



Agenda: Board of Trustees
December 7, 2023, at 4 pm
Community Room, Ladd Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: November 2, 2023
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Maker Space Update – Kevin Delecki
- G. Library Board Committee Reports
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - Advocacy Toolkit
 - Finance Committee – Monica Challenger, Committee Chair
 - No Action
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** 1.02 Library Bill of Rights
 - **Action:** 1.03 Freedom to Read
 - **Action:** 1.04 Freedom to View
 - Westside Project Committee – Jade Hart, Committee Chair
 - No Action
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **January 4, 2024 at 4 pm**, in the Conference Room, Downtown Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.

**DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
November 2, 2023**

Board members in attendance: [President] Clint Twedt-Ball, Jade Hart, Chris Casey, Susie McDermott, Jeremy Elges (in person); [Vice President] Monica Challenger, Elisabeth Hepworth (via Zoom)

Board members unable to attend: Hassan Selim, Rafael Jacobo

Staff in attendance: Dara Schmidt, Amber McNamara, Kevin Delecki, Erin Horst, Jessica Musil (in person); Patrick Duggan, MJ Eyzaguirre (via Zoom)

Others: Charity Tyler, Executive Director, Foundation of the Cedar Rapids Public Library; Libby Slappey, Presidents, Friends of the Cedar Rapids Public Library (in person)

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: October 5, 2023

Ms. McDermott moved to accept the consent agenda. Ms. Casey seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - The Foundation added another shirt to their RAYGUN t-shirt offerings. This new shirt is a nod to last month's great story, where a child remarked that the library was a magical place.
 - Ms. Tyler is planning the public phase of the capital campaign. She expects a kick-off with public celebration to occur in January. As details are finalized, library trustees will receive information. Ms. McDermott asked what percentage of fundraising is the Foundation hoping to secure prior to the public launch. The Foundation would like to see 50% of the fundraising goal secured. In addition, the next year's annual Stay Home and Read Ball fundraiser will change a bit to encompass the campaign.
 - Staff are also finalizing the year-end appeal, which will be sent out in the next several weeks.
- E. Friends of the Library Report – Libby Slappey
 - The Friends are actively preparing for the large Fall weekend sale. It is at the downtown library and will open tomorrow, Friday, November 3. The Friends board and volunteers have worked hard to get out as many genres as possible for shoppers.

Ms. Challenger joined the meeting at 4:08 pm.

- F. Board Education: Conference/Professional Development Updates – Dara Schmidt
 - October was a big conference month for the library. Six employees attended the Iowa Library Association (ILA) conference in Dubuque from October 11-13, and another two went to the Urban Library Council (ULC) conference in Seattle from October 25-27.
 - Those who attended shared highlights from their conference: three things you learned, two things to learn more about, and one big ah-a moment. Ms. Schmidt shared pieces of reports staff submitted. Several staff were intrigued by sessions related to climate justice and sustainability, materials challenges, and repair cafes or fix-it clinics. Another enjoyed a session on accessibility audits so patrons of all abilities can enjoy the physical space of the library building. Two staff were inspired by authors: Jeremy Noble's book called

Project UnLonely, challenging the ideas of loneliness and how libraries can play a role; and KC Davis' book called *Struggle Care* that helps readers' shift their mindset around gentle problem solving within a person's ability. Ms. Schmidt also shared several books that inspired her during the conference.

- Attending a conference is open to any staff member. Twice a year, staff are encouraged to submit an application, explaining how they and the library would benefit from attendance. People are selected to attend based on several factors while also considering budget constraints. Ms. Schmidt thanked the board for their commitment to staff professional development, which includes local and national conferences as well as in-house staff training.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There was no report.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Hepworth reported for Ms. Challenger on September 2023 financials. At this time of the year, the library has received 36% of anticipated revenues, and has paid 29% of the expenditures. Ms. Hepworth noted that the full fiscal year of Willis Dady Service Navigator costs have been posted as well as the full fiscal year of Ladd Library rent.
 - **Action:** Janitorial Contract Amendment 1.
 - Ms. Challenger presented the extension of janitorial contract with FBG with a 3% increase. The total cost for the next two-year term is \$188,772. The committee feels this increase is reasonable for the work. As a reminder, in two years, we will bid again for janitorial services to align with purchasing best practice.

The committee recommendation to approve the janitorial amendment in the amount of \$188,772 as presented in the packet carried with unanimous approval.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** 3.04: Behavior Policy. The committee reviewed the Behavior Policy and have no recommended changes, as it seems to work well for staff. The committee felt that the examples of behaviors were appropriate. There being no questions, Ms. McDermott moved to the next policy.
 - **Action:** 6.00: Professional Development. The committee does not recommend any changes, and wishes to continue professional development to benefit the library and staff.

The committee recommendation to approve the reviewed policies as presented in the packet carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - Ms. Hart reported that there is no action as the committee is still paused for fundraising. However, the committee will meet again on December 7.

H. Library Director's Report

- On Election Day, November 7, both libraries will serve as precincts. On Saturday, November 4, the downtown library will host early voting for the community during the Friends sale.
- Next Friday, November 10, the libraries will be closed for professional development. Typically, the day focuses on education; however, we're also mixing in a major materials shifting project, which is part of the strategic plan. Materials Supervisor Jill Martinez has extensive plans to push for the most disruptive shifting that would be difficult to accomplish when the library is open. Trustees are always welcome to attend any part of the day.
- As we prepared data reports this month, it was interesting to look at trends over time and they will be especially telling as we achieve normalcy. For example, March tends to be

high volume month with Spring Break and community events. Programming is becoming a big driver for door counts and circulation. Meeting room counts are climbing as well as people return to the building for programs and materials.

- Ms. Schmidt reported that the Commons light replacement project is nearing completion. Staff and patrons have been patient and she looks forward to having light in the Commons again.
- I. Old Business
 - There being no old business, the meeting continued.
 - J. New Business
 - There being no new business, the meeting continued.
 - K. Adjournment
 - There being no further business, the meeting adjourned at 4:54 pm.

The next Board of Trustees meeting will be held on Thursday, December 7, 2023, at 4 pm in the Community Room, Ladd Library

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 11/30/2023
Subject: **October 2023** Financial Report

I have reviewed the October 2023 financial information for Library. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (33.3% thru October). Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (25% thru October since due to processing times, these expenses normally have a 1 month lag).
- For all other expenses, no more than 1/12 of the budget is spent per month (33.3% thru October).

Here are highlights or concerns that you should be aware of, or that need addressed:

Operations – 151XXX:

- **Total revenues are above target at \$325K or 40% of the \$804K budget.**
- **Total expenditures (excluding transfers out) are \$2.8M or 37% of the \$7.74M budget.**
 - Personal Services are at \$1.9M or 32.8% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
 - Other Employee Benefits includes unbudgeted tuition reimbursement of \$1.5K
 - Total discretionary expenses are high at \$498K or 60% of the \$827K budget.
 - Full fiscal year of Willis Dady Service Navigator costs have posted. - \$75K
 - IT annual costs for software maintenance also incurred in July (always a timing thing)
 - Other expenses are at \$419K or 39% of the \$1.1M budget.
 - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums. Facilities Maintenance has posted thru August activity for \$28K and Energy Management has posted thru October activity for \$2,204.80.

Special Revenue – 7010XX:

- **No Concerns**

CIP – 316XXX:

- **No Concerns**

City of Cedar Rapids
151 General Fund - Library
2023-10-31

| Account Name | Account | Prior | Current | Current | Favorable (Unfavorable) Variance | Percent of Budget Received Spent | Current | |
|---|---------|------------------------------------|--|------------------------------------|--|---|--------------------------|---|
| | | Fiscal Year 2023 YTD Actuals | Fiscal Year 2024 Adjusted Budget | Fiscal Year 2024 YTD Actuals | | | Month 2024 Actuals | |
| Revenue | | | | | | | | |
| Taxes | | - | - | - | - | 0% | - | |
| Total Taxes | | - | - | - | - | 0% | - | |
| Intergovernmental Revenue | | | | | | | | |
| Federal Operating | 421001 | 10,800.86 | - | - | - | 0% | - | |
| State Operating | 422001 | - | 115,000.00 | 31,207.43 | (83,792.57) | 27% | - | |
| Local Govt Grants and Reimb | 423000 | 6,594.63 | 275,000.00 | 197,570.95 | (77,429.05) | 72% | 1,830.51 | area agencies included in Metro Library |
| Total Intergovernmental Revenue | | 17,395.49 | 390,000.00 | 228,778.38 | (161,221.62) | 59% | 1,830.51 | |
| Other Revenue | | | | | | | | |
| Printing & Duplicating of Form | 431006 | 1,386.15 | 25,000.00 | 10,562.09 | (14,437.91) | 42% | 2,593.75 | |
| Dept Charges-External to City | 431012 | 243,644.00 | 259,792.00 | 57,172.32 | (202,619.68) | 22% | 27,996.92 | includes PS billing to Foundation for 3 staff members - \$28,329.22 |
| Library User Fees - Not Fines | 431201 | 2,758.97 | 10,600.00 | 9,405.64 | (1,194.36) | 89% | 649.50 | |
| Vending Sales | 431301 | 20.27 | - | - | - | 0% | - | |
| Building Rental | 461001 | 11,995.30 | 43,455.00 | 13,547.80 | (29,907.20) | 31% | 3,075.20 | |
| Postage / Handling | 471001 | - | - | 7.00 | - | 0% | - | |
| Contributions & Donations | 471002 | 43,255.00 | 70,000.00 | 4,987.00 | (65,013.00) | 7% | - | |
| Sale of Inventory | 471003 | 541.85 | 2,000.00 | 129.33 | (1,870.67) | 6% | 44.33 | |
| Damage Recoveries | 471004 | - | - | 25.00 | 25.00 | 0% | - | |
| Other Miscellaneous Revenue | 471005 | - | 3,500.00 | 25.00 | (3,475.00) | 1% | - | |
| Cash Over (Under) | 471007 | - | - | (24.43) | (24.43) | 0% | (5.19) | |
| Total Other Revenue | | 303,601.54 | 414,347.00 | 95,836.75 | (318,510.25) | 23% | 34,354.51 | |
| Proceeds of Long Term Liabilities | | | | | | | | |
| Total Proceeds of Long Term Liabilities | | - | - | - | - | 0% | - | |
| Transfers In | | | | | | | | |
| Operating Transfer In - Inter | 483001 | 11,000.00 | - | - | - | 0% | - | |
| Total Transfers In | | 11,000.00 | - | - | - | 0% | - | |
| Total Revenue | | 331,997.03 | 804,347.00 | 324,615.13 | (479,731.87) | 40% | 36,185.02 | |
| Expenditures | | | | | | | | |
| Personal Services | | | | | | | | |
| Regular Employees | 511100 | 1,302,064.68 | 4,185,204.00 | 1,391,640.41 | 2,793,563.59 | 33% | 353,605.12 | overall refresh (\$135K) |
| Temporary/Seasonal Employees | 511200 | 4,053.00 | 43,368.40 | 7,759.50 | 35,608.90 | 18% | - | |
| Overtime | 511300 | 22,364.13 | 114,773.40 | 26,817.90 | 87,955.50 | 23% | 7,393.36 | |
| Other Special Pays | 511400 | 17,281.91 | 33,848.00 | 3,394.90 | 30,453.10 | 10% | 301.86 | |
| Group Insurance | 512100 | 162,568.80 | 645,012.00 | 212,073.16 | 432,938.84 | 33% | 53,192.91 | |
| Social Security Contributions | 512200 | 102,351.87 | 332,680.00 | 108,315.29 | 224,364.71 | 33% | 24,111.42 | |
| Retirement Contribution | 512300 | 127,186.92 | 411,141.00 | 136,384.59 | 274,756.41 | 33% | 30,696.77 | |
| Workers' Compensation | 512500 | 47,667.59 | 71,149.00 | 24,723.16 | 46,425.84 | 35% | 5,490.14 | |
| Other Employee Benefits | 512600 | 2,060.13 | 2,783.00 | 2,290.46 | 492.54 | 82% | 186.16 | |
| Total Personal Services | | 1,787,599.03 | 5,839,958.80 | 1,913,399.37 | 3,926,559.43 | 32.8% | 474,977.74 | |
| Discretionary Expenses | | | | | | | | |
| Advertising & Marketing | 521100 | 2,303.80 | 5,000.00 | 1,800.42 | 3,199.58 | 36% | 69.79 | |
| Consulting & Technical Service | 521104 | - | 10,000.00 | - | 10,000.00 | 0% | - | |
| External Contracted Labor | 521105 | 54,434.23 | 105,466.00 | 88,796.23 | 16,669.77 | 84% | 4,262.62 | includes navigators for Willis Dady thru 6/30/24 & Courier thru 9/30/24 |
| Health Services | 521106 | 109.15 | - | 150.45 | (150.45) | -100% | 50.15 | |
| Legal Services | 521107 | - | - | 7,751.18 | (7,751.18) | -100% | 1,302.00 | |
| Other Professional Services | 521108 | 4,687.00 | 10,523.63 | 536.00 | 9,987.63 | 5% | - | |
| External Banking/Financial Fee | 521109 | 5,972.18 | 15,700.00 | 4,717.23 | 10,982.77 | 30% | 1,475.60 | |
| Security Services | 521110 | - | 5,000.00 | - | 5,000.00 | 0% | - | |
| Computer Hardware | 522100 | 31,006.58 | 35,000.00 | 36,905.88 | (1,905.88) | 105% | 1,310.93 | |
| Computer Software Maintenance | 522101 | 144,354.15 | 222,220.00 | 168,174.94 | 54,045.06 | 76% | 108.75 | |
| IT Services - External | 522102 | 10,132.71 | 75,500.00 | 13,478.43 | 62,021.57 | 18% | 6,389.61 | |
| Building & Grounds Services | 522104 | - | 15,000.00 | - | 15,000.00 | 0% | - | |
| Equip/Furniture/Fixtures Serv | 522105 | - | 9,000.00 | - | 9,000.00 | 0% | - | |
| Vehicles & Rolling Equip Serv | 522106 | 29.95 | - | - | - | 0% | - | |
| Phone Services | 523107 | 10,001.30 | 35,950.00 | 9,955.88 | 25,994.12 | 28% | 2,499.92 | |
| Rental of Equip & Vehicles | 524101 | - | 500.00 | 947.20 | (447.20) | 189% | - | |
| Printing, Binding, & Duplicate | 525102 | 2,280.54 | 15,950.00 | 3,885.92 | 12,064.08 | 24% | 1,117.51 | |
| Awards & Recognition | 531102 | 8.50 | 250.00 | - | 250.00 | 0% | - | |
| Books & Subscriptions | 531103 | 90,620.99 | 109,171.80 | 116,749.96 | (7,578.16) | 107% | 24,520.46 | |
| Cleaning & Janitorial Supplies | 531105 | - | 1,250.00 | - | 1,250.00 | 0% | - | |
| Computer Supplies | 531106 | 288.78 | 5,000.00 | 783.91 | 4,216.09 | 16% | 199.50 | |
| Equipment/Furniture/Fixtures | 531109 | 11,735.54 | 11,500.00 | 1,739.20 | 9,760.80 | 15% | - | |
| Photography Supplies | 531110 | - | 300.00 | - | 300.00 | 0% | - | |
| Miscellaneous Supplies | 531114 | - | 2,000.00 | - | 2,000.00 | 0% | - | |
| Office Supplies | 531116 | 4,637.22 | 15,320.00 | 3,070.02 | 12,249.98 | 20% | 586.25 | |
| Program Supplies | 531118 | 7,575.44 | 37,000.00 | 14,091.50 | 22,908.50 | 38% | 4,183.69 | |
| Shop Supplies | 531119 | - | 250.00 | 7.99 | 242.01 | 3% | - | |
| Sign & Signal Supplies | 531120 | 975.00 | - | 113.78 | (113.78) | -100% | - | |
| Uniforms | 531123 | - | 694.00 | - | 694.00 | 0% | - | |
| Personal Protective Gear | 531124 | 1,747.65 | - | 98.13 | (98.13) | -100% | 27.90 | |
| Building & Grounds Supplies | 533100 | 3,954.79 | 34,241.28 | 11,877.64 | 22,363.64 | 35% | 6,717.80 | |
| Equip/Furniture/Fixtures Parts | 533101 | 570.00 | - | - | - | 0% | - | |
| Conferences, Training, Travel | 542102 | 19,369.76 | 23,200.00 | 8,701.71 | 14,498.29 | 38% | 2,629.95 | |
| Dues & Memberships | 542103 | 4,806.00 | 10,000.00 | 781.00 | 9,219.00 | 8% | - | |
| Licensing Fees | 542106 | 30.00 | - | 30.00 | (30.00) | -100% | 30.00 | |
| Postage & Freight | 542108 | 1,683.23 | 13,500.00 | 2,244.46 | 11,255.54 | 17% | 708.12 | |
| Mileage Reimbursement | 542111 | 429.89 | 3,000.00 | 455.35 | 2,544.65 | 15% | 116.81 | |
| Admin Charges - Inter Departments | 521114 | 125.00 | - | 125.00 | (125.00) | -100% | - | Fire Inspection permits |
| Chemical Supplies - Non-Snow & Ice | 531104 | - | - | - | - | 0% | - | |
| Facility Services - Non-routine | 522107 | - | - | - | - | 0% | - | |
| Fleet Services - Abnormal Maintenance | 522108 | - | - | - | - | 0% | - | |

City of Cedar Rapids
 151 General Fund - Library
 2023-10-31

| Account Name | Account | Prior Fiscal Year 2023 YTD Actuals | Current Fiscal Year 2024 Adjusted Budget | Current Fiscal Year 2024 YTD Actuals | Favorable (Unfavorable) Variance | Percent of Budget Received Spent | Current Month 2024 Actuals | |
|---|---------|------------------------------------|--|--------------------------------------|----------------------------------|----------------------------------|----------------------------|--|
| Fleet Services - Non-Safety Modifications | 522108 | - | - | - | - | 0% | - | |
| Fleet Services - Accidents | 522108 | - | - | - | - | 0% | - | |
| Total Discretionary Expenses | | 413,869.38 | 827,486.71 | 497,969.41 | 329,517.30 | 60% | 58,307.36 | |
| Other Expenses | | | | | | | | |
| City Accounting Services | 521113 | 25,833.32 | 85,500.00 | 28,500.00 | 57,000.00 | 33% | 7,125.00 | |
| City Information Tech Services | 522109 | 1,959.44 | 6,172.25 | 2,057.40 | 4,114.85 | 33% | 514.35 | |
| Electricity | 523100 | 68,318.78 | 243,800.00 | 69,217.24 | 174,582.76 | 28% | 22,300.58 | |
| Natural Gas | 523103 | 98.08 | 4,500.00 | 70.94 | 4,429.06 | 2% | 11.44 | |
| Rental of Land & Buildings | 524100 | 110,604.39 | 249,000.00 | 226,426.54 | 22,573.46 | 91% | 3,360.25 | full FY of Ladd rent/cam posted actuals includes Cyber |
| Liability Insurance | 525104 | 14,049.32 | 44,822.00 | 15,975.68 | 28,846.32 | 36% | 3,735.17 | Insurance Premium of 1,035 |
| Property Insurance | 525107 | 33,370.00 | 135,928.00 | 45,309.32 | 90,618.68 | 33% | 11,327.33 | |
| Vehicle Insurance | 525108 | 400.00 | 1,300.00 | 433.32 | 866.68 | 33% | 108.33 | |
| Gasoline Fuel | 532101 | 88.31 | 498.58 | 67.86 | 430.72 | 14% | 67.86 | |
| City Inter Department Charges | 521114 | - | - | - | - | 0% | - | |
| Chemical Supplies - Snow & Ice | 531104 | - | - | - | - | 0% | - | |
| Facility Services (Routine) | 522107 | 54,701.24 | 300,614.42 | 30,664.77 | 269,949.65 | 10% | 29,011.17 | |
| Fleet Services (Routine) | 522108 | 243.91 | 600.00 | 431.81 | 168.19 | 72% | - | fleet maint for August only so fa |
| Total Other Expenses | | 309,666.79 | 1,072,735.25 | 419,154.88 | 653,580.37 | 39% | 77,561.48 | |
| Capital Outlay | | | | | | | | |
| Vehicles, Equipment, Software | 554000 | 1,285.00 | - | - | - | 0% | - | |
| Total Capital Outlay | | 1,285.00 | - | - | - | 0% | - | |
| Debt Service | | | | | | | | |
| Total Debt Service | | - | - | - | - | 0% | - | |
| Transfers Out | | | | | | | | |
| Total Transfers Out | | - | - | - | - | 0% | - | |
| Total Expenditures | | 2,512,420.20 | 7,740,180.76 | 2,830,523.66 | 4,909,657.10 | 37% | 610,846.58 | |
| Net Revenues over/(under) Expenditures | | (2,180,423.17) | (6,935,833.76) | (2,505,908.53) | 4,429,925.23 | | (574,661.56) | |

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfilment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

[Adopted June 18, 1948. Amended February 2, 1961; June 27, 1967; January 23, 1980; and January 29, 2019; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

In the Library Bill of Rights and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals.

Adopted: 03/30/89

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/07/2023

Revised: 3/2019, 12/02/2021

Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

[Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.]

Adopted: 01/26/89

Revised: 06/06/96, 10/07/99, 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/02/2021, 12/7/2023

Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to ~~film, video, and other~~ audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide ~~film, video, and other~~ access to audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labelling or prejudging ~~film, video, or other~~ audiovisual materials on the basis of the moral, religious, or political beliefs of the ~~producer or filmmaker~~ content creator or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

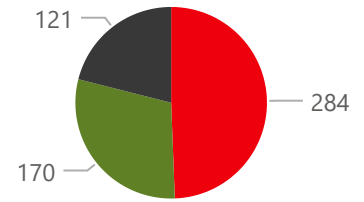
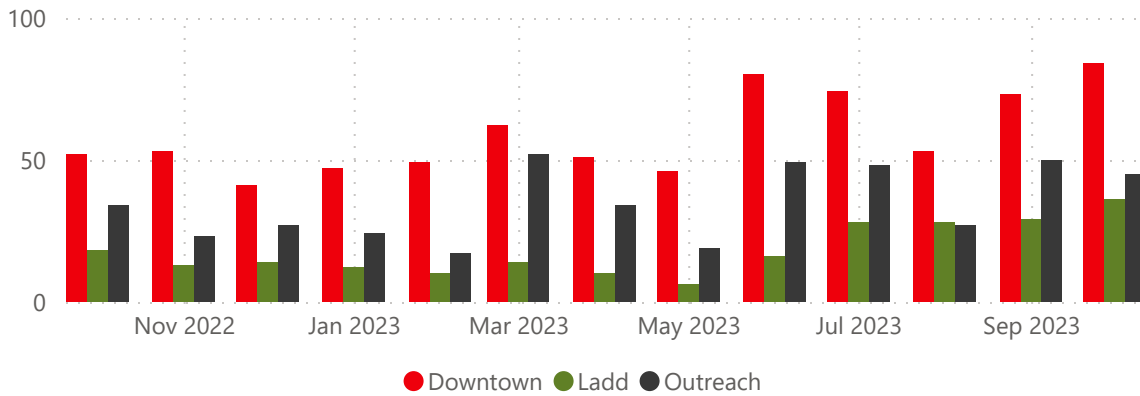
Endorsed by the ALA Council January 10, 1990]

Adopted: 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/02/2021

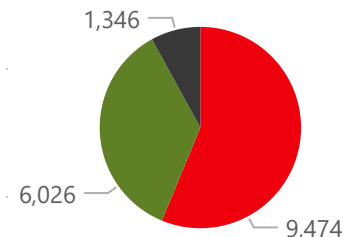
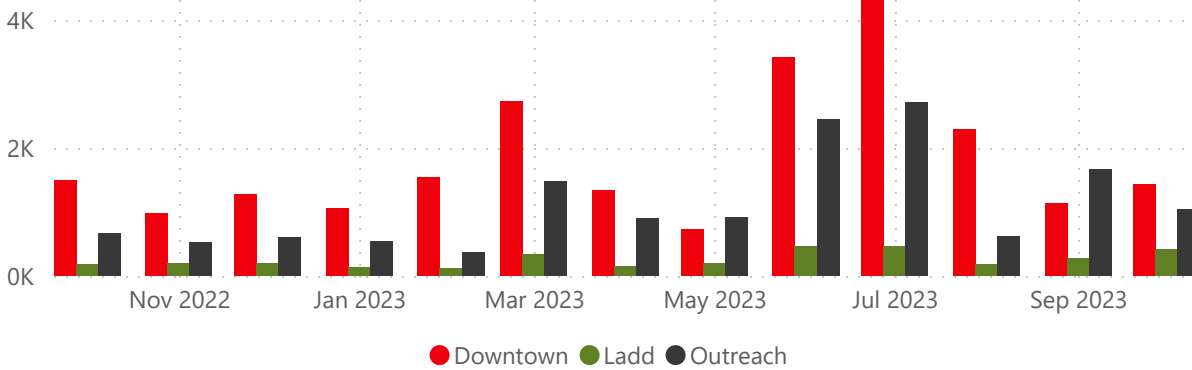
Revised: 12/07/2023

Programs



575

of Programs



16,846

of Attendees

Programming continued its busy year in November, spending time in dozens of classrooms, hosting programs for patrons ages 0-100, helping connect people to employment in the Opportunity Center, and allowing the community to flex their creative muscles in our Maker Spaces. Outreach to preschools and elementary schools continues to go well, with hundreds of children engaging in literacy activities every two weeks. Our ongoing programs continue to see great impacts – story times, book clubs, Dungeons & Dragons, and so many more see patrons return week after week to engage and learn from and with our amazing team. Special programs like our Mini Building Block Challenge, Veteran Genealogy, Afternoon T(ea)-Rex (complete with giant dinosaurs!), Teen Breakout Boxes, and so many more create unique opportunities for learning, fun, and imagination. The Opportunity Center continues to expand the ways in which it reaches the community, connecting them to sustainable employment through a spectrum of basic to complex interventions. The Maker Spaces continue to grow in popularity, with nearly 30 Maker Room appointments just in November, and a growing number of patrons becoming certified to be able to use the equipment on their own.

I love Microsoft Excel and Google Sheets. It's kind of a problem. So, when a manager asked if anyone would be able to help one of our community partners with Google Sheets, I said YES! We were able to meet up a couple times and I did my best to show the simplest way to accomplish what they wanted to do. By our second meeting, it was clear they were getting the hang of things and we were able to finish setting up the Google Sheets. Hopefully the things I was able to teach have been helpful as they've put those documents to work! – Rebecca Vernon, Librarian

At my son's pediatrician's office they have paper leaves for children to write what they are thankful for on them. They have the leaves taped up on the walls around the office. When we were walking out, my husband shared with me that a child wrote on a leaf, "I am thankful for my parents taking me to the library." It brought a big smile to my face and warmed my heart. - Callie Crandall, Acquisitions Clerk

Borrowing & Collections

91,707

Databases

67,778

Digital

165,679

Physical

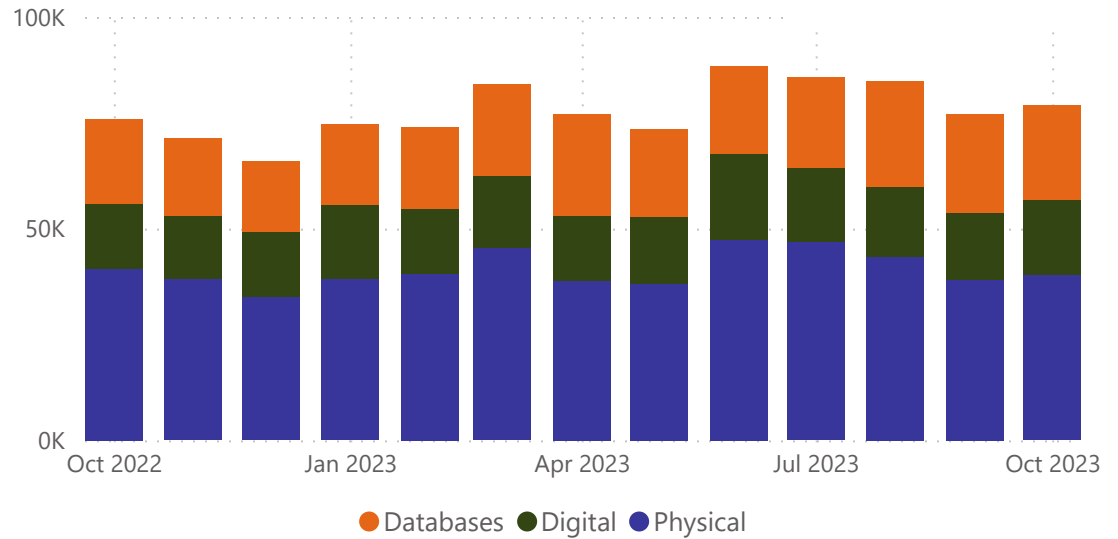
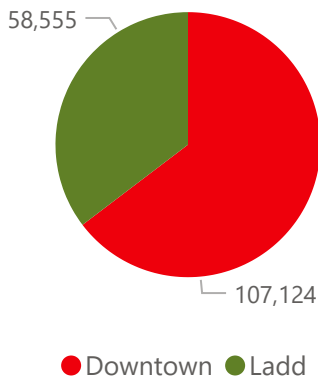
1,643

Technology

494,129

Total

Physical Circulation, by Location

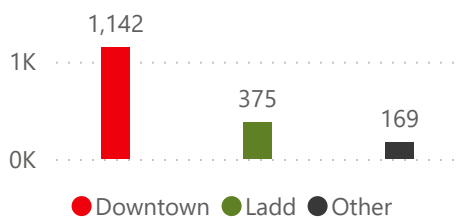


The Materials Team has been completing the collection shifting work. Everyone pitched in on Staff Day to shift Fiction and made space on the first floor for Large Print. Additional shifting upstairs created more space for book club and Spark kits, our growing Multilingual collections, Urban Fiction, and moves Graphic Novels to a more visible location. These changes have been well received by staff and patrons. Our wonderful team of Shelves and Materials Supervisor Jill Martinez have done exceptional work on this project. Now that collections have found their new homes, signage is being updated.

A couple of weeks ago, a woman came into the library, and came up to me to check out some books. She was so excited to be here, and her joy was absolutely contagious. She told me about how, growing up in a different country, she did not have access to a library and the ability to check out books very often. As she has gotten older, she says that she just wants to tell people out on the sidewalks about all of the books that we have, and they're FREE! I really enjoyed our chat, and her enthusiasm and wanted to share – Cindy Ries, Patron Services Specialist

Volunteers

Volunteer Hours



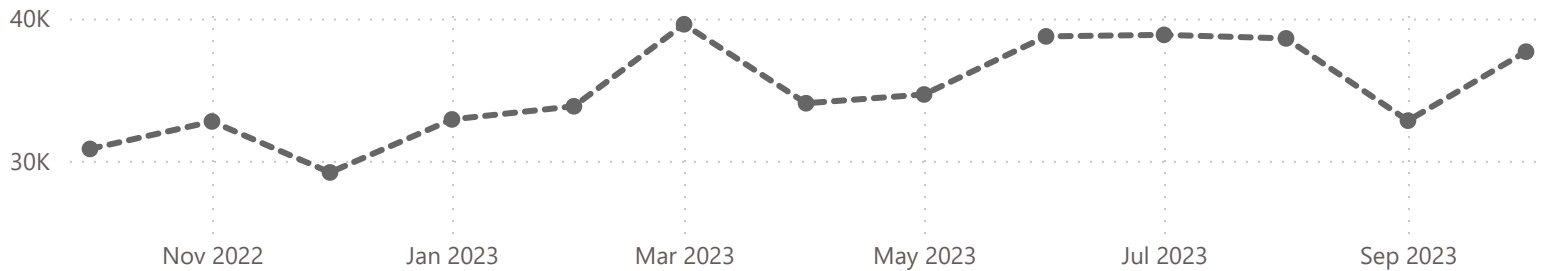
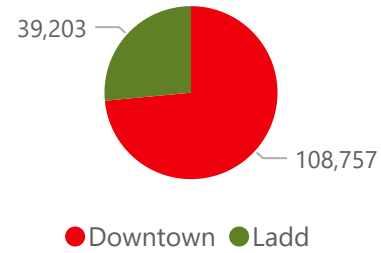
1,686

Total Hours

In November, the Volunteer Services team successfully completed the SEE Framework grant through reDirect. In partnering with the CRPL Foundation, the team utilized the SEE Framework to develop an online new volunteer orientation process. While new orientation is still evolving, applying the SEE Framework helped us intentionally design a training that doesn't just "copy + paste" our in-person orientation to an online training. It has helped us think more strategically about how we can come alongside new volunteers to create an informational environment where they can explore and more deeply internalize the information presented, structure their learning to suit their needs best, and see the impact of their work even before their first volunteer shift. Volunteer Hours in October 2023: 434 hours

Visits

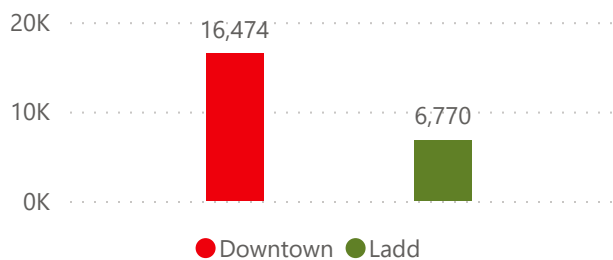
147,960
Physical Visits



Branch Manager Heather Meyer-Boothby and Branch Supervisor Wes Shirley presented to Willis Dady clients on the Seasonal Overflow Shelter and how they can access the library and have a successful experience. With the seasonal weather change, the library sees a new group of individuals and the department has been working at establishing/re-establishing relationships to let individuals know how to be successful in the library and provide a safe and welcoming atmosphere for all library patrons. This work goes a long way to set up a successful winter season for the library.

Technology Access

PC Uses

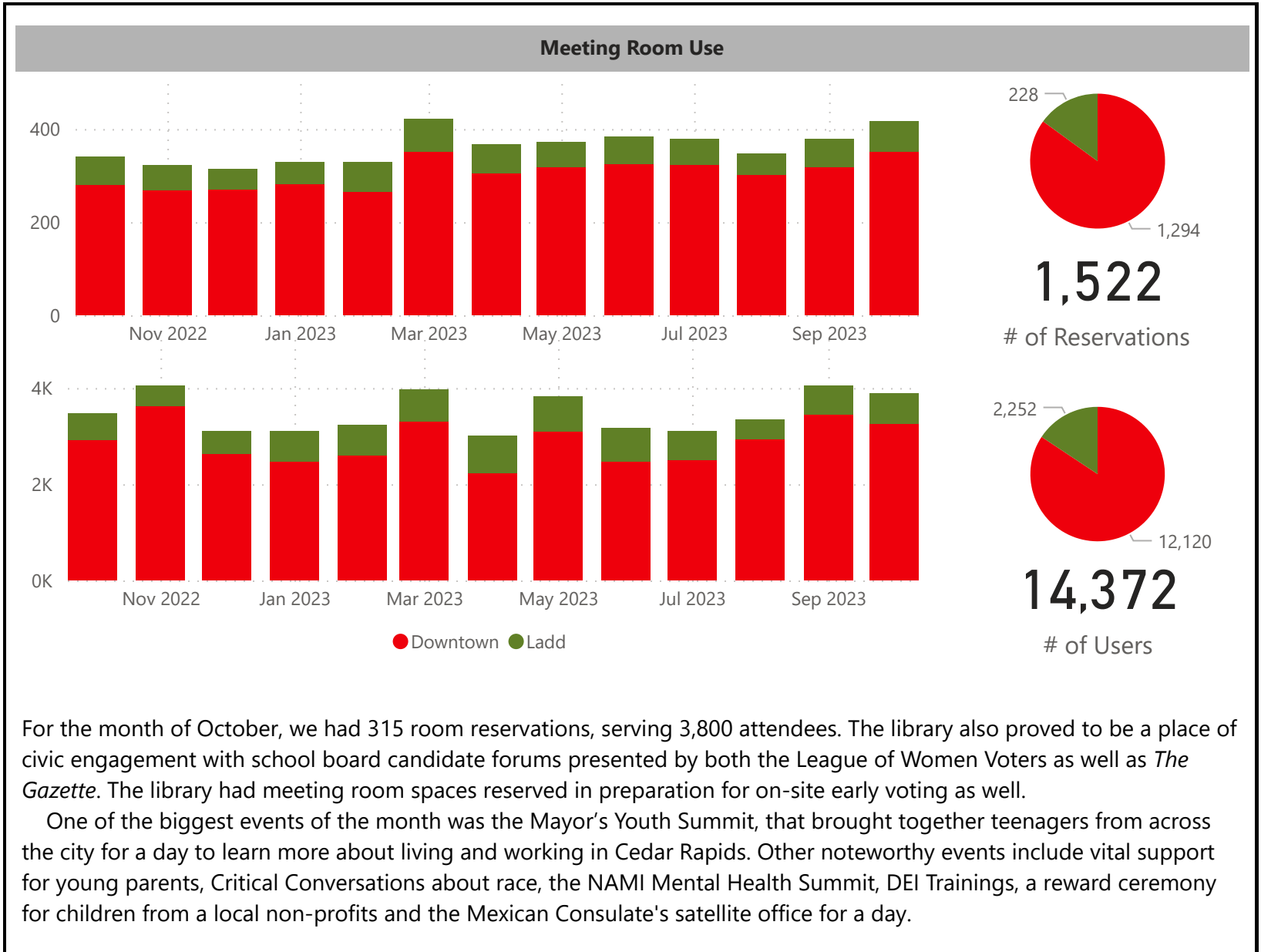


52,612
Virtual Visits

38,468
WiFi Sessions

The Technology Solutions team is beginning to update and install new staff computers, this project will be completed gradually during our quieter winter months. New Microsoft updates this month will improve speed on staff communication through Teams. The team is working with City of Cedar Rapids IT to update retention policies to keep up with newer communication technologies. Using Teams for communication was new to the Library and the rest of the City at the start of the pandemic, so retention policies for electronic records will be updated to reflect that.

I had the privilege to assist an octogenarian patron with printing and scanning papers to email addresses. The patron was "pleased as punch". Yes, those were their exact words. They expressed being on a tight budget and were very thankful for the affordable printing. They commented that sometimes they feel like people dodge them because of their age. BUT...not at the library, where they always encounter patient and helpful staff. – Michele Prostine, Patron Services Specialist



For the month of October, we had 315 room reservations, serving 3,800 attendees. The library also proved to be a place of civic engagement with school board candidate forums presented by both the League of Women Voters as well as *The Gazette*. The library had meeting room spaces reserved in preparation for on-site early voting as well.

One of the biggest events of the month was the Mayor’s Youth Summit, that brought together teenagers from across the city for a day to learn more about living and working in Cedar Rapids. Other noteworthy events include vital support for young parents, Critical Conversations about race, the NAMI Mental Health Summit, DEI Trainings, a reward ceremony for children from a local non-profits and the Mexican Consulate’s satellite office for a day.

Community Relations recently published the winter issue of *OPEN+* and distributed it across the city to our book drops. Stories feature the partnership with City View High School, the shift in the Downtown Library collections, and updates on the Opportunity Center. We continue to work on signage to ensure ease of use and refresh the shelf signs throughout Downtown and then will follow up with Ladd. We are also working with MLN on some new email campaigns to better communicate with our patrons.

The Iowa Grade Level Reading network hosted Ralph Smith in Des Moines on November 13. Ralph Smith is the managing director of the Campaign for Grade Level Reading (GLR) and Senior Vice President of the Annie E. Casey Foundation. GLR community leads from the state attended to hear about national initiatives for the next three years and the direction of the Iowa GLR network. Iowa has fifteen GLR communities across the state. Reading into Success has been awarded a Pacesetter Honor for 2023 from the national campaign. The award honors the collaborative work between the library and YPN, focusing on early literacy and school success.

- Upcoming Closures:
- December 24-26, 31
 - January 1
- Highlighted Events:
- Dec. 7: Surprise! Art Exploration, Ladd, 10 am
 - Dance to the Nutcracker:
 - Dec. 8, Downtown, 11 am
 - Dec. 15, Ladd, 10 am
 - Dec. 9: Merry TubaChristmas, Downtown, 3 pm
 - Dec. 19: Cookie Recipe Swap and Tasting, Ladd, 6 pm

