Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball
  A. Call to Order
  B. Consent Agenda – **Action**
      o Minutes: December 1, 2022
  C. Public Comments and Communications
  D. Foundation Report – Charity Tyler
  E. Friends of the Library Report – Libby Slappey
  F. Library Board Committee Reports
      o Advocacy Committee – Rafael Jacobo, Committee Chair
          • No Action
      o Finance Committee – Monica Challenger, Committee Chair
          • **Action**: FY24 Budget
      o Personnel and Policy Committee – Susie McDermott, Committee Chair
          • **Action**: Policy Review:
              • 4.04: Environmental Policy
              • 4.05: Non-Smoking Policy
              • 5.00: Foundation and Friends of the Cedar Rapids Public Library
              • 5.01: Volunteer Policy
              • 5.02: Support Group Fundraising
      o Westside Project Committee – Jade Hart, Committee Chair
          • No Action
  G. Library Director's Report
  H. Old Business
  I. New Business
  J. Adjournment

The next Board of Trustees meeting is **February 2, 2023 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
December 1, 2022

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

Unable to attend: Hassan Selim

Staff in attendance: Amber McNamara, Erin Horst, Jessica Musil (in person); Patrick Duggan, Todd Simonson, Jessica Link (all via Zoom)

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

A. Call to Order
    •   Mr. Twedt-Ball called the meeting to order at 4:01 pm.
B. Consent Agenda – **Action**
    •   Minutes: November 3, 2022
    •   Special Event Application
    Ms. Hart moved to accept the consent agenda. Ms. McDermott 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 was busy last month, processing gifts from the newsletter, sending out the year-end appeal, and preparing for a capital campaign. They are still selling gift box sets for $40. People can support the Foundation by purchasing one of five library focused shirts through an online store supported by Raygun. GivingTuesday exceeded the fundraising goal.
    •   Dolly Parton's Imagination Library (DPIL) continues to grow, and now has 60% of eligible children enrolled. The Foundation and Library are looking at ways to increase sign-ups, and plan to meet with the Cedar Rapids Community School District.
E. Friends of the Library Report – Libby Slappey
    •   The Fall book sale was very successful at the downtown library. Ms. Slappey thanked the library staff for providing directional assistance and being welcoming to shoppers. She appreciated the location with the spacing and lighting. Friends members received positive feedback, and they look forward to hosting the sale at the library in future. Ms. Slappey also expressed thanks to the Library's Content Writer, Alison Gowans, as she helped garner media attention.
    •   This Saturday, the Friends will participate in the Very Cherry Holiday Event with a book sale. It will include giftables for shoppers.

Ms. Casey joined the meeting at 4:10 pm.

    •   Trustees shared their thanks for Ms. Slappey and the Friends They appreciate the sale efforts and providing a positive shopping experience, and bringing people to the library.
F. Board Education: Urban Libraries Council Annual Forum Recap – Amber McNamara
    •   In November, Ms. Schmidt and Ms. McNamara attended the Urban Libraries Council (ULC) Annual Forum. ULC is a member organization for larger urban libraries across the

country. We are members to gain peer support and insight for challenges the libraries face. Each year, the annual forum is an aspect of support.

- This forum, the first since 2019, focused on creating a place for democracy, which is a big component of our strategic plan and the Westside project. Conference sessions explored challenging library materials and programs, how racism in democracies impacts libraries, and how removing barriers affects marginalized populations, such as going fine free.
- The biggest aha moment was a presentation from Tommi Laitio, an inaugural Bloomberg Public Innovation Fellow, about libraries as civic spaces and practices for partnerships between libraries and government agencies, specifically parks. He worked on the Helsinki Finland library project, which opened on the country's 100th anniversary following 25 years gathering community input for this library. Laitio shared how they reached diverse community members and the importance of validating each person and their opinion. He noted that libraries are moving away from books to be 'a place for everyone to be a somebody' regardless of what that is. He discussed his idea that libraries and parks are the last places of democracy. True diversity of people is bound to bring friction, and communities must remove the idea with 'everything is perfect' and shift to an idea of conviviality: having the tools to live as we are and being comfortable with that difference. Libraries are committed to being shared spaces and resources regardless of discomfort in order to improve lives. Libraries should move beyond being a neutral space to principled.
- The conference ended with a review of the the ULC Declaration of Democracy. In January, we will bring the document to the board to decide if this library will join the commitment.
- Ms. Casey feels that the information and discussion is good to have as we progress in the next decade. Ms. McNamara noted that a lot of the democracy and challenge issues are in rural communities, and ULC is working to support small/rural libraries.
- Mr. Twedt-Ball likes the idea of principles that we can stand on, and sharing experiences with smaller libraries that may not have the same policies and resources. Mr. Twedt-Ball also asked if Mr. Laitio has practical ways for libraries and parks to work together. At this time, he is still in the study phase but he's available for consultation. He's trying to understand how the partnerships work, specifically the process and not the outcome. Ms. Schmidt is hoping we can talk to him as our Westside Library project progresses.
- Ms. Hart asked if there were some specific examples of how to engage the underserved in community input sessions. Ms. McNamara is reviewing content available online and will bring it to future discussions and planning with OPN.
- Ms. Hepworth noted it is clear that the conference was impactful and timely. She feels confident we can take the insights and apply it to the Westside Project.

G. Library Board Committee Reports
- Advocacy Committee – Rafael Jacobo, Committee Chair
    - o The committee met and a bulk of the meeting was spent discussing Ms. McNamara's Board Education report. He believes we can use the information to our advantage.
- Finance Committee – Monica Challenger, Committee Chair
    - o Ms. Challenger reviewed the October Finance memo. Expenses and revenues remain on track. Discretionary is overbudget, though this is normal as many contracts are due at the beginning of the year but will even out as the year concludes. She anticipates we will overspend our Alliant budget but it will be covered from other budget lines. Other Special Pays is up (86%) because several long-term employees retired.
    - o Ms. Challenger anticipates the FY24 budget will be presented in January.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
    - o **Action**: Policy Review. Ms. McDermott reviewed the following policies.
        - 4.06 The Use of Security Cameras. This policy has no recommended changes. Ms. McDermott noted that the policy is more stringent for

interior camera footage as it could show what people are accessing in the library.

- 4.07 Philanthropic and Recognition Naming. As the campaign is coming, the policy was clarified to note the difference between naming and recognition opportunities. Mr. Twedt-Ball noted that the policy added a line about allowing the City and Library to work together in naming. Mr. Elges made a word change suggestion. The trustees agreed to change 'companionable' to 'compatible'.

The committee recommendation to approve the above as presented in the board packet policies, with the word change in policy 4.07, carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
  - o **Action**: Inspiring Big Dreams Campaign Naming and Recognition Opportunities
    - The Foundation has created campaign naming and recognition opportunities as we anticipate the upcoming capital campaign. Although we don't have a firm design yet, this policy will help inform early campaign asks. It can be modified as the design becomes clear.
    - Mr. Elges feels that this document aligns with the updated policy. Ms. Hart shared that giving levels will be updated as the project unfolds. Ms. Tyler highlighted that using philanthropic names in general reference to the space will be left to the discretion of the Library staff, as noted in the policy. It gives the library staff guide rails. Mr. Twedt-Ball asked if it should be library staff or trustees. Ms. Tyler noted that donors and amounts are not discussed at a public meeting and that's probably why it is library staff versus trustees though trustees can be consulted. The library's policy notes the board is responsible by approving the Foundation policy, which is the mechanism for the board. Mr. Twedt-Ball asked about how naming will be handled if a donor wants to name a room that has a negative connotation. The policy allows the trustees to refuse or even pull a naming after the fact. Ms. Hart asked if this policy will be brought back to the trustees. Ms. Tyler shared it won't. Ms. Slappey asked how this aligns with the downtown's Library 3.0 Campaign. It is not a fair or easy comparison as there are major differences between the projects, such as building size and philanthropic opportunities.

The committee recommendation to approve the Inspiring Big Dreams Campaign Naming and Recognition Opportunities from the Library Foundation carried with unanimous approval.

H. Library Director's Report.
- Ms. McNamara is reporting for Ms. Schmidt, as she is traveling in Baltimore. Ms. Schmidt and Library Union Steward Mary Beth McGuire were invited to present on library and union relations at the Library Journal Director's Summit. The invitation followed the Jerry Kline Community Impact Award.
- The Library is participating in a gingerbread contest in conjunction with AARP and the City. The contest focuses on Accessory Dwelling Unit (ADU) – another house or smaller unit on your property for cohabitation – to draw awareness to this concept. The library is distributing 250 kits for participants to build a main house and adjacent ADU. There are several prizes opportunities. Library and City employees are not eligible to participate. Photo submissions will be posted online for public voting.
- The library is bustling again with events and increased meeting room use. On Saturday, we will host family activities prior to the tree lighting in Greene Square. On December 10 we will welcome back MerryTuba Christmas.

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 5:00 pm.

The next Board of Trustees meeting will be held on Thursday, January 5, 2023, at 4 pm in the Conference Room, Downtown Library
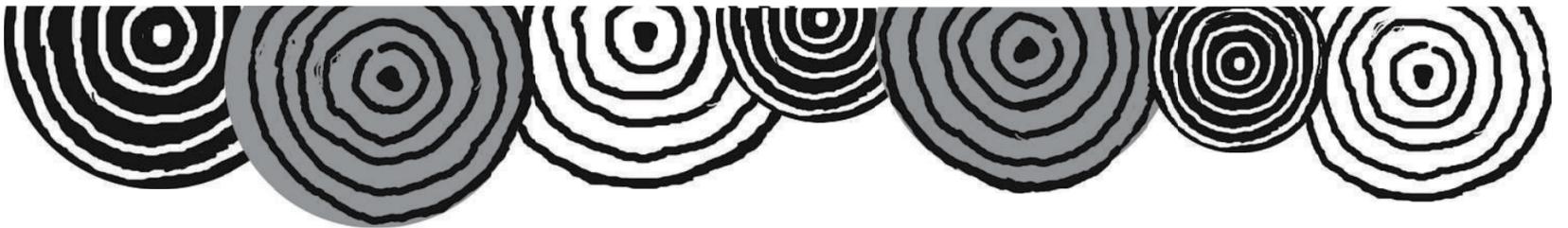
kids gazette

Make flaky beef-stuffed pinwheels with us

Once a month, The Gazette's host and guest chefs prepare and present an easy-to-follow recipe

By Grace King, *The Gazette*

CEDAR RAPIDS — Kids Cooking is here for our last episode of the year. This month features Jeff and Sandy Kreinbring with their two daughters, Claire and Natalie, who will be making Flaky Beef-Stuffed Pinwheels in the shape of a Christmas tree to celebrate this magical time of the year.

Once a month, our host and guest chefs prepare and present an easy-to-follow recipe. This program will encourage skill building and activity as a family — all around the theme of food and food preparation. New shows are posted about once a month.

Claire and Natalie shared their favorite holiday traditions. Natalie enjoys sledding and putting presents under the Christmas tree.

Claire said it's "pretty special" when their family from Connecticut travel to Iowa to visit, which they "don't do very often." She also enjoys her dad's candy cane milkshakes, made with ice cream, milk and candy canes.

The girls also like setting out cookies on Christmas Eve for Santa Claus and sprinkling oats on the deck for the reindeer, they said.

Kids Cooking host Danielle Tribble, event support specialist with The Gazette, said one of the things he worries most about during the holidays is wrapping presents.

Jeff jokingly advised Tribble to "do a really bad job," so someone else will wrap the presents for him. Sandy said her advice is to not let her husband Jeff wrap the presents.

"Santa Claus and his elves are the best (present) wrappers," Sandy said.

Ingredients for Flaky Beef-Stuffed Pinwheels
● Beef pot roast 2 to 9 oz. packages
● Shredded Asiago cheese
● 1 Package puff pastry — thawed
● Scallions
● 1 egg

Directions:
1. Preheat the oven to 400 degrees.
2. Microwave pot roast for three minutes.
3. Take the pot roast out of the microwave. Be careful. The dish will be hot.
4. Put pot roast in a bowl and pull it apart.
5. Add half a cup of Asiago cheese.
6. Chop scallion in to long strips.
7. Roll out thawed pastry and cut the pastry in to four even pieces.
8. Spoon beef mixture on to puff pastry.
9. Add scallion and roll pastry.
10. Cut pastry in to 1.5 inch pinwheels.
11. Crack and egg in to a bowl and whisk. Brush the egg on to the pastry.
12. Place on a baking sheet and bake the pinwheels for 15 minutes.
Ready, set, taste!

Comments: (319) 398-8411; grace.king@thegazette.com

This month features Jeff and Sandy Kreinbring with their two daughters, Claire and Natalie, who will be making Flaky Beef-Stuffed Pinwheels in the shape of a Christmas tree to celebrate this magical time of the year. (Gazette photos)

Natalie Kreinbring shapes Flaky Beef-Stuffed Pinwheels in the shape of a Christmas tree to celebrate this magical time of the year.

Minicamps teach kids about animal habitats, technology

C.R. Public Library offering camps for students in December

Winter break is a great time to try out some fun STEM activities.

For parents fresh out of ideas (and energy after the holidays) the Cedar Rapids Public Library is offering two free minicamps. Little ones in kindergarten to second grade can register to come to the Cedar Rapids Public Library Downtown and participate in a three-day Habitat and Hibernation Camp on Dec. 28-30 from 9:30 to 11 a.m. Caregivers are asked to remain in the building during the camp.

Habitat and Hibernation Camp activities will focus on North American animals, including those in Iowa and Linn County. Guest speaker Chuck Ungs, a Linn County conservationist, will share his knowledge. Participants will make crafts including a pine cone bird feeder and animal tracks with air dry clay.

Animals have specific traits, behaviors and habits that help them survive the winter. Studying animal tracks in nature is one way to figure out how animals survive in their habitats and snow makes it easy to observe these tracks.

Winter also is a great time to learn about hibernation, a winter survival tactic for many animals including frogs, bumble bees, turtles and bears. There will be plenty of stories that talk about hibernation and winter homes for animals.

Caregivers can visit crlibrary.libnet.info/event/7407196 to register their child for the camp.

MAKER CAMP FOR THIRD-FIFTH GRADERS

The second minicamp is a Maker Camp open to children in third to fifth grade featuring the Library's Maker Room technology. Using the Glowforge, the Cricut cutter, button maker and 3D Doodle pens, participants will create a series of unique crafts.

The Maker movement focuses on how creators can make unique objects that can be easily shared with or produced for others. Technology such as the Glowforge, Cricut and 3D printer has helped to make one-of-a-kind arts and crafts easily reproducible.

Participants will get hands-on experience with these technologies and use their imaginations to create one-of-a-kind designs to make stickers, buttons, magnets and much more.

This three-day camp will take place Dec. 28-30 from 1 to 3 p.m. at the Downtown Library. Participants can register for free at crlibrary.libnet.info/event/7436978.

Jen Eilers (second from right) with the Cedar Rapids Public Library talks through the next steps of making a functional cardboard guitar July 20 with campers during Summer STEM Camp at the Northwest Recreation Center in Cedar Rapids.

Andrew Cejakemig (right), 12, plays musical notes July 20 on a cardboard guitar he made and programmed while Logan Bieber, 12, works on his coding as Jen Eilers of the Cedar Rapids Public Library looks on during Summer STEM Camp at the Northwest Recreation Center in Cedar Rapids. The free, weeklong Cedar Rapids Public Library-sponsored camp gave children hands-on experience doing circuitry and coding projects. (Jim Slosiarek photos/The Gazette)

Participants will get hands-on experience with these technologies and use their imaginations to create one-of-a-kind designs to make stickers, buttons, magnets and much more.

Category	Platform	Metrics	Nov 2021	Nov 2022	% Change
Program Attendance	In Person and Virtual	Attendance at Library Programs and Videos	4,136	1,907	-117%
Digital Collection Use	OverDrive	eBook Circulation	5,810	5,417	-7%
		eAudiobook Circulation	5,196	5,834	11%
		New Users	253	263	4%
	cloudLibrary	eBook Circulation	1,295	1,671	23%
		eAudiobook Circulation	1,063	1,024	-4%
		New Users	29	68	57%
	Hoopla	eBook Circulation	891	1,004	11%
		eAudiobook Circulation	1,067	1,712	38%
		eMusic Circulation	135	176	23%
		eVideo Circulation	424	413	-3%
		New Users	38	80	53%
	Freegal	eMusic Downloads	1,183	968	-22%
		eMusic Streaming	2,759	2,657	-4%
		New Users	5	8	38%
	Kanopy	eVideo Circulation	1,346	1,055	-28%
	Total	Total Digital Circulation	21,169	22,769	5%
Other Online Use	Databases	Visits	18,166	17,397	-4%
	CRLibrary.org	Visits	11,425	12,153	6%
	WiFi	Logins	7,802	9,718	20%
Social Media	Facebook	Followers	10,510	11,213	6%
	Instagram	Followers	3,712	3,940	6%
	YouTube	Views	6,204	9,363	34%
Meeting Room Use	Downtown	Number of Reservations	248	308	19%
	Downtown	Number of People	2783	4261	35%
	Ladd	Number of Reservations	79	58	-36%
	Ladd	Number of People	709	458	-55%
Number of Visitors	Downtown	Door Count - Downtown	19,376	23,242	17%
	Ladd	Door Count - Ladd	6,749	9,527	29%
	Total	Door Count - Total	26,125	32,769	20%
Curbside Holds	Total	Curbside Holds - Number of Patrons	160	84	-90%
		*Number of items was not possible after Polaris transition			
Materials Circulation	Circulation	Print Circulation	37,098	36,870	-1%
		Total Circulation	52,522	52,721	-27%
		MLN Circulation (Print only)	60,188	82,619	27%

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 112/20/2022
Subject: **November 2022** Financial Report and FY24 Budget

November Monthly Analysis:
Library Operations 151XXX: I have reviewed the November 2022 financial information. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (41.7% thru November). Actual revenues are expected to meet or exceed budgeted amounts.
- No more than 1/12 of discretionary, fleet, facilities, fuel budget is spent per month (remember due to processing times, expenses have a 1 month lag so 33.3% thru November).
- For all other expenses, no more than 1/12 of budget are spent per month (41.7% thru November).
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
- Here are concerns and highlights that you should be aware of, or that need addressed:
    - **Total actual revenue (less transfer in) is 46% or $375.6K of budgeted $810.1K.** *Right on track with budget.*
        - If you are short revenues at yearend, unspent expenditure budget will have to cover.
        - Budget was amended in November to add for grant revenue received relating to COVID IMLS federal grant for $10.8K. Final expected amount per General Accounting.
        - A couple revenue account names were changed and transactions moved to better align for reimbursements from other government agencies so actuals for July – Nov were adjusted accordingly and reflected in the financial report values for November. Budget will be amended in FY23 to reallocate appropriately.
            - 423000 – Renamed to add clarity. Previously Local Govt Grants; Updated to Local Govt Grants and Reimb.
                - Description updated to add clarity: Capital improvement and/or operating grants and/or reimbursements from local government agencies. A local government agency includes other cities, school districts, or the county.
            - 431012 – Renamed to add clarity. Previously Admin Charges - External; Updated to Dept Charges-External to City
                - Description changed: Charges from City Departments for services or materials to outside of the City of Cedar Rapids. These are typically charges from City Departments that do not fall under another account number. I.e. charges for vision insurance, charges to citizens, businesses or contractors, Cedar Rapids Neighborhood Transportation Service NTS, foundations.
    - **Total actual expenditures are 41.3% or $3.1M of $7.4M budgeted.** *Right on track with budget.*
    - Personal Services is tracking at **40%** or **$2.2M** of **$5.55M** budget.
        - Refresh savings budget of $135K was removed in September.
    - Discretionary is trending over budget thru November. Total incurred is **$462K** of **$810K** budget or **57%.**
        - Timing of IT & Materials purchases, as well as Training/Conferences, Uniforms & Books are impacting this.
    - Rent of Land & Buildings has incurred 6 months of Lease & Cam $16,387.67 for Ladd library or $98K. Parking actuals thru November is $15K.
    - Electricity is spending greater than budget available thru November. 47% spent or $100.6K of $213.8K budget.
    - Natural Gas is under budget thru November – will start to report in couple months.
    - Facilities Maintenance has posted EMS costs thru November - $6.4K and Maintenance billing for July-September is $70.1K. (On track to fully spend down this budget.)

- - Fleet Services is billed thru July for work order billing. Currently at 17% or $244 of $1.4K budget. – no change
  - Capital Equipment has budget in FY23. (See Capital Equipment File)
    - FY 2023 purchase budgeted for $50K – VMWare Server (50% transfer to come from fund 7010) once purchased

CIP & Special Revenue will only have commentary for the next few months, if any issues arise.

FY24 Budget:
- The FY24 budget contains some increases to cover rising costs of existing services.
  - Books and Circulating Materials will increase $100,000 in CIP 316
    - $50,000 increase from City
    - $50,000 from Library excess funds (7010) for FY24 with the intention of the full amount being covered by City in FY25
  - Electricity increase of $30,000 in General fund (151) to cover rising costs
  - Increase of $10,843 to increase the salary of seasonal employees to $15 per hour to maintain competitive wages
    - This increase is coming from the Refresh Savings that the City calculates off open positions and removes from budget every Fall. Library's rate will remain static for FY24 and the cost savings will cover this increase.
  - The City's budget to council will not include an additional request for $100,000 to support vendor work with at risk youth this year, citing an overall flat city budget.
- With the increases as noted, all other Library funds remain similar to last year
  - General Fund (151) is being presented with a 1% reduction in revenue overall due to a change in how the City will be covering the cost of Flood Insurance for a revenue total of $803,347. Expenses will increase 4% with a total budget of $7,790,181.
  - Capital Projects (316) will increase significantly to $5,221,600. This includes the $100,00 increase for Books and Materials, and $4,621,600 of ARPA funds for the Westside Library budgeted in FY24.
  - Library Grants Fund (7010) shows a 0% increase in revenue and a 20% increase in Expenses. This fund is imbalanced to allow additional expenditures of potential grants if they are received, and to spend down fund balance from old projects.

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	-	10,800.86	10,800.86	-	100%	-
State Operating	422001	30,674.29	115,000.00	31,433.59	(83,566.41)	27%	31,433.59
Local Govt Grants and Reimb	423000	6,594.63	125,000.00	201,004.08	76,004.08	161%	194,409.45
Total Intergovernmental Revenue		37,268.92	250,800.86	243,238.53	(7,562.33)	97%	225,843.04
Other Revenue							
Printing & Duplicating of Form	431006	1,856.20	25,000.00	1,767.40	(23,232.60)	7%	381.25
Dept Charges-External to City	431012	154,525.16	409,792.00	67,584.41	(342,207.59)	16%	(176,059.59)
Library User Fees - Not Fines	431201	4,576.28	5,600.00	3,781.78	(1,818.22)	68%	1,022.81
Vending Sales	431301	32.04	-	20.27	20.27	0%	-
Other Fines & Forfeits	441002	(6.25)	-	-	-	0%	-
Building Rental	461001	13,078.00	43,455.00	14,138.50	(29,316.50)	33%	2,143.20
Contributions & Donations	471002	28,500.00	70,000.00	44,451.63	(25,548.37)	64%	1,196.63
Sale of Inventory	471003	651.75	2,000.00	571.35	(1,428.65)	29%	29.50
Other Miscellaneous Revenue	471005	-	3,500.00	-	(3,500.00)	0%	-
Total Other Revenue		203,213.18	559,347.00	132,315.34	(427,031.66)	24%	(171,286.20)
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Transfers In		14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Revenue		254,482.10	846,147.86	386,553.87	(459,593.99)	46%	54,556.84
			810,147.86	375,553.87		46%	
Expenditures							
Personal Services							
Regular Employees	511100	1,544,399.35	3,986,814.00	1,613,462.99	2,373,351.01	40%	311,398.31
Temporary/Seasonal Employees	511200	-	34,694.40	4,053.00	30,641.40	12%	-
Overtime	511300	29,270.95	114,773.40	27,576.23	87,197.17	24%	5,212.10
Other Special Pays	511400	12,626.12	20,180.00	18,840.47	1,339.53	93%	1,558.56
Group Insurance	512100	174,473.88	513,159.00	204,640.71	308,518.29	40%	42,071.91
Social Security Contributions	512200	117,126.06	326,956.00	124,775.52	202,180.48	38%	22,423.65
Retirement Contribution	512300	147,591.53	404,672.00	155,509.45	249,162.55	38%	28,322.53
Unemployment Compensation	512400	-	-	6,218.00	(6,218.00)	0%	6,218.00
Workers' Compensation	512500	54,922.90	145,893.00	58,091.96	87,801.04	40%	10,424.37
Other Employee Benefits	512600	2,598.16	7,315.08	2,623.58	4,691.50	36%	563.45
Total Personal Services		2,083,008.95	5,554,456.88	2,215,791.91	3,338,664.97	40%	428,192.88
Discretionary Expenses							
Advertising & Marketing	521100	6,839.99	5,000.00	2,920.99	2,079.01	58%	617.19
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	40,346.87	105,466.00	58,684.66	46,781.34	56%	4,250.43
Health Services	521106	141.60	-	147.50	(147.50)	0%	38.35
Other Professional Services	521108	617.00	10,523.63	4,723.00	5,800.63	45%	36.00
External Banking/Financial Fee	521109	5,059.39	15,700.00	8,433.06	7,266.94	54%	2,460.88
Security Services	521110	-	5,000.00	-	5,000.00	0%	-
Computer Hardware	522100	39,743.94	35,000.00	31,080.28	3,919.72	89%	73.70
Computer Software Maintenance	522101	144,815.04	222,220.00	146,903.65	75,316.35	66%	2,549.50
IT Services - External	522102	24,891.22	75,500.00	13,827.05	61,672.95	18%	3,694.34
Building & Grounds Services	522104	1,543.80	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	(29.95)	0%	-
Phone Services	523107	12,776.57	26,500.00	12,501.32	13,998.68	47%	2,500.02
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	5,724.27	15,950.00	2,712.34	13,237.66	17%	431.80
Awards & Recognition	531102	15.00	250.00	8.50	241.50	3%	-
Books & Subscriptions	531103	82,285.33	109,171.80	108,286.82	884.98	99%	17,665.83
Cleaning & Janitorial Supplies	531105	97.36	1,250.00	-	1,250.00	0%	-
Computer Supplies	531106	1,630.44	5,000.00	468.56	4,531.44	9%	179.78
Equipment/Furniture/Fixtures	531109	4,239.57	11,500.00	12,241.41	(741.41)	106%	505.87
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	314.34	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	7,530.96	15,320.00	5,825.59	9,494.41	38%	1,188.37
Program Supplies	531118	13,515.48	37,000.00	8,298.12	28,701.88	22%	722.68
Shop Supplies	531119	11.89	250.00	-	250.00	0%	-

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Sign & Signal Supplies	531120	235.13	-	1,984.91	(1,984.91)	0%	1,009.91
Uniforms	531123	-	694.00	1,196.98	(502.98)	172%	1,196.98
Personal Protective Gear	531124	2,472.92	-	1,747.65	(1,747.65)	0%	-
Building & Grounds Supplies	533100	2,221.71	21,748.15	7,146.78	14,601.37	33%	3,191.99
Equip/Furniture/Fixtures Parts	533101	26.76	-	570.00	(570.00)	0%	-
Conferences, Training, Travel	542102	797.07	23,200.00	24,739.71	(1,539.71)	107%	5,369.95
Dues & Memberships	542103	5,343.55	10,000.00	4,806.00	5,194.00	48%	-
Licensing Fees	542106	-	-	30.00	(30.00)	0%	-
Postage & Freight	542108	1,263.33	17,500.00	2,155.73	15,344.27	12%	472.50
Mileage Reimbursement	542111	131.94	3,000.00	542.21	2,457.79	18%	112.32
Admin Charges - Inter Departments	521114	-	-	225.00	(225.00)	0%	100.00
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	-	-	0%	-
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
Total Discretionary Expenses		404,632.47	809,543.58	462,237.77	347,305.81	57%	48,368.39
Other Expenses							
City Accounting Services	521113	31,250.00	77,500.00	32,291.65	45,208.35	42%	6,458.33
City Information Tech Services	522109	3,851.10	5,878.33	2,449.30	3,429.03	42%	489.86
Electricity	523100	74,698.97	213,800.00	100,622.99	113,177.01	47%	32,304.21
Natural Gas	523103	123.31	4,500.00	515.27	3,984.73	11%	417.19
Rental of Land & Buildings	524100	113,973.02	245,000.00	113,560.39	131,439.61	46%	2,956.00
Liability Insurance	525104	13,047.90	42,148.00	19,369.17	22,778.83	46%	5,319.85
Property Insurance	525107	37,008.75	100,110.00	41,712.50	58,397.50	42%	8,342.50
Vehicle Insurance	525108	727.50	1,200.00	500.00	700.00	42%	100.00
Gasoline Fuel	532101	40.31	498.58	88.31	410.27	18%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	59,283.35	313,107.55	76,528.62	236,578.93	24%	21,827.38
Fleet Services (Routine)	522108	137.60	1,400.00	243.91	1,156.09	17%	-
Total Other Expenses		334,141.81	1,005,142.46	387,882.11	617,260.35	39%	78,215.32
Capital Outlay							
Vehicles, Equipment, Software	554000	17,974.44	50,000.00	1,285.00	48,715.00	3%	-
Total Capital Outlay		17,974.44	50,000.00	1,285.00	48,715.00	3%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		2,839,757.67	7,419,142.92	3,067,196.79	4,351,946.13	41.3%	554,776.59
Net Revenues over/(under) Expenditures		(2,585,275.57)	(6,572,995.06)	(2,680,642.92)	3,892,352.14		(500,219.75)

Library Operations
Fund 151

Account		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Requested Budget	Change From FY 2023 Incr / (Decr)		Comments
Revenues									
Taxes									
		-	-	-	-	-	-	0%	
Licenses & Permits									
		-	-	-	-	-	-	0%	
Intergovernmental Revenue									
421001	Federal Operating	-	19,637.95	22,644.27	-	-	-	0%	
421003	Federal Capital	-	-	5,000.00	-	-	-	0%	
									Enrich Iowa (amount varies)
422001	State Operating	97,423.28	97,473.90	112,069.27	115,000.00	115,000.00	-	0%	Marion opens this year and will reduce Library usage numbers and reduce FY24+ income
									Annual Linn County and city contracts (amount varies)
423000	Local Govt Grants	110,856.42	115,359.74	120,454.08	125,000.00	125,000.00	-	0%	Marion opens this year and will reduce Library usage numbers and reduce FY24+ income
		208,279.70	232,471.59	260,167.62	240,000.00	240,000.00	-	0%	
Charges for Services									
431006	Printing & Duplicating of Form	24,563.06	2,063.65	5,301.75	25,000.00	25,000.00	-	0%	
431012	Admin Charges - External	365,165.67	363,085.80	362,935.69	409,792.00	409,792.00	-	0%	includes Foundation billling for personal services - $245K
431201	Library User Fees - Not Fines	-	-	10,442.52	5,600.00	10,600.00	5,000.00	89%	Dara offsetting with Expense increase in telephone - approved
431301	Vending Sales	60.23	31.56	62.49	-	-	-	0%	
		389,788.96	365,181.01	378,742.45	440,392.00	445,392.00	5,000.00	1%	
Fines & Forfeits									
441001	Library Fines	51,427.95	8,086.59	-	-	-	-	0%	
		51,427.95	8,086.59	-	-	-	-	0%	
Proceeds of Long Term Liabilities									
		-	-	-	-	-	-	0%	
Transfers In									
									no offset for flood insurance (submitted CE request from City but will cover $25K if approved - We will amend in July 2023 if so)
483001	Operating Transfer In - Inter	18,120.00	14,000.00	14,000.00	11,000.00	-	(11,000.00)	-100%	
483002	Operating Transfer In - Intra	5,835,097.42	-	-	-	-	-	0%	
		5,853,217.42	14,000.00	14,000.00	11,000.00	-	(11,000.00)	-100%	
Other Revenue									
461001	Building Rental	43,666.40	9,798.40	35,588.50	43,455.00	43,455.00	-	0%	
471002	Contributions & Donations	38,098.44	54,417.29	35,675.00	70,000.00	70,000.00	-	0%	capital campaign thru Foundation will likely show actuals less than $70K
471003	Sale of Inventory	2,260.46	917.00	1,666.45	2,000.00	2,000.00	-	0%	
471005	Other Miscellaneous Revenue	881.36	307.20	0.01	3,500.00	3,500.00	-	0%	
		84,906.66	65,439.89	72,929.96	118,955.00	118,955.00	-	0%	
Total Revenues		6,587,620.69	685,179.08	725,840.03	810,347.00	804,347.00	(6,000.00)	-1%	ok to show this reduction - Library does not have to cover $11K
Expenditures									
Personal Services									
511100	Regular Employees	3,472,700.42	3,528,581.73	3,712,461.94	4,121,814.00	4,285,290.00	163,476.00	4%	
511200	Temporary/Seasonal Employees	-	-	4,620.00	34,694.40	43,368.40	8,674.00	25%	increase from $12 to $15 per hour
511300	Overtime	80,393.50	10,045.57	82,473.35	114,773.40	114,773.40	-	0%	
511400	Other Special Pays	19,273.53	51,143.59	51,609.38	20,180.00	33,848.00	13,668.00	68%	
511500	Leave Accrual	102,001.62	10,861.74	(44,755.92)	-	-	-	0%	
512100	Group Insurance	411,439.80	434,582.85	454,598.64	513,159.00	660,437.00	147,278.00	29%	
512200	Social Security Contributions	262,954.98	264,923.23	284,113.81	326,956.00	340,636.00	13,680.00	4%	
512300	Retirement Contribution	333,542.78	334,294.29	357,432.71	404,672.00	420,973.00	16,301.00	4%	
512400	Unemployment Compensation	3,486.00	3,338.74	-	-	-	-	0%	
512500	Workers' Compensation	135,325.45	138,601.91	132,176.60	145,893.00	72,850.00	(73,043.00)	-50%	
512600	Other Employee Benefits	(93,010.29)	(1,082.01)	58,432.08	7,315.08	(127,767.00)	(135,082.08)	-1847%	FY24 Cell Phone Stipend=$4,450, Refresh reduction of $135K
		4,728,107.79	4,775,291.64	5,093,162.59	5,689,456.88	5,844,408.80	154,951.92	3%	
Discretionary Expenses									various reallocations between accounts to align with actuals is requested
521100	Advertising & Marketing	18,515.36	20,042.73	23,985.55	5,000.00	5,000.00	-	0%	
521101	Architectural Services	-	-	525.00	-	-	-	0%	
521104	Consulting & Technical Service	1,500.00	3,990.00	53,124.93	10,000.00	10,000.00	-	0%	
521105	External Contracted Labor	59,343.93	71,424.52	92,595.52	105,466.00	105,466.00	-	0%	
521106	Health Services	297.95	398.25	415.95	-	-	-	0%	
521108	Other Professional Services	-	233.00	3,418.22	10,523.63	10,523.63	-	0%	
521109	External Banking/Financial Fee	15,070.93	15,748.99	13,178.37	15,700.00	15,700.00	-	0%	
521110	Security Services	2,319.00	-	-	5,000.00	5,000.00	-	0%	
522100	Computer Hardware	33,938.83	54,689.36	41,051.36	35,000.00	35,000.00	-	0%	
522101	Computer Software Maintenance	228,085.07	277,502.36	216,418.46	222,220.00	222,220.00	-	0%	
522102	IT Services - External	65,199.73	107,400.94	78,606.46	75,500.00	75,500.00	-	0%	
522104	Building & Grounds Services	160,990.70	56,126.25	12,464.11	15,000.00	15,000.00	-	0%	
522105	Equip/Furniture/Fixtures Serv	831.00	14,467.22	-	9,000.00	9,000.00	-	0%	
522106	Vehicles & Rolling Equip Serv	-	-	70.00	-	-	-	0%	
522110	NonCapitalized Project Expense	50.00	-	-	-	-	-	0%	
523107	Phone Services	40,801.97	30,549.41	30,381.02	26,500.00	31,500.00	5,000.00	19%	net zero offset with 431201 - emailed HJS 10/25 - approved
524101	Rental of Equip & Vehicles	-	-	834.00	500.00	500.00	-	0%	
525102	Printing, Binding, & Duplicate	18,960.46	17,840.91	10,992.06	15,950.00	15,950.00	-	0%	

Account		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Requested Budget	Change From FY 2023 Incr / (Decr)		Comments
531102	Awards & Recognition	82.50	172.22	47.35	250.00	250.00	-	0%	
531103	Books & Subscriptions	153,223.97	303,174.81	132,981.58	109,171.80	109,171.80	-	0%	
531105	Cleaning & Janitorial Supplies	5,593.97	1,274.57	545.44	1,250.00	1,250.00	-	0%	
531106	Computer Supplies	6,682.79	3,513.92	8,232.00	5,000.00	5,000.00	-	0%	
531109	Equipment/Furniture/Fixtures	19,869.57	123,926.03	48,979.07	11,500.00	11,500.00	-	0%	
531110	Photography Supplies	-	-	-	300.00	300.00	-	0%	
531114	Miscellaneous Supplies	1,692.02	262.48	685.09	2,000.00	2,000.00	-	0%	
531116	Office Supplies	13,675.33	15,071.39	24,395.15	15,320.00	15,320.00	-	0%	
531117	Paint Supplies	-	-	106.56	-	-	-	0%	
531118	Program Supplies	29,695.01	51,423.52	34,799.68	37,000.00	37,000.00	-	0%	
531119	Shop Supplies	65.73	29.80	78.84	250.00	250.00	-	0%	
531120	Sign & Signal Supplies	5,018.21	272.66	235.13	-	-	-	0%	
531123	Uniforms	-	-	949.49	694.00	694.00	-	0%	
531124	Personal Protective Gear	5,715.96	2,432.05	7,099.53	-	-	-	0%	
533100	Building & Grounds Supplies	248.45	48.40	20,042.14	21,748.15	34,241.28	12,493.13	57%	reallocated fr account 522107 due to reduced Facility budget but need for Library staff to make purchases
533101	Equip/Furniture/Fixtures Parts	1,381.81	243.46	488.77	-	-	-	0%	
542101	Closure/PostClosure Ldfll Exp	-	-	(28.00)	-	-	-	0%	
542102	Conferences, Training, Travel	31,205.60	2,613.00	31,460.70	23,200.00	23,200.00	-	0%	
542103	Dues & Memberships	9,485.76	7,838.69	9,414.55	10,000.00	10,000.00	-	0%	
542106	Licensing Fees	-	60.00	128.92	-	-	-	0%	
542108	Postage & Freight	10,770.23	5,273.67	7,676.69	17,500.00	13,500.00	(4,000.00)	-23%	reallocate to account 524100
542110	Recording/Filing Fees/Permits	100.00	-	-	-	-	-	0%	
542111	Mileage Reimbursement	1,158.51	23.25	535.08	3,000.00	3,000.00	-	0%	
521114	Admin Charges - Inter Departments	1,201.70	-	-	-	-	-	0%	
531104	Chemical Supplies - Non-Snow & Ice	4.18	-	-	-	-	-	0%	
522107	Facility Services - Non-routine	2,078.38	-	-	-	-	-	0%	
522108	Fleet Services - Abnormal Maintenance	-	-	-	-	-	-	0%	
522108	Fleet Services - Non-Safety Modifications	-	-	-	-	-	-	0%	
522108	Fleet Services - Accidents	-	-	-	-	-	-	0%	
		944,854.61	1,188,067.86	906,914.77	809,543.58	823,036.71	13,493.13	2%	
Other Expenses									
521113	City Accounting Services	70,193.00	73,001.00	75,000.00	77,500.00	85,500.00	8,000.00	10%	
522109	City Information Tech Services	8,973.44	9,242.64	9,242.64	5,878.33	6,172.25	293.92	5%	
523100	Electricity	203,552.94	187,876.28	199,771.29	213,800.00	243,800.00	30,000.00	14%	approved funding increase
523103	Natural Gas	3,506.79	3,017.04	6,466.64	4,500.00	4,500.00	-	0%	
524100	Rental of Land & Buildings	229,556.04	249,990.49	234,331.28	245,000.00	249,000.00	4,000.00	2%	reallocated from 542108
525104	Liability Insurance	17,032.00	23,394.00	33,500.45	42,148.00	44,822.00	2,674.00	6%	RECUR004
525107	Property Insurance	54,236.00	52,513.00	88,821.00	100,110.00	135,928.00	35,818.00	36%	RECUR004
525108	Vehicle Insurance	650.00	600.00	1,746.00	1,200.00	1,300.00	100.00	8%	RECUR004
532101	Gasoline Fuel	105.97	83.99	216.36	498.58	498.58	-	0%	FY24 cost per gallon went up from 2.54 to 3.72 - no increase so 196.29 gallons reduced to 134.03 reduce gallons
521114	City Inter Department Charges	-	-	-	-	-	-	0%	
531104	Chemical Supplies - Snow & Ice	-	-	-	-	-	-	0%	
522107	Facility Services (Routine)	217,941.61	331,741.53	274,508.07	313,107.55	300,614.42	(12,493.13)	-4%	reallocated decrease to discretionary - approved by HJS 11/2
522108	Fleet Services (Routine)	307.39	1,190.99	309.60	1,400.00	600.00	(800.00)	-57%	
		806,055.18	932,650.96	923,913.33	1,005,142.46	1,072,735.25	67,592.79	7%	
Capital Outlay									
554000	Vehicles, Equipment, Software	-	24,445.00	109,862.44	-	-	-	0%	
		-	24,445.00	109,862.44	-	-	-	0%	
Debt Service									
		-	-	-	-	-	-	0%	
Transfers Out									
571100	Tansfer Out-Inter	-	-	-	-	50,000.00	50,000.00		to 316750 for ciruclation material
		-	-	-	-	50,000.00	50,000.00	100%	
Total Expenditures		6,479,017.58	6,920,455.46	7,033,853.13	7,504,142.92	7,790,180.76	286,037.84	4%	
Net Revenues Over / (Under) Expenditures		108,603.11	(6,235,276.38)	(6,308,013.10)	(6,693,795.92)	(6,985,833.76)	(292,037.84)		

Funding Increase Request - Fiscal Year 2024 Budget

Color Key:		
To be completed by department		
To be completed by analyst		

| | | | | | Request Total: | $ 240,843 | | |

Department Name (select one)	Deptid Number	One Time Request? One Time Funding Source?	Priority #	What (Brief Explanation of item; IE Overtime, New Position: Admin II, Shortfall in advertising revenue, etc.)	Requested Expenditure Increase/ Revenue Decrease	Approved Amount	Do you have a way to fund the cost? If so, explain and indicate how much can you fund of the request.	GL Account
Library	151600	No	1	Books & Circulation materials	$ 100,000	$ 50,000		531103
Library	151000	No	2	Electricity	$ 30,000	$ 30,000		523100
Library	151000	No	3	Work with community parter to provide support for at risk youth	$ 100,000			521105
Library	151000	No	4	Increase in hourly rate for seasonal employees (currently $12 per hour, increase to $15 per hour)	$ 10,843	$ 10,843		511200
Library	151000			Refresh Savings		$ (135,000)		512600

Project Number	Project Name	Project Quadrant	FY 2024 Budget	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	Scope of Work
Total For Fund		Expenses	6,221,600	10,426,680	8,827,169	2,296,890	600,000	
		GO Bonds	500,000	500,000	500,000	500,000	500,000	
		TIF Bonds	0	0	0	0	0	
		Revenue Bonds	0	0	0	0	0	
		SRF Loan	0	0	0	0	0	
		Federal Grants	0	0	0	0	0	
		State Grants	0	0	0	0	0	
		Local Grants	0	0	0	0	0	
		IFM Transfer	0	0	0	0	0	
		Streets LOST Transfer	0	0	0	0	0	
		RUT Transfer	0	0	0	0	0	
		TIF Transfer	0	0	0	0	0	
		Operations Transfer	50,000	50,000	50,000	50,000	50,000	
		Other Transfer	50,000	3,050,000	3,050,000	50,000	50,000	
		Other Revenue	4,621,600	5,826,680	4,227,169	696,890	4,000,000	
		Cash on Hand	0	0	0	0	0	
		Transfer Out	0	0	0	0	0	
		Total Revenue	5,221,600	9,426,680	7,827,169	1,296,890	4,600,000	
		Net	1,000,000	1,000,000	1,000,000	1,000,000	-4,000,000	

| Public Library Grants | | | | | | | 2024 |
| Fund 7010 | | | | | | | |

Account		FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Adopted Budget	FY 2024 Budget	Change From FY 2023 Incr / (Decr)	Comments
Revenues								
Taxes								
		-	-	-	-	-	-	0%
Licenses & Permits								
		-	-	-	-	-	-	0%
Intergovernmental Revenue								
421001	Federal Operating	-	-	30,553.89	-	-	-	0%
422001	State Operating	-	-	20,000.00	-	-	-	0%
423000	Local Govt Grants	-	1,642.37	250.00	-	-	-	0%
		-	1,642.37	50,803.89	-	-	-	0%
Charges for Services								
431012	Admin Charges - External	34,347.92	68,695.84	68,695.84	-	-	-	0%
		34,347.92	68,695.84	68,695.84	-	-	-	0%
Fines & Forfeits								
		-	-	-	-	-	-	0%
Proceeds of Long Term Liabilities								
		-	-	-	-	-	-	0%
Transfers In								
483002	Operating Transfer In - Intra	-	-	10,000.00	-	-	-	0%
		-	-	10,000.00	-	-	-	0%
Other Revenue								
451000	Interest/Div - Nonproprietary	18,688.51	5,275.74	2,911.99	-	-	-	0%
471002	Contributions & Donations	68,434.12	111,214.95	74,259.97	200,000.00	200,000.00	-	0%
		87,122.63	116,490.69	77,171.96	200,000.00	200,000.00	-	0%
Total Revenues		121,470.55	186,828.90	206,671.69	200,000.00	200,000.00	-	0%
Expenditures								
Personal Services								
511100	Regular Employees	53,356.80	41,077.60	38,836.80	80,746.00	97,857.00	17,111.00	21%
511300	Overtime	195.30	-	-	-	-	-	0%
511500	Leave Accrual	1,367.10	900.24	(484.84)	-	-	-	0%
512100	Group Insurance	5,542.74	4,699.26	5,225.64	11,790.00	24,572.00	12,782.00	108%
512200	Social Security Contributions	3,922.14	2,917.56	2,913.08	6,178.00	7,486.00	1,308.00	21%
512300	Retirement Contribution	4,904.12	3,652.22	3,652.22	7,622.00	9,237.00	1,615.00	21%
512500	Workers' Compensation	2,005.51	1,497.34	1,354.08	2,834.00	1,644.00	(1,190.00)	-42%
512600	Other Employee Benefits	(1,386.19)	(858.97)	526.11	31.68	34.00	2.32	7%
		69,907.52	53,885.25	52,023.09	109,201.68	140,830.00	31,628.32	29%
Discretionary Expenses								
521100	Advertising & Marketing	-	-	-	35,000.00	35,000.00	-	0%
521104	Consulting & Technical Service	-	-	-	20,000.00	20,000.00	-	0%
521105	External Contracted Labor	-	-	-	20,000.00	20,000.00	-	0%
522100	Computer Hardware	-	-	-	25,000.00	25,000.00	-	0%
522104	Building & Grounds Services	-	-	-	10,000.00	10,000.00	-	0%
525102	Printing, Binding, & Duplicate	2,918.83	-	2,339.77	4,000.00	4,000.00	-	0%
531102	Awards & Recognition	-	-	-	2,000.00	2,000.00	-	0%
531103	Books & Subscriptions	51,648.16	36,597.92	28,923.52	125,000.00	125,000.00	-	0%
531106	Computer Supplies	-	-	1,925.00	-	-	-	0%
531109	Equipment/Furniture/Fixtures	1,355.00	-	27,890.50	100,000.00	100,000.00	-	0%
531116	Office Supplies	104.85	-	-	-	-	-	0%
531118	Program Supplies	44,331.17	17,689.42	32,294.33	35,000.00	35,000.00	-	0%
531124	Personal Protective Gear	-	-	1,459.56	-	-	-	0%
541106	Grants & Contributions	-	36,810.90	-	-	-	-	0%
542102	Conferences, Training, Travel	7,534.90	-	-	10,000.00	10,000.00	-	0%
542103	Dues & Memberships	-	-	-	5,000.00	5,000.00	-	0%
542104	Entertainment Expense	336.80	-	-	-	-	-	0%
542114	Bad Debt Expense	-	(169.67)	-	-	-	-	0%
521114	Admin Charges - Inter Departments	596.00	-	-	-	-	-	0%
531104	Chemical Supplies - Non-Snow & Ice	-	-	-	-	-	-	0%
522107	Facility Services - Non-routine	-	-	-	-	-	-	0%
522108	Fleet Services - Abnormal Maintenance	-	-	-	-	-	-	0%
522108	Fleet Services - Non-Safety Modifications	-	-	-	-	-	-	0%
522108	Fleet Services - Accidents	-	-	-	-	-	-	0%
		108,825.71	90,928.57	94,832.68	391,000.00	391,000.00	-	0%
Other Expenses								
521114	City Inter Department Charges	-	-	-	-	-	-	0%
531104	Chemical Supplies - Snow & Ice	-	-	-	-	-	-	0%
522107	Facility Services (Routine)	-	-	-	-	-	-	0%
522108	Fleet Services (Routine)	-	-	-	-	-	-	0%
		-	-	-	-	-	-	0%
Capital Outlay								
		-	-	-	-	50,000.00	50,000.00	100%	Networking Hardware
Debt Service								
		-	-	-	-	-	-	0%
Transfers Out								
571100	Transfer Out-Inter	-	-	-	25,000.00	50,000.00	25,000.00	100%	to CIP for for circulation materials
571200	Transfer Out-Intra	-	-	10,000.00	-	-	-	0%
		-	-	10,000.00	25,000.00	50,000.00	25,000.00	100%
Total Expenditures		178,733.23	144,813.82	156,855.77	525,201.68	631,830.00	106,628.32	20%
Net Revenues Over / (Under) Expenditures		(57,262.68)	42,015.08	49,815.92	(325,201.68)	(431,830.00)	(106,628.32)	

Environmental Policy

The library is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper, cardboard, plastic, glass, and aluminium.

The library seeks to design and operate facilities within contemporary sustainable practices.

New library facilities will seek LEED certification of Gold or greater.

Adopted: 11/29/90
Revised: 05/02/96, 12/02/99, 12/05, 2/2011; 01/02/2020
Reviewed: 2013, 11/2015; 01/05/2023

Non-Smoking Policy

At the Cedar Rapids Public Library we value the health, safety and comfort of our patrons and staff.

In accordance with state law (Iowa Code 641.153.5), it is the policy of the Cedar Rapids Public Library Board of Trustees to prohibit smoking and the use of tobacco products, e-cigarettes, or other non-FDA regulated nicotine delivery devices in all library buildings.

In accordance with the Iowa Smokefree Air Act, no smoking is allowed within the Cedar Rapids Public Library or its grounds. Smoking is also not permitted inside any library vehicle.

Adopted: 03/29/90
Revised: 03/31/94, 2/2011, 10/2/2014, 12/2015; 01/02/2020
Reviewed: 2013; 01/05/2023

Foundation and Friends of the Cedar Rapids Public Library

The Board of Trustees recognizes the Cedar Rapids Public Library Foundation and the Friends of the Cedar Rapids Public Library as vital sources of support. The Board wishes to maintain close, cooperative, and harmonious relationships with the board of directors of each supporting entity.

Cooperative projects for the benefit of the library are encouraged, provided no such project compromises the Board of Trustees' statutory responsibility for library policy and management.

Such cooperative projects should be selected by the Library Director, in consultation with the Foundation and Friends' boards of directors and/or authorized representatives. Projects will be selected for their appropriateness in meeting current need, practicality, and conformance to policies of the Board of Trustees.

The Library Director or designee is to serve as the principal liaison between the Board of Trustees and the boards of directors of the Foundation and Friends. Trustees may be invited to sit as acting members of supporting boards in accordance with those entities' bylaws. Meetings should be held at least annually to plan and define projects which would be most beneficial to the library's purposes.

The board's policy regarding the Foundation and Friends organizations is not intended to limit or prohibit working relationships with other non-profit organizations that provide assistance to the library, or with other individuals who seek to offer contributions and/or volunteer assistance to the library.

The trustees and library employees alike are encouraged to lend active support to the work of the Foundation and Friends through support and participation in activities.

Adopted: 02/28/86
Revised: 10/29/92, 12/05, 11/07/19
Review: 2013, 02/04/16, 01/05/2023

~~The Cedar Rapids Public Library~~ Volunteer Policy

I. PURPOSE

At the Cedar Rapids Public Library we value the support of an engaged volunteer community. We recognize that volunteers have the ability to enrich library services and enhance our library staff's ability to provide an outstanding library experience. We create meaningful, engaging, and enjoyable volunteer opportunities to build relationships with our community.

II. GENERAL POLICY

Volunteers provide important support to the Cedar Rapids Public Library staff and perform a wide variety of tasks that are critical to the mission of the library. Though vital, volunteers are not a replacement for a professionally trained and capable library staff. Volunteer positions are unpaid and "at will."

III. SPECIFIC APPLICATION

Volunteers perform a wide variety of duties. Volunteer positions are designed based on library needs and are filled based on matched volunteer interests and qualifications. The library is committed to providing a safe environment and, to that end, volunteers must complete a background screening process appropriate to their role.

Volunteers are recognized by the public as representatives of the library and portray a positive image to the public. Volunteers receive training as it relates to their role and adhere to all Library policies.

Adopted: 04/24/86
Revised: 10/31/91, 12/05, 08/11, 02/04/2016, 10/03/2019, 01/05/2023
Reviewed: 2013

Support Group Fundraising

The Cedar Rapids Public Library Foundation and Friends of the Cedar Rapids Public Library are important groups that depend on gifts, donations, and fundraising as the primary source of income for the support of library programs and activities. The Library Board of Trustees endorses and encourages those efforts. The intent of this policy is to recognize the Foundation and the Friends as the only groups permitted to conduct fundraising activities on any library premises and to provide guidance for the use of those facilities.

Areas of the library to be used for Foundation and Friends fundraising purposes should be carefully chosen with consideration given to high visibility without interrupting traffic flow. Structures erected for these purposes must be portable and compatible with the design of the building. Signage used to direct potential customers and guests, or to promote the fundraising events, should conform to established library signage practices and guidelines. The Library Director and the appropriate board committee will be consulted concerning plans for fundraising activities on library premises.

Fundraising events held by Foundation or Friends, under the sponsorship of the library, are for the benefit of these nonprofit organizations and/or the Library and are not intended to represent competition with private enterprise. In the event of theft or damage to materials or structures used for fundraising, the library, its officers, and its employees will be held harmless.

The ~~only~~ exceptions to this policy ~~will be~~include those described in the Meeting Room Policy ~~those~~ or authors who sell books or media at the library on behalf of their publishers, bookstores or other distributors and who make a public appearance, talk, and/or have a book signing under the sponsorship of the library and its programming strategy. In these situations, proceeds from materials sales will not be directed to library support groups.

Adopted: 03/30/89
Revised: 10/29/92, 01/06/00, 12/05, 02/04/2016, 11/07/19, 01/05/2023
Reviewed: 2013

CEDAR
RAPIDS
PUBLIC
Library

Director's Report
January 5, 2023

Department Updates

Community Relations has had a busy month with meeting rooms. We're seeing more and more of our regular users come back to us for meetings and special events. We had a great time hosting RHCR for their annual holiday spectacular. We also hosted the 21st annual Merry TubaChristmas, which saw nearly 90 tubas participate this year. We are working on fixing some technology issues in our spaces, but look forward to a great 2023!

We are working now on plans for our next issue of *OPEN+* and storytelling around all the wonderful things happening in our library and beyond. We had a great time hosting the Gingerbread Contest with AARP Iowa and the programming team. Kevin helped us find the right online tool for voting and contests, and we hope to use it more it the future.

While 2022 still experienced challenges in volunteer services with temporary closures and volunteer reengagement during the pandemic, the overall year in review shows a strong movement towards pre-pandemic numbers as compared to 2021. In 2022 (as of 12/15/22), 173 volunteers gave 3,409 hours. That's an increase of 64 volunteers and 1,413 hours as compared to 2021. We are excited by the continued growth and the reengagement of volunteers in helping the Library meet its mission in the community. Volunteer Hours in November 2022: 398

The *Materials* department has completed the transition of the public catalog to Vega, Polaris' newest catalog product. This catalog condenses material types into one heading. So print, audio, and digital formats of the same title appear together. As patrons begin to adopt more digital formats, this will expand access and visibility to the many different format options the library collects. The team will also start on the strategic planning committee to evaluate collection locations. This work will involve working with data and feedback to adjust the location of specific collections in the library to improve access.

The *Technology Solutions* team has been working on plans for longer term tech infrastructure needs. As the building nears 10 years old, solutions for networking, telecommunications, and storage will be addressed. The phone system had a major upgrade and the next objective is researching options to update networking hardware. This supports wireless capabilities throughout the building. Now that the new printing solutions have been installed at both locations, charges for printing will resume in January 2023.

Programming. December was filled with music and gingerbread in the Programming Department! Seven different musical groups, ranging from middle school jazz bands and brass quartets to ukuleles and nearly 100 tubas, entertained, surprised, and delighted our patrons in the Commons, with nearly 1,000 people in attendance all together. In addition, the library partnered with the City of Cedar Rapids and AARP Iowa to hold a Gingerbread decorating contest, focusing on the use of Accessible Dwelling Units in Cedar Rapids. 250 kits were given away, 62 entries for the contest were submitted, and more than 4,000 votes were cast. It was incredibly popular, and we anticipate doing something similar again in December 2023.

Preparation for the Winter Reading Challenge is underway as well. That challenge will run from January 1-31, and is an emoji-themed challenge called "All the Feels." Patrons will be challenged to record their reading and participate in other activities such as visiting their local library, journaling about their emotions, or submitting book reviews through our Beanstack site.

Public Service With winter officially here, the library has seen an increase in usage as a safe space for individuals in need. Traditionally in past years, this has created a large issue regarding behavior. However, with the work from our Navigator positions along with the trainings staff have been through such as Mandt and KERA, the library has seen an overall decrease in issues we had during past winters. This can be accounted to the tremendous work Public Service staff along with other library staff does on a daily basis to provide a safe, welcoming, and accessible experience for all.

Great Stories

A patron comment regarding the Gingerbread House Contest:

Just wanted to thank you for such a great activity. We hope it is offered again next year! Like something out of a Hallmark movie. 😄

My husband picked up two kits for our grandchildren. (Two families) One of them took his home and created and the other two stayed at our house to make their scene. It was so incredibly fun for them to team up and plan and create. My husband and I sat back and watched their little hands create and their minds works together!

So even though one was a winner and the other two did not, it was well worth all of the effort. And we have assured them all that they are all winners!

I recently had the pleasure of helping a grandma who came in looking for sewing books. She said she bought her two grandchildren sewing machines for Christmas and she wanted some good books to help them learn the basics. She had a list of titles that I was able to find and put on hold, but we also went to the shelf and found a few that day. She was the sweetest and I loved how excited she was to pass on the hobby :o) - Melissa Mitchell, Patron Services Specialist

A patron called to inquire about access to Consumer Reports through our website. She couldn't get her card number to work; I checked that her number was correct, and her account current and up-to-date. She tried again with success. She also asked how she might find a particular issue, since she knew which issue she needed. After looking at the site and not seeing anything else, I suggested using the search bar and typing in the month and year, as that seemed to limit the hits to a reasonable number. She said she would do some searching and figure things out and we ended the call. When I continued to investigate after the call, I found that using the search box was not working. I looked through the site further and found what we needed with a link at the very bottom of the page. I called her back and walked her through getting on the site again (as she had apparently left it in the meantime) and then getting to the issue she had asked about; she was delighted to be able to access exactly what she wanted. She said that we might hear from her next week asking how to access the same info (half-jokingly). I told her that would be fine and that we are always happy to help! - Penny Frischkorn, Patron Services Specialist

Calendar of Initiatives: FY23-25 Plan Year One

Initiative	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Literacy												
Where we support elementary age learning and literacy.	X	X	X	X	X	X	X	X	X	X	X	X
Embed literacy with summer and out of school time partners	X	X	X						X	X	X	X
Ensure our spaces have literacy rich environments				X	X	X	X	X				
Develop and promote supports for parents/caregivers as educators in the home										X	X	X
Access												
Where we expand access to technology upholding our guiding principle of equity.	X	X	X	X	X	X	X	X	X	X	X	X
Partner with CRCSD to infuse technology outside of existing STEM curriculum	X	X	X	X								
Increase access to circulating technology offerings	X	X	X	X	X	X	X	X	X	X	X	X
Hone Maker Room procedures and technology			X	X	X							
Where we embrace big dreams in our community through investment in a permanent westside facility			X	X	X	X	X	X	X	X	X	X
Align funding feasibility with design			X	X								
Engage community in creating a welcoming, culturally conscious plan						X	X	X	X	X	X	X
Inclusion												
Where we move from tolerance toward inclusion so that all in our community know we are their library.	X	X	X	X	X	X	X	X	X	X	X	X
Refresh Downtown furniture to reinforce welcoming atmosphere	X	X	X	X	X	X	X	X	X			
Review procedures and practices to be inclusive of our diverse community						X	X	X	X	X	X	X
Reinvigorate active service to ensure a welcoming environment	X	X	X	X	X	X						
Evaluate current collection, locations, and usage to make recommendations to future change						X	X	X	X	X	X	