



Agenda: Board of Trustees
March 2, 2023, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: February 2, 2023
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Library Board Committee Reports
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - Finance Committee – Monica Challenger, Committee Chair
 - No Action
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - No Action
 - Westside Project Committee – Jade Hart, Committee Chair
 - No Action
- G. Library Director's Report
- H. Old Business
- I. New Business
- J. Adjournment

The next Board of Trustees meeting is **April 6, 2023 at 4 pm**, in the Community Room, Ladd 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
February 2, 2023

Board members in attendance: Jade Hart, Chris Casey, Elisabeth Hepworth, Susie McDermott (in person); Rafael Jacobo, Hassan Selim (all via Zoom)

Unable to attend: [President] Clint Twedt-Ball, [Vice President] Monica Challenger, Jeremy Elges

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

- A. Call to Order
 - Ms. Hart called the meeting to order at 4:00 pm.
- B. Consent Agenda – **Action**
 - Minutes: January 5, 2023

Ms. Casey moved to accept the consent agenda. Ms. McDermott seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - There are two new operational changes with the Dolly Parton’s Imagination Library (DPIL) program. First, the book ordering system maintenance will shift to the new Library Clerk as the Programming Manager position has grown. In addition, the Early Literacy Specialist will work with Reading into Success partners to highlight and promote the DPIL program. As of this meeting, the January enrollment and graduation counts are not yet available.
 - Ms. Tyler attended the American Library Association’s (ALA) conference LibLearnX. Her primary focus was sessions on Advocacy and Intellectual Freedom.
 - The casebook for the capital campaign is complete. Ms. Tyler showed the final brochure, which includes a pocket to hold updated pertinent information, to be used for the quiet phase of the campaign. The Foundation has started donor visits and calls, and plans to apply for grants. Lois Buntz and Libby Slappey have agreed to be campaign chairs along with several campaign cabinet members. The quiet phase should last about six months before it opens to a year-long public campaign to raise \$10 million.
- E. Friends of the Library Report – Libby Slappey
 - On Sunday, the Friends will host a table at Comic Con to sell donated pristine comic books. Ms. Slappey passed around copies of Friends’ bookmarks listing 2023 sales, which includes larger sales in the Spring and Fall at the downtown library, and Farmers Market sales on the library’s plaza.
 - Ms. Hart shared her appreciation for sales in the building, as it drew many into the library. Ms. Schmidt thanked Ms. Slappey and the Friends for being strategic in their sales’ operations.
- F. Board Education: Library Accreditation & ADA Priority Review – Dara Schmidt & Jessica Musil
 - Every three years, the library goes through the accreditation process with the State Library of Iowa. The process is important to benchmark against peers, and makes us eligible for available funding. It is also a method to ensure we’re providing quality service to our community. The full accreditation documentation is in the board packet. Our library is a Tier 1 library and will seek the same accreditation for this cycle. Ms. Schmidt read through the highlights.

- Library Governance. This section ensures that the library operates under the state and municipal code standards, such as setting an annual budget, having regular meetings, offering continuing education for trustees, and reviewing policies once every three years.
- Library Management. This section notes how the library will share information with the trustees – including orientation, financial, and statistical data, and how laws impact library business – and strategic plans.
- Library Personnel. This section outlines responsibilities of the library director including endorsement from the State Library, continuing education, and annual review, as well as job descriptions for staff.
- Library Programming and Community Relations. This section summarizes requirements for programs, and communication efforts to the public as well as government, business, and partner organizations.
- The Library has met all the accreditation standards with exception to one: annual trustee meetings with all county libraries. This started in 2019 and stopped with the pandemic. The next meeting is scheduled for March, and trustees will receive an invitation. It is an advocacy effort, as we invite Board of Supervisors and local government representatives. Regardless, we have met enough of the requirements to receive Tier 1 accreditation.
- The accreditation process also requires review of ADA priorities. Ms. Musil reviewed Priority 2 – Access to Goods and Services. The review also aligns with City of Cedar Rapids’ initiative to update all facilities and sidewalks for ADA compliance. The following are highlights of this review:
 - Ramps. The ramp from the skywalk entrance into the second floor was reviewed and is compliant. It was modified during the ADA improvements to have a 60” level landing at the top and extend the handrail 12” beyond the base of the ramp.
 - Public Elevator. The elevator is an important structure to ensure access; it meets compliance based on required factors. It has always been compliant and did not require modifications.
 - Assembly Areas. Whipple Auditorium classifies as an assembly area. It was modified to ensure adequate accessible seating and adjacent companion seating. Users did not have multiple seating options before it was modified.
 - Seating: non-employee work surfaces. The library has tables and worksurfaces throughout the building. Current furniture allows any user to use the space instead of having to find specific accessible tables. Any non-compliant tables, such as on the reading terrace, were replaced so patrons can select any table.
- The ADA review, while only required during accreditation, has become a standard within our practices. The purchase or movement of any furniture or fixture is always reviewed to ensure it meets ADA requirements.
- The final step is to submit the application with required supporting documentation by February 28, along with signatures from Ms. Schmidt and Mr. Twedt-Ball, as board President.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There being nothing to discuss, the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt reported for Ms. Challenger and reviewed the December Finance memo as presented in the board packet. The library is halfway through the fiscal year; at this time, we have received 60% of the revenue and spent 48% of the expenditures. Ms. Schmidt has no concerns with the budget.
 - Budget will be presented to City Council in the next two weeks. The Library’s budget will not be presented separately and will be included with other departments. Ms. Schmidt will attend and invite trustees to attend.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review. Ms. McDermott reviewed the following policies.
 - 2.01: Reconsideration Policy. The recommended changes will align our practice with best practices from libraries across the country. The major change is that the director will make the final decision on items deemed appropriate for the collection instead of the board. The committee feels this is a positive change as the director has the knowledge and experience to make this decision, and board's role is to set the intention of the policy. The policy now also states only residents of the City of Cedar Rapids may request reconsideration. Ms. Hart had a grammatical change in the text as well.
 - 5.02: Fundraising Policy. This policy was carried over from last month due to questions about the title. The committee recommended renaming it as 'Fundraising Policy.'

The committee recommendation to approve the above policies as presented in the board packet, following a minor grammatical change in 2.01, carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - The Westside Library Project community engagement session was well attended. Following data collection from the in-person session and surveys, OPN will compile themes to consider incorporating into the design. This session was specifically for regular users visiting the library over the lunch hour. Ms. McNamara is working with community partners to gather information from immigrant/refugee populations and non-English speaking citizens. Partners will have a better chance to encourage and solicit feedback. We will host more sessions and feedback opportunities in the future to meet various demographics – library users, non-users, and underrepresented users.

H. Library Director's Report.

- The library sent nine staff members and one trustee to the Jerry Kline Community Impact Prize reception during the American Library Association (ALA) LibLearnX conference. The reception was a nice celebration for the staff, and Ms. Schmidt was presented with the \$250,000 check by Jerry Kline.
- Ms. Schmidt asked attendees to send her three interesting things they heard or saw, two things they'd like to learn more about, and one a-ha moment. Ms. Schmidt shared the following feedback:
 - Tait Larson learned about the "Ladder of Inference", a model for understanding how humans gather, evaluate, and make judgements about new information.
 - Rebecca Vernon attended a session called "Beyond "Fake News" session, and learned that the least common type of misinformation or disinformation is actually Fabricated Content, also known as conspiracy theories. It is much easier to create clickbait, satire, false context, misleading content, imposter content, or manipulated content.
 - Kristine Olsen attended a session on meeting the needs of readers advisory and homebound seniors. She's looking forward to exploring new partnerships with groups who serve our seniors as a possible expansion of Books By Mail services.
 - Jessica Musil is wondering how can our library, in this post-pandemic world, focus on the needs of our next normal instead of clinging to an unreachable past? Ms. Schmidt noted this is a major topic with library directors, and she's looking to how we can move forward instead of chasing the past.
 - Kevin Delecki notes that our library is ahead of the curve – and in multiple sessions, he recognized that our teams are already doing the recommendations from our libraries. In many ways, several attendees noted our library could be teaching sessions. Very often, we are presenting at the major library conferences.

- Immediately following the March board meeting, we will host a thank you reception for our community partners. The meeting will be moved from Ladd Library to the Downtown Library, as we're currently scheduled to be at Ladd. Trustees will receive formal invitations for the reception. Ms. McNamara has sent an additional press release about the award.
- I. **Action:** County Contract for Library Services FY23
- The County contract is for direct services for un-incorporated Linn County residents who would not be able to access a library otherwise. The county has approximately \$400,000 for contracted library services. Each of the 11 Linn County libraries have access to the funds based on usage. This year's contract is for \$87,369.04, and is variable every year.
- Ms. Casey moved to accept the Linn County Contract for Library Services FY23. Ms. McDermott seconded. The action carried with unanimous approval.*
- J. Old Business
- There being no old business, the meeting continued.
- K. New Business
- There being no new business, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:01 pm.

The next Board of Trustees meeting will be held on Thursday, March 2, 2023, at 4 pm in the Conference Room, Downtown Library

TIME MACHINE

A LOOK BACK AT PEOPLE, PLACES, EVENTS IN EASTERN IOWA

Drive-up book drops

C.R. and Marion libraries added the 'devices' in 1950s

By Diane Fannon-Langton, correspondent

Book drops or book returns have been a staple for Cedar Rapids Public Library patrons for decades.

In 1956, librarian James C. Marvin asked the Cedar Rapids City Council to allow the library to install a drive-up book return on the Fifth Street side of the Carnegie library at Third Avenue and Fifth Street SE.

"These drive-up devices are becoming common in use over the country and facilitate the return of books by patrons without the necessity of locating hard-to-find parking spaces," Marvin told the council. "Since we are circulating well over two-thirds of a million books each year, we are absolutely in need of this kind of facility. The returns are simple in design, well-constructed and attractive curbside equipment."

In June 1957, during the library's 60th year, the book return was installed, placed on the first parking space south of the alley, just outside the library's Fifth Street entrance. The large metal box allowed users to pull up and drop books into it, in the same way the public had begun using drive-up mailboxes.

The book return, manufactured in Oklahoma City, cost \$340. It held about 200 books and had to be emptied three times a day, more often on Saturdays.

WARM RECEPTION

The Gazette reported library patrons liked the new way to return books.

"One woman was so pleased with it that she told librarians so as she handed over her books at the desk — then discovered that you're supposed to put them in the box and not just park in the empty spot," The Gazette stated.

The return boxes had an automatic spring at the bottom of the box that kept books from dropping too far. And patrons who owed fines for past-due books also could put the money they owed in an envelope and drop it in the box.

By January 1958, more than 1,000 books were being returned each week to the drive-up station.

The box's popularity encouraged the Marion Carnegie library to install a drive-up book return on the sidewalk east of that library, 1298 Seventh Ave., in April 1959.

The Kenwood branch library, 3223 First Ave. SE, wanted a drive-up return box, too, but it wouldn't work at that building. Instead, a book



Volunteer Julie Klein of Marion loads a tub of books onto the sorter as a library patron returns a book through the window drop-off in October 2015 at the Cedar Rapids Public Library. (The Gazette)

WHAT ARE YOU INTERESTED IN?

- Have a suggestion of where the Time Machine should travel? We want to look back at key people, places and events in Eastern Iowa and need your help. Email d.fannonlangton@gmail.com
- Time Machine is online, too, with additional time lines, photos and other materials at thegazette.com.

return was installed that emptied inside the building.

In 1960, more than 95,000 books had been returned at the Cedar Rapids library drive-ups.

In 1970, the library installed a 24-hour book depository in the outside wall of the library's Fifth Street side, and the outside box disappeared. The new slot reduced weather damage to returned materials, and the library staff no longer had to go outside to retrieve items from the box.

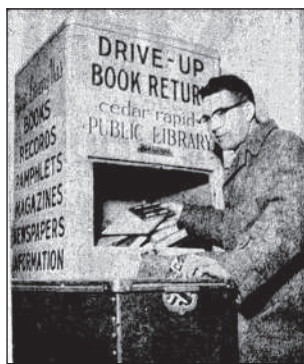
'YOURS IN POVERTY'

In 1972, some books were returned late in the book drop with a note: "Dear Librarian — I'm awfully sorry about being so late with the books and having to put them in the book drop without paying the fine, but I'm broke. Besides, I figured if I went inside, returned the books without the \$, you might not let me out. I will get you the fine as soon as I can. Until then, I shall remain Yours (in poverty)."

The library staff "was inclined to react leniently toward the writer of the letter," a Gazette



Jean Hampson, librarian at the Marion Carnegie Library, her husband, George, and their daughter, Stacy Winistorfer (background), examine the wreckage of the library's book return box on March 25, 1991. An incendiary device was dropped in the box the day before that destroyed the box, blew out nine library windows and damaged the roof of the Pizza Hut across the street. (Gazette archives)



Alvin Zipsie, a Cedar Rapids Public Library employee, removes books from the library's Drive-Up Book Return box on the Fifth Street SE side of the Carnegie library in downtown Cedar Rapids. Thousands of books had been returned to the drop box since it was installed in June 1957. (Gazette archives)

report said.

In a week at the end of December 1976, the library declared a moratorium



Jacqueline Jirouch of Cedar Rapids tries out the new book drop at the Cedar Rapids Public Library on Fifth Street and Third Avenue SE in June 1957. The book drop cost \$340 and immediately proved popular with patrons. (Gazette archives)

on overdue book fees for one week. More than 200 significantly overdue books were

returned, many of them through the book drop. One was so overdue, its fine would have been

\$547.50 if the library hadn't limited fines to a \$4 maximum.

In 1981, a book drop was included in plans for the new Cedar Rapids Public Library at 500 First St. SE. The small book return room inside the library had its own sprinkler system in case incendiary items were dropped in there as well.

In 1991, someone did drop an incendiary device into the book return at the Marion Carnegie library at 12:15 a.m. Sunday, March 24. The blast blew out nine library windows and damaged the roof of the Pizza Hut across the street.

CONVEYORS, COVID

In 2011, the library branch inside Westdale Mall installed a conveyor belt next to the book drop. The library's radio frequency identification system had been ruined in the 2008 flood, and a \$500,000 federal grant paid for a new one that also could check in books. The system was tested for possible use in the new library being built at 450 Fifth Ave. SE.

As part of its COVID mitigation efforts in 2020, items returned to library book drops were quarantined for 72 hours before being recirculated — before it was determined the virus didn't spread that way.

Drive-up book drops still are around today and are available at the downtown and Ladd libraries in Cedar Rapids, the Hiawatha Public Library and the Marion Public Library. Wooden boxes also serve as drop boxes inside the main entrances of local Hy-Vees.

MYSTERY AT THE MUSEUM ESCAPE ROOM

Helen's Haunt: A Cedar Rapids Ghost Story

The ghost of Helen Roberts has been said to haunt Coe College's Voorhees Hall for over 100 years. Help Helen achieve her heart's desire and finally find peace on the other side.

For details and registration, visit: historycenter.org/escape

Sponsored by Corridor Wealth Management Group at Morgan Stanley

CHEW ON THIS!

Lunch & Learn: Valentines, Love Letters and Keepsakes

February 14, 2023
12:30 PM

historycenter.org/valentine
Sponsored by Rob & Kathy Cook



TUESDAY: 12 PM to 4 PM
THURSDAY: 4 PM to 8 PM
FRIDAY: 12 PM to 4 PM
SATURDAY: 10 AM to 4 PM
800 SECOND AVENUE SE
CEDAR RAPIDS, IA 52403
(319) 362-1501

COMMUNITY

Volunteering to affirm a career path

Josh Sesay connects with medical staff while helping others

By Galen Hawthorne, for The Gazette

In America, volunteering is mostly favored by members of the older generations. Retirees often enjoy it as a change of pace from their lifelong careers. However, for Josh Sesay, volunteer opportunities are a key to shaping his future.

Sesay, 22, started volunteering at St. Luke's Hospital as an emergency department triage volunteer in 2018, when he was a senior at Jefferson High School in Cedar Rapids. It came after a placement at the Hiawatha Care Center, through the Workplace Learning Connection.

At the time, he was interested in the medical field, but he wanted a way to try it out before dedicating his life to it.

"I wanted to build experience, see what I wanted to do, and what I'd really enjoy," he said.

Since his first day at St. Luke's, he has shown unstoppable work ethic and energy.

As a member of Emergency Room Triage, his responsibilities included directing guests to their rooms and assisting the registration specialist as needed.

Then he became a Wayfinder, escorting patients and guests around the building for appointments and exercise. Once the Emergency Department Patient Ambassador role became available, Sesay was first in line.

Patient Ambassadors serve as an additional touchpoint for patients and visitors, ensuring that their needs are communicated effectively to the staff at the hospital. He said that sometimes, being present as a caring volunteer encourages individuals to really open up.

"When you put on a uniform like a doctor or a nurse, sometimes (the patients) are scared," he said. "When I go in, they're so comfortable with me that some of them tell me things about their condition that they won't tell a doctor. Then we talk about how



Josh Sesay of Cedar Rapids stands with Iowa Gov. Kim Reynolds during a ceremony honoring Governor's Volunteer Award winners in 2022. Sesay used volunteer roles at UnityPoint Health-St. Luke's Hospital in Cedar Rapids to affirm his interest in medicine before heading off to the University of Northern Iowa. (Submitted photo)

"It's a good way to value your time because you help to change lives."

Josh Sesay, on volunteering with UnityPoint Health-St. Luke's

to share that with the staff."

Around St. Luke's, he's known as a trustworthy, reliable and capable volunteer.

"Josh is a prime example of what makes a great volunteer. Josh goes above and beyond to make sure that patients feel listened to and taken care of," according to his 2022 nomination for a Governor's Volunteer Award.

"It's a good way to value your time," Sesay said, "because you help to change lives."

Beyond the social good, Sesay finds his own unique rewards in volunteering.

"It helps me build connections. I want to become a medical doctor, so I always have conversations with the doctors and nurses when we have down time. It also helps with my communications skills," he said.

Sesay's family emigrated from Sierra Leone in Western Africa in 2016.

"We do speak English in Sierra Leone, but I want to

learn more about the American culture and how you communicate," he said. "The more I speak with Americans, the more I construct my English better."

Sesay was honored with a Governor's Volunteer Award in 2022 for his efforts.

"I met Kim Reynolds there," Sesay said. "Volunteering let me meet a respectable figure like that. If I was just at home, I wouldn't have been able to do that."

His commitment to volunteering has led to other opportunities, as well. First, a hospital staff member approached him and offered to hire him as a valet attendant. He continued to volunteer inside the hospital while working in the parking lot, and he eventually landed a job as a registration specialist — one of the staff members he would assist as a volunteer. Despite achieving his goal of working in the medical field, he actually continued to commit time off the clock as a volunteer.

"I would work Monday through Friday, then on Saturday I'd come in as a volunteer. Even the nurses, they got to know me. They'd say, 'You're here every day!' and I'd say, 'It's my day off, what do you want me to do, stay home?'"

Sesay now is studying in the biomedical and public health major tracks while minoring in chemistry at the University of Northern Iowa in Cedar Falls. He's transferred his role as a registration specialist to Allen Hospital, UnityPoint's campus in Waterloo, but he said as soon as he's settled, he wants to ask how he can volunteer there, as well.

Do you know someone using their energy to make our communities better? The Gazette is partnering with Alliant Energy to spotlight and share stories of people who are using their energy to make our communities better. Specific focus areas include: hunger & housing, workforce readiness, education & literacy, environmental stewardship and diversity, safety and well-being. Nominations can be made by completing the form at alliantenergy.com/poweringbeyond



THINGS TO DO TODAY

POWERED BY HOOPLA:
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ENTERTAINMENT

Talkin' About Love

It's open mic night. Your love story (unrequited, unexpected or simply unbelievable) will find a sympathetic audience at TellersBridge. Put your name in the hat, tell us your 5- to 7-minute tale, or grab a drink and listen to your heart's content.

- **When:** 7 to 9 p.m.
- **Where:** Englert Theatre, 221 E. Washington St., Iowa City
- **Cost:** \$10

DISCUSSION

Critical Conversations: Timeless Voices

Season Three theme: The Speeches/Letters of Notable African Americans, meeting on Zoom.

- **When:** 7 to 8:30 p.m.
- **Where:** Zoom; registration required at theacademysps.com
- **Cost:** Free

AUTHOR

Local Libraries LIT:

Kevin Wilson

This Listen, Initiate, Talk session features Kevin Wilson, author of the novels "The Family Fang," a New York Times bestseller adapted into a film starring Nicole Kidman and Jason Bateman, and the critically acclaimed "Perfect Little World."

- **When:** 7 p.m.
- **Where:** Online; register at bit.ly/LLL_KevinWilson
- **Cost:** Free; donations accepted

THEATER

'Braided Sorrow'

In the Mexican border city of Juarez, 16-year-old Alma has arrived to take a job in an American-owned factory in order to send money to her family. Alma is shocked by the dangers of the city and is set on a treacherous journey calling on her bravery to end the unnatural nightmares of Juarez.

- **When:** 8 to 9:30 p.m.
- **Where:** University of Iowa Theatre Building, 200 N. Riverside Dr., Iowa City
- **Cost:** \$5 to \$20

LITERATURE

Blind Date With a Book

If you enjoy trying new books, reading a good romance, or not judging a book by its cover, check out this library display. Each book will be wrapped up with a few descriptive words or sentences about the book on the cover. Select a book and take it to the circulation desk to be checked out, then take it home and unwrap your blind date. See if it's love at first sight, or if it's better to remain friends.

- **When:** 9 a.m.
- **Where:** Hiawatha Public Library, 150 W. Willman St., Hiawatha
- **Cost:** Free

C.R. Public Library receives top prize

Annual award recognizes a North American library's impact on its community

By Marissa Payne, The Gazette

CEDAR RAPIDS — The Cedar Rapids Public Library has received the Jerry Kline Community Impact Prize to recognize the library's influence on the community.

The award was presented Jan. 30 during a celebration at the American Library Association's LibLearnX Conference in New Orleans, according to a news release.

The Jerry Kline Community Impact prize was developed in partnership by Library Journal and the Gerald M. Kline Family Foundation. Created in 2019, the prize recognizes the public library as a vital community asset, and is given to one library in North America each year to acknowledge that library's impact in its community.

The prize includes a \$250,000 award to the Cedar Rapids Public Library from the Gerald M. Kline Family



The Cedar Rapids Public Library's Mobile Technology Lab visits areas around the city. It also has started carrying books and other library materials. These initiatives contributed toward the library receiving the Jerry Kline Community Impact Prize. (Cedar Rapids Public Library)

Foundation. The library also was featured on the November cover of Library Journal.

"Cedar Rapids Public Library has made a huge impact through its close connections with civic leadership and community — exactly what this prize seeks to spotlight and honor," Jerry Kline, CEO of the Gerald M. Kline Family Foundation, said in a statement.

The award highlights initiatives such as the library's Mobile Technology Lab, as well as community and civic

partnerships that broaden the library's reach based on its three strategic pillars of literacy, access and inclusion.

"We are a stronger library because of the relationships we have with our city and county leadership," library director Dara Schmidt said. "We are a stronger community because of the support our nonprofits and library give each other. We're grateful this award recognizes the value of those partnerships."

Schmidt said the money awarded to the library "will

go toward furthering the library's strategic goals, including the development of a permanent westside library."

The westside library will be situated on 27 acres at the corner of 20th Avenue and Wiley Boulevard SW. The permanent library space will interplay with housing, open space and other amenities.

It will replace the Ladd Library, 3750 Williams Blvd. SW, a leased space that opened in 2013 and was established through a grant from the Hall-Perrine Foundation.

The Cedar Rapids Public Library Foundation already has committed \$2 million to the new facility. Linn County allocated \$4 million and Cedar Rapids awarded \$6 million in federal American Rescue Plan Act funds, so the project has secured at least \$12 million of the \$25 million total.

To plug the remaining gap, the library is seeking \$3 million through other state and federal resources. A community investment campaign is looking to raise \$10 million.

Comments: (319) 398-8494; marissa.payne@thegazette.com

Category	Platform	Metrics	January 2022	January 2023	% Change
Virtual Programming	In Person and Virtual	Attendance at Library Programs and Videos	1,051	1,812	42%
Digital Collection Use	OverDrive	eBook Circulation	6,987	6,715	-2%
		eAudiobook Circulation	5,796	6,899	16%
		New Users	272	411	-51%
	cloudLibrary	eBook Circulation	1,483	1,818	18%
		eAudiobook Circulation	1,035	1,045	1%
		New Users	54	88	39%
	Hoopla	eBook Circulation	855	1,201	29%
		eAudiobook Circulation	1,295	2,089	38%
		eMusic Circulation	116	169	31%
		eVideo Circulation	507	439	-15%
	Freegal	New Users	74	94	21%
		eMusic Downloads	1,326	997	-33%
		eMusic Streaming	3,628	2,813	-29%
	Kanopy	New Users	8	20	60%
eVideo Circulation		1,779	1,263	-41%	
	Total	Total Digital Circulation	24,807	25,448	3%
Other Online Use	Databases	Visits	21,857	18,913	-16%
	CRLibrary.org	Visits	14,019	12,247	-14%
	WiFi	Logins	8,818	11,388	23%
Social Media	Facebook	Followers	10,560	11,665	9%
	Instagram	Followers	3,736	3,981	6%
	YouTube	Views	5,838	7,070	17%
Meeting Room Use	Downtown	Number of Reservations	325	309	-5%
	Downtown	Number of People	2558	3083	17%
	Ladd	Number of Reservations	67	60	-12%
	Ladd	Number of People	662	803	18%
Number of Visitors	Downtown	Door Count - Downtown	22,958	24,580	7%
	Ladd	Door Count - Ladd	6,993	8,332	16%
	Total	Door Count - Total	29,951	32,912	9%
Curbside Holds	Total	Curbside Holds - Number of	211	78	-63%
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	38,559	36,765	-5%
		Total Circulation	57,185	55,516	-3%
		MLN Circulation (Print only)	65,970	91,756	28%

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 2/23/2023
Subject: **January 2023** Financial Report

January Monthly Analysis:

Library Operations 151XXX: I have reviewed the January 2023 financial information. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (58.3% thru January). Actual revenues are expected to meet or exceed budgeted amounts.
- No more than 1/12 of discretionary, fleet, facilities, fuel budget is spent per month (due to processing times, expenses have a 1 month lag so 50% thru January).
- For all other expenses, no more than 1/12 of budget are spent per month (58.3% thru January).
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
- Here are concerns and highlights that you should be aware of:
 - **Total actual revenue (less transfer in) is 65% or \$428K of budgeted \$810K. Exceeding budget.**
 - Budget was amended in November to add for grant revenue received relating to COVID IMLS federal grant for \$10.8K. Final expected amount per General Accounting.
 - A couple revenue account names were changed and transactions moved to better align for reimbursements from other government agencies so actuals for July – Nov were adjusted accordingly and reflected in the financial report values for November. Budget adjustment for FY23 will reallocate appropriately - \$184,792 budget moving from 431012 to 423000.
 - 423000 – Renamed to add clarity. Previously Local Govt Grants; Updated to Local Govt Grants and Reimb.
 - Description updated to add clarity: Capital improvement and/or operating grants and/or reimbursements from local government agencies. A local government agency includes other cities, school districts, or the county.
 - 431012 – Renamed to add clarity. Previously Admin Charges - External; Updated to Dept Charges-External to City
 - Description changed: Charges from City Departments for services or materials to outside of the City of Cedar Rapids. These are typically charges from City Departments that do not fall under another account number. I.e. charges for vision insurance, charges to citizens, businesses or contractors, Cedar Rapids Neighborhood Transportation Service NTS, foundations.
 - Transfer in of \$25K amended to cover 50% of CE purchase.
 - **Total actual expenditures are 58% or \$3.6M of \$7.4M budgeted. Right on track with budget.**
 - Personal Services is tracking at **56%** or **\$3.1M** of **\$5.55M** budget.
 - Refresh savings budget of \$135K was removed in September for approved reduction of budget.
 - Discretionary is trending over budget thru January. Total incurred is \$600K of \$810K budget or 74%.
 - Rent of Land & Buildings has incurred 6 months of Lease & CAM \$16,387.67 July thru December and \$17,600.17 Jan thru June (including CAM reconciliation for 2021) for Ladd library or \$214K. Parking actuals thru January is \$21K. anticipate spending more than budgeted
 - Electricity is spending greater than budget available thru December. 56% spent or \$119.6K of \$213.8K budget. Estimated to be over budget by \$25K.
 - Facilities Maintenance has posted EMS costs thru January - \$9K and Maintenance billing for July-October is \$92.6K. FMS maint has billed for November of \$22K but not yet posted to financials. (On track to fully spend down this budget.)

- Fleet Services is billed thru July for work order billing. Currently at 17% or \$244 of \$1.4K budget. – no change

Special Revenue & CIP Funds:

- Fund 7010 – Special Revenue
 - Thru January, total expenditures are 25% or \$130K of \$525K budget
- Fund 7020 – Special Revenue
 - Total expenses equal budget and no longer active.
- Fund 316 – CIP
 - Thru January, total expenditures are 48% or \$311K of \$650K budget.

FY 24 Budget Adjustment:

With legislation changes to correct the State's rollback error, the City is working on changes to the FY 2024 budget requests. We will be reducing library's allocation for books by \$50K from \$550K to \$500K. This will continue City funding of books at current FY 2023 levels of \$500K. If Library FY 2023 operations ends favorable with unspent budget after adjusting for any revenue shortfalls (if they would occur), we will then amend FY 2024 for up to \$50K for the purchase of books in FY 2024.

City of Cedar Rapids
 151 General Fund - Library
 2023-01-31

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	-	10,800.86	10,800.86	-	100%	-
State Operating	422001	112,069.27	115,000.00	101,964.62	(13,035.38)	89%	-
Local Govt Grants and Reimb	423000	107,264.82	125,000.00	216,918.60	91,918.60	174%	15,914.52
Total Intergovernmental Revenue		219,334.09	250,800.86	329,684.08	78,883.22	131%	15,914.52
Other Revenue							
Printing & Duplicating of Form	431006	2,694.95	25,000.00	3,829.30	(21,170.70)	15%	1,599.70
Dept Charges-External to City	431012	225,599.58	409,792.00	104,451.32	(305,340.68)	25%	18,399.84
Library User Fees - Not Fines	431201	5,658.19	5,600.00	5,185.01	(414.99)	93%	892.77
Vending Sales	431301	32.04	-	33.29	33.29	0%	13.02
Building Rental	461001	20,517.40	43,455.00	20,495.90	(22,959.10)	47%	3,689.20
Contributions & Donations	471002	28,500.00	70,000.00	63,689.70	(6,310.30)	91%	2,500.00
Sale of Inventory	471003	878.75	2,000.00	656.55	(1,343.45)	33%	26.45
Other Miscellaneous Revenue	471005	-	3,500.00	-	(3,500.00)	0%	-
Total Other Revenue		283,880.91	559,347.00	198,341.07	(361,005.93)	35%	27,120.98
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Transfers In		14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Revenue		517,215.00	846,147.86	539,025.15	(307,122.71)	64%	43,035.50
			810,147.86	528,025.15		65%	
Expenditures							
Personal Services							
Regular Employees	511100	2,174,914.65	3,986,814.00	2,263,751.75	1,723,062.25	57%	325,001.35
Temporary/Seasonal Employees	511200	-	34,694.40	4,053.00	30,641.40	12%	-
Overtime	511300	44,002.31	114,773.40	35,150.86	79,622.54	31%	195.38
Other Special Pays	511400	19,478.12	20,180.00	32,709.60	(12,529.60)	162%	8,065.13
Group Insurance	512100	250,146.83	513,159.00	301,037.59	212,121.41	59%	54,324.25
Social Security Contributions	512200	160,596.90	326,956.00	169,324.90	157,631.10	52%	22,534.80
Retirement Contribution	512300	203,462.29	404,672.00	212,293.14	192,378.86	52%	28,020.18
Unemployment Compensation	512400	-	-	6,218.00	(6,218.00)	-100%	-
Workers' Compensation	512500	75,350.75	145,893.00	79,260.17	66,632.83	54%	10,635.75
Other Employee Benefits	512600	3,734.84	7,315.08	3,750.48	3,564.60	51%	563.45
Total Personal Services		2,931,686.69	5,554,456.88	3,107,549.49	2,446,907.39	56%	449,340.29
Discretionary Expenses							
Advertising & Marketing	521100	11,474.44	5,000.00	7,106.41	(2,106.41)	142%	645.28
Consulting & Technical Service	521104	46,940.18	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	47,994.19	105,466.00	102,827.98	2,638.02	97%	40,144.51
Health Services	521106	203.55	-	224.20	(224.20)	-100%	38.35
Other Professional Services	521108	2,097.00	10,523.63	6,393.00	4,130.63	61%	1,070.00
External Banking/Financial Fee	521109	7,786.47	15,700.00	11,969.29	3,730.71	76%	2,188.21
Security Services	521110	-	5,000.00	-	5,000.00	0%	-
Computer Hardware	522100	40,076.44	35,000.00	31,080.28	3,919.72	89%	-
Computer Software Maintenance	522101	145,886.14	222,220.00	157,029.65	65,190.35	71%	8,163.96
IT Services - External	522102	31,320.41	75,500.00	34,073.02	41,426.98	45%	15,082.71
Building & Grounds Services	522104	1,543.80	15,000.00	7,645.20	7,354.80	51%	7,645.20
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	-	9,000.00	0%	-
Vehicles & Rolling Equip Serv	522106	-	-	29.95	(29.95)	-100%	-
Phone Services	523107	17,849.27	26,500.00	17,501.50	8,998.50	66%	2,500.21
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	7,240.66	15,950.00	8,465.71	7,484.29	53%	-
Awards & Recognition	531102	22.50	250.00	8.50	241.50	3%	-
Books & Subscriptions	531103	102,236.35	109,171.80	123,687.74	(14,515.94)	113%	8,275.65
Cleaning & Janitorial Supplies	531105	97.36	1,250.00	-	1,250.00	0%	-
Computer Supplies	531106	1,836.66	5,000.00	507.06	4,492.94	10%	38.50
Equipment/Furniture/Fixtures	531109	51,226.16	11,500.00	12,013.53	(513.53)	104%	(227.88)
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	393.39	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	9,983.65	15,320.00	7,366.80	7,953.20	48%	1,330.58
Program Supplies	531118	19,955.93	37,000.00	18,270.31	18,729.69	49%	3,873.41
Shop Supplies	531119	11.89	250.00	-	250.00	0%	-
Sign & Signal Supplies	531120	235.13	-	2,071.31	(2,071.31)	-100%	86.40

City of Cedar Rapids
 151 General Fund - Library
 2023-01-31

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Uniforms	531123	-	694.00	1,196.98	(502.98)	172%	-
Personal Protective Gear	531124	3,826.27	-	1,941.25	(1,941.25)	-100%	175.00
Building & Grounds Supplies	533100	4,180.51	21,748.15	7,968.64	13,779.51	37%	114.91
Equip/Furniture/Fixtures Parts	533101	426.74	-	570.00	(570.00)	-100%	-
Conferences, Training, Travel	542102	2,269.67	23,200.00	30,223.03	(7,023.03)	130%	-
Dues & Memberships	542103	6,916.55	10,000.00	5,740.50	4,259.50	57%	222.50
Licensing Fees	542106	-	-	60.00	(60.00)	-100%	-
Postage & Freight	542108	2,585.10	17,500.00	2,800.63	14,699.37	16%	-
Mileage Reimbursement	542111	188.92	3,000.00	710.68	2,289.32	24%	60.63
Admin Charges - Inter Departments	521114	-	-	225.00	(225.00)	-100%	-
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	-	-	0%	-
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
Total Discretionary Expenses		566,805.33	809,543.58	599,708.15	209,835.43	74%	91,428.13
Other Expenses							
City Accounting Services	521113	43,750.00	77,500.00	45,208.31	32,291.69	58%	6,458.33
City Information Tech Services	522109	5,391.54	5,878.33	3,429.02	2,449.31	58%	489.86
Electricity	523100	117,658.37	213,800.00	119,637.44	94,162.56	56%	19,014.45
Natural Gas	523103	3,301.52	4,500.00	2,758.66	1,741.34	61%	2,164.63
Rental of Land & Buildings	524100	221,702.04	245,000.00	235,122.14	9,877.86	96%	118,708.25
Liability Insurance	525104	20,452.51	42,148.00	26,393.83	15,754.17	63%	3,512.33
Property Insurance	525107	51,812.25	100,110.00	58,397.50	41,712.50	58%	8,342.50
Vehicle Insurance	525108	1,018.50	1,200.00	700.00	500.00	58%	100.00
Gasoline Fuel	532101	93.81	498.58	88.31	410.27	18%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	121,955.98	313,107.55	101,541.30	211,566.25	32%	23,732.88
Fleet Services (Routine)	522108	137.60	1,400.00	243.91	1,156.09	17%	-
Total Other Expenses		587,274.12	1,005,142.46	593,520.42	411,622.04	59%	182,523.23
Capital Outlay							
Vehicles, Equipment, Software	554000	30,243.66	50,000.00	1,285.00	48,715.00	3%	-
Total Capital Outlay		30,243.66	50,000.00	1,285.00	48,715.00	3%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		4,116,009.80	7,419,142.92	4,302,063.06	3,117,079.86	58%	723,291.65
Net Revenues over/(under) Expenditures		(3,598,794.80)	(6,572,995.06)	(3,763,037.91)	2,809,957.15		(680,256.15)



Director's Report
March 2, 2023

Department Updates

Community Relations just released the spring issue of *OPEN+* magazine and is shifting focus to summer planning. We are working with Kevin and his team to redesign our print pieces for the Summer Dare, and the team is really excited about making some changes. We are also working on plans for National Library Week in April and Volunteer Appreciation, which also falls in April. We've had a great time meeting with partners in the community about the Westside Library Project and collecting survey information. The feedback we've received has been very positive and people seem grateful to be a part of the planning process.

In February, the Library volunteer engagement staff began working with the City of Cedar Rapids on a city-wide effort to expand City Volunteer Engagement. This effort is in conjunction with Volunteer Iowa's pilot program of working with local governments to expand their capacity to engage volunteers to support the City's mission, operations, and initiatives. Through a series of virtual and in-person training sessions and local work groups, the city coalition is looking to strengthen our systems to support volunteer engagement across City departments to meet the needs of our community. Volunteer Hours in January: 354

The *Materials* department continues to update adult nonfiction and Spark Kits. As part of the strategic planning process working on collection locations continues, this creates space and opportunities for shifting and moving collections to more optimal locations. We're seeing an increased interest in our Spark Kits due to the hard work and creativity of the staff so expect there to be more of these highlighted in the future. The quieter Winter publishing season is ending and Spring releases will start to arrive in March.

The *Technology Solutions* team is implementing and training staff on the new Library Document Stations. This technology will take the place of our current faxing options, and expand options for scanning and faxing documents at a lower price. Many patrons need faxing options for confidential documents like health or immigration materials. Faxing is, in many ways, still the more secure option. The team has also been focusing on the screen and projector in Whipple; these updates and repairs are more complicated than most spaces due to the size of the auditorium and limited entry points.

Programming continues to see excitement build from the community around its public offerings. Attendance is strong at all of our regular programs such as story time, baby and toddler play time, and many others, as well as our newer offerings such as our Teen Magic the Gathering program and weekend family events, including more than 300 people at our Cat Cafe. In addition, a new program was offered in January called Tiny Art, which provided miniature canvases and art supplies to patrons, and then created a gallery display with the art. Nearly 200 pieces of art were created and returned to be in the exhibit from patrons of all ages. Work is ongoing to prepare for Summer Dare 2023, with a number of updates and new additions to best serve the entire community with programs, outreach, reading programs, and more – it will be an exciting summer!

The *Events* Department is excited to see meeting rooms continue to increase in use, and is very excited to see the repairs in Whipple Auditorium nearly end. That means that more large-scale events can begin happening in that space after a few months of the space not being used very heavily. The department has also been busy with job fairs, outreach, and many more community connections.

Public Service. One of our community partners, First Presbyterian, reached out during February to offer Mental Health First Aid Training. This was a previous training offered during an all staff day many years ago. With having new staff since the training, we are happy to be able to send several Public Service Staff to the training in March. The Mental Health First Aid Training supplements the work the library has done with Ryan Dowd Training, Mandt Program, and KERA. We are excited for the staff that are able to participate in the training and look forward to them bringing back information to share with all library staff.

Great Stories

A patron came in today looking to fax several pages. As she was pulling out her credit card, I asked her if the business she was sending these papers to would accept them as an email. She looked over her papers and discovered they did. She said she didn't know how to do that and that's why she was faxing. I told her I would be happy to assist her and that it would be free. She was so excited and told me the "library teaches me something new every time I come in here." – Elysha Holley, Patron Services Specialist

Recently, the Library held the City Leadership Summit. That meant that when I arrived a bit after 8, there were already people buzzing around the second floor. (Our diligent Events team assured me everyone here was, in fact, supposed to be here early.) Shortly after opening, about 40 3rd graders arrived for a tour of the library. The sound of 80-odd legs pounding up the library stairs is impressive, even if the feet are a little smaller than average. And of course, we had our regulars finding their favorite spots for movies, reading, and card games. Their faces are familiar and friendly. Some of them are here to find jobs, some to complete personal projects, and some are thankful to have somewhere comfortable to sit.

Something about the confluence of these groups - diverse in culture, age, economic status, but united in library usage - connected with me. I saw people meet who would not have had the opportunity to otherwise. I showed a city supervisor (to her delight) how the DVD dispensers worked. I watched a kid squeal with excitement after hitting our accessibility door opener. A regular called the library his "home away from home...away from home" when asked how his movie was going. Our resources filled needs as varied as the patrons who brought them to us.

Our Library cannot be everything to everyone, but that I day I felt like we were *something* for everyone. A space to meet, full shelves, new opportunities, and friendly faces were there for anyone who wanted or needed them. Where else can you find a place so welcome and so vital for everybody? – Tait Larson, Patron Services Specialist

From a library patron:

Dear Library Staff,

During two visits to the Downtown Library in the past week I was again reminded of the good work you do providing vital and appreciated services and materials to me and thousands of others. For me the Library is the most important of all the good things our government provides.

I am frustrated and angered by current initiatives to ban books and suppress history and knowledge. These efforts are counter to my very nature and I am sure you must deal with them often.

I recognize that your work can be challenging, but please be aware that I appreciate you and all that you do to help people and share knowledge. Keep up the good work.

