R&M Services
010199	HILLS BANK AND TRUST	1022243305	0	2025	4	INV	P	2.70	101824	306442 B Palmer Visa 10/22
								ACCOUNT TOTAL		2.70
10550140	455120									Misc Computer Hardware
010199	HILLS BANK AND TRUST	1022243305	0	2025	4	INV	P	1,750.43	101824	306442 B Palmer Visa 10/22
								ACCOUNT TOTAL		1,750.43

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
				ORG 10550140	TOTAL		2,899.25		
10550151	Lib Public	Services - Adults							
10550151 445250	Inter-Library Loans								
000119 Nissen Public Librar	091324	0	2025	4	INV	P	12.00	101124	306288 AS/Lost ILL Book
				ACCOUNT TOTAL			12.00		
10550151 469320		Miscellaneous Supplies							
010199 HILLS BANK AND TRUST	1022243248	0	2025	4	INV	P	103.16	101824	306443 J Royer Visa 10/22/
010199 HILLS BANK AND TRUST	1022243289SRPDLG	0	2025	4	INV	P	46.21	101824	306437 J Paulios Visa 10/7
							149.37		
				ACCOUNT TOTAL			149.37		
10550151 469360		Food and Beverages							
010199 HILLS BANK AND TRUST	1022243289SRPDLG	0	2025	4	INV	P	116.86	101824	306437 J Paulios Visa 10/7
				ACCOUNT TOTAL			116.86		
				ORG 10550151	TOTAL		278.23		
10550152	Lib Public	Services - Children							
10550152 432080	Other Professional Services								
017040 HARRISON, KELSEY	92824	0	2025	4	INV	P	210.00	102524	306651 CHI/IFF Drag Family
017170 INCREDIBLEBATS INC	101124	0	2025	4	INV	P	450.00	101124	306237 CHI/Schools Out Spe
017171 LODH, ANJALI	100624	0	2025	4	INV	P	125.00	101124	306269 CHI/Chess Butterfli
017184 LATIN THUNDER	101424	0	2025	4	INV	P	200.00	102524	306688 CHI/Storytime 10/14
017185 CAPRON, MARK AARON	10724	0	2025	4	INV	P	80.00	102524	306622 CHI/Chess Club and
				ACCOUNT TOTAL			1,065.00		
10550152 436050		Registration							
010199 HILLS BANK AND TRUST	1022243271	0	2025	4	INV	P	264.00	101824	306440 A Pilkington Visa 1
				ACCOUNT TOTAL			264.00		
10550152 449280		Misc Services & Charges							
013572 HANDS UP COMMUNICATI	439565	0	2025	4	INV	P	165.00	101824	306431 CHI/Interpreting Se
				ACCOUNT TOTAL			165.00		
10550152 469320		Miscellaneous Supplies							
010125 BLICK ART MATERIALS	273740	0	2025	4	INV	P	17.98	110124	306961 Admin/Paintbrushes
010199 HILLS BANK AND TRUST	1022243271	0	2025	4	INV	P	340.68	101824	306440 A Pilkington Visa 1

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
010536 INGRAM LIBRARY SERVI	84131927	0	2025 4	INV	P	22.11 110124	307018	LIBRARY MATERIALS		
012922 BRAMMER, RICK	280283	0	2025 4	INV	P	39.46 110124	306964	CHI/Children's prog		
				ACCOUNT TOTAL		420.23				
10550152 469360				Food and Beverages						
010199 HILLS BANK AND TRUST	1022243271	0	2025 4	INV	P	156.65 101824	306440	A Pilkington Visa 1		
				ACCOUNT TOTAL		156.65				
10550152 469370				Paper Products						
010125 BLICK ART MATERIALS	273797	0	2025 4	INV	P	42.44 102524	306620	CHI/Bookwalk Paper		
				ACCOUNT TOTAL		42.44				
				ORG 10550152 TOTAL		2,113.32				
10550159				Lib Public Srvs-Comm Access						
10550159 435055				Mail & Delivery						
010468 U S POST OFFICE ACCT	529142	0	2025 4	INV	P	6,599.36 100424	306135	Replenish Bulk Mail		
				ACCOUNT TOTAL		6,599.36				
10550159 445140				Outside Printing						
010050 TRU ART	129153011	0	2025 4	INV	P	192.00 101824	306513	CAS/4 Window Decals		
010050 TRU ART	129333011	0	2025 4	INV	P	133.00 101824	306513	CAS/500 Business Ca		
010050 TRU ART	12966011	0	2025 4	INV	P	297.00 101824	306513	CAS/3,000 My ICPL A		
						622.00				
				ACCOUNT TOTAL		622.00				
10550159 449280				Misc Services & Charges						
010199 HILLS BANK AND TRUST	1022243255	0	2025 4	INV	P	89.85 101824	306439	s Helmick Visa 10/2		
				ACCOUNT TOTAL		89.85				
10550159 452010				Office Supplies						
010199 HILLS BANK AND TRUST	1022243248	0	2025 4	INV	P	333.18 101824	306443	J Royer Visa 10/22/		
				ACCOUNT TOTAL		333.18				
10550159 454020				Subscriptions						
010199 HILLS BANK AND TRUST	1022243255	0	2025 4	INV	P	348.00 101824	306439	s Helmick Visa 10/2		
				ACCOUNT TOTAL		348.00				
10550159 469320				Miscellaneous Supplies						
010199 HILLS BANK AND TRUST	1022243248	0	2025 4	INV	P	92.66 101824	306443	J Royer Visa 10/22/		
				ACCOUNT TOTAL		92.66				



**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION			
ORG 10550159 TOTAL						8,085.05					
Library Collection Services											
Library Material R&M Services											
10550160	445270										
010509	BAKER & TAYLOR INC C 200055092024V	0	2025	4	INV P	1,648.18	101124	306181	LIBRARY MATERIALS/P		
010509	BAKER & TAYLOR INC C 2038513138	0	2025	4	INV P	9.03	101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038528145	0	2025	4	INV P	9.03	101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038543747	0	2025	4	INV P	10.32	101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038562948	0	2025	4	INV P	16.77	102524	306615	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038578697	0	2025	4	INV P	9.03	102524	306615	LIBRARY MATERIALS		
						1,702.36					
ACCOUNT TOTAL						1,702.36					
Misc Processing Supplies											
10550160	469110										
010199	HILLS BANK AND TRUST 1022243263	0	2025	4	INV P	151.10	101824	306438	A Mangelo Visa 10/2		
010546	MIDWEST TAPE 506123049	0	2025	4	INV P	373.52	102524	306702	LIBRARY MATERIALS		
ACCOUNT TOTAL						524.62					
ORG 10550160 TOTAL						2,226.98					
Library Children's Materials											
Books (Cat/Cir)											
10550210	477020										
010509	BAKER & TAYLOR INC C 2038426408	0	2025	4	INV P	832.03	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038531405	0	2025	4	INV P	168.41	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038534473	0	2025	4	INV P	199.12	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038537263	0	2025	4	INV P	162.26	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038543747	0	2025	4	INV P	12.34	101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038554038	0	2025	4	INV P	39.79	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038554943	0	2025	4	INV P	38.72	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038556795	0	2025	4	INV P	15.17	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038557737	0	2025	4	INV P	340.75	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038561526	0	2025	4	INV P	161.08	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038564662	0	2025	4	INV P	75.84	101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038568279	0	2025	4	INV P	145.02	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038569589	0	2025	4	INV P	113.96	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038571098	0	2025	4	INV P	311.61	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038573257	0	2025	4	INV P	116.94	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038574050	0	2025	4	INV P	42.83	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038574211	0	2025	4	INV P	295.67	101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038583311	0	2025	4	INV P	47.92	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038589408	0	2025	4	INV P	94.25	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038589437	0	2025	4	INV P	448.22	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038593517	0	2025	4	INV P	397.25	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038595362	0	2025	4	INV P	37.58	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038595372	0	2025	4	INV P	87.17	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038595377	0	2025	4	INV P	309.48	102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C 2038597907	0	2025	4	INV P	66.26	102524	306616	LIBRARY MATERIALS		

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4													
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION			
010509	BAKER & TAYLOR INC	C 2038599150	0	2025 4	INV	P		39.86 102524	306616	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038601186	0	2025 4	INV	P		228.15 102524	306616	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038602376	0	2025 4	INV	P		342.40 102524	306616	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038618101	0	2025 4	INV	P		81.06 110124	306955	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038620314	0	2025 4	INV	P		298.56 110124	306955	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038621370	0	2025 4	INV	P		458.91 110124	306955	LIBRARY MATERIALS			
010509	BAKER & TAYLOR INC	C 2038624691	0	2025 4	INV	P		191.74 110124	306955	LIBRARY MATERIALS			
								<b>6,200.35</b>					
010536	INGRAM LIBRARY SERVI	84113581	0	2025 4	INV	P		69.61 110124	307018	LIBRARY MATERIALS			
010536	INGRAM LIBRARY SERVI	84131927	0	2025 4	INV	P		81.16 110124	307018	LIBRARY MATERIALS			
								<b>150.77</b>					
ACCOUNT TOTAL								6,351.12					
10550210	477070									eBooks			
011068	OVERDRIVE INC	01370CO24285956	0	2025 4	INV	P		97.37 101124	306299	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24295558	0	2025 4	INV	P		99.57 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24295645	0	2025 4	INV	P		67.96 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24318452	0	2025 4	INV	P		266.44 110124	307073	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370DA24294908	0	2025 4	INV	P		60.00 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370DA24301175	0	2025 4	INV	P		17.50 101824	306486	LIBRARY MATERIALS			
								<b>608.84</b>					
ACCOUNT TOTAL								608.84					
10550210	477110									Audio (Digital)			
011068	OVERDRIVE INC	01370CO24285956	0	2025 4	INV	P		28.00 101124	306299	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24295562	0	2025 4	INV	P		146.49 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24299439	0	2025 4	INV	P		38.85 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370CO24300420	0	2025 4	INV	P		13.00 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370DA24301175	0	2025 4	INV	P		63.00 101824	306486	LIBRARY MATERIALS			
011068	OVERDRIVE INC	01370DA24314472	0	2025 4	INV	P		29.99 102524	306716	LIBRARY MATERIALS			
								<b>319.33</b>					
ACCOUNT TOTAL								319.33					
10550210	477120									Audio (Read-Along)			
010509	BAKER & TAYLOR INC	C 2038537263	0	2025 4	INV	P		107.90 101124	306181	LIBRARY MATERIALS			
016642	PLAYAWAY PRODUCTS	476737	0	2025 4	INV	P		64.94 102524	306722	LIBRARY MATERIALS			
016642	PLAYAWAY PRODUCTS	477560	0	2025 4	INV	P		539.91 110124	307080	LIBRARY MATERIALS			
								<b>604.85</b>					
ACCOUNT TOTAL								712.75					
10550210	477160									Video (DVD)			

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		WARRANT	CHECK	DESCRIPTION		
010546	MIDWEST TAPE	506098777	0	2025 4	INV	P		161.20 101124	306284	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506128816	0	2025 4	INV	P		53.98 102524	306702	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506165767	0	2025 4	INV	P		18.73 102524	306702	LIBRARY MATERIALS		
010546	MIDWEST TAPE	506194465	0	2025 4	INV	P		26.23 110124	307058	LIBRARY MATERIALS		
								<b>260.14</b>				
								ACCOUNT TOTAL			260.14	
10550210	477200											
010199	HILLS BANK AND TRUST	1022243263	0	2025 4	INV	P		36.24 101824	306438	A Mangano Visa 10/2		
013055	LAKESHORE LEARNING M	190529100824	0	2025 4	INV	P		57.48 110124	307044	LIBRARY MATERIALS		
								ACCOUNT TOTAL			93.72	
10550210	477250											
011068	OVERDRIVE INC	01370CP24289884	0	2025 4	INV	P		10.99 101824	306486	LIBRARY MATERIALS		
								ACCOUNT TOTAL			10.99	
								ORG 10550210 TOTAL			8,356.89	
10550220												
10550220	477020											
010378	PRAIRIE LIGHTS BOOKS	3683	0	2025 4	INV	P		15.20 101824	306493	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038426408	0	2025 4	INV	P		791.07 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038513138	0	2025 4	INV	P		46.77 101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038528145	0	2025 4	INV	P		99.54 101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038531405	0	2025 4	INV	P		313.09 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038534473	0	2025 4	INV	P		159.47 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038537263	0	2025 4	INV	P		965.75 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038543747	0	2025 4	INV	P		100.92 101124	306180	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038554038	0	2025 4	INV	P		399.34 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038556795	0	2025 4	INV	P		201.31 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038561524	0	2025 4	INV	P		271.31 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038561557	0	2025 4	INV	P		105.45 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038561752	0	2025 4	INV	P		432.16 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038564662	0	2025 4	INV	P		148.80 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038568279	0	2025 4	INV	P		269.24 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038571098	0	2025 4	INV	P		786.01 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038572063	0	2025 4	INV	P		285.95 101124	306181	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038573257	0	2025 4	INV	P		155.56 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038574277	0	2025 4	INV	P		70.63 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038577561	0	2025 4	INV	P		234.21 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038577917	0	2025 4	INV	P		54.66 102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038583580	0	2025 4	INV	P		301.63 101824	306383	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038592164	0	2025 4	INV	P		481.61 102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038593517	0	2025 4	INV	P		1,014.92 102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038595008	0	2025 4	INV	P		235.69 102524	306616	LIBRARY MATERIALS		
010509	BAKER & TAYLOR INC C	2038595027	0	2025 4	INV	P		206.93 102524	306616	LIBRARY MATERIALS		

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YEAR/PERIOD: 2025/4 TO 2025/4													
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION					
010509 BAKER & TAYLOR INC C	2038595138	0	2025 4	INV	P	115.35 102524	306616	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038595943	0	2025 4	INV	P	21.24 102524	306616	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038597907	0	2025 4	INV	P	130.54 102524	306616	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038599597	0	2025 4	INV	P	285.51 102524	306616	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038601186	0	2025 4	INV	P	87.00 102524	306616	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038608248	0	2025 4	INV	P	328.70 110124	306955	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038611317	0	2025 4	INV	P	160.15 110124	306955	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038620314	0	2025 4	INV	P	980.74 110124	306955	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038621545	0	2025 4	INV	P	317.43 110124	306955	LIBRARY MATERIALS					
010509 BAKER & TAYLOR INC C	2038624382	0	2025 4	INV	P	68.34 110124	306955	LIBRARY MATERIALS					
						<b>10,627.02</b>							
010520 CENTER POINT PUBLISH	2122463	0	2025 4	INV	P	97.08 102524	306626	LIBRARY MATERIALS					
010531 GALE GROUP	85666861	0	2025 4	INV	P	59.98 101124	306220	LIBRARY MATERIALS					
010531 GALE GROUP	85667202	0	2025 4	INV	P	59.98 101124	306220	LIBRARY MATERIALS					
010531 GALE GROUP	85779593	0	2025 4	INV	P	32.79 110124	307003	LIBRARY MATERIALS					
010531 GALE GROUP	85794688	0	2025 4	INV	P	28.79 110124	307003	LIBRARY MATERIALS					
						<b>181.54</b>							
010536 INGRAM LIBRARY SERVI	84113581	0	2025 4	INV	P	72.47 110124	307018	LIBRARY MATERIALS					
010536 INGRAM LIBRARY SERVI	84131927	0	2025 4	INV	P	86.52 110124	307018	LIBRARY MATERIALS					
						<b>158.99</b>							
						<b>ACCOUNT TOTAL</b>							<b>11,079.83</b>
10550220 477070					eBooks								
011068 OVERDRIVE INC	01370CO24283169	0	2025 4	INV	P	629.05 101124	306299	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24283172	0	2025 4	INV	P	24.91 101124	306299	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24285957	0	2025 4	INV	P	868.38 101124	306299	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24295548	0	2025 4	INV	P	620.19 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24295561	0	2025 4	INV	P	80.20 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24295629	0	2025 4	INV	P	790.84 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24298108	0	2025 4	INV	P	24.99 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24300413	0	2025 4	INV	P	781.03 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24313788	0	2025 4	INV	P	243.06 102524	306716	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24313791	0	2025 4	INV	P	327.50 102524	306716	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24313805	0	2025 4	INV	P	55.00 102524	306716	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24315648	0	2025 4	INV	P	55.00 110124	307073	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370CO24318451	0	2025 4	INV	P	882.62 110124	307073	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370DA24294908	0	2025 4	INV	P	703.83 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370DA24301175	0	2025 4	INV	P	468.13 101824	306486	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370DA24314472	0	2025 4	INV	P	382.68 102524	306716	LIBRARY MATERIALS					
011068 OVERDRIVE INC	01370DA24314473	0	2025 4	INV	P	49.99 102524	306716	LIBRARY MATERIALS					
						<b>6,987.40</b>							
						<b>ACCOUNT TOTAL</b>							<b>6,987.40</b>

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YEAR/PERIOD: 2025/4 TO 2025/4											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION		
10550220 477100				Audio (Compact Disc)							
010546 MIDWEST TAPE		506088174	0	2025	4	INV P	38.53	101124	306284	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506121055	0	2025	4	INV P	11.99	102524	306702	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506151461	0	2025	4	INV P	27.88	102524	306702	LIBRARY MATERIALS	
							<b>78.40</b>				
				ACCOUNT TOTAL			78.40				
10550220 477110				Audio (Digital)							
011068 OVERDRIVE INC		01370Co24283170	0	2025	4	INV P	291.78	101124	306299	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24283173	0	2025	4	INV P	87.45	101124	306299	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24283176	0	2025	4	INV P	1,278.11	101124	306299	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24283757	0	2025	4	INV P	223.99	101124	306299	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24285957	0	2025	4	INV P	139.98	101124	306299	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24295547	0	2025	4	INV P	1,264.66	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24295565	0	2025	4	INV P	452.45	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24295629	0	2025	4	INV P	222.28	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24298108	0	2025	4	INV P	47.50	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24299439	0	2025	4	INV P	47.50	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24300413	0	2025	4	INV P	148.49	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24312549	0	2025	4	INV P	191.69	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24313282	0	2025	4	INV P	174.98	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24313778	0	2025	4	INV P	249.98	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24313790	0	2025	4	INV P	623.06	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24313802	0	2025	4	INV P	661.81	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24313807	0	2025	4	INV P	258.25	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370Co24318451	0	2025	4	INV P	220.97	110124	307073	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370DA24294908	0	2025	4	INV P	1,082.19	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370DA24301175	0	2025	4	INV P	751.44	101824	306486	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370DA24302978	0	2025	4	INV P	28.00	102524	306716	LIBRARY MATERIALS	
011068 OVERDRIVE INC		01370DA24314472	0	2025	4	INV P	776.43	102524	306716	LIBRARY MATERIALS	
							<b>9,222.99</b>				
				ACCOUNT TOTAL			9,222.99				
10550220 477160				Video (DVD)							
010509 BAKER & TAYLOR INC C		H70452760	0	2025	4	INV P	8.38	110124	306956	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506098777	0	2025	4	INV P	163.41	101124	306284	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506098778	0	2025	4	INV P	83.81	101124	306284	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506128816	0	2025	4	INV P	610.22	102524	306702	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506128817	0	2025	4	INV P	123.71	102524	306702	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506165765	0	2025	4	INV P	119.60	102524	306702	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506165767	0	2025	4	INV P	170.17	102524	306702	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506194465	0	2025	4	INV P	620.71	110124	307058	LIBRARY MATERIALS	
010546 MIDWEST TAPE		506194466	0	2025	4	INV P	250.42	110124	307058	LIBRARY MATERIALS	
							<b>2,142.05</b>				
				ACCOUNT TOTAL			2,150.43				

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YEAR/PERIOD: 2025/4 TO 2025/4									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
10550220 477190									
010199 HILLS BANK AND TRUST	1022243263	0	2025 4	INV	P	168.87 101824	306438	A Mangano Visa 10/2	
						168.87		ACCOUNT TOTAL	
10550220 477220									
016856 KLISE/CRIMSON MULTI	016700	0	2025 4	INV	P	123.88 102524	306685	LIBRARY MATERIALS	
						123.88		ACCOUNT TOTAL	
10550220 477250									
010546 MIDWEST TAPE	506126866	0	2025 4	INV	P	3,944.54 101124	306283	LIBRARY MATERIALS	
015034 KANOPY INC	419226	0	2025 4	INV	P	1,985.00 101124	306257	LIBRARY MATERIALS	
						5,929.54		ACCOUNT TOTAL	
10550220 477320									
011068 OVERDRIVE INC	01370MG24275972	0	2025 4	INV	P	11,165.00 101124	306299	LIBRARY MATERIALS	
						11,165.00		ACCOUNT TOTAL	
10550220 477330									
010199 HILLS BANK AND TRUST	1022243263	0	2025 4	INV	P	40.00 101824	306438	A Mangano Visa 10/2	
						40.00		ACCOUNT TOTAL	
10550220 477350									
011013 OCLC INC	1000405792	0	2025 4	INV	P	841.45 101824	306484	LIBRARY MATERIALS/S	
015776 CREATIVEBUG LLC	5107860000032068029	0	2025 4	INV	P	2,025.00 102524	306631	LIBRARY MATERIALS	
						2,866.45		ACCOUNT TOTAL	
						49,812.79		ORG 10550220 TOTAL	
FUND 1000 General						TOTAL:	104,219.25		

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
10550320									Library Board Enterprise
10550320 443020									Office Equipment R&M Services
010216 RICOH USA INC	5070223918	0	2025 4	INV	P	73.45 102524	51777	LBE/Public Printing	
014150 ADVANCED BUSINESS SY	INV388663	0	2025 4	INV	P	50.56 102524	51729	IT/Sharp Printing	
						ACCOUNT TOTAL			124.01
10550320 444080									Software R&M Services
010555 TRACSYSTEMS INC	4808	0	2025 4	INV	P	126.90 102524	306739	LBE/Software Fax Se	
						ACCOUNT TOTAL			126.90
10550320 455120									Misc Computer Hardware
010199 HILLS BANK AND TRUST	1022243305	0	2025 4	INV	P	219.30 101824	306442	B Palmer Visa 10/22	
						ACCOUNT TOTAL			219.30
						ORG 10550320 TOTAL			470.21
10550410									Library Reimbursables
10550410 477320									Serials (Digital)
011068 OVERDRIVE INC	01370MG24275972	0	2025 4	INV	P	6,335.00 101124	306299	LIBRARY MATERIALS	
						ACCOUNT TOTAL			6,335.00
						ORG 10550410 TOTAL			6,335.00
10550420									Library Designated Gifts
10550420 469320 047									Miscellaneous Supplies
010199 HILLS BANK AND TRUST	1022243289SRPDLG	0	2025 4	INV	P	41.60 101824	306437	J Paulios Visa 10/7	
						ACCOUNT TOTAL			41.60
10550420 469360									Food and Beverages
010199 HILLS BANK AND TRUST	1022243289SRPDLG	0	2025 4	INV	P	4.17 101824	306437	J Paulios Visa 10/7	
						ACCOUNT TOTAL			4.17
						ORG 10550420 TOTAL			45.77
10550510									Library Children's Materials -
10550510 477020									Books (Cat/Cir)
010509 BAKER & TAYLOR INC C	2038561526	0	2025 4	INV	P	55.82 101124	306181	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2038569589	0	2025 4	INV	P	99.44 101824	306383	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2038589408	0	2025 4	INV	P	107.63 102524	306616	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2038595372	0	2025 4	INV	P	32.46 102524	306616	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2038601186	0	2025 4	INV	P	5.99 102524	306616	LIBRARY MATERIALS	
010509 BAKER & TAYLOR INC C	2038618101	0	2025 4	INV	P	21.07 110124	306955	LIBRARY MATERIALS	
						322.41			

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4													
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION					
ACCOUNT TOTAL						322.41							
ORG 10550510 TOTAL						322.41							
10550520				Library Adult Materials - Gift									
10550520	477020			Books (Cat/Cir)									
010509	BAKER & TAYLOR INC C 2038426408	0	2025	4	INV P	641.61	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038513138	0	2025	4	INV P	104.96	101124	306180	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038531405	0	2025	4	INV P	534.92	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038534473	0	2025	4	INV P	115.64	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038537263	0	2025	4	INV P	262.36	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038543747	0	2025	4	INV P	40.18	101124	306180	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038554038	0	2025	4	INV P	180.94	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038556795	0	2025	4	INV P	235.07	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038561752	0	2025	4	INV P	39.80	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038562948	0	2025	4	INV P	195.45	102524	306615	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038564662	0	2025	4	INV P	108.46	101124	306181	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038568279	0	2025	4	INV P	255.64	101824	306383	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038571098	0	2025	4	INV P	360.48	101824	306383	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038573257	0	2025	4	INV P	64.85	101824	306383	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038578697	0	2025	4	INV P	101.27	102524	306615	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038593517	0	2025	4	INV P	1,300.63	102524	306616	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038597907	0	2025	4	INV P	199.48	102524	306616	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038601186	0	2025	4	INV P	408.79	102524	306616	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038620314	0	2025	4	INV P	637.39	110124	306955	LIBRARY MATERIALS				
010509	BAKER & TAYLOR INC C 2038624382	0	2025	4	INV P	20.79	110124	306955	LIBRARY MATERIALS				
						<b>5,808.71</b>							
010520	CENTER POINT PUBLISH 2122463	0	2025	4	INV P	49.14	102524	306626	LIBRARY MATERIALS				
010531	GALE GROUP 85691645	0	2025	4	INV P	30.39	101124	306220	LIBRARY MATERIALS				
010531	GALE GROUP 85779593	0	2025	4	INV P	30.39	110124	307003	LIBRARY MATERIALS				
010531	GALE GROUP 85794468	0	2025	4	INV P	27.99	110124	307003	LIBRARY MATERIALS				
						<b>88.77</b>							
010536	INGRAM LIBRARY SERVI 84113581	0	2025	4	INV P	11.02	110124	307018	LIBRARY MATERIALS				
010536	INGRAM LIBRARY SERVI 84131927	0	2025	4	INV P	58.79	110124	307018	LIBRARY MATERIALS				
						<b>69.81</b>							
ACCOUNT TOTAL						6,016.43							
10550520	477160			Video (DVD)									
010546	MIDWEST TAPE 506098777	0	2025	4	INV P	22.49	101124	306284	LIBRARY MATERIALS				
ACCOUNT TOTAL						22.49							
ORG 10550520 TOTAL						6,038.92							



# CITY OF IOWA CITY



## Library Disbursements: October 1 to October 31, 2024

YEAR/PERIOD: 2025/4 TO 2025/4								
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION
FUND 1001 Library Gifts								TOTAL: 13,212.31

**Library Disbursements: October 1 to October 31, 2024**

YEAR/PERIOD: 2025/4 TO 2025/4									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		WARRANT	CHECK	DESCRIPTION	
10550800									Library Replacement Reserve
10550800 444080									Software R&M Services
016427 MICROSOFT CORPORATIO	G062640764	0	2025 4	INV P	3,143.45	102524	51766	LRR/Microsoft Azure	
ACCOUNT TOTAL					3,143.45				
ORG 10550800 TOTAL					3,143.45				
FUND 1006 Library Replacement Reserves					TOTAL:	3,143.45			

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Tom Rocklin, President

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Hannah Shultz, Secretary