



Agenda: Board of Trustees
July 7, 2022, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Jade Hart

- A. Call to Order
- B. Nominating Committee – Susie McDermott
 - **Action:** Slate of Officers FY23
 - Clint Twedt-Ball (President) & Monica Challenger (Vice President)
 - Recognition of Jade Hart, President
 - Welcome of Chris Casey and Elisabeth Hepworth, New Trustees
- C. Consent Agenda – **Action**
 - Minutes: June 2, 2022
 - Special Event Application
- D. Public Comments and Communications
- E. Foundation Report – Charity Tyler
- F. Friends of the Library Report – Libby Slappey
- G. Library Board Committee Reports
 - Finance Committee – Monica Challenger, Committee Chair
 - **Action:** Access Systems Print Management Agreement
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review:
 - 2.04 Confidentiality of Library Records
 - 3.02 Unattended Children
 - Westside Project Committee – Clint Twedt-Ball, Committee Chair
 - No Action
- H. Library Director's Report
 - Strategic Plan – Operational Plan
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **August 4, 2022 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
June 2, 2022

Board members in attendance: [President] Jade Hart and [Vice President] Clint Twedt-Ball (in person); Susie McDermott, Jeremy Elges, Mary Sharp, Hassan Selim, and Rafael Jacobo (all via Zoom)

Unable to attend: Monica Challenger

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

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

- A. Call to Order
 - Ms. Hart called the meeting to order at 4 pm.
 - The Consent Agenda was delayed in order to establish quorum.
- B. Public Comments and Communications
 - There being none, the meeting continued

Mr. Twedt-Ball and Mr. Selim joined the meeting at 4:01 pm.

- C. Foundation Report – Charity Tyler
 - The May enrollment for Dolly Parton’s Imagination Library (DPIL) ended with 5,666 actively enrolled children with another 118 graduates.
 - The Foundation has posted a full-time development associate position to assist with annual fundraising. An offer was made and the candidate will start on July 19; Ms. Tyler will announce the new hire at a later date.
 - The feasibility study for capital campaign continues with individuals visits and small group meetings over the next several weeks. In July, the study will include confidential interviews with potential donors. A report is expected sometime in August to present to the Foundation’s board. Ms. Tyler looks forward to what they can learn from donors. The Renaissance Group, Inc. from West Des Moines. They have experience with capital campaigns in our local area as well.

Mr. Jacobo joined the meeting at 4:04 pm.

- D. Consent Agenda – **Action**
 - Minutes: May 5, 2022

Ms. Sharp motioned to accept the consent agenda. Mr. Twedt-Ball seconded. The motion carried with unanimous approval.
- E. Friends of the Library Report – Libby Slappey
 - The Friends hosted their large sale for the first time in over two years. Ms. Slappey noted it would not be possible without incredible volunteer support. The sale raised over \$11,500. Amazon sales continue to go well with over \$1500 earned in May.
 - Saturday is the first Farmers Market Sale, which is generally well attended and makes good sales.
 - Following a conversation with the Library’s Volunteer Supervisor Jessica Link, the Friends now have a volunteer in the process of earning an Eagle Scout badge. The volunteer will restock the Little Free Library locations with donated books, acquired from the Truman school library’s collection after the school’s closure. Ms. Sharp asked if the Friends can

give the volunteer mileage. Ms. Slappey doesn't know because it's part of the student's Eagle Scout project, which must adhere to strict rules.

Mr. Elges joined the meeting at 4:10 pm.

F. Board Education: Summer Dare Report – Kevin Delecki

- The summer reading program, Summer Dare, officially kicks off on Saturday, June 4 at Ladd Library with a Summer Circus Party. The program is for all ages. Participants can register online from home or in the library. At registration, they can select a badge book or journal. Following completion of the program – reading and logging 600 minutes read by July 30, participants will get a coupon for a free book from the Friends.
- Programming will be hosted in-building but primarily will take place out of the building with the Mobile Technology Van, which will visit seven City Parks each week with the Rollin' Recmobile from Parks and Rec. Programs are listed on our website or in the *OPEN+* publication.
- In addition, the staff will facilitate three middle school STEM camps as a part of a Urban Libraries Council (ULC) nationwide cohort focusing on middle school STEM.
- Ms. Hart asked if programming has extra staff support. The Library hired four seasonal employees that average about 25 hours a week in addition to support from three summer AmeriCorp VISTAs.

G. Library Board Committee Reports

- Nominating Committee – Susie McDermott & Mary Sharp
 - Ms. McDermott reported. Both Ms. McDermott and Ms. Sharp recommend Clint Twedt-Ball as President and Monica Challenger as Vice President. The board will officially vote on the slate of officers at the July meeting.
- Finance Committee – Jade Hart, Committee Member
 - Ms. Hart reported for Ms. Challenger. The April 2022 financials were reviewed. Expenses continue to be on track as the fiscal year nears conclusion. There are no concerns about the balance of revenues and expenditures.
 - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$104,382 to iii Innovative.
 - A year ago, we went through a RFP process and selected a new product – iii Innovative – for Polaris, our Integrated Library System (ILS). We have a five-year contract and this expenditure is for one-year of service within the contract. It is coming to the board to authorize the payment because it is over the \$50,000 threshold.
The motion to accept the purchase order and payment approval to iii Innovative for \$104,382 carried with unanimous approval.
 - Ms. Hart asked how library staff and patrons feel about the new product. Feedback remains positive from both staff and patrons. It allows for more language support and it is more user friendly. In addition, the cost is significantly reduced from our previous ILS vendor.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - There being no report, the meeting continued.
- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Sharp has no report but asked for people to advocate for the Summer Dare program on social media. Ms. Schmidt noted that the legislative session ended without passing the bills of concern to the library.
- Westside Project Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball reported. Ms. Schmidt and Ms. Tyler are busy with many tasks going on in the background. The first phase of the initial design RFP is complete. As we move toward fundraising, we will release a second RFP for the design and

build of the westside project. Ms. Schmidt anticipates the RFP will open at the end of June to early July and award the RFP at the end of August to early September. The Foundation continues to move forward with land acquisition and should have something to share at the July meeting.

- Ms. Sharp asked if there has been a decision on the county's ARPA grants. At this time, we don't have an answer but we expect one no later than August.

H. Library Director's Report

- Ms. Schmidt encouraged trustees to read the great stories in the packet.
- Both libraries will be polling precincts on Tuesday, June 7. Community Relations will host Linn County for voting. The Library wants to make voting easy and accessible.
- We were notified today that our own Susie McDermott was selected by the American Library Association (ALA) and United for Libraries for their annual prestigious Trustee Citation award. One person is chosen nationwide every year who exemplifies the work of trustees. Ms. McDermott will be honored at the ALA annual conference in Washington DC later this month. An official announcement will be released next week, and we will share the application and materials in the July packet. Ms. McDermott has been a tremendous support the library, with unwavering dedication to intellectual freedom and access.

I. Old Business

- **Action:** Strategic Plan
 - The strategic plan in the packet is the same as what was presented last month. Following approval, staff will begin working on the operating plan, which will be presented to trustees in July. Monthly calendars and progress reports will be routinely shared in future meetings.

Mr. Selim motioned to approve the FY23-25 Strategic Plan as presented in the packet. Ms. Sharp seconded. The motion carried with unanimous approval.

J. New Business

- FY23 Calendar
 - The calendar for next year's meetings is in the packet. All dates align to the current meeting rotation. We will get back to rotating between downtown and Ladd Library. Ms. Schmidt also noted that new trustees should be expected to be on the June 28 City Council meeting agenda for approval.
- Recognition of Mary Sharp.
 - Ms. Sharp's term ends on June 30. Ms. Hart read a statement about Ms. Sharp's service to the library and community through her role on the board. She has been a thoughtful advocate, and champion during challenging times. In her honor, a chair in Whipple Auditorium will be dedicated to Ms. Sharp.
- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
 - Ms. Hart read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

Ms. McDermott motioned to enter closed session. Mr. Selim seconded. The motion was carried with unanimous approval following a roll call.

- The roll call was taken of those present in the closed session: Jade Hart, Clint Twedt-Ball, Susie McDermott, Jeremy Elges, Mary Sharp, Hassan Selim, and Rafael Jacobo; Ms. Schmidt and Ms. Musil remained, all others departed. The board went into closed session at 4:42 pm.
- The meeting resumed in open session at 4:56 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 4:56 pm.

The next Board of Trustees meeting will be held on Thursday, July 7, 2022, at 4 pm in the Conference Room, Downtown Library



Special Event Application

This application must be submitted for special events requiring alcohol at least **60 days** prior to the date of the event. An approved certificate of liability (including additional documentation if required) must be received 30 days prior to the event date. Events requesting alcohol are subject to Board of Trustees approval and guidelines in the Board Policy 3.08 – Special Event Alcohol Use. Board meetings are held the first Thursday of each month at 4 p.m.

Please return the completed application to: Cedar Rapids Public Library, 450 Fifth Avenue SE, Cedar Rapids, Iowa 52401; email events@crlibrary.org.

Name of Contact Person: Julie Golding

Name of Organization: Advancement Resources

Address: 3950 River Ridge Dr NE, Cedar Rapids, IA 52402

Phone: 319-654-3162

Email: juliegolding@advancementresources.org

Name of Event: Advancement Resources Company Meeting

Date of Event: Thursday, July 28

Location of Event: LivingLearning Roof

Time of event start: 5:00

End: 8:00

Setup start: 4:00

Cleanup end: 8:30

What type of audience is this intended for: AR team members and spouses

Number of attendees/participants: 70

Will there be a fee to attend? No

Will you serve alcohol at the event? Yes

If selling alcohol, who holds the liquor license for your event? Winifred's Catering

Who holds all necessary special event insurance for the event? Winifred's Catering

Applicants Signature: **Julie Golding** Digitally signed by Julie Golding
Date: 2022.06.14 09:55:01 -05'00' Date: 06/14/2022

Applicants Printed Name and Title/Organization: Julie Golding, Corporate Vice President, Advancement Resources

Category	Platform	Metrics	May 2021	May 2022	% Change
Program Attendance	In Person and Virtual	Attendance at Library Programs and Videos	3,327	3,539	6%
Digital Collection Use	OverDrive	eBook Circulation	9,629	7,583	-27%
		eAudiobook Circulation	7,978	7,610	-5%
		New Users	222	187	-19%
	cloudLibrary	eBook Circulation	1,298	1,564	17%
		eAudiobook Circulation	898	1,050	14%
		New Users	50	34	-47%
	Hoopla	eBook Circulation	816	1,038	21%
		eAudiobook Circulation	844	1,567	46%
		eMusic Circulation	106	141	25%
		eVideo Circulation	510	549	7%
	Freegal	New Users	49	59	17%
		eMusic Downloads	1,233	1,106	-11%
		eMusic Streaming	3,536	3,003	-18%
Kanopy	New Users	8	4	-100%	
	eVideo Circulation	1,377	1,209	-14%	
Total	Total Digital Circulation	28,554	26,704	-7%	
Other Online Use	Databases	Visits	20,012	19,632	-2%
	CRLibrary.org	Visits	12,240	16,055	24%
	WiFi	Logins	6,532	10,222	36%
Social Media	Facebook	Followers	10,433	10,755	3%
	Instagram	Followers	3,639	3,837	5%
	YouTube	Views	3,347	12,293	73%
Meeting Room Use	Downtown	Number of Reservations	12	301	96%
	Downtown	Number of People	210	3255	94%
	Ladd	Number of Reservations	17	91	81%
	Ladd	Number of People	93	841	89%
Number of Visitors	Downtown	Door Count - Downtown	9,675	24,191	60%
	Ladd	Door Count - Ladd	5,040	7,536	33%
	Total	Door Count - Total	14,715	31,727	54%
Curbside Holds	Total	Curbside Holds - Number of Patrons	8,569	133	-98%
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	37,550	40,290	7%
		Total Circulation	65,775	60,729	-8%
		MLN Circulation (Print only)	59,898	69,906	14%

C.R. library kicks off reading program today

Circus Party launches summer offerings

The Gazette

School is out so the unofficial start of summer has begun. That means that libraries are starting their summer reading programs to encourage children — and adults — to keep reading throughout the summer.

The Cedar Rapids Public Library kicks off its 2022 Summer Dare program today with a celebratory Circus Party from 10 a.m. to noon at its Ladd Library, 3750 Williams Blvd. SW. There will be circus games, balloons and more. Both children and adults can sign up for a library card if they don't already have one.

Complete the program by logging 600 minutes of reading by July 30 to earn a coupon for a free book. Register through the Beanstack app or at CRLibrary.beanstack.org.

The library will continue its regular early learning story times and Mother Goose on the Loose. It also will hold special themed activi-

ties every Thursday and Saturday with details at CRLibrary.org/events

"We're trying a new approach to children and family programs at the library this summer, with broader, experience-based programs. Instead of coming at set times, it's more do at your own pace and comfort level within the time frame, with multiple points spread out around the building," Kevin Delecki, library programming manager, said in a news release. "We want an intergenerational, experiential summer learning program, with literacy baked into each activity."

The library's Mobile Technology Lab is back after its debut last summer. Loaded with technology like programmable robots, circuit building kits, and other activities designed to teach kids about coding and engineering, the library's tech-mobile will visit six parks alongside the city's Rollin' RecMobile, five days a week, from June 6 to Aug. 12:

- Mondays (except July 4): 9:30 to 11:30 a.m., Redmond Park, 1545 Third Ave. SE
- Mondays (except July

4): 1:30 to 3:30 p.m., Jacolyn Park, 198 Jacolyn Dr. NW

- Tuesdays: 1:30 to 3:30 p.m., Hayes Park, 1924 D St. SW
- Wednesdays: 4:30 to 6:30 p.m., Cleveland Park, 1600 Eighth Ave. SW
- Thursday: 4:30 to 6:30 p.m., Bowman Woods Park, 141 Boyson Rd. NE
- Fridays: 9:30 to 11:30 a.m., Bever Park, 2700 Bever Ave. SE

This summer the van also will have a specially curated collection of books for kids, available to borrow all summer. People also will be able to sign up for a library card on the spot if they don't have one.

AREA LIBRARIES

Other area libraries are starting their summer reading programs as well.

Hiawatha Public Library's Read Beyond the Beaten Path, hiawathapubliclibrary.libnet.info/10414, runs through July 30. The program encourages children and adults to track their reading and mark off a badge each time they meet their goal, earning rewards.

Marion Public Library's

Read Beyond the Beaten Path program has started, marionpubliclibrary.org/summer-library-program. The library is holding a number of events, including scavenger hunts and craft events, some of which require registration.

The Iowa City Public Library's summer reading program, Off the Beaten Path, runs through Aug. 14. Registration can be completed at the library or Bookmable or online via Beanstack. Completed entries submitted to the library will be put into a drawing for prizes.

The library will provide opportunities for all ages to explore beyond the beaten path at free library events throughout the summer.

Programs include a visit from the Iowa State University Insect Zoo, Felted Animal DIY, the Great LEGO Pride Build, Bookmobile activities at the Iowa City Farmers Market and more.

For more information visit www.icpl.org/press-releases/icpls-summer-reading-program-begins-june-1-0



Paloma Bribiesco, 6, skims a book about velociraptors as she looks for more books to take home in the children's non-fiction section with her mother, Jasmine Hernandez, at the downtown Cedar Rapids Public Library on Dec. 27, 2021. The library's summer reading program kicks off today. (Jim Slosiarek/The Gazette)

Market/Many participating businesses have faced discrimination

► FROM PAGE 5B

women, youth and those in the Black, Indigenous, Latino, Asian, LGBTQ+, refugee, immigrant and returning citizen communities:

- To elevate, empower and connect them.
- To expand and maintain grassroots events that build communities up.
- To foster economic development opportunities and community resources for South District businesses.

"It is so important to continue bringing existing resources, established businesses, nonprofits, the city and county, along with

residents throughout the Iowa City area together to build lasting traditions that elevate us all," Jordan said.

OVERCOMING CHALLENGES

In addition to layers of discrimination, a common challenge cited by minority-owned businesses starting up is getting their name out there.

"It's getting my name out there to different cultures," said Chevette Young, owner of Chevette Candles in Iowa City. "Knowing that it's different people that will like my stuff, not just the African American people I am normally selling

candles to — it's really different."

After working as a certified nursing assistant for 25 years, she started the business on the side. After social media helped grow it two years ago, she expanded beyond candles to body butters, scrubs and more.

She returns after seeing significant returns at last year's market.

Others vendors new to the market this year started before social media was a thing. Steve Brown, owner of East 2 West in Cedar Rapids, had a lot more leg work when he started 20 years ago.

"Being a minority, nobody knew me being

that I wasn't from Iowa," he said. "I had to explain who I was, the merchandise I was selling — it was difficult."

A native of New York City, he found a niche in Cedar Rapids for his line of urban clothing styles sourced from New York and Chicago. Now, he has found the opportunity to expand into a new market with Iowa City.

"As long as they continue doing this, they can count us in," he said.

For others new to owning a business, the market has been a source of community.

"It can be hard without these opportunities to get your name out there," said Marissa

Good, owner of Goods by Marissa Good, a clay jewelry shop. "They really do want to help businesses and give them all the resources they're able to."

For the University of Iowa senior, the market has helped her expand her reach beyond Etsy, which can see slow sales at times. With the expansion, it's allowed her to consider her potential as an entrepreneur.

But in helping businesses old and new, the weekly market brings an added benefit to shoppers as well: access to new cultures and the strengths that diversity brings to a city. The name of the market came

not from what the founders wanted to achieve, but from what the South District already had with its residents and business owners.

As the market continues, they hope its growth will, too.

"This is important to them so they are seen," Lard said. "Most of (last year's) market vendors have grown from having a stand to having brick and mortar. This market gave them the push they needed to know they are capable of doing that, that they no longer needed to doubt themselves."

Comments: (319) 398-8340; elijah.decious@thegazette.com

Sharing Faith

Our religious communities welcome you!

Assembly of God

RADIANT CHURCH
Sunday Service
10:00 AM
radiantchurch.live
 3233 Blairs Ferry Rd. NE, Cedar Rapids 393-6353

Catholic

St. Patrick Catholic Church
 500 1st Ave. NW, Cedar Rapids
www.stpatrickscr.org
Mass Times
 Saturday 4pm
 Sunday 8am, 10am, & Noon
Eucharistic Adoration
 Seven Days a Week 9am-9pm
Come and spend an hour with our Lord

Christian Science

First Church of Christ, Scientist
 640 Blairs Ferry Rd. NE • 393-1207
 Sunday Service • 10:30am
 Sunday School • 10:30am
 Wednesday Service • 12 Noon
www.cschurchcedarrapids.com

Lutheran

Bethany LUTHERAN CHURCH
Living and Sharing God's Love
8:30 a.m. Traditional Worship
9:45 a.m. Education Hour
11:00 a.m. Contemporary Worship
 2202 Forest Dr. SE • 364-6026
lcmcs.org • bethanycr.org

First Lutheran
 1000 Third Ave SE Cedar Rapids, IA
5 p.m. Saturday
9 & 11 a.m. Sunday
 in-person or live online
firstlutheran.org
discover more: together

King of Kings LUTHERAN CHURCH
 3275 N. Center Point Rd (in Robins)
SUNDAY 8:00AM-10:45AM
 Education hour for all ages Christian education 9:30am
 393-2438 • www.kingofkingscr.org • LCMCS

St. Paul's Lutheran Church (M)
 915 27th St., Marion 319-377-4687
www.mystpauls.org
SUNDAY CHURCH WORSHIP, 8AM & 10:30AM.
9:15AM. SUNDAY SCHOOL/BIBLE STUDY

St. Stephen's Lutheran Church - ELCA
 610 31st St SE, Cedar Rapids
 You can join us every Sunday for two services.
 8:00 a.m. in-person
 Between the two services there will be an education hour
 10:30 a.m. on Facebook Live, YouTube, or in-person.
 To Know, Live, and Share Christ.
 Check out our website for more information: ssluth.com

Non-Denominational

River of Life CHURCH
We Worship, We Connect, We Contribute
 3801 Blairs Ferry Rd NE | (319) 393-3709
www.riveroflife.org
 Sunday Worship: 10:00 am
 Weekly small groups

ANTIOCH CHURCH
 Visitors & Newcomers Welcome!
 Marion Campus & Online Services
 433 Cross Road, Marion
 Sat. 6PM & Sun. 8:30, 10, & 11:30AM
 Stoney Point Campus
 300 Stoney Point Rd SW, Cedar Rapids
 Sun. 8:30AM & 10AM
lifeisforliving.org • 377-3410

Presbyterian

1st Pres
 In-person service
10:00am
 Or join us online
fpcpr.org
Pastor Heather Hayes
 FIRST PRESBYTERIAN CHURCH
 310 5th Street SE, Cedar Rapids

Westminster Presbyterian
 1285 Third Avenue SE
 366-7185
Sunday
 In person worship 10am
 live streaming on YouTube.

Religious Society of Friends

Whittier Friends Meeting
 Unprogrammed Quaker Worship
 Sundays 10:30 a.m.
 Silent Meeting
 All Welcome
 County Home & Whittier Rd., Springfield
 393-2508 / 563-590-4294

Seventh-Day Adventist

Turning the hearts of the fathers to their children, and the hearts of the children to their fathers.
Home Page
 Malachi 4:6
 1260 29th St. • Marion, IA
 Saturdays - 2:00 p.m.
 (319) 361-8630 • hpindahouse.org

United Church of Christ

FIRST CONGREGATIONAL
 "A Community of Faith, Learning and Service"
Sunday Worship
10:00am
 361 17th St. SE • 362-1926
 Rev. Melanie Van Weelden • www.fcccr.org
 An Open and Affirming Congregation

United Methodist

Lovely Lane
 United Methodist Church
 2424 42nd St. NE - Cedar Rapids - 393-6674
Summer Worship, 9:30 am
YouTube Worship, 9:30 am
www.lovelylane.org
Let's Find Hope Together!

ST. PAUL'S UNITED METHODIST CHURCH
 9:00 & 11:15 am | Worship (English)
 1:00 pm | Worship (African Nationals)
 1340 3rd Avenue SE | Cedar Rapids
 319.363.2058 • stpaulsumc.org
 Like us on Facebook • [stpaulsumc](https://www.facebook.com/stpaulsumc)
[youtube.com/c/StPaulsUMCCR](https://www.youtube.com/c/StPaulsUMCCR)

Please check with your religious community before attending a social gathering. For all of your Worship and Church Event advertising needs contact Joann Dodson at 319-398-8237

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 6/15/2022
Subject: **May 2022** Financial Report

May Monthly Analysis:

Library Operations 151XXX: Here are items, concerns, and highlights that you should be aware of, or that need addressed:

- When reviewing budget to actual, we assume 1/12 of the expenditure budget is spent per month; likewise that 1/12 of revenue will be received per month. If we assume this, that means thru May actual revenue should be at least **11/12 or 91.7%** of budget and actual expenses should be no more than **11/12 or 91.7%**.
- Actual revenues are expected to meet or exceed budgeted amounts.
 - **Total actual revenue (less Flood insurance transfer in) is 89% or \$664K of budgeted \$730K.**
 - If we are short revenues at yearend, unspent expenditure budget cover.
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
 - **Total actual expenditures are 89% or \$6.3M of \$7.1M budgeted.** *Right on track with budget.*
 - Personal Services is tracking at **86%** or **\$4.66M** of **\$5.42M** budget.
 - Refresh savings of \$92K reduced budget for FY22.
 - Discretionary is overspent thru May. Total incurred is **\$791K** of **\$633K** budget or **125%**.
 - Unspent other costa can cover coverage.
 - Rent of Land & Buildings has incurred 12 months of Lease & Cam (\$16,387.67) for Ladd library for total FY cost of \$196,652.04.
 - Electricity right on budget thru May. 85% spent or \$162K of \$188.8K budget. June is currently very warm, so we anticipate higher cost to finish out the year. Unspent other can cover. Budget increase approved for next year.
 - Natural Gas is overspent thru May at 140% or \$6.3K of \$4.5K budgeted, will not spend much more now that weather is warmer.

CIP:

316 – 88% or \$440K spent of \$500K budget on circulation material.

Special Revenue:

7010 – 84% or \$186K of budgeted revenues \$220K have been received and 21% or \$121K of budgeted expenses \$663K has been spent.

- Budgeted \$463K use of fund balance in FY22, current use of fund balance is necessary to cover \$23K. However AARPA funds should be received for \$25K to cover the chromebook purchase.

7020 – 100% or \$25K of budgeted expenses have been spent. Current fund balance is just over \$25K. This balance is budgeted to be spent in FY 2023.

Also included as an action item for July is the Library's print/copy solutions contract.

A RFP was released in May to allow a move to print management services and install new public print/copy solutions for both locations. A contract will allow the library to reduce hardware costs including

purchases and repairs and staff oversight as well as downtime in case of issues. In addition, current technology is aging and forces patrons and staff to use multiple machines for different purposes. A committee reviewed the proposals and scored them based on several factors including hardware and features, service response, company qualifications, and price. Based on the criteria and scoring, the committee chose to move forward with Access Systems. The advantages of this contract are:

- Leased equipment during contract, replacing our aging equipment.
- Down equipment must be repaired within two days, or replaced with a loaner until the unit is repaired. Currently, we either have to fix or replace ourselves.
- Management of toner and auto-ordering by the contractor instead of managing internally.
- Management of the print volumes by the contractor.
- At the end of the contract, we can re-negotiate or go out for bid again. At that time, hardware will be updated.

With the contract, we will get new public printing equipment, which is ADA compatible and supports at least 20 languages. In addition, we can consolidate printing, copying, and faxing, allowing patrons and staff to use one machine instead of multiple machines for their needs.

Over five years, the lease price is \$33,300 or \$555 a month. While the lease price of this contract does not hit our threshold of \$50,000 that requires a board vote, the contract includes a pay per print structure. Based on estimates from our average monthly print volume pre-pandemic, we estimate the cost is \$56,777.18 over the five years. We are asking the board to approve the five-year contract now with the understanding that the total payment over the life of the contract is likely to exceed \$50,000.

City of Cedar Rapids
 151 Library
 2022-05-31

Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Revenue						
Taxes						
Total Taxes		-	-	-	-	0%
Intergovernmental Grants						
Federal Operating	421001	14,728.46	-	16,330.00	16,330.00	0%
State Operating	422001	97,473.90	120,616.60	112,069.27	(8,547.33)	93%
Local Govt Grants	423000	115,359.74	130,000.00	113,859.45	(16,140.55)	88%
Total Intergovernmental Grants		227,562.10	250,616.60	242,258.72	(8,357.88)	97%
Other Revenues						
Printing & Duplicating of Form	431006	1,637.00	25,000.00	4,780.10	(20,219.90)	19%
Admin Charges - External	431012	335,993.00	330,000.00	328,332.94	(1,667.06)	99%
Library User Fees - Not Fines	431201	-	600.00	9,491.77	8,891.77	1582%
Vending Sales	431301	31.56	-	62.49	62.49	0%
Library Fines	441001	7,338.22	-	-	-	0%
Other Fines & Forfeits	441002	-	-	-	-	0%
Building Rental	461001	9,215.20	43,455.00	32,915.20	(10,539.80)	76%
Contributions & Donations	471002	54,417.29	70,000.00	31,175.00	(38,825.00)	45%
Sale of Inventory	471003	749.00	7,000.00	1,403.20	(5,596.80)	20%
Other Miscellaneous Revenue	471005	307.20	3,500.00	0.01	(3,499.99)	0%
Total Other Revenues		409,688.47	479,555.00	408,160.71	(71,394.29)	85%
Proceeds of LT Liabilities						
Total Proceeds of LT Liabilities		-	-	-	-	0%
Transfers In						
Operating Transfer In - Inter	483001	14,000.00	14,000.00	14,000.00	-	100%
Operating Transfer In - Intra	483002	3,277,649.23	-	-	-	0%

City of Cedar Rapids
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Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Total Transfers In		3,291,649.23	14,000.00	14,000.00	-	100%
Total Revenue		3,928,899.80	744,171.60	664,419.43	(79,752.17)	89%
Expenditures						
Personal Services						
Regular Employees	511100	3,255,371.34	3,899,390.00	3,411,583.30	487,806.70	87%
Temporary/Seasonal Employees	511200	-	31,803.20	-	31,803.20	0%
Overtime	511300	3,349.41	114,773.40	74,531.82	40,241.58	65%
Other Special Pays	511400	30,621.97	18,894.00	41,281.54	(22,387.54)	218%
Group Insurance	512100	397,565.80	503,982.00	414,370.42	89,611.58	82%
Social Security Contributions	512200	243,633.47	317,122.00	261,516.81	55,605.19	82%
Retirement Contribution	512300	308,275.62	392,024.00	329,450.73	62,573.27	84%
Unemployment Compensation	512400	3,338.74	-	-	-	0%
Workers' Compensation	512500	128,102.14	143,639.00	121,706.65	21,932.35	85%
Other Employee Benefits	512600	7,289.32	6,365.76	7,584.98	(1,219.22)	119%
Total Personal Services		4,377,547.81	5,427,993.36	4,662,026.25	765,967.11	86%
Discretionary Expenses						
Advertising & Marketing	521100	17,714.72	25,000.00	23,101.55	1,898.45	92%
Consulting & Technical Service	521104	3,990.00	-	53,124.93	(53,124.93)	0%
External Contracted Labor	521105	63,721.33	63,000.00	82,261.73	(19,261.73)	131%
Health Services	521106	327.45	-	345.15	(345.15)	0%
Other Professional Services	521108	197.00	5,250.00	3,063.00	2,187.00	58%
External Banking/Financial Fee	521109	14,400.01	17,700.00	11,718.96	5,981.04	66%
Security Services	521110	-	10,000.00	-	10,000.00	0%
Computer Hardware	522100	26,401.36	35,000.00	40,142.34	(5,142.34)	115%
Computer Software Maintenance	522101	197,292.33	175,220.00	198,999.58	(23,779.58)	114%
IT Services - External	522102	79,775.28	20,500.00	65,716.77	(45,216.77)	321%

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Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Building & Grounds Services	522104	20,850.25	-	3,937.11	(3,937.11)	0%
Equip/Furniture/Fixtures Serv	522105	13,971.22	9,000.00	-	9,000.00	0%
Phone Services	523107	28,027.94	26,500.00	27,837.15	(1,337.15)	105%
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%
Printing, Binding, & Duplicate	525102	7,104.21	15,500.00	9,129.74	6,370.26	59%
Awards & Recognition	531102	163.16	500.00	2.35	497.65	0%
Books & Subscriptions	531103	150,330.64	109,171.80	110,546.67	(1,374.87)	101%
Cleaning & Janitorial Supplies	531105	1,234.28	1,250.00	457.89	792.11	37%
Computer Supplies	531106	1,840.26	5,000.00	6,523.03	(1,523.03)	130%
Equipment/Furniture/Fixtures	531109	4,733.90	11,500.00	48,583.07	(37,083.07)	422%
Photography Supplies	531110	-	500.00	-	500.00	0%
Miscellaneous Supplies	531114	188.35	2,000.00	685.09	1,314.91	34%
Office Supplies	531116	11,148.41	15,320.00	19,387.94	(4,067.94)	127%
Paint Supplies	531117	-	-	106.56	(106.56)	0%
Program Supplies	531118	15,623.09	37,000.00	29,069.34	7,930.66	79%
Shop Supplies	531119	12.10	250.00	78.84	171.16	32%
Sign & Signal Supplies	531120	272.66	-	235.13	(235.13)	0%
Uniforms	531123	-	694.00	931.00	(237.00)	134%
Personal Protective Gear	531124	1,928.56	-	6,240.61	(6,240.61)	0%
Building & Grounds Supplies	533100	48.40	1,748.15	10,974.42	(9,226.27)	628%
Equip/Furniture/Fixtures Parts	533101	243.46	-	488.77	(488.77)	0%
Conferences, Training, Travel	542102	1,733.00	14,747.29	22,553.85	(7,806.56)	153%
Dues & Memberships	542103	7,636.69	10,000.00	8,692.55	1,307.45	87%
Licensing Fees	542106	60.00	-	30.00	(30.00)	0%
Miscellaneous Costs	542107	-	-	-	-	0%
Postage & Freight	542108	4,644.76	17,500.00	6,484.10	11,015.90	37%
Mileage Reimbursement	542111	6.90	3,000.00	379.48	2,620.52	13%
Admin Charges - Inter Departments	521114	-	-	-	-	0%
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%

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Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
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		675,621.72	633,351.24	791,828.70	(158,477.46)	125%
Other Expenses						
City Accounting Services	521113	66,917.62	75,000.00	68,750.00	6,250.00	92%
City Information Tech Services	522109	8,472.42	9,242.64	8,472.42	770.22	92%
Electricity	523100	156,931.75	188,800.00	162,478.83	26,321.17	86%
Natural Gas	523103	2,963.15	4,500.00	6,289.75	(1,789.75)	140%
Rental of Land & Buildings	524100	230,110.79	245,000.00	230,947.03	14,052.97	94%
Liability Insurance	525104	21,444.50	31,315.00	30,890.83	424.17	99%
Property Insurance	525107	48,136.99	88,821.00	81,419.25	7,401.75	92%
Vehicle Insurance	525108	550.00	1,746.00	1,600.50	145.50	92%
Gasoline Fuel	532101	59.49	498.58	93.81	404.77	19%
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%
City Inter Department Charges	521114	-	-	-	-	0%
Facility Services (Routine)	522107	184,437.06	311,558.07	223,889.16	87,668.91	72%
Fleet Services (Routine)	522108	749.57	250.00	309.60	(59.60)	124%
Total Other Expenses		720,773.34	956,731.29	815,141.18	141,590.11	85%
Capital Outlay						
Vehicles, Equipment, Software	554000	-	48,452.71	30,013.66	18,439.05	62%
Total Capital Outlay		-	48,452.71	30,013.66	18,439.05	62%
Debt Service						
Total Debt Service		-	-	-	-	0%

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Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Transfers Out						
Total Transfers Out		-	-	-	-	0%
Total Expenditures		5,773,942.87	7,066,528.60	6,299,009.79	767,518.81	89%
Net Revenues over/(under) Expenditures		(1,845,043.07)	(6,322,357.00)	(5,634,590.36)	687,766.64	



COST PER IMAGE AGREEMENT

AGREEMENT NO.: **1777291**

CUSTOMER ("YOU" OR "YOUR")

FULL LEGAL NAME: **Cedar Rapids Public Library** FEDERAL TAX ID #:

ADDRESS: **450 5th Ave SE Cedar Rapids, IA 52401-1904**

EQUIPMENT AND PAYMENT TERMS SEE ATTACHED SCHEDULE

TYPE, MAKE, MODEL NUMBER AND SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
**See attached Group Billing Schedule	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)							

EQUIPMENT LOCATION: **As Stated Above** METER FREQUENCY: **Quarterly**

TERM IN MONTHS: **60** MONTHLY BASE PAYMENT AMOUNT*: **\$555.00** (*PLUS TAX)

SECURITY DEPOSIT:

ADDITIONAL SERVICE OPTIONS

By initialing where indicated below, you elect to include the indicated service option(s) for the additional monthly fee of \$5.00 per device per service option.

Secure Data Protection Customer's Initials to Elect: _____
 If you do not initial to elect this service, you acknowledge you assume full responsibility for performing all end of lease device data disposal procedures to remove confidential information. Data disposal procedures may be required for your compliance with applicable industry standards and state and federal laws and regulations.

Connectivity Assurance Customer's Initials to Elect: _____
 Includes remote connectivity assistance to allow for networked device functionality. If you do not initial to elect this service, you acknowledge that any connectivity work we provide will be billable at our hourly rate.

CONTRACT

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

CUSTOMER'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

(As Stated Above) X

CUSTOMER SIGNATURE PRINT NAME & TITLE DATE

OWNER ("WE", "US", "OUR")

Access Systems, Inc.

OWNER SIGNATURE PRINT NAME & TITLE DATE

955 SE Olson Dr Waukee, IA 50263-8455

ADDITIONAL TERMS AND CONDITIONS

1. AGREEMENT. You want us to now provide you the equipment and/or software referenced herein, together with all replacements, parts, repairs, additions and accessions incorporated therein or attached thereto, excluding equipment marked as not financed under this Agreement ("Equipment") and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement is binding upon our acceptance hereof and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. We may charge you a one-time origination fee of \$99.00. If any amount payable to us is not paid when due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less. Any security deposit will be commingled with our assets, will not earn interest, and will be returned at the end of the term, provided you are not in default. The base payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and/or (3) to comply with the tax laws of the state in which the Equipment is located. We generally do not allow you to pay via credit card, however, if we do accept a credit card payment, you agree to pay our then current surcharge. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. You agree that if you substitute or replace any item of Equipment due to product availability, repair or maintenance issues, that each such substitute item of equipment shall thereby become subject to this Agreement, and be an item of Equipment hereunder, without the need for the parties to sign an amendment hereto.

2. NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU AGREE THAT YOU ARE UNCONDITIONALLY OBLIGATED TO PAY ALL AMOUNTS DUE UNDER THIS AGREEMENT FOR THE ENTIRE TERM. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON.

3. IMAGE CHARGES AND OVERRAGES. You are entitled to make the total number of images shown under Image Allowance (or Total Consolidated Image Allowance, if applicable) each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Per Image Charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree, upon commencement of this Agreement, to install our electronic meter collection agent ("MCA") on your network to remotely monitor the status and usage of Equipment to allow us to most cost effectively perform the services under this Agreement. If you don't install and maintain the MCA on your network, we may require you to pay us a fee of up to \$10 per month per imaging device connected to that network. For all non-networked devices (and for networked devices if the MCA is not installed), you agree to provide us with the actual meter readings for the device as and when requested by us. We may estimate the number of images made on a device if such meter readings are not received within five days after our request and we may require you to pay, in addition to the above \$10 fee (if applicable), a usage estimation fee of \$5 per device for each such occurrence. You also agree to make the usage payments called for hereunder based on our image estimate, subject to those amounts being adjusted or credited on the next invoice after we receive an actual meter reading (and subject to the Baseline Usage calculation that follows). You agree that our pricing, as reflected in this Agreement, for the services, supplies and maintenance we provide you, is premised on your continued and relatively consistent use of the Equipment under the terms of this Agreement for the full minimum term of the Agreement. The average actual monthly number of images (black and white and, separately, color) that you make using the Equipment during the first twelve months of the term of this Agreement shall be your "Baseline Usage Levels" hereunder. If the actual images you make using the Equipment in any month following the first twelve months of the term of this Agreement are less than fifty percent (50%) of your applicable Baseline Usage Level(s), then we may charge you for each such month, after the first twelve months of the term of this Agreement, as though your actual image usage levels for each such month was ninety percent (90%) of your Baseline Usage Level(s). You agree that the Base Payment Amount and the Excess Per Image Charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Per Image Charges (and, at our election, the Base Payment Amount and Excess Per Image Charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 10% of the then existing payment or charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

4. EQUIPMENT USE. You will keep the Equipment in good working order, free and clear of all liens and claims, use it for business purposes only and not modify or move it from its initial location without our consent. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment. We will have the right, at any reasonable time, to inspect the Equipment and any documents relating to its use, maintenance and repair.

5. SERVICES/SUPPLIES. If we have entered into a separate arrangement with you for maintenance, service, supplies, etc. with respect to the Equipment, payments under this Agreement may include amounts owed under that arrangement, which amounts may be invoiced as one payment for your convenience. MICR supplies are not included and will be billed separately. You agree that you will look solely to us for performance under any such arrangement and for the delivery of any applicable supplies. You may request excess supplies beyond what we determine as necessary under this Agreement and we may provide you such at an additional charge. If your use of supplies exceeds the manufacturer's published yield by more than 10%, we may notify you of such excess usage. If such excess usage does not cease within 30 days after such notice, we may charge you for such excess usage. We may charge you a monthly fee per device not to exceed \$5.00 per device, to cover our costs of standard shipping and handling supplies. Standard shipping typically allows for delivery in no more than three business days. Expedited shipping options are available at an additional cost to you. In addition, if you elect, we may charge you a monthly fee per device ("Connectivity Assurance") for providing remote connectivity troubleshooting throughout the term of the Agreement. The services will be limited to remote technical assistance only and shall not include any related necessary hardware or software costs. If we identify the connectivity problem relates to an IT issue that is outside of our control such as a network setting or IT hardware issue, we will work with your IT department to communicate the necessary information. As an alternative to your IT department, our IT technicians may be able to assist you if provided the necessary access rights but any such work will be billable at our hourly rates. Service calls will be performed during normal business hours of Monday through Friday 8:00 a.m. to 5:00 p.m. except holidays. A separate written agreement must be executed if you may require service calls outside of normal business hours. In the absence of a written agreement and in the instance we are able to perform service calls outside of normal business hours, you agree to pay additional charges at our overtime rates.

6. SOFTWARE/DATA. Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software, license renewal fees, or the obligations of you or the licensor under any license agreement. Any software that is included in the equipment purchased shall be subject to and Customer agrees to abide by the terms of the software license issued in connection with the use of such software. Any annual software license renewals and associated labor for renewals or upgrades or labor for troubleshooting software are not included and will be billed separately unless otherwise stated. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason; provided, however, you may elect to pay a monthly fee per device to have us provide you this service ("Secure Data Protection").

7. LIMITATION OF WARRANTIES. EXCEPT TO THE EXTENT THAT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU MAY CONTACT US OR THE MANUFACTURER FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.

8. ASSIGNMENT. You may not sell, assign, or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement and our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else.

9. LOSS OR DAMAGE. You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

10. INSURANCE. You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as lender's loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to either (A) secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium and an insurance fee, which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance; or (B) charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. NOTHING IN THIS SECTION WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 2% per annum.

11. TAXES. We own the Equipment. You will pay when due, either directly or by reimbursing us, all taxes and fees (including personal property tax) relating to the Equipment and this Agreement. If we pay any taxes or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. Sales or use tax due upfront will be payable over the term with a finance charge. You hereby grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, to be released at the end of the term provided you have performed all of your obligations under this Agreement.

12. END OF TERM. At the end of the term of this Agreement (or any renewal term) (the "End Date"), this Agreement will renew for an additional one-year period under the same terms unless a) you provide us written notice, at least 60 days prior to the End Date, of your intent to return the Equipment, and b) you timely return the Equipment to the location designated by us, at your expense. If the returned Equipment is not immediately available for use by another without need of repair, you will reimburse us for all repair costs. You cannot pay off this Agreement or return the Equipment prior to the End Date without our consent. If we consent, we may charge you, in addition to other amounts owed, an early termination fee equal to 5% of the price of the Equipment.

13. DEFAULT AND REMEDIES. You will be in default if: (a) you do not pay any payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can terminate this Agreement and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, both discounted at 2% per annum. We may also use all other legal remedies available to us, including disabling or repossessing the Equipment and requiring you to immediately stop using any financed software. You agree to pay all our costs and expenses, including reasonable attorney fees and repossession costs, incurred in enforcing this Agreement. You also agree to pay interest on all past due amounts, from the due date, at 1.5% per month. Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.

14. UCC. If we assign rights in this Agreement for financing purposes, you agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

15. MISCELLANEOUS. This Agreement is the entire agreement between you and us relating to our providing and your use of the Equipment and supersedes any prior representations or agreements, including any purchase orders. Amounts payable under this Agreement may include a profit to us. Within 30 days after our request, you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. The parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually signed signature; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually. If a court finds any provision of this Agreement unenforceable, the remaining terms of this Agreement shall remain in effect. You authorize us to either insert or correct your proper legal name, the Agreement number, serial numbers, model numbers, beginning date, and signature date, and acknowledge that if we filled in any blanks above, we did so on your behalf. All other modifications to the Agreement must be in writing signed by each party.



GROUP BILLING SCHEDULE

AGREEMENT NO.: 1777291

This Group Billing Schedule (hereafter "Schedule") is hereby made a part of that certain agreement by and between Cedar Rapids Public Library ("Customer") and Access Systems, Inc. ("Lessor"), which Agreement is identified in Lessor's records as the Agreement No. stated above ("Agreement"). The Excess Per Image Charges under the Agreement shall be determined under this Schedule. If there is any provision in this Schedule which conflicts with a provision in the Agreement, the provision in this Schedule shall govern.

GROUP NAME

METER GROUP 1

TYPE, MAKE, MODEL NUMBER, AND SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
7 – Sharp MX-3571	<input type="checkbox"/>						
	<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)				0	0	\$0.0039	\$0.0380

EQUIPMENT LOCATION: As Stated Above METER FREQUENCY: **Quarterly**

GROUP NAME

METER GROUP 2

TYPE, MAKE, MODEL NUMBER, AND SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	BEGINNING METER READING		MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
		B&W	COLOR	B&W	COLOR	B&W	COLOR
2 – Sharp MX-C304WH	<input type="checkbox"/>						
HP LJ 4250 CNRXK16792	<input checked="" type="checkbox"/>						
HP CLJ M551dn CNGS371133	<input checked="" type="checkbox"/>						
HP LJ M601dn CNCCF5F18K	<input checked="" type="checkbox"/>						
HP LJ M601dn CNB1B16809	<input checked="" type="checkbox"/>						
HP LJ M601dn VNG3R11855	<input checked="" type="checkbox"/>						
HP LJ M601dn VNG3R11863	<input checked="" type="checkbox"/>						
HP LJ M401n VNB4J26608	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11781	<input checked="" type="checkbox"/>						
HP LJ M401n JPB DY05586	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3R11865	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3R11858	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11789	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11776	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11782	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11786	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3R11866	<input checked="" type="checkbox"/>						
HP LJ M401n VNG3F11788	<input checked="" type="checkbox"/>						
HP LJ M401n PHGDC10052	<input checked="" type="checkbox"/>						
HP LJ M401n VND3C14890	<input checked="" type="checkbox"/>						
HP LJ M401n VND3C23437	<input checked="" type="checkbox"/>						
HP LJ M401n	<input checked="" type="checkbox"/>						
	<input type="checkbox"/>						
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)				0	0	\$0.0089	\$0.0530

EQUIPMENT LOCATION: As Stated Above METER FREQUENCY: **Quarterly**

VERIFICATION

The undersigned acknowledges having received a copy of this Schedule. A copy of this document containing your original or facsimile signature, or other indication of your intent to agree to the terms set forth herein, shall be enforceable for all purposes.

(As Stated Above) X

CUSTOMER SIGNATURE PRINT NAME & TITLE DATE

Amendment

This Amendment amends that certain agreement by and between Access Systems, Inc. ("Owner") and Cedar Rapids Public Library ("Customer") which agreement is identified in the Owner's internal books and records as Agreement No. 1777291 (the "Agreement"). All capitalized terms used in this Amendment, which are not otherwise defined herein, shall have the meanings given to such terms in the Agreement. Owner and Customer have mutually agreed that the following modifications be made to the Agreement.

1. The sentence in the section entitled "**IMAGE CHARGES AND OVERAGES**" which reads "After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Per Image Charges (and, at our election, the Base Payment Amount and Excess Per Image Charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 10% of the then existing payment or charge," is hereby deleted in its entirety and replaced with the following:

"After the end of the fifth year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Per Image Charges (and, at our election, the Base Payment Amount and Excess Per Image Charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 10 % of the then existing payment or charge."

Except as specifically modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. If, and to the extent there is a conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control. A copy of this document containing your original or facsimile signature or other indication of your intent to agree to the terms set forth herein shall be enforceable for all purposes. This Amendment is not binding until accepted by Owner.

Access Systems, Inc.

Owner

By:

Signature

Print Name & Title

Date Accepted:

Cedar Rapids Public Library

Customer

By: **X**

Signature

Print Name & Title

Date:

Amendment

This Amendment amends that certain agreement by and between Access Systems, Inc. ("Owner") and Cedar Rapids Public Library ("Customer") which agreement is identified in the Owner's internal books and records as Agreement No. 1777291 (the "Agreement"). All capitalized terms used in this Amendment, which are not otherwise defined herein, shall have the meanings given to such terms in the Agreement. Owner and Customer have mutually agreed that the following modifications be made to the Agreement.

1. The following sentence is hereby deleted from section 5 entitled "SERVICES/SUPPLIES":

"We may charge you a monthly fee per device not to exceed \$5.00 per device, to cover our costs of shipping and handling supplies."

Except as specifically modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. If, and to the extent there is a conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control. A copy of this document containing your original or facsimile signature or other indication of your intent to agree to the terms set forth herein shall be enforceable for all purposes. This Amendment is not binding until accepted by Owner.

Access Systems, Inc.

Owner

By:

Signature

Print Name & Title

Date Accepted:

Cedar Rapids Public Library

Customer

By: **X**

Signature

Print Name & Title

Date:

Amendment

This Amendment amends that certain agreement by and between Access Systems, Inc. ("Owner") and Cedar Rapids Public Library ("Customer") which agreement is identified in the Owner's internal books and records as Agreement No. 1777291 (the "Agreement"). All capitalized terms used in this Amendment, which are not otherwise defined herein, shall have the meanings given to such terms in the Agreement. Owner and Customer have mutually agreed that the following modifications be made to the Agreement.

1. The following sentence is hereby added to the section entitled "Secure Data Protection":

"Secure Data Protection has been elected for the additional monthly fee of \$0.00 per device for the initial term identified on the face of this Agreement. After the initial term, the additional monthly fee shall be \$5.00 per device."

Except as specifically modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. If, and to the extent there is a conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control. A copy of this document containing your original or facsimile signature or other indication of your intent to agree to the terms set forth herein shall be enforceable for all purposes. This Amendment is not binding until accepted by Owner.

Access Systems, Inc.

Owner

By:

Signature

Print Name & Title

Date Accepted:

Cedar Rapids Public Library

Customer

By: **X**

Signature

Print Name & Title

Date:

Amendment

This Amendment amends that certain agreement by and between Access Systems, Inc. ("Owner") and Cedar Rapids Public Library ("Customer") which agreement is identified in the Owner's internal books and records as Agreement No. 1777291 (the "Agreement"). All capitalized terms used in this Amendment, which are not otherwise defined herein, shall have the meanings given to such terms in the Agreement. Owner and Customer have mutually agreed that the following modifications be made to the Agreement.

1. The following sentence in section 1 entitled "**AGREEMENT**" is hereby deleted in its entirety:

"We may charge you a one-time origination fee of \$99.00."

Except as specifically modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. If, and to the extent there is a conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall control. A copy of this document containing your original or facsimile signature or other indication of your intent to agree to the terms set forth herein shall be enforceable for all purposes. This Amendment is not binding until accepted by Owner.

Access Systems, Inc.

Owner

Cedar Rapids Public Library

Customer

By:

Signature

By: **X**

Signature

Print Name & Title

Print Name & Title

Date Accepted:

Date:



Customer Equipment Pickup Authorization Form ("EPAF")

Customer Name				Customer Number				EPAF Number			
Cedar Rapids Public Library				CR21				740234			
Address				Date				Agreement Number(s)			
450 5th Ave SE								1332456-000			
City		State		Zip		Email					
Cedar Rapids		IA		52401-1904		dugganp@crlibrary.org					
Contact Name				Phone							
Patrick Duggan				(319) 398-5123							

Equipment Address	City	State	Zip	ID #	Make	Model	Serial Number	Dept/Location	Pick up (Y/N)	Return Location
450 5th Ave SE	Cedar Rapids	IA	52401	38822	Sharp	MX-2616N	75124817		Y	Upgrade
450 5th Ave SE	Cedar Rapids	IA	52401	N/A	Toshiba	E-Studio 2040C	SCJE231451		Y	W
450 5th Ave SE	Cedar Rapids	IA	52401	N/A	Toshiba	E-Studio 2040C	SCJD337581		Y	W
450 5th Ave SE	Cedar Rapids	IA	52401	N/A	Toshiba	E-Studio 206L	SC2EC39093		Y	W
450 5th Ave SE	Cedar Rapids	IA	52401	N/A	Toshiba	E-Studio 206L	SC2EC39078		Y	W
3750 Williams Blvd SW	Cedar Rapids	IA	52401	N/A	Toshiba	E-Studio 206L	SC2J264268		Y	W

Return Location Comments: _____

Additional Service Offering - Secure Data Protection / Data Disposal Procedures	
<p>By initialling here you agree to allow Access Systems to provide the one-time service of removing any confidential data/images stored on the above equipment at no charge. Access Systems agrees to return the removed harddrives to the Customer.</p>	
Customer's Initials to Elect	_____

Access Systems may be picking up the above equipment which was previously leased to you by us. In such circumstances, the economics of any related agreement for us to provide you new equipment assumes you will pay all invoices billed to you prior to the delivery of the new equipment. Thus, please timely remit payment on all invoices which have a bill date prior to our delivery of the new equipment.

By signing below, you authorize Access Systems to remove the Equipment listed above and you agree to release Access Systems from any liability relating to this Equipment, including, but not limited to, any obligations to third parties such as lease or maintenance agreements. Furthermore, if you fail to provide your signature below, you acknowledge that your receipt of this form serves as your authorization and acceptance of the terms herein unless you otherwise expressly provide written notification to EquipmentDetails@AccessSystems.com within seven calendar days of your receipt of this form.

Signature: _____	Date: _____
Printed Name: _____	Title: _____

Acknowledgement Signature - To Be Completed Upon Pick-up of Equipment	
Signature: _____	Date: _____
Printed Name: _____	Title: _____

NON-APPROPRIATION ADDENDUM

This is an addendum ("Addendum") to and part of that certain agreement between Access Systems, Inc. ("we", "us", "our") and Cedar Rapids Public Library ("Governmental Entity", "you", "your"), which agreement is identified in our records as agreement number 1777291 ("Agreement"). All capitalized terms used in this Addendum which are not defined herein shall have the meanings given to such terms in the Agreement.

APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) you are a municipal corporation and political subdivision duly organized and existing under the laws of the state; (b) you have never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease or similar agreement; (c) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (d) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (e) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (f) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (g) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (h) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (i) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (j) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment (subject to the terms of the Agreement) and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least sixty (60) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation. A copy of this document containing your original or facsimile signature, or other indication of your intent to agree to the terms set forth herein, shall be enforceable for all purposes.

The undersigned, as a representative of the Governmental Entity, agrees that this Addendum is made a part of the Agreement.

GOVERNMENTAL ENTITY'S AUTHORIZED SIGNATURE		
(As Stated Above)	X	
	SIGNATURE	PRINT NAME & TITLE
		DATE
OUR SIGNATURE		
Access Systems, Inc.		
	SIGNATURE	PRINT NAME & TITLE
		DATE

Confidentiality of Library Records

It is the policy of the Cedar Rapids Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library.

No individual except authorized library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent.

The library interprets possession of a card or card number as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

Library accounts for which a bill has been sent may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and include Internet and electronic resource search records; reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment or services.

Contact information for community displays and meeting room use- is provided by the user and considered public information.

Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on the library's website, the Internet, and other media.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access.

At no time will the Library Director, who serves as custodian of the records, release protected records except if a request is submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code. ~~Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.~~

Adopted: 09/26/91

Revised: 10/29/92, 12/02/99, 08/05, 11/2015, 6/2019, [7/7/2022](#)

Reviewed: 2013

Unattended Children

The safety of children left alone in a library building is a concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parents and caregivers. It is the policy of the Board of Trustees to require that parents and caregivers take responsibility for and attend children under the age of ten.

The library has the ability to suspend this policy for specific programs and outreach opportunities where library staff accepts a greater responsibility to monitor the safety and well-being of children. This action requires the approval of the Library Director for these limited opportunities.

Adopted: 01/25/90

Revised: 10/07/99, 08/04/05, 09/01/11, 1/31/2014, 7/2/2019

Reviewed: 02/04/2016, 7/7/2022



Director's Report
July 2, 2022

Department Updates

Community Relations has been busy with all the great summer fun happening in the library and beyond this year. Our team continues to design ads and promotions for Summer Dare, encouraging people to keep reading and log their minutes read. We are also planning the fall issue of *OPEN+* magazine. Elizabeth has been busy with outreach and getting out to parks with the programming team as much as possible to share information on Reading into Success. Planning is in full swing for the Community Cultural Expo and Celebration in September.

The Events team kept busy in June starting by supporting the Programming team with the Summer Dare Kickoff and then at various park visits throughout the month. We were also responsible for both Libraries on Election Day and covered the precincts outside of normal operating hours. This will come in handy when we do it again in November. We were also the site for a weeklong performance camp for Playtime Poppy.

This June, we were thrilled to add to our Library team three Summer VISTA AmeriCorps members: Rachel Maly, Olivia Calvin, and Olivia Tobin. The Summer VISTA program provides the Library with grant funded positions with a limited term and a specific focus on literacy. They will serve a 10-week term this June and July. Their efforts will focus on preventing summer learning loss and will center around the Summer Dare and the Summer Dare Everywhere. They are teaming up with our Programming staff to assist at outreach programs at centers, parks, and partner agencies all summer long.

The *Materials* department is excited to add two new information services for patrons for our new fiscal year. The first is PressReader, a collection of over 7,000 newspapers and magazines in over 60 different languages. This service is generously supported by the Foundation. Next is Newspapers.com, a historical newspaper service with international coverage going back hundreds of years. We're excited to offer this expanded access to historical resources for our dedicated local genealogists. This service is integrated with Ancestry.com to really help patrons take advantage of what both services have to offer.

The *Technology Solutions* team is continuing work on updated printing solutions. Patrick Duggan, Erin Horst, Heather Meyer-Boothby, and Jessica Musil evaluated proposals from vendors providing printer and copy machine maintenance. This process is complete and the contract brought to the board. This coincides with ADA updates to the print and copy stations and improved faxing solutions debuting this summer.

Programming. Summer is off to a great start in the Programming Department! Summer Dare has seen more registrations and active readers in June than in all of 2020 or 2021, and more than 3,000 patrons attended programs in our buildings and out at our more than a dozen different outreach locations throughout the city. Patrons visited with the Tech to Go van, made dragons, created resumes and applied for jobs, read stories and sang songs, and got the chance to genuinely reconnect with their library after (for many of them) more than two years away. July is shaping up to be much of the same – seven park visits in partnership with the City's Parks and Recreation department, two Middle School STEM Camps, and our big end of summer celebration on July 30 at the Downtown Library!

Public Service. With the start of the new fiscal year, the team is happy to welcome a Library Navigator position. With the success from the Service Navigator position, we analyzed some needs and received additional funding to add a second position. Ruben Ginger is filling in this capacity, and his position will supplement the Service Navigator.

West Side Project

The Foundation has voted to move forward with purchase of an acreage of land at the corner of Wiley and 20th, walkable from the current location of the Ladd Library and preserving easy access for our patrons living in the very nearby apartment buildings and mobile homes. This location will support the board's ongoing commitment to equity, access, walkability, and place making in alignment with the city's Westdale neighborhood plan. We are thrilled for this big first step in our path to a permanent west side library.

The West Side Committee has chosen to put out a new RFP for architectural services now that there is land to work from. An RFP was issued through the city on July 1 with the intent of contracts by September to align the final scope of work with the completion of the Foundation's fundraising feasibility study in September as well.

Great Stories

We help others with a fast-changing world. We have a Patron named Maggie that is not yet tech savvy with her phone, although she is getting there. She had the issue of running out of phone storage. She was deleting all of her Facebook posts thinking it would free up space on her phone. When I taught her the difference between physical storage on her phone and cloud, or online data storage, I think her heart sank a bit. She had been deleting things off social media to save space on her phone for a while now, she had made some tough decisions to delete sentimental posts. I felt bad and could almost feel her pain! But on the bright side, she now knows and is happy she no longer has to delete her Facebook posts! – Mark Reeves, Public Services Specialist

I make library cards. Every single day, I am one of the many staff, who open up the endless possibilities of library, by welcoming individuals from everywhere, with a little plastic card. I have my own little script memorized, listing the benefits and opportunities that come along with having this little plastic card. Giving someone a library card is like handing over a key to an amazing world where you can choose your own experience, without boundaries. Sometimes that little card leaves my desk and goes into tiny hands, eager to check out Curious George books, and sometime that card goes into the icy hands of a person who has no gloves, no place to stay, but is hoping for a chance to use a computer to search for a job. No matter the reason, everyone can get a library card.

Today, a large group of boys and girls came into the library, for their first visit and to get library cards. I was able to work with the group of girls who stayed close to each other, whispering, and looking around at all there is to see. The woman assisting the group of girls handed me index cards that she had helped them fill out prior to their visit. Most cards were a first and last name, address and phone number. One by one, I would ask the girls to step forward and choose a color of card and they would watch as I put in the information. Most of them didn't know their birthday and so one of the girls stepped forward to try to help translate. Phrama, at her young age, relayed as much information as she could get and we made 11 cards, one for each girl. Phrama told me to make her card last, after everyone else had their own. She spoke with such confidence and poise. She looked so excited and helped everyone pick out their PIN numbers too.

I had asked Sampurna to join me on first floor with hopes she could help me with the language barrier. Sampurna spoke in Hindi to the girls, but told me that the girls speak a different language, more common in Afghanistan and Pakistan. We were able to visit with the leader of the group, who works at Catherine McAuley Center. She told us these girls were refugees who had fled from Afghanistan with their families. They have only been here about three weeks and Catherine McAuley Center is working to get them settled with their families into homes, jobs, and registered for school. These are children who have been forced from their homes, away from grandparents, friends, and relatives. Forced, under threat of death or persecution, away from everything they have ever known, to escape with their lives and little else, to a country they know little about, into a culture that is vastly different. There is such incredible irony in the stories of these beautiful young girls, fleeing a country where girls are not allowed to go to school, who must be covered from head to toe when they are out, who are not allowed to read, forced to submit to such terror. Yet today, they are walking into our library, where this beautiful light and thousands of books surround them, where they can choose any book they want, check it out, and then take it home to read. The magnitude of what that means brings me tears.

Today, every single one of these girls checked out their own book from the Cedar Rapids Public Library. Today every single girl left with her own library card, with her name on it, and the freedom to use it. It was a completely incredible and a powerful thing to witness.

An update: Friday afternoon, one of the girls that I made a card for returned to the library, bringing two of her friends. She came right over and said, "You remember me" and of course I said yes! She said she wanted to bring more friends to get library cards. I made two more cards and there were lots of smiles and excitement. They headed right into the stacks to find their own books. I love it that their experience here was positive and they are bringing friends here now too. – Tricia Semple, Patron Services Specialist

YEAR 1 July 1, 2022-June 30, 2023

Literacy

- Where we support elementary age learning and literacy. **P/M/CR**
 - Embed literacy with summer and out of school time partners.
 - Ensure our spaces have literacy rich environments.
 - Develop and promote supports for parents/caregivers as educators in the home.
 - SUMMER DARE EVERYWHERE

Access

- Where we expand access to technology upholding our guiding principle of equity. **P/M/CR**
 - Partner with CRCSD to infuse technology outside of existing STEM curriculum.
 - Increase access to circulating technology offerings.
 - Hone Maker Room procedures and technology.
- Where we embrace big dreams in our community through investment in a permanent westside facility. **Admin/CR**
 - Align funding feasibility with design
 - Engage community in creating a welcoming, culturally conscious plan

Inclusion

- Where we move from tolerance toward inclusion so that all in our community know we are their library.
 - Refresh Downtown furniture to reinforce welcoming atmosphere.
 - Review procedures and practices to be inclusive of our diverse community.
 - Reinvigorate active service to ensure a welcoming environment. **PS**
 - Evaluating current collection, locations, and usage to make recommendations to future change. **M**

YEAR 2 July 1, 2023-June 30, 2024

Literacy

- Where we reinforce Information Literacy and support community education. **M/Ref Lib/P/CR/PS**
 - Implement staff training options to support information literacy and patron interactions.
 - Utilize existing library platforms to promote educational opportunities.
 - Examine products and trends to address content gaps.

Access

- Where we move from 'everything to everyone' to 'right patron right time connections'. **CR**
 - Use library data to identify to target audiences.
 - Utilize grassroots marketing and partners to engage focused audiences.

- Where we embrace big dreams in our community through investment in a permanent westside facility. **Admin/CR**
 - Support Foundation Capital Campaign
 - Complete planning process

Inclusion

- Where we reemphasize and formalize Inclusive Collection Practice **M**
 - Develop standard process for evaluating collections.
 - Create long-term schedule

YEAR 3 July 1, 2024-June 30, 2025

Literacy

- Where we become a city of literacy.
 - Incorporate literacy into the Sustainable Cities Initiative.
 - Investigate and implement adult literacy programs. **P/M/Ref Lib/PS/CR**
 - Examine the library's role in community literacy and engagement.
 - BOOK IT FOR ADULTS

Access

- Where we embrace big dreams in our community through investment in a permanent westside facility. **Admin/CR**
 - Break ground for new westside library

Inclusion

- Where we become the community hub for civic engagement. **Ref Lib/P/CR/PS**
 - Ensure basic understanding of government and community infrastructure.
 - Welcome new community members and provide access to community resources.
 - Build cultural literacy and understanding.

Library Board Member Recognized with National Award

 Alison Gowans  July 1, 2022  Cedar Rapids Public Library, Current Happenings, News  0 Comment



United for Libraries awarded a Trustee Citation award to Cedar Rapids Public Library Board of Trustees member Susan McDermott at the American Library Association's annual conference on June 24.

Established in 1941 to recognize public library trustees for distinguished service to library development, the award honors the best contributions and efforts of the estimated 60,000 American citizens who serve on library boards. Only one or two trustees are selected for the prestigious award each year.

United for Libraries is an association of Library Trustees, Advocates, Friends and Foundations and is part of the American Library Association. The mission of United for Libraries is to support those who govern, promote, advocate, and fundraise for all types of libraries.

McDermott began serving on the Library Board on Jan. 17, 2007, and served as Vice President from July 2010-June 2012 and President from July 2012-June 2014. She has served as Chair of the Nominating, Personnel & Policy, Director Search, and Public Art committees. She is currently Personnel & Policy Chair.

"Throughout her time at the library, Susie has pushed her directors and peers to think bigger, go further, and break barriers to library service. Her steadfast and passionate commitment to intellectual freedom and unfettered access to materials for all is unparalleled. She is a true library champion and so deserving of this special citation," Library Director Dara Schmidt said.

When the Flood of 2008 destroyed the downtown library, McDermott was among the board members tasked with the rebuilding process and disaster recovery, all while searching for a new library director.

She played an integral role in the design of both the new Downtown Library and Ladd Library and their 2013 openings, after which the library received several prestigious awards, including the 2017 National Medal for Museum and Library Service.

A passionate advocate for inclusion and access and freedom of information, she has helped shape library policy and overseen the development of multiple library strategic plans.

Before serving on the Library Board, McDermott served on the board of the Friends of the Cedar Rapids Public Library, beginning in 1976, and was a past president of that organization. She also served on the board of the Cedar Rapids Public Library Foundation during construction of the 1985 downtown library.

In addition to her support of the library, McDermott was a member of the Cedar Rapids Community School District School Board from 1985 to 2003, and was president of the School Board and president-elect of the Iowa Association of School Boards when her tenure ended. She has also served with numerous community boards and organizations, including as past president of the United Way of East Central Iowa, the YMCA Board of Directors, the Junior League, and the Science Station.