



Agenda: Board of Trustees
May 5, 2022, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board Vice President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - o Minutes: April 7, 2022
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Strategic Plan – Dara Schmidt
- G. Library Board Committee Reports
 - o Finance Committee – Monica Challenger, Committee Chair
 - o Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review:
 - 2.02 Gifts and Memorials
 - 2.03 Evelyn Zerzanek Collection
 - 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
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **June 2, 2022 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
April 7, 2022

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

Unable to attend:

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 Vanessa Chavez, City Attorney (in person)

- A. Call to Order
 - Ms. Hart called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: March 3, 2022
 - Special Event Application

Ms. McDermott motioned to accept the consent agenda. Mr. Wilding seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Introduction: Vanessa Chavez, City Attorney
 - Ms. Schmidt introduced the new city attorney, Vanessa Chavez. She came to Cedar Rapids about five months ago from Green Bay, Wisconsin, where she previously worked as City Attorney. Ms. Chavez also holds a degree in library science. Ms. Chavez looks forward to working with the library board and determine objectives that could be supported by her team.
- E. Foundation Report – Charity Tyler
 - Dolly Patron’s Imagination Library (DPIL) is back on track for enrollment goals. The pandemic caused a drop in enrollments and a loss of readers due to aging out of the program or moving. Following January’s awareness campaign, March was one of the highest new enrollment months ever with 5,655 kids, which is 82 kids shy of June 30 goal of 5,727. The Foundation continues to receive donations for this program.
 - The Foundation will host their annual Literary Vines fundraiser on April 29 at the downtown library. Roasters Coffeehouse will cater heavy appetizers with wine, beer, and non-alcoholic beverage selections for tasting. New this year is an online auction.
- F. Friends of the Library Report – Libby Slappey
 - Ms. Slappey was unable to attend. There being no report, the meeting continued.
- G. Board Education: Public Library Association (PLA) Conference Report – Clint Twedt-Ball
 - Mr. Twedt-Ball shared that he was blown away by the passion of library professional from across the country at the PLA Conference, which was hosted in Portland, Oregon. It really impressed in him even more how librarianship is inclusive, open, and thoughtful.
 - The Cedar Rapids team was also represented by Amber McNamara, Community Relations Manager; Jessica Musil, Senior Administrative Assistant; Kevin Delecki, Programming Manager; Meredith Crawford, Programming Librarian; and Sarah Voels, Community Engagement Librarian. Mr. Delecki and Ms. Crawford presented on a Library initiative to amplify and validate incarcerated teen voices. Ms. Voels also presented on a panel about

diversity audits as well as moderated a young adult book discussion. Mr. Twedt-Ball read highlights from the attendees' reports.

Mr. Hassan and Ms. Sharp joined the meeting at 4:09 pm.

- Mr. Wilding asked if there were conversations or topics that may send us in a different direction. Mr. Twedt-Ball noted that food can be a connection to literacy and education, which may be important with the westside library being physically placed in midst of high immigration area. He also noted that it's powerful to co-locate with other departments, such as Parks and Rec, to create multiple touch points to deepen relationships. He felt these were compelling as we think about how the westside library can impact the area.
- Ms. McNamara added the team felt they attended sessions that reinforced or improved upon the work we are already doing. Staff feel validated to understand how we align with other libraries nationally, and gain more ideas to continue making an impact.

H. Library Board Committee Reports

- Finance Committee – Monica Challenger
 - Ms. Challenger reviewed the February 2022 financials. At this point of the fiscal year, everything looks good. This report shows the annual Linn County library services revenue and financials has been adjusted for COVID emergency funds.
 - Ms. Hart asked about the overage in Furniture/Fixtures/Equipment. We purchased cabinets to house the Zerzanek art collection, which was approximately \$15,000. However, we are underspent in other accounts to help cover for this additional expense in our general budget, which does not roll into the next fiscal year instead of using funds in 7010.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - State Library of Iowa, Trustees Handbook Discussion:
 - Chapter 6: Developing and Adopting Policies
 - Ms. McDermott reported. The biggest takeaway from the committee is that as a board, trustees look at the big picture in setting policy and ensure it aligns with the mission. Staff put together the framework to enact the policy. In addition, it's important for the board to regularly review policies.
 - Chapter 14: Public Library Standards
 - Accredited libraries with the State Library of Iowa has requirements to ensure the best service to meet the needs of the respective communities. Our library choses to be accredited at the top tier. In addition, accreditation requires all policies to be reviewed every three years. Following accreditation, libraries are eligible for direct state aid and the Enrich Iowa program.
 - **Action:** Policy Review: 3.01 Library Cards and Customer Privileges
 - The committee did not recommend any edits for approval; instead, the committee would like to re-affirm the policy as written.
The policy, as presented in the packet, affirmation was approved unanimously.
- Advocacy Committee – Mary Sharp, Committee Chair
 - Ms. Sharp reported. The State Legislature is debating a parental bill of rights, which calls for transparency on instructional materials and libraries. The language calls to limit sexually explicit materials, which will have consequences for our libraries. It would prevent us from issuing student library cards, using school ID information. Ms. Sharp encouraged trustees to communicate with elected leaders. Ms. Schmidt is discussing this issue with Ms. Chavez, as we await for final bill language. We will do our best to ensure access to materials.

- Westside Project Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball reported. Many are happening with this project including a financial feasibility study and conversations to acquire land. At this time, we do not have a funding decision from Linn County. Ms. Schmidt noted we continue to see additional funding opportunities and are lining up other possibilities. The Foundation’s consultant should have a final financial feasibility study for the board to review in the coming months. Ms. Schmidt and Ms. Tyler started meeting monthly with the City’s Finance Director to more effectively move through the complexities of financing. Even from an early stage, it has been a collaborative effort with our City partners.
- I. Library Director’s Report
 - Ms. Schmidt expressed thanks and support while she was out on medical leave. She feels thankful for the managers and staff who stepped up to help.
 - In-person programming and events are returning, and the library is becoming busier and more vibrant. The Library is looking forward to an amazing summer; spring programming has been well attended and everyone feels confident that will continue.
 - The staff station plexiglass barriers were removed. Staff have restarted their active roving service model. A majority of staff and patrons are masking based on their personal comfort.

Mr. Elges joined the meeting at 4:44 pm.

- At the May meeting, Ms. Schmidt plans to bring a draft version of next strategic plan. She encouraged trustees to read the good stories included in the packet.
- J. Old Business
 - There being no old business, the meeting continued.
- K. New Business
 - Recognition of Matthew Wilding.
 - Mr. Wilding resigned from the board – a job change required him to re-locate outside of Cedar Rapids so he’s no longer able to serve. Ms. Hart read a statement about Mr. Wilding’s service to the library and community through his role on the board. He has been a steadfast and thoughtful leader, advocating for equity. In his honor, a chair in Whipple Auditorium will be dedicated to him.
- L. Adjournment
 - There being no further business, the meeting adjourned at 4:52 pm

The next Board of Trustees meeting will be held on Thursday, May 5, 2022, at 4 pm in the Conference Room, Downtown Library

Category	Platform	Metrics	March 2021	March 2022	% Change
Virtual Programming	Facebook	Virtual Program Views (minutes)	3,714	437	-88%
Digital Collection Use	OverDrive	eBook Circulation	8,681	8,386	20%
		eAudiobook Circulation	6,690	7,621	12%
		New Users	237	212	11%
	cloudLibrary	eBook Circulation	1,443	1,674	14%
		eAudiobook Circulation	892	1,045	15%
		New Users	56	36	-36%
	Hoopla	eBook Circulation	730	941	22%
		eAudiobook Circulation	881	1,470	40%
		eMusic Circulation	85	138	38%
		eVideo Circulation	406	449	10%
		New Users	40	75	47%
	Freegal	eMusic Downloads	1,285	1,384	7%
		eMusic Streaming	3,453	3,522	2%
		New Users	7	4	-43%
Kanopy	eVideo Circulation	1,183	1,563	24%	
Total	Total Digital Circulation	25,729	28,193	9%	
Other Online Use	Databases	Visits	20,070	18,264	-3%
	CRLibrary.org	Visits	12,227	16,039	14%
	WiFi	Logins	2,939	11,051	75%
Social Media	Facebook	Followers	10,413	10,651	2%
	Instagram	Followers	3,604	3,799	5%
	YouTube	Views	1,987	6,450	83%
Meeting Room Use	Downtown	Number of Reservations	0	375	N/A
	Downtown	Number of People	0	2416	N/A
	Ladd	Number of Reservations	0	119	N/A
	Ladd	Number of People	0	1078	N/A
Number of Visitors	Downtown	Door Count - Downtown	8,265	29,050	72%
	Ladd	Door Count - Ladd	5,436	8,963	39%
	Total	Door Count - Total	13,701	38,013	64%
Curbside Holds	Total	Curbside Holds - Number of Patrons	1,084	187	-82%
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	16,363	46,073	64%
		Total Circulation	33,938	67,738	50%
		MLN Circulation (Print only)	49,179	74,776	34%

Strategic Plan

FY23-FY25

Our Road Ahead

Our Road Ahead this time leads us to focus on our pillars of Literacy, Access, and Inclusion while acknowledging the community's challenges. 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 our community problems, 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, 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 and focused within the strategic pillars of Literacy, Access, and Inclusion.

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 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 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 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 to welcoming 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.



To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 4/28/2022
Subject: **March 2022** Financial Report

Library Operations 151XXX: I have reviewed the March 2022 financial information. 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 February actual revenue should be at least **9/12 or 75%** of budget and actual expenses should be no more than **9/12 or 75%**.
- Actual revenues are expected to meet or exceed budgeted amounts.
 - **Total actual revenue (less Flood insurance transfer in) is 74% or \$542K of budgeted \$730K.**
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
 - **Total actual expenditures are 73% or \$5.16M of \$7.1M budgeted. *Right on track with budget.***
 - *Total FY22 COVID expenses recorded thru March is \$6.6K.*
 - Personal Services is tracking at **69% or \$3.76M of \$5.42M** budget.
 - Refresh savings of \$92K reduced budget for FY22.
 - Discretionary is overspent thru March. Total incurred is \$648K of \$633K budget or 102%.
 - Reduced spending in other accounts can cover.
 - 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 March is \$28.2K.
 - Electricity is over budget thru March. 78% spent or \$148K of \$188.8K budget. Estimated to on track with budget at yearend.
 - Natural Gas is overspent thru March at 125% or 5.6K of 4.5K budgeted.

CIP:

316 – 69% or \$342.8K spent of \$500K budget on circulation material.

Special Revenue:

7010 – 29% or \$64.9K of budgeted revenues \$220K have been received and 13% or \$88.5K of budgeted expenses \$663K has been spent.

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.

City of Cedar Rapids
 151 General Fund - Library
 2022-03-31

Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2022 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	14,728.46	-	-	-	0%	-
State Operating	422001	97,473.90	120,616.60	112,069.27	(8,547.33)	93%	-
Local Govt Grants	423000	107,122.74	130,000.00	107,264.82	(22,735.18)	83%	-
Total Intergovernmental Revenue		219,325.10	250,616.60	219,334.09	(31,282.51)	88%	-
Other Revenue							
Printing & Duplicating of Form	431006	1,038.65	25,000.00	3,702.40	(21,297.60)	15%	525.50
Admin Charges - External	431012	256,263.30	330,000.00	252,439.41	(77,560.59)	76%	15,282.68
Library User Fees - Not Fines	431201	-	600.00	7,722.54	7,122.54	1287%	934.68
Vending Sales	431301	28.87	-	62.49	62.49	0%	30.45
Library Fines	441001	6,173.33	-	-	-	0%	-
Building Rental	461001	8,048.80	43,455.00	26,797.80	(16,657.20)	62%	3,777.20
Contributions & Donations	471002	46,917.29	70,000.00	31,175.00	(38,825.00)	45%	2,675.00
Sale of Inventory	471003	566.25	7,000.00	1,147.25	(5,852.75)	16%	176.50
Other Miscellaneous Revenue	471005	-	3,500.00	0.01	(3,499.99)	0%	0.01
Total Other Revenue		319,036.49	479,555.00	323,046.90	(156,508.10)	67%	23,402.02
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	14,000.00	14,000.00	14,000.00	-	100%	-
Operating Transfer In - Intra	483002	-	-	-	-	0%	-
Total Transfers In		14,000.00	14,000.00	14,000.00	-	100%	-
Total Revenue		552,361.59	744,171.60	556,380.99	(187,790.61)	75%	23,402.02
		538,361.59	730,171.60	542,380.99		74%	
Expenditures							
Personal Services							
Regular Employees	511100	2,672,096.57	3,899,390.00	2,786,561.74	1,112,828.26	71%	322,674.37
Temporary/Seasonal Employees	511200	-	31,803.20	-	31,803.20	0%	-
Overtime	511300	(1,020.59)	114,773.40	57,219.89	57,553.51	50%	5,063.83
Other Special Pays	511400	18,647.32	18,894.00	19,478.12	(584.12)	103%	-
Group Insurance	512100	324,764.60	503,982.00	332,412.97	171,569.03	66%	41,168.67
Social Security Contributions	512200	192,326.76	317,122.00	204,342.83	112,779.17	64%	21,918.00
Retirement Contribution	512300	244,200.88	392,024.00	259,163.18	132,860.82	66%	27,922.03
Unemployment Compensation	512400	3,338.74	-	-	-	0%	-
Workers' Compensation	512500	101,422.69	143,639.00	95,913.89	47,725.11	67%	10,338.63
Other Employee Benefits	512600	6,254.18	6,365.76	6,394.20	(28.44)	100%	579.68
Total Personal Services		3,562,031.15	5,427,993.36	3,761,486.82	1,666,506.54	69%	429,665.21
Discretionary Expenses							
Advertising & Marketing	521100	17,694.72	25,000.00	18,805.21	6,194.79	75%	5.26
Consulting & Technical Service	521104	3,990.00	-	46,940.18	(46,940.18)	0%	-
External Contracted Labor	521105	41,474.08	63,000.00	77,756.24	(14,756.24)	123%	3,758.55
Health Services	521106	253.70	-	274.35	(274.35)	0%	35.40
Other Professional Services	521108	72.00	5,250.00	2,543.00	2,707.00	48%	36.00
External Banking/Financial Fee	521109	12,487.20	17,700.00	10,334.57	7,365.43	58%	1,314.72
Security Services	521110	-	10,000.00	-	10,000.00	0%	-
Computer Hardware	522100	26,141.58	35,000.00	40,076.44	(5,076.44)	115%	-
Computer Software Maintenance	522101	187,218.89	175,220.00	153,271.46	21,948.54	87%	5,153.72
IT Services - External	522102	56,012.51	20,500.00	49,884.63	(29,384.63)	243%	8,081.75
Building & Grounds Services	522104	3,530.25	-	2,494.80	(2,494.80)	0%	586.00
Equip/Furniture/Fixtures Serv	522105	13,971.22	9,000.00	-	9,000.00	0%	-
Phone Services	523107	22,974.57	26,500.00	22,831.76	3,668.24	86%	2,468.59
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	5,055.21	15,500.00	8,347.63	7,152.37	54%	725.31
Awards & Recognition	531102	15.00	500.00	31.00	469.00	6%	8.50
Books & Subscriptions	531103	114,268.93	109,171.80	110,243.59	(1,071.79)	101%	4,033.43
Cleaning & Janitorial Supplies	531105	1,217.30	1,250.00	166.19	1,083.81	13%	45.92
Computer Supplies	531106	1,786.27	5,000.00	6,067.79	(1,067.79)	121%	3,979.71
Equipment/Furniture/Fixtures	531109	2,955.90	11,500.00	26,456.16	(14,956.16)	230%	-
Photography Supplies	531110	-	500.00	-	500.00	0%	-
Miscellaneous Supplies	531114	188.35	2,000.00	527.72	1,472.28	26%	-
Office Supplies	531116	8,178.52	15,320.00	15,122.59	197.41	99%	3,504.33
Paint Supplies	531117	-	-	106.56	(106.56)	0%	106.56
Program Supplies	531118	13,649.06	37,000.00	23,372.47	13,627.53	63%	1,872.16
Shop Supplies	531119	12.10	250.00	78.84	171.16	32%	49.96
Sign & Signal Supplies	531120	-	-	235.13	(235.13)	0%	-
Uniforms	531123	-	694.00	931.00	(237.00)	134%	-
Personal Protective Gear	531124	1,722.65	-	5,194.17	(5,194.17)	0%	847.93
Building & Grounds Supplies	533100	48.40	1,748.15	7,136.79	(5,388.64)	408%	2,329.77
Equip/Furniture/Fixtures Parts	533101	243.46	-	470.63	(470.63)	0%	25.75

City of Cedar Rapids
 151 General Fund - Library
 2022-03-31

Account Name	Account	Prior Fiscal Year 2021 YTD Actuals	Current Fiscal Year 2022 Adjusted Budget	Current Fiscal Year 2022 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2022 Actuals
Conferences, Training, Travel	542102	1,554.00	14,747.29	5,602.67	9,144.62	38%	(650.20)
Dues & Memberships	542103	7,485.69	10,000.00	8,692.55	1,307.45	87%	1,610.00
Licensing Fees	542106	60.00	-	-	-	0%	-
Miscellaneous Costs	542107	-	-	-	-	0%	-
Postage & Freight	542108	1,902.22	17,500.00	3,555.22	13,944.78	20%	534.01
Mileage Reimbursement	542111	6.90	3,000.00	245.55	2,754.45	8%	30.07
Admin Charges - Inter Departments	521114	-	-	-	-	0%	-
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		546,170.68	633,351.24	647,796.89	(14,445.65)	102%	40,493.20
Other Expenses							
City Accounting Services	521113	54,750.78	75,000.00	56,250.00	18,750.00	75%	6,250.00
City Information Tech Services	522109	6,931.98	9,242.64	6,931.98	2,310.66	75%	770.22
Electricity	523100	127,420.59	188,800.00	147,964.00	40,836.00	78%	15,768.91
Natural Gas	523103	2,432.42	4,500.00	5,624.54	(1,124.54)	125%	2,202.67
Rental of Land & Buildings	524100	223,929.54	245,000.00	224,854.28	20,145.72	92%	3,125.62
Liability Insurance	525104	17,545.50	31,315.00	25,671.67	5,643.33	82%	2,609.58
Property Insurance	525107	39,384.81	88,821.00	66,615.75	22,205.25	75%	7,401.75
Vehicle Insurance	525108	450.00	1,746.00	1,309.50	436.50	75%	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	150,132.42	311,558.07	183,385.94	128,172.13	59%	39,565.04
Fleet Services (Routine)	522108	749.57	250.00	309.60	(59.60)	124%	-
Total Other Expenses		623,787.10	956,731.29	719,011.07	237,720.22	75%	77,839.29
Capital Outlay							
Vehicles, Equipment, Software	554000	-	48,452.71	30,013.66	18,439.05	62%	-
Total Capital Outlay		-	48,452.71	30,013.66	18,439.05	62%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		4,731,988.93	7,066,528.60	5,158,308.44	1,908,220.16	73.0%	547,997.70
Net Revenues over/(under) Expenditures		(4,179,627.34)	(6,322,357.00)	(4,601,927.45)	1,720,429.55		(524,595.68)

Gifts and Memorials

The Cedar Rapids Public Library encourages individuals and organizations to support library services through gifts and memorials. The library will maintain an active development program through the Cedar Rapids Public Library Foundation, which will seek to identify potential benefactors. Assistance to individuals or organizations considering a gift or establishment of a bequest is available through the Foundation office.

Gift funds: Funds received from gifts, memorials, or bequests are directed to the Foundation. This ensures that donors are properly acknowledged and their wishes documented and adhered to; that funds are invested for the best possible return; that private contributions are distinguished from public funds; and that staff is utilized efficiently.

Real or Personal Property: Gifts and bequests of real or personal property are accepted only after the Board of Trustees for the Cedar Rapids Public Library, in consultation with the Cedar Rapids Public Library Foundation, have voted to accept the donation. All donations of this nature are accepted with the understanding that they may be used at the discretion of the library or disposed of for value when deemed necessary or desirable. The library Board of Trustees may elect to assign a gift or bequest of real or personal property to the Cedar Rapids Public Library Foundation in accordance with the Foundation Gift Acceptance Policy.

Gifts or bequests of real estate, real property, or personal property are subject to appraisal, title search, and boundary surveys at the expense of the donor before the donation can be considered.

Works of art received as a bequest may be accepted by the Library Board of Trustees, without a review by the Cedar Rapids Visual Arts Commission, under the terms and conditions outlined in the following paragraph.

Prospective donations of art, either as a gift and/or a loan, **intended for display** must be reviewed by the Cedar Rapids Visual Arts Commission before the donation will be considered by the library Board of Trustees. Acceptance by the library Board of Trustees of such gifts of art will be made in consultation with the commission and will be based on the guidelines and criteria outlined in the Procedures and Guidelines for Gifts or Loans developed by the Commission. The donor is responsible for preparing any materials necessary for the review process. Once accepted, donations of this nature may be displayed in library facilities at the discretion of the library Board of Trustees.

Additional Guidelines: Gift waiver forms are available in the library administrative office for those desiring formal recognition of the gift or a receipt for tax purposes. In such instances, this form must be completed before final acceptance of real or personal property by the library Board of Trustees. The library is prohibited by state statute from appraising or assigning a value to gifts of real or personal property. Establishing the value of a gift is the responsibility of the donor which may include the donor paying for the cost related to obtaining an independent appraisal.

The library cannot assume responsibility for replacing damaged and/or stolen donations of art or equipment or worn or lost copies of materials donated as gifts nor for purchasing new or revised editions of titles that were donated as gifts.

It is generally the policy of the library not to accept special collections of books to be kept together as a separate physical entity. Donated materials are integrated into the general collection.

Bookplates, identification plaques, or other appropriate recognition identifying the donor or person being honored may be displayed on items acquired through funds received by bequests or gifts, subject to the approval of the library director.

Other methods of recognition regarding gifts or donations will be evaluated on a case-by-case basis by the library director in consultation with the Library Foundation.

Adopted: 04/27/89

Revised: 10/29/92, 05/01/97, 12/02/99, 11/01/07, 05/02/19, 05/05/2022

Reviewed: 2013, 10/2015

The Evelyn Zerzanek Collection of Original Art from Children's Literature

The Evelyn Zerzanek Collection of Original Art from Children's Literature is an important ~~part of the library's ability to present the field of children's literature for public understanding, enjoyment and study,~~ piece of the library's history and legacy.

~~At this time, m~~Management of the existing collection will be under the direct supervision of the Library Director. All items presently included in this collection ~~and all those obtained in the future on behalf of the library~~ are considered the property of the Cedar Rapids Public Library. ~~The library will accept donations of money for the purchase of additions to the collection. Also, original children's book illustrations will be accepted as donations if they expand the scope and depth of the collection.~~

The library may allow portions of the collection to travel for public exhibition. Insurance to and from the exhibit location will be paid by the requesting group. All items from the collection that are in transit or at the exhibit location must be insured at replacement value. The exhibit will be shipped only in containers approved by the owner.

~~Individual items in the collection are the property of the Cedar Rapids Public Library and may be removed from the collection only by approval from the Board of Trustees.~~

The library may add to the existing collection by the acquisition of new illustrations through donations from artists and illustrators. Direct purchase of items for the collection will not be made from the library budget.

Adopted: 12/17/87

Revised: 10/31/91; 05/05/2022

Reviewed: 2013, 10/2015, 5/2019

Department Updates

Community Relations has continued work on Summer Dare prep, including finalizing our ad campaign and mailer to be distributed to households in late May. We celebrated National Library Week in April and launched a "Day in the Life" social series designed to connect patrons to staff and the unique roles they play in the library. This will continue as a series for a while and we hope to be able to share many more library stories this way.

The Events team has had yet another busy month! On April 14, we teamed up with the Programming department to host Collins Aerospace for their Girls in STEM day. For that, we welcomed 160 area eighth grade girls for a full day of STEM activities. We also teamed up with the Gazette for the Corridor Careers Fair on April 28 and the Foundation for their successful Literary Vines fundraiser on April 29. There were 419 room reservations in April, with 4257 expected attendees. The next big event is Saturday, May 7 where we will be the venue for Mount Vernon High School's prom. In April, we honored Library volunteers as part of National Volunteer Week (April 17-23). In 2021, 112 volunteers donated 2,894 hours to the Library. Over the past year, we have resumed most volunteer roles and welcomed back many familiar volunteer faces. We continue to look forward to resuming all volunteer roles and bringing on new volunteers again. Below are staff quotes about volunteers that were shared as part of Volunteer Appreciation Week. Also, congratulations to volunteer Jim Kovarik (Sorter Room Assistant and Closed Captioning volunteer) for volunteering 500+ hours during the course of his volunteer time with us. Jim joins our 500 Volunteer Hours club! Volunteer Hours in March 2022: 300 hours

- "Seeing such enthusiastic volunteers at the Library lets me know that we have true advocates and supporters in the community, and that is priceless."
- "We couldn't run the Library in its full capacity without our volunteers! They make a meaningful impact on our collection and our physical spaces as well as on our staff."
- "I really like how our volunteers take pride in being at the Library and take the role seriously."
- "Volunteers are an extension of staff. They help ease our workload while at the same time enriching our workdays the minute they walk through the door."
- "Our volunteers are invaluable assets to our Library and the patrons we serve."

The *Materials* department has been busy building and tracking some newer collections. Our Wonderbook collection Downtown has been wildly popular so we've expanded this to Ladd. These are print books for kids and teens with an audio component built into the cover of the book. Both locations now have additional laptops for checkout thanks to the Emergency Connectivity Fund through the FCC. We've added an initial 30 laptops and will add more as space allows. We are excited to add a new service for digital magazines and newspapers, which will debut this summer courtesy of the Library Foundation. We'll have more details as we get closer to implementation.

The *Technology Solutions* team has been working with the Materials staff to add laptops to the circulating collection. The team will handle the management software on each laptop that controls clearing any files from the computer and locking them in case they are turned in late. The team is also working with vendors on implementing new printing and faxing solutions for the Downtown building.

Programming continued another busy month of in-person and virtual programs – concluding the Grant Wood Online Writer's Forum, launching Pajama Story Time, and having our first in-person Trivia Night in over two years! Patrons are excited and engaged about the programs and events being offered, and are attending regularly. We are also connecting with the community in both new and continued ways – visits to the Juvenile Detention center continue, as do visits to preschools and Head Start programs. We also presented at the Kirkwood STEM Festival, hosted the Collins Aerospace Young Women in STEM event, and have been hosting teachers from McKinley Middle School for library-presented professional development. Our Workforce Development initiatives have also been going strong, with regular visits to Willis Dady Works, the Opportunity

Center, IowaWork Grab A Job at the Ladd Library, and special appearances at the Corridor Careers Job Fair (also hosted at the Downtown Library) and the Linn County Expungement Clinic.

Public Service. With an upcoming opening, we changed three 28-hour public service specialist positions to 40-hour positions. A major focus over the past three years has been to examine the staffing model to ensure adequate coverage while maximizing the availability of benefited positions. In those three years, the department has moved from a majority of positions being non-benefited to a point where most of the positions are benefited. This has been a great success in rewarding and retaining the talented staff we have at the library.

Statistics

Included below are some interesting statistics showing the difference between March 2019 and March 2022. Going back a full year before the pandemic started illustrates some of the major changes in usage we've seen as our circulation continues to recover toward pre-pandemic levels. Of note is the significant increase in adult e-content and the drastic decrease in DVD circulation.

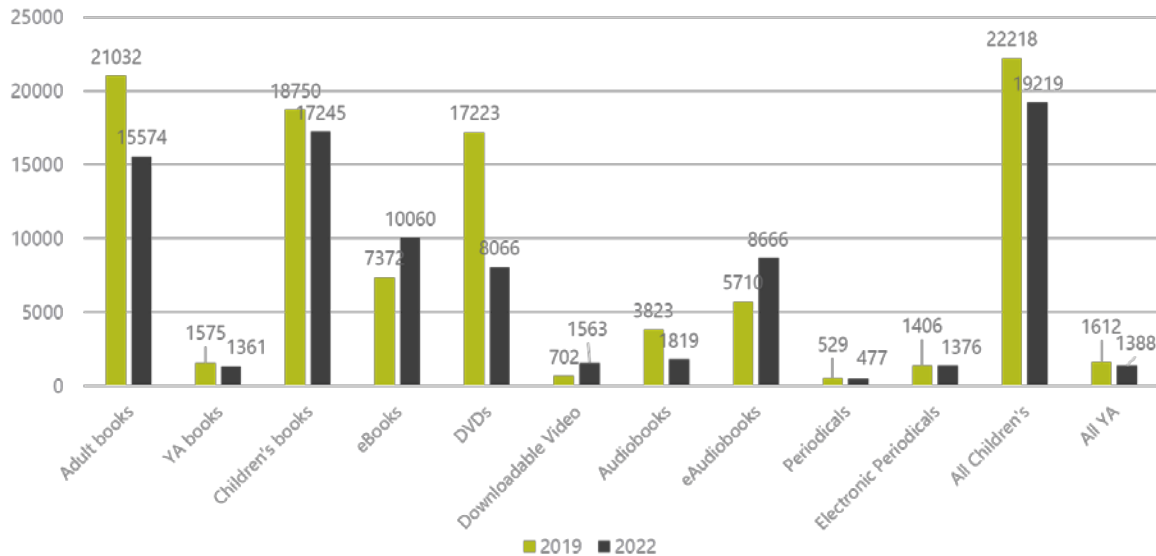
March 2019

	March			
	DT	Ladd	eContent	Total
Circulation by Type				
Adult books	14166	6866	-	21032
YA books	1165	410	-	1575
Children's books	14127	4623	-	18750
Ebooks	-	-	7372	7372
Video recordings	12335	4888	-	17223
Electronic Video recordings	-	-	702	702
Audio recordings	2279	1544	-	3823
Downloadable audio	-	-	5710	5710
Periodicals	394	135	-	529
Electronic Periodicals	-	-	1406	1406
All other items	615	205	-	820
In-library materials used monthly	-	-	-	0
Youth				
All children's materials	16410	5808	-	22218
All YA materials	1193	419	-	1612

March 2022

	March			
	DT	Ladd	eContent	Total
Circulation by Type				
Adult books	10459	5115	-	15574
YA books	944	417	-	1361
Children's books	12975	4270	-	17245
Ebooks	-	-	10060	10060
Video recordings	5710	2356	-	8066
Electronic Video recordings	-	-	1563	1563
Audio recordings	1187	632	-	1819
Downloadable audio	-	-	8666	8666
Periodicals	236	241	-	477
Electronic Periodicals	-	-	1376	1376
All other items	507	93	-	600
In-library materials used monthly	710	221	-	931
Youth				
All children's materials	14437	4782	-	19219
All YA materials	966	422	-	1388

**Circulation Comparisons
March 2019 & March 2022**



Director Goal Updates

1. Engage stakeholders and the community by updating the strategic plan while maintaining the priorities of Literacy, Access, and Inclusion: Staff completing draft to show trustees at May meeting.
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 125th Anniversary, National Library Week, and Staff Appreciation.
3. Prepare a long-term west-side service strategy: I have been working in-depth with Charity as the Foundation prepares for their capital campaign feasibility study.

Great Stories

Yesterday evening, one of our regular patrons (an older gentleman) needed some help at the computers. I was happy to assist him. He was thrilled when I showed him how he could get back to his email after viewing a picture attachment, and very grateful. I always enjoy working with this patron and helping patrons with the sort of problem that can be solved pretty quickly by someone who has a lot of experience with computers but can be very frustrating to someone who doesn't have as much experience. - Elizabeth Gardner, Public Service Associate

I was asked to assist a Spanish-speaking patron in the computer area. As I am fluent in Spanish, I happily switched to the language and asked the patron what he needed. He was immediately overjoyed to be able to speak in his native tongue, and explained that he and his wife were planning to travel to Peru. He wanted to confirm the COVID-19 travel requirements and print out any required documents. As I assisted him, I explained that I too am from Peru, and we were able to exchange stories about the country and share in his excitement about the trip. His wife joined us shortly after, and the two of them agreed that it was so unexpected to meet someone from the same country out in the Midwest. They were extremely grateful for the help I was able to provide, but even more happy with the connection we were able to make during those brief minutes of service. I wished them the best of luck with their trip, and they left the library in high spirits. - Maria Jose Eyzaguirre, Patron Services Specialist

I was approached by a patron over by the computers at Ladd where two children had been logged on playing various games. While I had noticed them, I didn't have any recognition. However, as this patron approached me, I asked him if he needed any help. He said something to the effect of yes but then he asked me if I remembered him. (He had a mask on and pulled it down briefly so I could see his face). I said yes, I do remember him but it had been a while ago.

This is his story: He had been coming into the Ladd to use our computers and to scan documents (possibly even faxing) in order to get paperwork together to reunite his family--his wife and two children who were still in Uganda. This can be a long difficult task as you can imagine. Or maybe we can't know; however, I do know is there is a lot of paperwork and information that has to be sent and accurately presented in many ways. And this is where he and I connected. Over the months, he would come in regularly to scan and email papers or possibly need some assistance with helping to proofread something he was filling out--many different scenarios, I'm sure. While many of us do this type of assistance for patrons, I was really touched that he was able to tell me how things turned out. Happily, I'd say!

With his recent visit to Ladd, he told me that he had been working on getting his family here for over 17 months which would have been back in 2018, I think. Long story shorter--the children I saw on the computer were his children! They had made it over to the States right before the pandemic took everything down and have been in the States for two years now. And he said his wife was working at Menard's. He did introduce me to his daughter who is 6 years old.

Story #2: I noticed a patron approaching the self-check with several audiobooks. I said it looks like you found what you needed today. As she was checking the items out, we chatted a bit. I learned that she is a truck driver with Heartland Express in North Liberty. She went on to share with me how much she loves having the audiobooks while she is on the road. Laughingly, she

said "One disc is about 80 miles and she doesn't like to start one if she has under 60 miles to go--too short of a trip!" She said she drives to Wisconsin and Ohio and listening to the audio makes the time/miles go by quickly. This interaction was so fun--I told her I wanted to share it with everyone. Gives us good feels, right?! - Tina McCullough, Patron Services Specialist