



Agenda: Board of Trustees  
June 2, 2022, at 4 pm  
Community Room, Ladd Library

### ***Literacy, Access, & Inclusion***

Library Board President – Jade Hart

- A. Call to Order
- B. Consent Agenda – **Action**
  - o Minutes: May 5, 2022
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Summer Dare Report – Kevin Delecki
- G. Library Board Committee Reports
  - o Nominating Committee – Susie McDermott & Mary Sharp
  - o Finance Committee – Jade Hart, Committee Member
    - **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.
  - o Personnel and Policy Committee – Susie McDermott, Committee Chair
    - No Action
  - o Advocacy Committee – Mary Sharp, Committee Chair
    - No Action
  - o Westside Project Committee – Clint Twedt-Ball, Committee Chair
    - No Action
- H. Library Director's Report
- I. Old Business
  - o **Action:** Strategic Plan
- J. New Business
  - o FY23 Calendar
  - o Recognition of Mary Sharp
  - o **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
- K. Adjournment

The next Board of Trustees meeting is **July 7, 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](mailto: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**  
**May 5, 2022**

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

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

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

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4 pm. The Consent Agenda vote was delayed until quorum was established.
- B. Public Comments and Communications
  - There being none, the meeting continued

Ms. Sharp and Mr. Elges joined the meeting at 4:01 pm.

- C. Consent Agenda – **Action**
  - Minutes: April 7, 2022
  - Ms. McDermott motioned to accept the consent agenda. Ms. Hart seconded. The motion carried with unanimous approval.*
- D. Foundation Report – Charity Tyler
  - The Foundation held their first in-person donor event since 2019 with Literary Vines on April 29. The event successfully raised over \$30,000 for library programs and services. University of Iowa students provided support and volunteers to earn their event management certificate.
  - A full-time development associate position was posted and closed on Friday, April 29. Ms. Tyler will work with City Human Resources, and hopes to welcome a new team member around July 1.
  - Dolly Parton’s Imagination Library (DPIL) continues to go well. This past month had the highest new enrollments in the last three years. Ms. Tyler has seen significant growth with the enrollment marketing campaign with commercials on 20 cable channels, purchased advertising with Facebook promotions, and ads on Google and YouTube. The campaign is managed by DeNovo, a local marketing firm.
  - Ms. Sharp asked how many people attended Literary Vines. Approximately 110 attended with 119 tickets sold. Ms. Sharp asked about the students’ involvement. This was the first time the Foundation has assistance from University of Iowa students. Ms. Tyler hopes to do it again. She provided information on the event and students chose it for their project. Six students planned and worked the event, which allowed Ms. Tyler to mingle and talk with donors.
  - Ms. Slappey asked about the book arch, which was part of the event. Ms. Tyler noted we were unable to keep it due to limited storage. One of the student’s grandparents decided to gift the arch to the student. Books in the arch were donated by the Friends.
- E. Friends of the Library Report – Libby Slappey
  - Friends volunteers transferred books from the library sorting center to the Cherry Building for the big book sale next week. Ms. Slappey reported a great response from community volunteers and Coe students to help move items. Several volunteer openings are still open for the sale itself – contact Ms. Slappey to sign up.

F. Board Education: Strategic Plan – Dara Schmidt

- Ms. Schmidt reviewed the next three-year strategic plan. This discussion is an opportunity for questions and comments with a vote for the final draft in June. The main question this plan hoped to answer is how we can serve the community better.
- The previous plan was done with the help of a consultant, and in October 2021 the trustees decided literacy, access, and inclusion – the three strategic pillars – were still important to pursue. We experienced delays and changes caused by the pandemic, and work in these areas were still relevant and vital to our community. This new plan was developed using data, community surveys, and conversations with community stakeholders, staff, trustees, and city leaders.
- The Mission and Vision were revised in the previous plan and still applies today. Our values were adopted, which aligns with the City's values, and we added new guiding principles.
- Ms. Schmidt discussed the plan as presented in the packet. Following the plan's approval, library leadership will develop operational plans for staff to complete the tasks over the three-year period.

Mr. Selim joined the meeting at 4:33 pm.

- Ms. Sharp asked if measures will be included in the operational plan. Ms. Schmidt noted that they would, and outcomes and outputs will vary on the initiative. There was no further comments or feedback on the plan, and Ms. Schmidt encouraged trustees to share with her any other thoughts.

G. Library Board Committee Reports

- Finance Committee – Monica Challenger
  - Ms. Challenger reviewed the March 2022 financials. At this point of the year, the percentage spent and received are on track with the projections. No items were pulled out for discussion.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - Last month, we finished reviewing the State Library Handbook so this month's discussion relates to policy review.
  - **Action:** Policy Review:
    - 2.03 Gifts and Memorials. The suggested changes to this policy are minor – mostly to clean up formatting and word choice. There were no questions or discussions for this policy.
    - 2.04 Evelyn Zerzanek Collection. This art collection is a beloved part of the library but has some forthcoming issues to address. For time first time since the flood, we are now in possession of the collection. It was previously housed by the Cedar Rapids Museum of Art. The museum cared for and showed pieces but ultimately ran out of storage space. The library purchased archival storage, and will need to do internal operational work to have the collection reappraised and determine a deaccessioning process. However, a first step is to realign the policy on what the collection really is and what we can do with it today. The original intention is not reflective today's reality – the collection is a piece of library history and legacy. Similarly, industry standards and copyright laws changed so we cannot add further pieces to this collection. We will work with consultants to give us guidance on the collection moving forward – anticipate working on this in the future.

*The policies, as presented in the packet, and their respective changes were approved unanimously.*

- Advocacy Committee – Mary Sharp, Committee Chair
    - There is no report at this time. Since the last meeting, there has been no changes in library-related bills at the legislature. The committee focused on the Literary Vines event and the Friends big book sale in the last month.
  - Westside Project Committee – Clint Twedt-Ball, Committee Chair
    - Many things have been happening with the west side project. The Foundation hosted lunch with community stakeholders who may be interested in learning more about the project. Ms. Tyler noted they were potential donors, westside business owners, and other stakeholders. A draft of the casebook, which will be used to conduct a financial feasibility study, was presented, and feedback from the attendees will be incorporated for future conversations. The lunch was held in the Opportunity Center classroom so attendees could see the activity for services and the food pantry offered by the Opportunity Center and Urban Dreams.
    - At this time, a majority of the work is funneling through the Foundation board and will be brought to the library board in due time.
- H. Library Director's Report
- Ms. Schmidt highlighted the data charts comparing circulation statistics from March 2019 and March 2022. Following the pandemic, there's been a shift toward digital collections, especially for adults, versus physical. Streaming also increased and DVD check-out dropped significantly. She does not anticipate this will rebound as patron-use changes over to streaming. The Materials team is in the process of removing the disc dispensers due to age and lack of replaceable parts. Items are going back on the shelf without issue, and DVDs have little to no resale value as they did even five years ago. Mr. Twedt-Ball stated it is great to see circulation increasing for children's and young adult books.
  - Friday, May 6 is one of the biannual professional development days for staff. The libraries will be closed as staff focus on strategic plan and become CPR/First Aid certified.
- I. Old Business
- There being no old business, the meeting continued.
- J. New Business
- Ms. Hart shared that both Ms. McDermott and Ms. Sharp agreed to serve on the Nominating Committee. At the June meeting, they will make a recommendation for the slate of officers before an official vote at the July meeting.
- K. Adjournment
- There being no further business, the meeting adjourned at 5:06 pm.

**The next Board of Trustees meeting will be held on Thursday, June 2, 2022, at 4 pm in the Community Room, Ladd Library**



## Economic recovery

Low-interest loans help businesses in E. Iowa

Iowa Today, 2A



## Back at Iowa

LaPorta returns to play for Hawks one more year

Sports, 1B



# The Gazette

Eastern Iowa's independent, employee-owned newspaper

Tuesday, May 17, 2022



Chance of PM storms. H 74 L 57 11B

www.thegazette.com

©The Gazette

\$1.50

## Jury finds Lang guilty of murdering trooper

Jury hearing 2021 shooting case deliberates for two hours

By Jeff Reinitz, Waterloo-Cedar Falls Courier

WEBSTER CITY — After just two hours of deliberation, a Hamilton County jury Monday found a Grundy Center man guilty of first-degree murder for killing Iowa

State Patrol Sgt. Jim Smith during a standoff at his home in 2021.

Jurors also found Michael Thomas Lang, 42, guilty of attempted murder for shooting at the driver of an armored vehicle during the standoff and of assault on an officer for struggling with a Grundy Center police officer during a traffic stop beforehand.

After about three days of hear-

ing testimony and evidence last week, the jury heard closing arguments Monday in the state's case against Lang. They returned the verdict in about two hours.

Prosecutors said Lang led a city police officer on a 90 mph chase during an attempted traffic stop for speeding on April 9, 2021. Lang then fought with the officer, choking him before he was interrupted

by a passerby and a sheriff's deputy, according to the state.

Lang then fled home and refused to come to the door for officers. He shot Smith, 51, of Independence, with a shotgun when officers entered his house and tried to detain him, prosecutors said.

Lang also fired a shotgun slug

► LANG, PAGE 9A



Iowa State Patrol Sgt. Jim Smith

## Teachers embrace tech for the classroom



McKinley STEAM Academy Choir Director Avery Mossman laughs Friday after fumbling over his words while reading a teleprompter during a hands-on learning experience to learn about using "green screen" technology at the Cedar Rapids Public Library in Cedar Rapids. (Savannah Blake/The Gazette)

### C.R. Public Library helps train McKinley teachers on using technology

By Grace King, The Gazette

CEDAR RAPIDS — Middle school students next year will build their own skeleton to learn the bones in the human body using a 3D printer in a McKinley STEAM Academy wellness class.

So McKinley STEAM Academy wellness teacher Ben Torres Duran is learning how to incorporate technology in the school's maker space — a place for hands-on learning — into his classes.

"Hands-on learning helps kids understand and learn way better than sitting at a desk, listening to a teacher and doing worksheets," Torres Duran said. "We could also make models of organs like the heart and brain, so when we teach about it kids have their 3D printed brains they can take apart."

Torres Duran participated in a professional learning opportunity earlier this month along with about 40 other teachers from McKinley

► TECHNOLOGY, PAGE 8A

## Court: Iowa can ban mask mandates in schools

2 of 3 judges on panel say transmission rates lowered

By Erin Murphy, Gazette Des Moines Bureau

DES MOINES — A new state law that prohibits Iowa schools from requiring all students or staff to wear face masks can go into effect after a federal appeals court on Monday lifted a temporary injunction.

Two of the judges on a three-member federal appeals court lifted the injunction because they said it is no longer relevant, given the significant reduction in COVID-19 transmission in Iowa since the challenge was filed in fall 2021.

The Iowa chapter of the American Civil Liberties Union said despite the new state law going into effect, Monday's federal appeals court ruling allows for the possibility of further litigation.

In May 2021, Gov. Kim Reynolds signed into law the legislation that prohibits Iowa districts from requiring students and staff to wear face masks while at school.

The practice was common during the height of the COVID-19 pandemic as a means of reducing the virus' spread, and was recommended by the federal Centers for Disease Control and Prevention. Many Iowa school districts had face mask requirements they were forced to end when the bill was signed.

In September 2021, 11 Iowa families sued the state and the 10 school districts their children attended, saying the state law prohibiting mask requirements violated the Americans with Disabilities Act by placing their children's health in danger.

That same month, a federal judge temporarily blocked the law from going into effect, allowing the lawsuit to proceed.

Monday's ruling lifted that injunction.

"The issues surrounding the preliminary injunction are moot because the current conditions differ vastly from those prevailing when the District Court addressed it,"

► MASKS, PAGE 8A

## UI Stanley Museum of Art returning artifacts to Nigeria

Over a dozen museums repatriating works that were looted in 1897

By Vanessa Miller, The Gazette

IOWA CITY — Like more than a dozen other museums working to return to Nigeria objects and artifacts stolen in the 1800s, the University of Iowa Stanley Museum of Art has arranged an audience with the Oba of Benin this fall in hopes of repatriating two pieces

"to their rightful owners as swiftly as possible."

The Stanley's curatorial staff in 2019 — on the heels of prominent news stories about looted art from Benin — began researching the provenance of objects in its collection that might have originated at the royal court of Benin, which British forces attacked and pillaged in 1897 in what today is West Africa's Nigeria.

"Provenance research is slow and labor-intensive, but we have now iden-

tified two artworks in the Stanley's collection that were likely looted during the 1897 British attack on the royal palace of Benin," UI Stanley Museum of Art Director Lauren Lessing told The Gazette.

Those two pieces include a small brass plaque and a wood sculpture of a hen, she said, neither of which are on display.

"We cannot ethically display or

► ART, PAGE 9A





NEWSTRACK | CATCHING UP ON AN EARLIER STORY

# Greene Square ambassadors return this summer

By Emily Andersen, The Gazette

**CEDAR RAPIDS** — The city of Cedar Rapids spent almost \$2 million to renovate Greene Square in 2016 as a downtown hub for activities such as farmers markets, concerts and festivals.

After a man was killed during a fight in the park in 2018, and other incidents, the city took a deeper look at how to keep the area safe, working with representatives from the Cedar Rapids Metro Economic Alliance, the Cedar Rapids Police Department, the Willis Dady Center and the Cedar Rapids Library, which is across the street from Greene Square.



Ambassadors help keep Greene Square, shown above in 2018, clean and safe. The city and others started the ambassador program after a man died during a fight in the park that year. The program continues this summer. (The Gazette)

## WHAT'S HAPPENED SINCE

The immediate adjustments included adding video cameras and signs to the park and prohibiting smoking and alcohol use, except as approved for special events.

The city also increased programs and events at the park to provide more structure and engagement.

“We’re making active things happen in this Greene Square and downtown area to encourage people to come and be a part of these beautiful spaces because the more good things happen, the less opportunity there is for bad things to happen when nobody’s paying attention,” said Dara Schmidt, director of the Cedar Rapids Public Library.

The city also implemented an ambassador program run by Willis Dady.

In that program, people who’ve had to rely on social services or who’ve been homeless are hired to patrol Greene Square and other downtown areas during the summer. They remind park visitors of the rules, help keep the park clean, intervene in small disturbances and refer people who need help to social service agencies.

One ambassador is already working and two more will be starting soon, according to Todd Simonson, the library’s public services manager.

“We’ve seen great successes and improvement” with the ambassador program, he said. “I think it’s fair to say we do have situations that come up, but having people that have regular connections get support and services to individuals that need it has really been a successful model for us.”

Arrests in the park decreased after the ambassador program started and other policy changes were made, going from 44 arrests in 2018 to 19 arrests in 2020. But in 2021, arrests at the park increased to 41.

## CHALLENGES

That increase may have been because of an increase in vulnerable people spending time in the downtown during the COVID-19 pandemic, said Jesse Thoeming, executive director of the Cedar Rapids Downtown District for the Cedar Rapids Metro Economic Alliance.

“It’s no secret that the pandemic exacerbated what was already a mental health crisis in this country,” Thoeming said. “Homelessness has spiked up in just about every city and community across the country. “So we’re faced with,

I don’t want to say a different set of challenges and issues today, but it’s certainly morphed into something that we didn’t see in 2019,” he added.

Aaron Terrones, support services director at Willis Dady, agreed, adding that between the pandemic, the derecho and civil unrest, the last few years have been far from ordinary.

“During the pandemic with the library closed, the ambassadors’ role was a lot different from what it was before,” he said. “It was making sure people had water and had access to those basic needs and were still getting connected to their housing case managers.

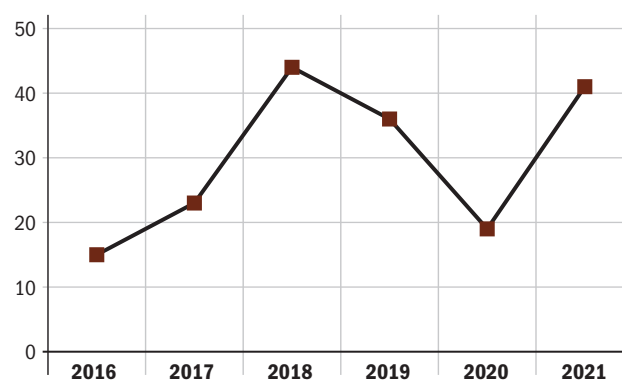
“We really had to shift gears and meet people where they were at in the downtown area.”

## MONTHLY MEETINGS

The stakeholders who made the original recom-

## Arrests at Greene Square

Arrests at Greene Square in downtown Cedar Rapids decreased after changes were made in 2018 and 2019, but increased again in 2021. Stakeholders in the area continue to meet monthly to discuss ways to keep the park and the surrounding downtown areas safe.



Source: Cedar Rapids Police Department

Gazette graphic

mendations for Greene Square continue to meet each month to address ongoing issues and make recommendations, Thoeming said.

The economic alliance, inspired by the Greene Square ambassador program, has hired a few people — who have experienced homelessness or been through Willis Dady programs — to work 10 to 20 hours a week with the downtown cleaning and maintenance team.

“We’ve been working with Willis Dady on what we call the cleaning ambassador program since 2020, and that’s been a big help,” Thoeming said.

“We look at it as a win-win-win. It helps our team. It’s more support to keep our downtown core looking good. It’s a win for folks that are looking for good, hard, honest work, and it’s a win for downtown.”

Wes Shirley, the library’s support services navigator for Willis Dady, said the ambassador programs are an important steppingstone for people who have experienced homelessness.

The ambassadors, he said, usually have found homes, and they also can help direct people who still are experiencing homelessness.

“The people that we’re hiring are pretty well integrated into that community, so they already have those relationships, in a way that I don’t have,” Shirley said. “It’s a different kind of relationship.”

“It’s good that they have access to somebody who they know has experienced homelessness, who knows what it’s like to be homeless, but also is seen as a resource in the community.”

Comments: (319) 398-8328; emily.andersen@thegazette.com

# “Collaboration between local business and our nonprofit community is the magic that makes the big impact. We’re happy to help lead that effort.”

– Stefanie Rupert, President & CEO of Collins Community Credit Union

Discover the incredible work and services offered by our nonprofit community.

[thegazette.com/givesback](https://thegazette.com/givesback)

#GazetteGivesBack

We open conversations.



**Give.**  
The Gazette Gives Back



The Gazette Gives Back will provide forty Eastern Iowa nonprofits with \$525,000 in free advertising credits throughout 2022. Discover the stories of this incredible community at [thegazette.com/givesback](https://thegazette.com/givesback).

Supported by The Gazette and Collins Community Credit Union

Category	Platform	Metrics	April 2021	April 2022	% Change
Virtual Programming	Facebook	Virtual Program Views (minutes)	5,380	723	-86%
Digital Collection Use	OverDrive	eBook Circulation	8,054	7,040	-14%
		eAudiobook Circulation	6,510	7,309	11%
		New Users	174	208	16%
	cloudLibrary	eBook Circulation	1,469	1,652	11%
		eAudiobook Circulation	902	1,055	15%
		New Users	41	34	-21%
	Hoopla	eBook Circulation	725	912	21%
		eAudiobook Circulation	755	1,337	44%
		eMusic Circulation	90	160	44%
		eVideo Circulation	451	405	-11%
		New Users	43	48	10%
	Freegal	eMusic Downloads	1,104	995	-11%
		eMusic Streaming	3,651	3,463	-5%
New Users		5	7	29%	
Kanopy	eVideo Circulation	1,216	1,511	20%	
Total	Total Digital Circulation	25,190	26,136	4%	
Other Online Use	Databases	Visits	18,048	19,180	6%
	CRLibrary.org	Visits	10,771	15,946	32%
	WiFi	Logins	3,519	10,757	67%
Social Media	Facebook	Followers	10,421	10,707	3%
	Instagram	Followers	3,625	3,826	5%
	YouTube	Views	2,029	5,751	65%
Meeting Room Use	Downtown	Number of Reservations	0	333	N/A
	Downtown	Number of People	0	3344	N/A
	Ladd	Number of Reservations	0	86	N/A
	Ladd	Number of People	0	913	N/A
Number of Visitors	Downtown	Door Count - Downtown	8,004	26,500	68%
	Ladd	Door Count - Ladd	5,263	8,307	37%
	Total	Door Count - Total	13,267	34,807	62%
Curbside Holds	Total	Curbside Holds - Number of Patrons	7,452	140	-98%
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	36,965	46,073	20%
		Total Circulation	55,924	67,738	17%
		MLN Circulation (Print only)	57,407	74,476	23%

To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 5/26/2022  
Subject: **April 2022** Financial Report

### **April 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 April actual revenue should be at least **10/12 or 83.3%** of budget and actual expenses should be no more than **10/12 or 83.3%**.
- Actual revenues are expected to meet or exceed budgeted amounts.
  - **Total actual revenue (less Flood insurance transfer in) is 86% or \$628K of budgeted \$730K.**
    - If we are short revenues at yearend, unspent expenditure budget will have to cover.
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
  - **Total actual expenditures are 81% or \$5.8M of \$7.1M budgeted. Right on track with budget.**
    - *Total FY22 COVID expenses recorded thru April is \$7.1K.*
  - Personal Services is tracking at **78%** or **\$4.22M** of **\$5.42M** budget.
    - Refresh savings of \$92K reduced budget for FY22.
  - Discretionary is overspent thru April. Total incurred is **\$757K** of **\$633K** budget or **120%**.
    - Unspent other costa can cover overage.
  - 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. Parking actuals thru April is \$31.3K.
  - Electricity is over budget thru April. 85% spent or \$161K of \$188.8K budget. Unspent other can cover. Budget increase approved for next year.
  - Natural Gas is overspent thru April at 139% or \$6.3K of \$4.5K budgeted, will not spend much more now that weather is warmer.
  - Facilities Maintenance has posted EMS costs thru April - \$12.2K. Maintenance for July – December & February is \$171K, estimating annual \$2K budget remaining for discretionary spending.
  - Capital Equipment had budget reallocated from discretionary accounts in FY22. Unspent other can cover.
    - Actuals of \$30,013.66 thru April has posted to Operations 151. \$83.8K unbudgeted but encumbered.
      - \$17.7K budget reallocated to cover Ladd Community Room virtual meetings.
      - Ceiling mounted microphone equipment for Beems is not budgeted for \$16K but encumbered.
      - Vending Kiosks for \$50K is not budgeted but encumbered.

### **CIP:**

316 – 79% or \$393.9K spent of \$500K budget on circulation material.

### **Special Revenue:**

7010 – 43% or \$95K of budgeted revenues \$220K have been received and 18% 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 May is approval of the Innovative renewal contract for \$104,382.00 for the integrated library system. This is year two of a five year contract that the board approved in 2021 but needs approval again for payment since the cost is over \$50,000 per our purchasing policy.



City of Cedar Rapids  
 151 General Fund - Library  
 2022-04-30

Account Name	Account	Prior	Current	Current	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current
		Fiscal Year 2021 YTD Actuals	Fiscal Year 2022 Adjusted Budget	Fiscal Year 2022 YTD Actuals			Month 2022 Actuals
Electricity	523100	143,595.63	188,800.00	161,077.21	27,722.79	85%	13,113.21
Natural Gas	523103	2,752.14	4,500.00	6,253.83	(1,753.83)	139%	629.29
Rental of Land & Buildings	524100	227,077.54	245,000.00	227,949.53	17,050.47	93%	3,095.25
Liability Insurance	525104	19,495.00	31,315.00	28,281.25	3,033.75	90%	2,609.58
Property Insurance	525107	43,760.90	88,821.00	74,017.50	14,803.50	83%	7,401.75
Vehicle Insurance	525108	500.00	1,746.00	1,455.00	291.00	83%	145.50
Gasoline Fuel	532101	59.49	498.58	93.81	404.77	19%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	151,519.57	311,558.07	184,744.95	126,813.12	59%	1,359.01
Fleet Services (Routine)	522108	749.57	250.00	309.60	(59.60)	124%	-
<b>Total Other Expenses</b>		<b>658,046.24</b>	<b>956,731.29</b>	<b>754,384.88</b>	<b>202,346.41</b>	<b>79%</b>	<b>35,373.81</b>
Capital Outlay							
Vehicles, Equipment, Software	554000	-	48,452.71	30,013.66	18,439.05	62%	-
<b>Total Capital Outlay</b>		<b>-</b>	<b>48,452.71</b>	<b>30,013.66</b>	<b>18,439.05</b>	<b>62%</b>	<b>-</b>
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
<b>Total Expenditures</b>		<b>5,251,186.74</b>	<b>7,066,528.60</b>	<b>5,757,054.45</b>	<b>1,309,474.15</b>	<b>81%</b>	<b>598,746.01</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(4,622,720.54)</b>	<b>(6,322,357.00)</b>	<b>(5,114,620.69)</b>	<b>1,207,736.31</b>		<b>(512,693.24)</b>





Part of **Clarivate**

# Renewal Quote

Innovative Interfaces Incorporated  
1900 Powell St.  
Suite 400  
Emeryville CA 94608  
United States

Quote # SO-INC32563  
Terms  
PO #  
Renewal Start Date 7/1/2022  
Renewal End Date 6/30/2023  
Site Code crpl

### Bill To

Cedar Rapids Public Library  
450 5th Avenue SE  
Cedar Rapids IA 52403  
United States

### Ship To

Cedar Rapids Public Library  
450 5th Avenue SE  
Cedar Rapids IA 52403  
United States

**Currency**  
US Dollar

Item	Item Categ...	Qty	Description	Options	Rate	Amount
Polaris Success Bundle - Public	License - Ter...	1	Polaris Success Bundle - Public		26,249.0000...	26,249.00
Staff User Licenses	License - Ter...	150	Staff User Licenses		26.66666664	4,000.00
Additional Patron Languages	License - Ter...	2	Additional Patron Languages	Polaris Languages: Spanish Polaris Languages 2: French	999.99999996	2,000.00
Innovative Mobile App	License - Ter...	1	Innovative Mobile App		15,600.00	15,600.00
Polaris Dedicated Hosting - US/APAC	License - Ter...	1	Polaris Dedicated Hosting - US/APAC		17,250.00	17,250.00
Training/Test Server Add On - US/APAC	License - Ter...	1	Polaris Dedicated Hosting - US/APAC		5,175.00	5,175.00
Unlimited SIP2 Licenses	License - Ter...	1	Unlimited SIP2 licenses		12,500.0000...	12,500.00
Polaris Syndetics Unbound	License - Ter...	1	Syndetics Unbound Subscription		9,108.00	9,108.00
Patron Point Marketing Automation Platform	License - Ter...	1	Patron Point marketing automation platform		12,500.0000...	12,500.00
			1 July 2022 to 30 June 2023 Year 2 of 5			

**Total** US\$104,382.00

THIS INFORMATION IS CONFIDENTIAL BETWEEN THE PARTY IDENTIFIED AS 'BILL TO' ABOVE AND INNOVATIVE INTERFACES  
Notes:  
1. The prices quoted may be subject to change where new software has been purchased or changes have been made to existing software.  
2. Taxes are not included in the quoted price but, if applicable, may be charged by Innovative at the point of invoicing.



Director's Report  
June 2, 2022

## Department Updates

*Community Relations* just finished Summer Dare collateral, and will continue to do ads and promotional materials throughout the summer. Our summer issue of *OPEN+* has been printed and we're currently shifting our main focus to the upcoming website transition. We are working on a new site, designed with accessibility and ease of use at the front of our minds. We will do much of the work ourselves in transitioning content, but are working with a library vendor who has designed library sites around the country, including many of our large Iowa peers.

Our Events team has been busy with in-person events and celebrations! We hosted a prom, graduation parties, and too many baby showers to count this spring. We are also happy to report we worked closely with the city and Alliant Energy (and additional partners) to host the Sustainable Economy and Transportation Conference here in May. It was a big two-day affair requiring lots of extra assistance from IT, but our team did a great job and the event was a success.

On May 12, we participated in United Way of East Central Iowa's Day of Caring. We had 23 volunteers donate 60 hours of their time to beautifying our Library spaces – from the LivingLearning Roof furniture to the fridges at Ladd to the floors in Whipple Auditorium and walls in the Community Room. Thank you to our volunteers from TrueNorth and Collins Aerospace! Volunteer Hours in April 2022: 303 hours

The *Materials* department is deep in the rush of summer the summer publishing season and receiving hundreds of titles a week for the collection. We are thrilled to see in-house use adding up to about 3500 uses for the two months we've been tracking it. In-house use are materials used in the building but not checked out, providing the librarians with valuable data on how the collection is being used outside of traditional circulation. Our top in-house use formats are unsurprisingly books, magazines, and DVDs respectively. Considerable progress has been made with removing DVDs and Blu-rays from the disc dispensers. Due to the age of the machines, they are losing functionality. The team hopes to have this project completed by the end of the summer Downtown.

The *Technology Solutions* team is leading a Request for Proposals process for printing vendors for the library. This evaluation will take place in June and will come to the library board in July for approval. The team also supported the Community Relations department and the City of Cedar Rapids in running the Sustainable Economy & Transportation Conference with any advanced presentation technology needs. Circulation of laptops from the Emergency Connectivity Fund have been running smoothly and the team will add more in the coming weeks.

*Programming* has had a really busy month as the community continues to show greater interest in collaborating with the library for programs and special events. We are encouraging people who wish to share a programming idea with the library to use our Suggest a Program form on the website - with the number of requests that are being submitted, it helps ensure we have all of the information that we need to make decisions. It's a really exciting problem to have!

Music has begun to make its consistent return to the Downtown library as we recently welcomed the Cedar Rapids Community Orchestra, Pied Piper, Red Cedar Chamber Orchestra, the McKinley Middle School Jazz Band and Chamber Orchestra, and Donghee Han on viola. We also showcased a beautiful book suggestion display from Cedar River Academy at Taylor Elementary, welcomed multiple schools to the library for tours, and continued the professional learning series for the teachers at McKinley Middle School.

Summer plans are coming together as well, and registration for the Summer Dare is now open at [crlibrary.org/summer-dare](http://crlibrary.org/summer-dare). Make sure to sign up and log your reading this summer, and visit some of the programs that are happening all around the community each week. We're looking forward to reaching the community in some really exciting ways, building on what was learned last year, and improving the experience for everyone.

*Public Service.* The Downtown Ambassador Program resumed in May. Partners including Parks and Rec, GTC, PD, Cedar Rapids Metro Economic Alliance, and Willis Dady started meeting in March to prepare for the summer season. Library Support Service

Navigator, Wes Shirley, will oversee the Ambassadors. Currently there are three Ambassadors that have been identified and started the program and the goal is to have seven-day a week coverage from noon-7:30 pm in the downtown area. The program has been tremendously successful in maintaining a welcoming environment downtown.

### **Director Goal Updates**

1. Engage stakeholders and the community by updating the strategic plan while maintaining the priorities of Literacy, Access, and Inclusion: Completed strategic plan for board this month.
2. Connect with patrons and stakeholders to help them engage in the library's story and make it their story. Utilize new and existing pathways (committees, board packets, data and metrics) to further storytelling: Community Relations team has done large scale campaigns with personal stories for 125<sup>th</sup> Anniversary, National Library Week, and Staff Appreciation.
3. Prepare a long-term west-side service strategy: The Foundation Board is moving forward with feasibility study and land acquisition possibilities. More details can be reported out in the next fiscal year.

Goals will be discussed during the closed session evaluation and updated for FY23.

### **Great Stories**

Today there was a gentleman at Ladd that was making his way to the front of the library with his walker, slowly but surely. I had noticed him earlier, reading the newspaper in the periodical area.

I came up to him and asked him if he was all caught up on his news and he said "Oh yes, I had three of them I had to read today! I really enjoy coming here, it relaxes me!"

I let him know that was wonderful to hear and we are so happy to have him visit and look forward to seeing him again. I wished him well and hoped that he enjoys the rest of this beautiful weather today, and he let me know that he was planning on it! The smile on his face as he walked out was PRICELESS. – Cindy Ries, Public Service Associate

While on a floating shift, I noticed a man standing in front of the copier. He was holding a paper in his hands and looked confused. I asked him if he wanted help making a copy. He said yes, and I began to show him how to use the copier. While I was demonstrating how to make the copy, he told me, "I'd been dreading this task all morning, but this is so cool. I love our Library!" This interaction was a perfect example of one of the benefits that come from our floating shifts – it encourages proactive service, we become aware of patrons who might be in need of assistance, and before they even need to reach out to us, we can be there by their side, ready to help! – Joy Williams, Public Service Specialist

I have a positive story to share using some of our education resources! A patron came in and was working at one of the computers on some school work. He approached me at the desk and asked if we offered tutoring at the library. I told him we don't currently offer tutoring but I told him I might be able to find some resources for him and asked what he was working on. He told me he was a student at Kirkwood and taking a chemistry class. I immediately thought of HelpNOW by Brainfuse. We went back to his computer and I helped him navigate to HelpNOW and showed him SkillSurfer (college level chemistry lessons he could choose based on the topic he was studying), and, what we were really after: the live tutoring option. I helped him start a live tutoring session and watched for a few messages before leaving him to it and telling him I would be at the desk if he needed any help. While he worked I dove into some of our other resources. When he was leaving for the night he stopped by to thank me and said he really enjoyed the live tutoring and he was able to complete his assignment with their help. After chatting for a moment, I told him that I had found another resource that might help him: Khan Academy. Khan Academy has AP/College level chemistry lessons that are audio/video recordings (like a YouTube video) and have practice questions (I took the time to watch a couple videos myself, and they are very engaging). He was excited and said he would probably prefer that to text only lessons (HelpNow's lessons are primarily text based) so I showed him how to sign up for a Khan Academy account. The library was closing so he said he was going to check it out more when he got home. Since then, he has come into the library multiple times to work on homework and has used the live tutoring for other assignments as well.

I love that this interaction allowed me to help a patron and gave me a deeper understanding of some of our educational resources; I am excited to continue offering these to patrons! – Gabrielle McIlvanie, Public Services Specialist



Lately, from my trainings and discussions/conversations with my supervisors, I have realized that the most important attribute that one must learn and practice in my PSS job and in life is to be kind and empathetic and treat everyone with utmost dignity. Today's 'great story' occurred this morning (05.11.2022) on the second floor at the downtown library. During one of my roving rounds, I met an elderly, bilingual patron who appeared out of breath and confused. She was not keen on talking but she was very adamant on checking out at least one book. She insisted on 'one book at least'!

I tried several times to start a conversation with her. After a few awkward moments of silence, our conversation took off when I started to walk alongside her, at her pace. Apparently, her initial shyness or disinterest was due to fact the she was not confident of her English-speaking skills. I reassured her our common grounds as I too came from a non-English speaking background and we both concurred it was just a language that could be learned and improved with practice. Yes, I did check out a Spanish-English dictionary to her ...at the end!

As we spoke, she told me that her doctor had advised her to go for walks to heal her bad knees after the surgery but she was scared to walk outside. She was worried 'what if someone came to talk' ? So, she decided to come to the library for her walk but she was cautious she had to check out 'one book at least'. Her story moved me. I congratulated her on her choice and we both walked around the second floor, looking at books and talking. During our conversation, I realized she was upset and she missed having her family around. I could see myself in her shoes. I reassured her that the library could be her family just like it has become mine. She looked happy. I told her she was most welcome to come here every day to walk, talk with us if she wanted to, even use the treadmill without having to check out books if she did not want to. We then discussed recipes, dream analyses, easy ways to learn a new language, etc. She checked out four books...not just one. She went home pleasantly surprised and reassured that she could come any day, any time, when we were open, for her walks and did not have to wait for three weeks when her books were due for return.

Who would think that our library was also a safe walking trail and a one-stop place to walk, talk, make family connections and even discuss dreams! – Sampurna Ghosh, Patron Services Specialist


# THE ROAD AHEAD

FY2023-2025



CEDAR  
RAPIDS  
PUBLIC **Library**

# Executive Summary



Three years ago, we created a strategic plan based on the priorities of Literacy, Access, and Inclusion. We have worked diligently in those areas, and after much research, community discussion, staff input, and data analysis, we recognize there is still work to do.

Our next three-year plan will continue to focus on these strategic priorities. As we continue to emphasize Literacy, Access, and Inclusion, we will strive to connect people to information, experiences, and services to enhance their quality of life.

In the past three years, Cedar Rapids has seen the need to move the needle in the areas of climate sustainability and disaster resilience, a struggling economy, increases in our community members experiencing homelessness and facing debilitating mental health issues, and a growing cultural and political divide among neighbors. These issues will not resolve on their own. In many cases a library would not be seen as “the” solution (or even in some cases “a” solution) to community problems, but at the Cedar Rapids Public Library we believe that public libraries are called to be part of the solution.

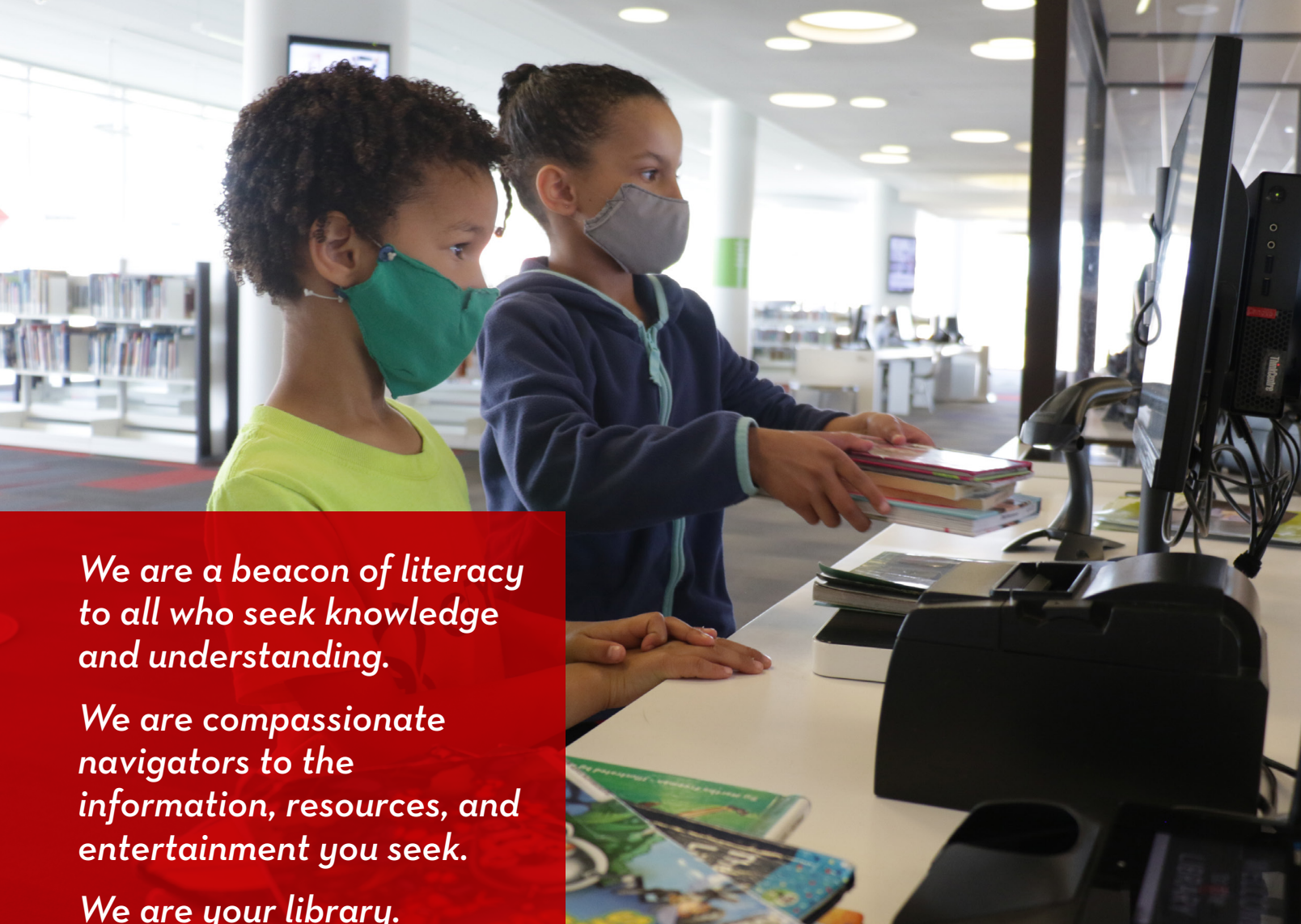




When a library like the Cedar Rapids Public Library achieves the ultimate goal of being a true reflection of its community, as an institution we then have the ethical responsibility to step forward and be a leader in finding ways for our community to learn, enjoy, and thrive. We have heard our community speak, and we are responding with a plan that acknowledges big issues while focusing on solutions within the confines of the mission, vision, and values of the library.

We look forward to working with our community in this FY2023-2025 Strategic Plan.

**"...we will strive to connect people to information, experiences, and services to enhance their quality of life."**

A photograph of two young girls in a library. They are both wearing face masks. The girl on the left is wearing a green mask and a yellow shirt. The girl on the right is wearing a grey mask and a blue hoodie. They are standing at a computer workstation, looking at a monitor. The girl on the right is holding a stack of books. The background shows bookshelves and a bright, modern library interior.

*We are a beacon of literacy  
to all who seek knowledge  
and understanding.*

*We are passionate  
navigators to the  
information, resources, and  
entertainment you seek.*

*We are your library.*





We connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy and thrive.





# LITERACY

## Where we support elementary age learning and literacy.

- 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.

## Where we reinforce Information Literacy and support community education.

- 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.

## Where we become a city of literacy.

- Incorporate literacy into the Sustainable Cities Initiative.
- Investigate and implement adult literacy programs.
- Examine the library's role in community literacy and engagement.



## ACCESS

**Where we embrace big dreams in our community through investment in a permanent westside facility.**

- Align funding feasibility with design.
- Engage community in creating a welcoming, culturally conscious plan.
- Support Foundation Capital Campaign.

**Where we expand access to technology upholding our guiding principle of equity.**

- 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 move from 'everything to everyone' to 'right patron right time connections.'**

- Use library data to identify target audiences.
- Utilize grassroots marketing and partners to engage focused audiences.

# 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.
- Evaluate current collection, locations, and usage to make recommendations to future change.

**Where we reemphasize and formalize Inclusive Collection Practices.**

- Develop standard process for evaluating collections.
- Create long-term schedule.

**Where we become the community hub for civic engagement.**

- Ensure basic understanding of government and community infrastructure.
- Welcome new community members and provide access to community resources.
- Build cultural literacy and understanding.





## ACKNOWLEDGEMENTS:

*Many people participated in the development of this this strategic plan. We are grateful especially to the nearly 80 staff members who listened, shared, and gave ideas and recommendations, as well as the community members who participated in surveys and input sessions. Additional thanks to the Friends of the Cedar Rapids Public Library and the Cedar Rapids Public Library Foundation.*





June 2022

## **Cedar Rapids Public Library Board of Trustees**

Jade DeLang Hart, President  
Clint Twedt-Ball, Vice President  
Monica Challenger  
Jeremy Elges  
Rafael Jacobo  
Susan McDermott  
Hassan Selim  
Mary Sharp

### **Library Director**

Dara Schmidt

### **Mayor**

Tiffany O'Donnell

### **City Manager**

Jeff Pomeranz

### **City Council Members**

Martin Hoeger  
Patrick Loeffler  
Scott Olson  
Tyler Olson  
Scott Overland  
Ann Poe  
Dale Todd  
Ashley Vanorny

## Cedar Rapids Public Library

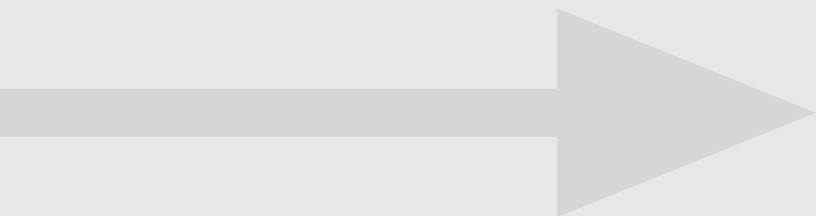
### **DOWNTOWN**

*450 5th Avenue SE  
Cedar Rapids, IA 52401*

### **LADD LIBRARY**

*3750 Williams Blvd SW  
Cedar Rapids, IA 52404*

**CRLIBRARY.ORG**  
**319.261.READ**



**Cedar Rapids Public Library  
Board of Trustees FY2023 Calendar**

<b>Meeting Date</b>	<b>Location</b>
Thursday, July 7, 2022	Conference Room, Downtown
Thursday, August 4, 2022	Conference Room, Downtown
Thursday, September 1, 2022	Community Room, Ladd
Thursday, October 6, 2022	Conference Room, Downtown
Thursday, November 3, 2022	Conference Room, Downtown
Thursday, December 1, 2022	Community Room, Ladd
Thursday, January 5, 2023	Conference Room, Downtown
Thursday, February 2, 2023	Conference Room, Downtown
Thursday, March 2, 2023	Community Room, Ladd
Thursday, April 6, 2023	Conference Room, Downtown
Thursday, May 4, 2023	Conference Room, Downtown
Thursday, June 1, 2023	Community Room, Ladd

All meetings are the first Thursday of the month unless a holiday necessitates the change.  
Meetings will begin promptly at 4 pm