



Agenda: Board of Trustees  
May 2, 2024, 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: April 4, 2024
- C. Public Comments and Communications
- D. Board Education: Summer Reading – Kevin Delecki & Amber McNamara
- E. Foundation Report – Charity Tyler
- F. Friends of the Library Report – Libby Slappey
- G. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - No Action
  - Finance Committee – Monica Challenger, Committee Chair
    - **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 \$79,674 to iii Innovative.
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - **Action:** 3.01 Library Cards and Customer Privileges
    - **Action:** 4.00 Library as Place
  - Westside Project Committee – Jade Hart, Committee Chair
    - **Action:** 4.04 Environmental Policy
    - **Action:** Resolution for Land Ownership Transfer
- H. Library Director's Report
  - PLA Re-cap
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **June 6, 2024 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](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**  
**April 4, 2024**

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

**Staff in attendance:** Amber McNamara, Erin Horst, Todd Simonson (in person); Dara Schmidt, Jessica Musil (via Zoom)

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

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
  - Minutes: March 7, 2024
  - Ms. Hart moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
  - The Friends and Foundation Focus newsletter copy was sent out to printers today and should be in mailboxes soon. The annual Dolly Parton’s Imagination Library (DPIL) fundraiser Literary Vines is this month on Friday, April 19 at the downtown library. The event will highlight the second-floor maker space, allowing attendees to demonstrate the technology. The fundraiser will also include information and images of the new Westside Library. An online auction opens tomorrow through the event.
  - This year, the Foundation is participating in the United Way Day of Caring on May 9. Three employers will send teams of volunteers to pick-up trash at the new Westside Library site.
- E. Friends of the Library Report – Libby Slappey
  - The Friends are in process of setting up for the big spring book sale over the weekend at the downtown library. This event is on the first floor as well as Beems and Whipple auditoriums. Bargain shoppers can fill a box for \$10 on Sunday.
  - Ms. Slappey noted, as campaign co-chair for the Westside Library, that women who give over \$10,000 to the campaign can be part of the Wise Women Circle. This circle is a nod to the women who have elevated the library throughout its history, such as Ada Van Vechten, Marilyn Ladd, and Nadine Sandberg.
- F. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - Mr. Jacobo noted that the legislative session is winding down. Ms. Schmidt shared that all the library-adverse bills did not pass, and that tabled bills look like they are not moving forward. The library will continue to monitor until the legislative session closes later this month.
- G. Library Board Committee Reports
  - Finance Committee – Monica Challenger, Committee Chair
    - Ms. Challenger reported on March 2024 financials. At this point of the fiscal year, there are no concerns. Ms. Schmidt noted that the library is working with the City for opportunities to amend the budget for capital funding to align with

groundbreaking at the new library. She hopes to have more information sometime in April and to confirm in May.

- Personnel and Policy Committee – Susie McDermott, Committee Chair.
  - **Action:** 3.02 Unattended Children. The committee reviewed this policy, which designates safety and behavior of children in the library. There are no recommended changes.
  - **Action:** 3.03 Fines and Fees. The committee upheld the policy for how the library assesses fines and fees.
  - **Action:** 3.07 Special Event Alcohol Use Policy. This policy denotes how alcohol can be used in the library for special events and recommends no changes.
  - **Action:** 6.00 Professional Development. Unlike the City, the library wishes to allow professional development opportunities for part-time staff. We previously approved an earlier version that specifically included part-time employees. However, a later version inadvertently dropped this change. The committee wishes to re-affirm the commitment to part-time staff professional development.

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

- Westside Project Committee – Jade Hart, Committee Chair
  - The committee met on March 20 and reviewed final designs, which were then shown to the public open house on March 25. That design is at the cost estimators and information is due back by the end of next week. OPN's goal is to release construction bids by May 3. If the cost estimation is off, we might have minor changes that wouldn't cause significant difference than what the board and public have seen.
  - The open house was well attended and library staff heard incredibly positive feedback. Attendees were excited and showed a lot of support for the project.

#### H. Library Director's Report

- In the last few weeks, Ms. Schmidt and the team have been working on details for the Westside Library project. She is hopeful that the project so far will come in under budget and move toward groundbreaking as planned this fall.
- Ms. Schmidt presented at a preconference workshop on advocacy and how to proactively protect your library and staff at the Public Library Association (PLA) conference in Columbus, OH this week. The workshop was well attended and many people continue to share their excitement and their work with Ms. Schmidt. Many libraries are going through challenging times and appreciate support from peers. Ms. Challenger shared kudos for the library's advocacy work – she has met professionals at the conference who have shared their appreciation with her. Ms. Schmidt's presentation was a three-hour panel and interactive exercises. Ms. Schmidt specifically shared on activating advocacy with individuals. Others discussed activating advocacy with partners and community; self-care psychological safety for staff; intellectual freedom; aligning good policies with staff support; and the core ideas of the library.
- Mr. Twedt-Ball asked Ms. Schmidt if she had any ah-a moments from PLA so far. Ms. Schmidt shared that Shola Richards, a PLA presenter, had a great presentation on the difference between 'kind' and 'nice'. She was impressed and hopes to bring him for a shared corridor library all staff day in future.
- This evening, Ms. Schmidt will attend the Jerry Kline Community Impact Prize party to celebrate Kent Library District; Ms. Schmidt served as a judge. Cedar Rapids will also be recognized as last year's winner.
- In May, Amber McNamara and Kevin Delecki will present on changes to the summer reading program. The programming team developed great programs in February and March, and patrons have shared their appreciation for the efforts.

- I. Old Business
  - There being no old business, the meeting continued.
- J. New Business
  - There being no new business, the meeting continued.
- K. Adjournment
  - There being no further business, the meeting adjourned at 4:29 pm.

**The next Board of Trustees meeting will be held on Thursday, May 2, 2024, at 4 pm in the Conference Room, Downtown Library**

To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 3/28/2024  
Subject: **February 2024** Financial Report

I have reviewed the March 2024 financial information for the Library. Please see attached reports. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (75% thru March). Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (66.7% thru March since due to processing times, these expenses normally have a 1 month lag).
- For all other expenses, no more than 1/12 of the budget is spent per month (75% thru March).
- I used this as a guide to gauging concerns when reviewing your areas.

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

Operations – 151XXX:

- **Total revenues are Above Target at \$643K or 80% of the \$804K budget.**
- **Total expenditures (excluding transfers out) are \$5.73M or 74% of the \$7.74M budget.**
  - **Overall expenditures are trending on target.**
  - Personal Services are at \$4.3M or 73% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
    - Other Employee Benefits includes unbudgeted tuition reimbursement of \$5.1K
      - Also includes \$2,150 in Wellness payments that you will receive a credit for (actuals should be reduced in April)
  - Total discretionary expenses are high at \$726K or 88% of the \$827K budget.
    - Full fiscal year of Willis Dady Service Navigator costs have posted. - \$75K
    - IT annual costs for software maintenance also incurred in July (always a timing thing)
    - Legal Services total of \$15K that is unbudgeted – *BA is being reviewed to add \$20K in April.*
  - Other expenses are at \$721K or 67% of the \$1.1M budget.
    - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums.
    - Facilities Maintenance has posted thru January for \$129K.
    - Energy Management has posted thru February activity for \$4,409.60.

Special Revenue – 7010XX(January analysis & FY 2024 Budget Amendment):

- No concerns

CIP – 316XXX (January analysis & FY 2024 Budget Amendment):

- **Total expenditures (excluding transfers out) are \$727K or 37% of the \$1.9M budget.**
  - 316750 books – includes a transfer in of \$95,695 of older bonds needing to be spent. *You can spend this down at any time but will need to amend the budget if you want to spend in FY 24.* However, FY 25 bonds are reduced by this amount.
  - 316200 New Westside Library – we reduced budget down to \$1.2M with actual spending at \$246K.

City of Cedar Rapids  
 151 General Fund - Library  
 2024-03-31

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
<b>Revenue</b>							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	10,800.86	-	-	-	0%	-
State Operating	422001	101,964.62	115,000.00	101,472.58	(13,527.42)	88%	-
Local Govt Grants and Reimb	423000	306,625.73	275,000.00	279,503.60	4,503.60	102%	80,225.29
Total Intergovernmental Revenue		419,391.21	390,000.00	380,976.18	(9,023.82)	98%	80,225.29
Other Revenue							
Printing & Duplicating of Form	431006	8,861.81	25,000.00	23,270.13	(1,729.87)	93%	3,020.50
Dept Charges-External to City	431012	124,320.74	259,792.00	153,152.40	(106,639.60)	59%	18,528.06
Library User Fees - Not Fines	431201	8,168.30	10,600.00	26,016.49	15,416.49	245%	6,987.35
Vending Sales	431301	33.29	-	-	-	0%	-
Building Rental	461001	27,654.50	43,455.00	26,178.80	(17,276.20)	60%	2,693.20
Postage / Handling	471001	-	-	7.00	7.00	0%	-
Contributions & Donations	471002	65,595.22	70,000.00	32,685.82	(37,314.18)	47%	10,600.00
Sale of Inventory	471003	730.10	2,000.00	244.33	(1,755.67)	12%	18.00
Damage Recoveries	471004	-	-	-	-	0%	(25.00)
Other Miscellaneous Revenue	471005	1,100.00	3,500.00	100.00	(3,400.00)	3%	25.00
Cash Over (Under)	471007	(6.49)	-	(7.71)	(7.71)	0%	(1.20)
Total Other Revenue		236,457.47	414,347.00	261,647.26	(152,699.74)	63%	41,845.91
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	11,000.00	14,718.96	14,718.96	-	100%	-
Total Transfers In		11,000.00	14,718.96	14,718.96	-	100%	-
<b>Total Revenue</b>		<b>666,848.68</b>	<b>819,065.96</b>	<b>657,342.40</b>	<b>(161,723.56)</b>	<b>80%</b>	<b>122,071.20</b>
<b>Expenditures</b>							
Personal Services							
Regular Employees	511100	2,898,479.35	4,185,204.00	3,096,982.21	1,088,221.79	74%	353,767.01
Temporary/Seasonal Employees	511200	4,053.00	43,368.40	7,759.50	35,608.90	18%	-
Overtime	511300	53,016.00	114,773.40	57,386.70	57,386.70	50%	10,289.04
Other Special Pays	511400	34,468.02	33,848.00	15,085.84	18,762.16	45%	-
Group Insurance	512100	406,854.09	645,012.00	496,444.06	148,567.94	77%	60,413.82
Social Security Contributions	512200	226,164.76	332,680.00	239,478.70	93,201.30	72%	36,479.97
Retirement Contribution	512300	284,374.07	411,141.00	303,008.06	108,132.94	74%	45,989.40
Unemployment Compensation	512400	12,484.00	-	-	-	0%	-
Workers' Compensation	512500	106,004.00	71,149.00	54,590.11	16,558.89	77%	8,193.96
Other Employee Benefits	512600	4,939.32	2,783.00	9,101.82	(6,318.82)	327%	3,697.04

estimated to meet or exceed budget

City of Cedar Rapids  
151 General Fund - Library  
2024-03-31

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals	
Total Personal Services		4,030,836.61	5,839,958.80	4,279,837.00	1,560,121.80	73%	518,830.24	Will receive a credit of \$2,150 for WELLNESS payments originally charged to Library but should have been to Risk.
Discretionary Expenses								
Advertising & Marketing	521100	9,635.79	5,000.00	11,156.67	(6,156.67)	223%	-	
Consulting & Technical Service	521104	-	10,000.00	7,550.00	2,450.00	76%	7,550.00	
External Contracted Labor	521105	110,840.46	105,466.00	110,857.89	(5,391.89)	105%	5,097.75	
Health Services	521106	318.60	-	374.65	(374.65)	-100%	-	
Legal Services	521107	-	-	14,957.49	(14,957.49)	-100%	2,608.63	
Other Professional Services	521108	6,954.00	10,523.63	908.27	9,615.36	9%	-	
External Banking/Financial Fee	521109	14,932.66	15,700.00	12,694.59	3,005.41	81%	1,388.01	
Security Services	521110	-	5,000.00	-	5,000.00	0%	-	
Computer Hardware	522100	33,869.77	35,000.00	38,013.66	(3,013.66)	109%	304.02	
Computer Software Maintenance	522101	159,120.81	222,220.00	189,440.09	32,779.91	85%	7,087.64	
IT Services - External	522102	41,860.49	75,500.00	26,640.42	48,859.58	35%	1,810.00	
Building & Grounds Services	522104	8,645.20	15,000.00	11,532.60	3,467.40	77%	525.00	
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	2,861.37	6,138.63	32%	2,366.37	
Vehicles & Rolling Equip Serv	522106	29.95	-	-	-	0%	-	
Phone Services	523107	22,501.54	35,950.00	22,448.82	13,501.18	62%	2,493.14	includes couple months of employee parking - needs journal correction to move to account
Rental of Equip & Vehicles	524101	10,182.42	500.00	7,657.20	(7,157.20)	1531%	3,368.75	
Printing, Binding, & Duplicate	525102	11,748.78	15,950.00	9,009.35	6,940.65	56%	448.61	
Awards & Recognition	531102	8.50	250.00	-	250.00	0%	-	
Books & Subscriptions	531103	141,230.60	109,171.80	153,156.52	(43,984.72)	140%	6,262.86	
Cleaning & Janitorial Supplies	531105	-	1,250.00	247.64	1,002.36	20%	200.70	
Computer Supplies	531106	1,125.76	5,000.00	1,791.96	3,208.04	36%	283.26	
Equipment/Furniture/Fixtures	531109	12,013.53	11,500.00	14,393.48	(2,893.48)	125%	9,517.37	
Photography Supplies	531110	-	300.00	-	300.00	0%	-	
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-	
Office Supplies	531116	8,644.93	15,320.00	12,051.62	3,268.38	79%	1,245.82	
Paint Supplies	531117	-	-	361.83	(361.83)	-100%	94.55	
Program Supplies	531118	21,308.37	37,000.00	24,348.37	12,651.63	66%	1,693.50	
Shop Supplies	531119	-	250.00	936.10	(686.10)	374%	47.94	
Sign & Signal Supplies	531120	1,984.91	-	113.78	(113.78)	-100%	-	
Uniforms	531123	1,196.98	694.00	-	694.00	0%	-	
Personal Protective Gear	531124	1,959.85	-	510.63	(510.63)	-100%	52.14	
Building & Grounds Supplies	533100	12,334.60	34,241.28	12,816.41	21,424.87	37%	399.71	
Equip/Furniture/Fixtures Parts	533101	570.00	-	2,131.46	(2,131.46)	-100%	1,383.24	
Conferences, Training, Travel	542102	42,504.13	23,200.00	17,564.40	5,635.60	76%	1,316.36	
Dues & Memberships	542103	11,740.50	10,000.00	4,060.54	5,939.46	41%	-	
Licensing Fees	542106	60.00	-	60.00	(60.00)	-100%	30.00	
Postage & Freight	542108	6,850.25	13,500.00	5,404.59	8,095.41	40%	613.70	

City of Cedar Rapids  
151 General Fund - Library  
2024-03-31

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
Mileage Reimbursement	542111	1,006.98	3,000.00	1,326.55	1,673.45	44%	278.26
Admin Charges - Inter Departments	521114	225.00	-	225.00	(225.00)	-100%	-
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	8,841.08	(8,841.08)	-100%	77.00
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
<b>Total Discretionary Expenses</b>		<b>695,405.36</b>	<b>827,486.71</b>	<b>726,445.03</b>	<b>101,041.68</b>	<b>88%</b>	<b>58,544.33</b>
<b>Other Expenses</b>							
City Accounting Services	521113	58,124.97	85,500.00	57,000.00	28,500.00	67%	-
City Information Tech Services	522109	4,408.74	6,172.25	4,114.80	2,057.45	67%	-
Electricity	523100	154,860.61	243,800.00	162,868.76	80,931.24	67%	19,152.64
Natural Gas	523103	4,172.07	4,500.00	2,079.85	2,420.15	46%	434.69
Rental of Land & Buildings	524100	243,797.14	249,000.00	236,431.54	12,568.46	95%	-
Liability Insurance	525104	33,418.49	44,822.00	32,457.68	12,364.32	72%	-
Property Insurance	525107	75,082.50	135,928.00	90,618.64	45,309.36	67%	-
Vehicle Insurance	525108	900.00	1,300.00	866.64	433.36	67%	-
Gasoline Fuel	532101	88.31	498.58	139.36	359.22	28%	31.72
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	147,398.49	300,614.42	133,844.25	166,770.17	45%	26,621.58
Fleet Services (Routine)	522108	456.69	600.00	708.11	(108.11)	118%	276.30
<b>Total Other Expenses</b>		<b>722,708.01</b>	<b>1,072,735.25</b>	<b>721,129.63</b>	<b>351,605.62</b>	<b>67%</b>	<b>46,516.93</b>
<b>Capital Outlay</b>							
Vehicles, Equipment, Software	554000	2,946.99	-	-	-	0%	-
<b>Total Capital Outlay</b>		<b>2,946.99</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Debt Service</b>							
Total Debt Service		-	-	-	-	0%	-
<b>Transfers Out</b>							
Total Transfers Out		-	-	-	-	0%	-
<b>Total Expenditures</b>		<b>5,451,896.97</b>	<b>7,740,180.76</b>	<b>5,727,411.66</b>	<b>2,012,769.10</b>	<b>74%</b>	<b>623,891.50</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(4,785,048.29)</b>	<b>(6,921,114.80)</b>	<b>(5,070,069.26)</b>	<b>1,851,045.54</b>		<b>(501,820.30)</b>





Part of **Clarivate**

# Invoice

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Innovative Interfaces Incorporated  
789 E. Eisenhower Parkway  
Ann Arbor, MI  
48108  
United States  
pq-billing@clarivate.com

<b>Invoice #</b>	INV-INC36807
<b>Invoice Date</b>	4/17/2024
<b>Terms</b>	Net 30
<b>PO #</b>	PUR0720-010
<b>Due Date</b>	6/30/2024
<b>Site Code</b>	crpl
<b>Created From</b>	Sales Order #SO-INC37176
<b>Currency</b>	US Dollar

### Bill To

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

Item	Qty	Description	Options	Amount
Polaris Success Bundle - Public	1	Polaris Public Success Bundle		26,249.00
Staff User Licenses	150	Staff User Licenses		4,000.00
Additional Patron Languages	2	Additional Patron Languages	Polaris Languages: Spanish Polaris Languages 2: French	2,000.00
Polaris Dedicated Hosting - US/APAC	1	Polaris Dedicated Hosting - US/APAC		17,250.00
Training/Test Server Add On - US/APAC	1	Polaris Dedicated Hosting - US/APAC		5,175.00
Unlimited SIP2 Licenses	1	Unlimited SIP2 licenses		12,500.00
Patron Point Marketing Automation Platform	1	Patron Point marketing automation platform		12,500.00
		Year 4 of 5 1 July 2024 - 30 June 2025		



Part of **Clarivate**

# Invoice

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Invoice #

INV-INC36807

Innovative Interfaces Incorporated  
789 E. Eisenhower Parkway  
Ann Arbor, MI  
48108  
United States  
pq-billing@clarivate.com

Item	Qty	Description	Options	Amount

<b>Total</b>	79,674.00
<b>Amount Due</b>	US\$79,674.00

FEIN 94-2553274

Please remit electronically to:  
Bank of America, N.A.  
ABA/Routing Code: 026009593  
SWIFT (USD Payments) : BOFAUS3N  
SWIFT (non-USD Payments) : BOFAUS6S  
Beneficiary: Innovative Interfaces Incorporated  
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
Innovative Interfaces, Inc  
PO Box 74008010  
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
Bank of America Lockbox Services  
Innovative Interfaces, Inc  
LBX #74008010  
540 W Madison, FL 4  
Chicago, IL 60661

Please help fight phishing and other fraud attempts. Confirm any requests to change Innovative's payment Bank Account Details by calling your trusted contact at Innovative

For billing inquiries contact us at:  
1-510-655-6200 or pq-billing@clarivate.com

### Library Cards and Customer Privileges

Library cards are issued to allow patrons to connect to information, experiences, and services that enhance their quality of life so our community can learn, enjoy and thrive.

The library offers two types of cards to visitors: a Metro Card and a Quick Card.

The full-service Metro Card is offered to All Cedar Rapids residents and property owners. are entitled to receive library cards and services free of charge are funded primarily through property tax allocation. Cedar Rapids Metro card customers have access to the full range of library services offered by the Metro Library Network.

In addition, library cards are issued without a direct charge to residents of unincorporated areas of Linn County by virtue of a contract with the Linn County Board of Supervisors. Residents of incorporated cities that contract with the library for services and Open Access participants as defined through the State Library of Iowa with a photo I.D. and proof of address also receive Metro Cards. also receive free library cards.

The library participates in the state-wide Open Access program to allow visitors from across the state to use services. Any visitor to a physical library location can be issued a Quick Card, allowing access to library computers and limited access to library collections. These cards are available to people without a current photo I.D. or proof of address as well as to those without a physical address.

Other limited-use cards may be issued on a temporary basis as needed at the discretion of the Library Director or designee.

Adopted: 01/25/90

Revised: 10/31/91, 05/02/96, 12/02/99, 06/05/03, 10/02/04, 06/05/08, 9/01/11, 8/01/13, 6/6/19,  
5/2/2024

Reviewed: 11/2015, 4/7/2022



### **The Library As Place: A Value Statement**

The Cedar Rapids Public Library seeks to be a beacon of literacy to all who seek knowledge and understanding. Our library buildings are the main platform where we connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We prize our facilities and are determined to sustain them as a legacy for future generations.

Adopted: 2/2011

Reviewed: 2013, 11/2015, 9/2022, 5/2/2024

Revised: 01/02/2020

## Environmental Policy

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

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

New library facilities should be able to achieve LEED, WELL Building, Energy Star Building, Sustainable Libraries Initiative or other similar certification that aligns with the Board's commitment to sustainability. ~~will seek LEED certification.~~

Adopted: 11/29/90

Revised: 05/02/96, 12/02/99, 12/05, 2/2011, 01/02/2020, 06/01/2023, 5/3/2024

Reviewed: 2013, 11/2015; 1/5/2023

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

### **Transfer of Land Ownership**

Whereas the Cedar Rapids Public Library (Library) intends to ask the Cedar Rapids Public Library Foundation (Foundation) to transfer ownership of the land for the Westside Library site; and

Whereas the land is the 15-acre Parcel A for the new Library and Library Campus; and

Whereas the transfer is only valid if the Library Trustees and Foundation Directors approve the proposal; and

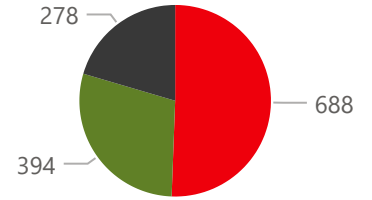
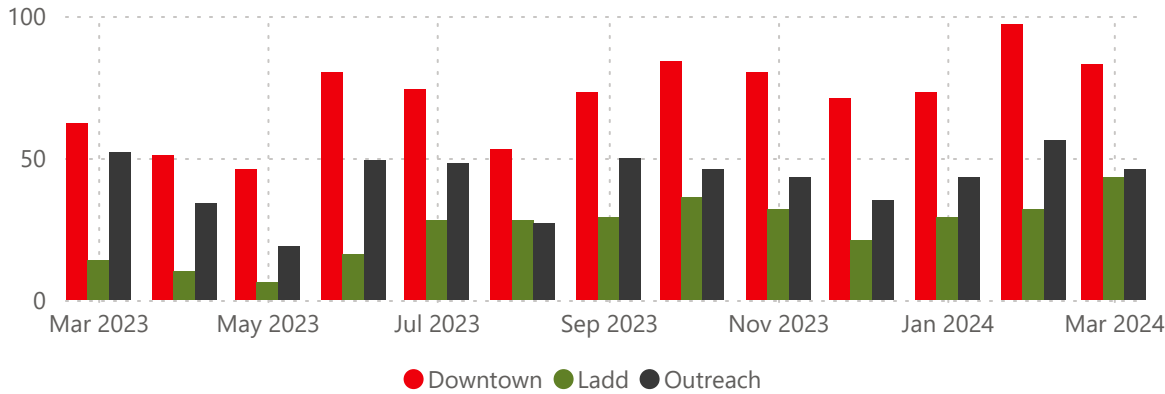
Now, therefore, it be resolved by the Cedar Rapids Public Library Board of Trustees to pass a motion intending to take ownership of the land by July 1, 2024.

Passed this 2nd day of May, 2024.

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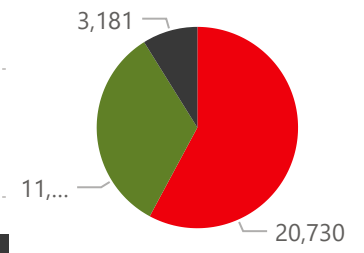
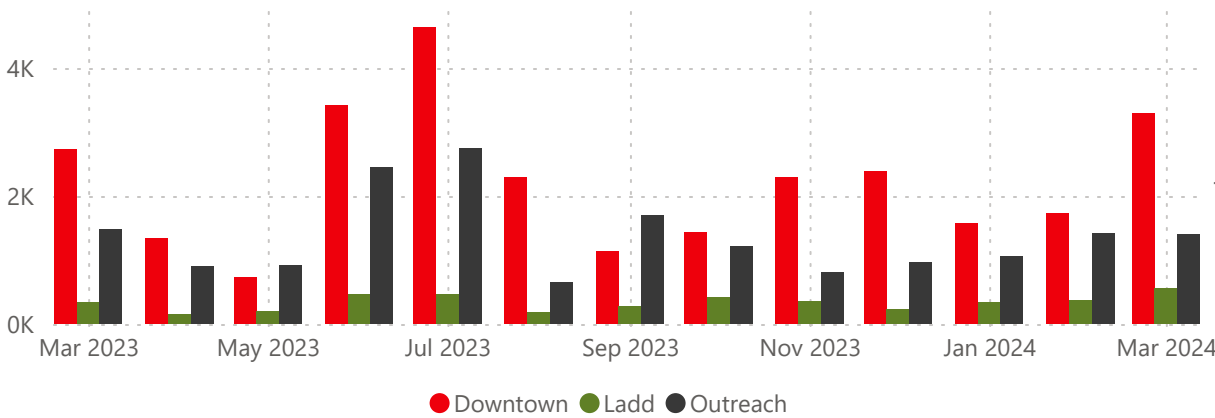
Clint Twedt-Ball  
President

Programs



1,360

# of Programs



35,840

# of Attendees

Programming continued to offer a diverse array of programs intended to attract and engage all segments of the community, from babies and toddlers, to adults with intellectual and developmental disabilities, to seniors, and everyone in between! Attendance at our weekly ongoing programs continues to be strong, drawing in regular patrons and attracting new people every week. April saw the debut of the library’s Maker and Technology Fest, where we partnered with multiple community organizations, high schools, and Corridor libraries to bring a wide variety of technology and maker experiences to nearly 400 patrons. More than 100 people experienced an interactive showing of “The Princess Bride” on the big screen in Whipple, and a group of engaged patrons went through field training (in the rain!) to become certified Save Our Streams volunteers. The Opportunity Center continues to work daily with residents to move them toward stable employment and living wages; the Maker Spaces attract new participants every week to learn and create; school outreach is wrapping up after 18 visits to 16 different classroom; and preparation for Summer Reading is in full swing!

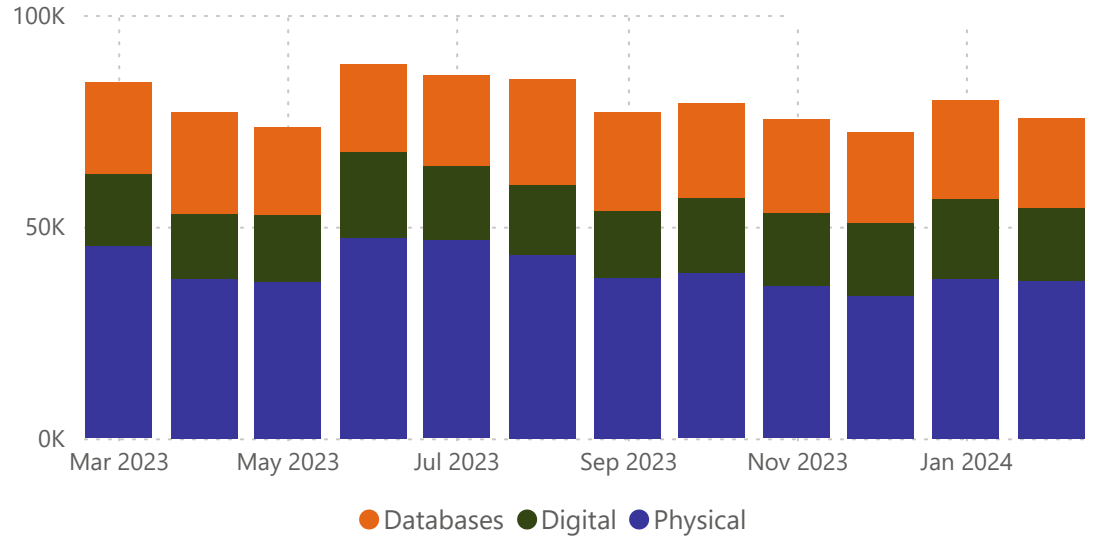
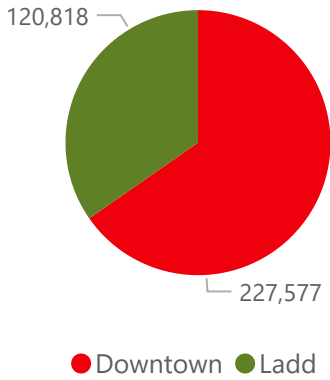
*At Heart of Iowa this week, I was hosting an empty room at the end of the outreach session. A woman walked in, a new patient, and sat down and said, "you are the famous Meredith, huh?" I laughed and she told me that in group, they have a Cannot and Can exercise that they do. One day, another patient stated their Cannot, but followed with, "I know I can get help with that from the Library with my friend, Meredith." This individual said they were looking forward to meeting me since then.*

*I knew that we were connecting and empowering women in that space, giving them tools, but really just see us as an extension of what their staff are providing, but don't have the resources for... Or, that we are a warm hand-off to the Opportunity Center, where the deeper work is done. But, knowing that the Library's time onsite at Heart of Iowa has become a part of these women's lives that helps them feel like they "Can their Cannots," was really powerful. – Meredith Crawford, Community Engagement Librarian*

Borrowing & Collections

202,242 Databases    156,157 Digital    348,395 Physical    3,849 Technology    710,643 Total

Physical Circulation, by Location



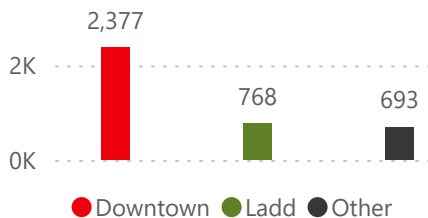
The Materials Department is working on final purchases for the fiscal year and preparing for summer. We typically experience a major increase in shipments leading up to June as vendors work to clear any backlogs in ordering. The last couple of weeks are spent submitting final invoices to the City Finance department to close out the fiscal year. Shipments quickly resume the first week of July to catch up on summer releases. We are exploring some new children's audio collections as compact discs decline in popularity. The Wonderbooks have been well received so there is demand for new formats to fill this need. We would look to add something new for summer.

Volunteers

3,838

Total Hours

Volunteer Hours



This April 21-27, we celebrated National Volunteer Week and our dedicated Library volunteers. Some quick facts: In 2023, we had 204 volunteers give 5,327 volunteer hours, a \$98,365 value. Six volunteers were awarded a 500 Hours pin for their lifetime hours in service to the Library: John Farrier, Sue Graham-Cummings, Cindy Klein, Wilma Porter, Michael Sullivan, and Chet Sullivan. Some staff quotes about our amazing volunteers:

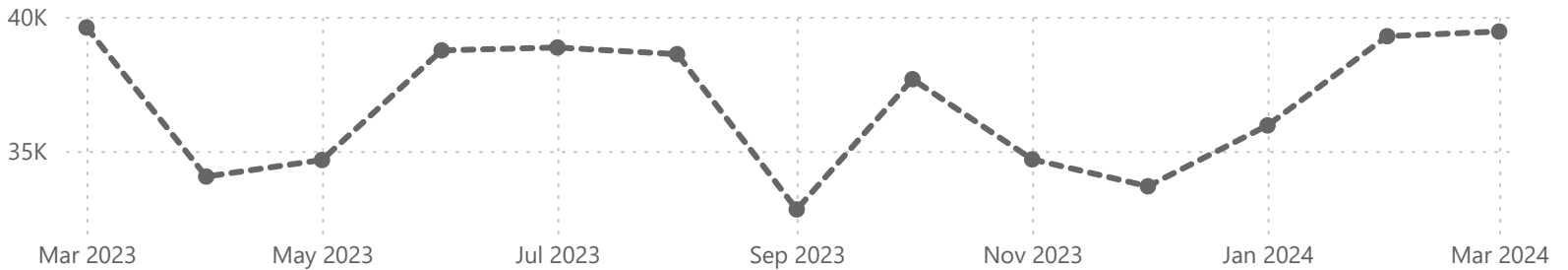
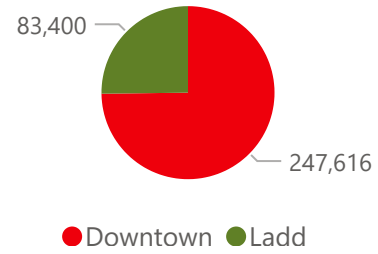
- Every day, every time a volunteer shows up for our Library, they show up for the community.
- Our wonderful volunteers are always making our library shine with their friendly helpfulness and amazing personalities!
- Volunteers have a positive attitude that makes the Library a more welcoming place. They do valuable work that frees up time and energy for staff.
- Not only do volunteers contribute to the smooth operation of the Library, but they are part of our mission - promoting literacy, access, and inclusion.
- I'm so proud to work so closely with volunteers to make our space and the services we provide more available to all.
- It is nice to see volunteers' bright smiles throughout the Library! They help us with tasks that allow us to serve the public in others ways. Together we have a greater impact!

Volunteer Hours in March 2024: 483



Visits

331,016  
Physical Visits

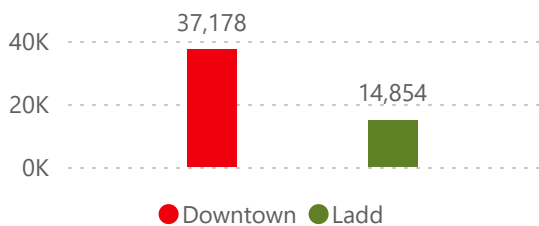


With active service being a focus from the strategic plan, the public service department has focused on relationship building with patrons. We have seen tremendous success in connecting with many patrons and as a result have seen success in working with behavior issues and connecting underserved individuals with resources. This work will continue to be a focus as we move into the summer months and see a shift in patrons who utilize the library.

*Just moments ago, I saw a familiar patron from the downtown library, but she wasn't the same. She approached me with a calm, warm smile, nice clothes, and a new haircut. I recognized her as one of our struggling community members from a couple years back. I recalled her to be a heavy drug user. Today, she said she has been housed, she works at Wendy's, has been clean for 10 months with some time in the Access Center. She made my day and I let her know that. – Trevor Hanel, Branch Supervisor*

Technology Access

PC Uses

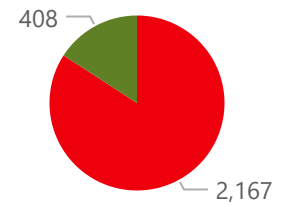
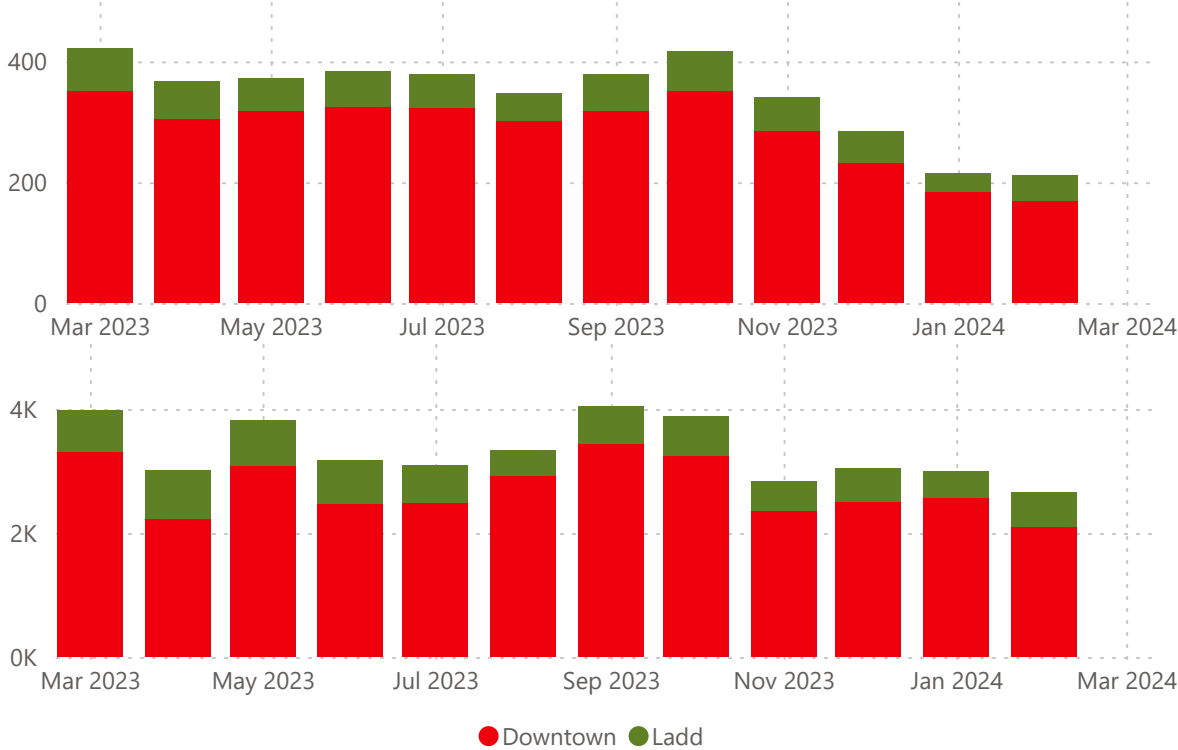


112,535  
Virtual Visits

77,454  
WiFi Sessions

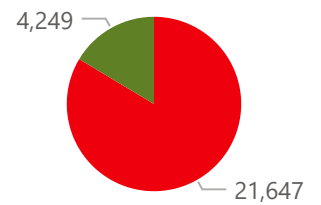
The Technology Solutions team has completed installing new staff computers and will work on offloading the old ones. Our printing vendor has a new remote printing sub-vendor so the team is working on implementing those changes into staff workflow. Patrons will follow a very similar process but we should see more stability and fewer connection issues going forward.

Meeting Room Use



2,575

# of Reservations



25,896

# of Users

The library hosted approximately 228 room reservations that brought an estimated 3,732 people to the library. Among the noteworthy reservations were a public job fair for housing-insecure individuals hosted by IowaBIG, and Linn County’s “kick off” for Child Abuse Awareness Month resource fair. Board meetings, focus groups, coworking and interviews accounted for the bulk of “business as usual at the library,” and local nonprofits were able to host planning meetings, mentorship, education workshops, support groups and leadership meetings at the library. Game days, book clubs, video game groups, crafting groups, bible studies and social groups came to gather at the library as well. The library used space for interviews, reference appointments and meetings.

Community Relations is in the final implementation stages of the Summer Reading Challenge. We are finalizing our advertising and collateral plans for 2024, which have been altered just enough to allow us to measure our effectiveness in a better way. We are also hiring a new seasonal position for the summer to work with our team on social media and video content, which we believe will help elevate our current visibility in the community.

We continue efforts to extend our reach with Dolly Parton’s Imagination Library (DPIIL) in our community, especially to those areas where we know we are missing the most kids. We have established a new partnership with several barber shop and hair salons in Wellington Heights and surrounding areas. All of these establishments were excited to learn about DPIIL and very happy to be enrollment partners. We have the final YPN partnership class in early May, which will offer a chance for us to sign people up for library cards and give library tours, a highlight for us.

*One of our Mario Day volunteers shared this quotes in a recent post-program survey: “Thank you for coordinating such an awesome event for our community, and for leading a great workplace that your employees bring a welcoming and friendly environment for all. Look forward to more opportunities to come!”*

*What lovely feedback from a community member who is giving of their time to support the incredible work our staff does! – Jessica Link, Volunteer Coordinator*

