



Agenda: Board of Trustees
November 3, 2022, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - o Minutes: October 6, 2022
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Fine Free Updates – Erin Horst
- G. Library Board Committee Reports
 - o Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - o Finance Committee – Monica Challenger, Committee Chair
 - No Action
 - o Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review:
 - 3.03 Fines and Fees
 - 3.05 Internet and Computer Usage
 - o Westside Project Committee – Jade Hart, Committee Chair
 - **Action:** Foundation Capital Campaign Request
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **December 1, 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
October 6, 2022

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

Unable to attend: Susan McDermott, Jade Hart

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

Others: Libby Slappey, President, Friends of the Cedar Public Library (via Zoom)

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4:03 pm.
- B. Consent Agenda – **Action**
 - Minutes:
 - September 1, 2022
 - September 7, 2022 – 10 am
 - September 7, 2022 – 1 pm
 - September 8, 2022

Mr. Elges 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
 - Ms. Schmidt reported for Ms. Tyler. The Foundation has had a big month with Dolly Parton’s Imagination Library (DPIL). The program now has 4,708 graduates.
 - The financial feasibility study is complete and the Foundation board received results during a presentation by consultant.
 - The Foundation is working through their annual audit. In addition, their fall newsletter and annual report will hit mailboxes in mid-October.
- E. Friends of the Library Report – Libby Slappey
 - The Friends are thrilled that the library is back open and they could resume Saturday sales. However, the past sale was small – it hasn’t been long since the library reopened.
 - The annual fall sale is scheduled for November 4, 5, and 6 at the downtown library during open library hours.
- F. Board Education: Library Website – Amber McNamara
 - The library’s website was redesigned as a result of last strategic plan and the need to improve ADA accessibility. The changes necessitated starting over. An internal team worked with Library Market, a company who designs websites specifically for libraries, over several months.
 - The website’s back end was designed to ensure the site’s overall accessibility; for example, improvements with screen readers. In addition, the site is better organized by topic, need, and age, and uses mega menus make items easier to find or discover as well. With Google Translate, the website can be translated in multiple languages. An accessibility widget improves the site for a respective user’s individual needs.
 - Library databases’ improved organization also improved so patrons can better filter and find resources, depending on the interest or need of the patron. Each resources includes tutorial videos on how to use the resource.

Ms. Selim joined at 4:16 pm

- Following completion of the site, we completed internal testing with staff as well as externally with volunteers. The Catherine McAuley Center and Civil Rights Commission were invaluable to get perspectives and find areas of improvement with diverse users.
- Ms. Hepworth thanked the team for their intentional work to meet the community's needs. Mr. Twedt-Ball also expressed thanks. Mr. Selim appreciated the effort to get input from different groups as it shows dedication to our community.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - Mr. Jacobo has nothing new to report so the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt reported for Ms. Challenger. She reviewed the August Finance memo, which is two months into the fiscal year. We had timing errors in billing and Ladd rent payment. This has since been resolved though corrections may not show up until October.
 - The FY23 budget process has started. Ms. Schmidt expects it to be a status quo but will ask for some increases. The finance committee will meet soon to review the proposed FY24 budget.
 - Mr. Twedt-Ball asked when we expect to get final FY22 financials. Ms. Schmidt noted that the annual report has an unaudited general end of year financial reporting. Otherwise, the final audited data will not be available for a while yet. Mr. Twedt-Ball also asked about an update to the impact of going fine free. Ms. Schmidt will ask Materials Manager Erin Horst to present in November.
 - **Action:** Architect Services Contract with OPN Architects for Westside Library Project. This contract follows the special board meeting in September to hire OPN Architects for the Westside Library project. Ms. Schmidt highlighted Attachment A – Scope of Services of this standard city contract. The architect fees are \$84,600 plus 6.35% of construction costs but not to exceed \$1,272,100. As final finances – contributions from ARPA and a Foundation Capital Campaign – are known, we can better anticipate final overall payment to OPN. Mr. Elges asked if this contract has been vetted by the City. Yes, the City is heavily involved in all contracts. No others had questions or concerns. Ms. Schmidt also noted that, due to the Department of Justice and ADA settlement, the City has adjusted their contracts to ensure compliance.

The committee recommendation to accept the contract with OPN Architects for the Westside Library project, as presented in the packet, passed unanimously.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy Review. Mr. Elges reviewed the following policies.
 - 1.01: ByLaws. Recently, we have hosted several special board meetings, and the bylaws do not specify if public comment is required for these. The ByLaws were updated to clarify when public comment is allowed.
 - 3.06: Library Access for Sex Offenders Convicted of Sex Offenses Against Minors. The policy as updated to include statements to better clarify and reflect the practice, as it wasn't previously noted. Ms. Schmidt wants to ensure that the board is involved and consulted in the process, while allowing flexibility for the board leadership to support the director. The policy also covers how an individual can access the library even if not allowed on physical property.
 - 4.02: Public Art Display. The policy was updated to better reflect current practice.
 - 4.03: Community Postings. There are no recommended changes for this policy.

The committee recommendation to approve the above policies as in the board packet carried with unanimous approval.

- Westside Project Committee – Jade Hart, Committee Chair
 - In the past month, Ms. Schmidt has been finalizing the architect contract. Linn County will vote on ARPA allocations next week and the City will vote on October 25. Ms. Schmidt is meeting with City Council members to update them on the process as well.
 - The Financial Feasibility Study was mostly positive. However, study participants didn't feel a \$18 million capital campaign was possible. The consultants recommended a campaign between \$8-10 million. After we understand our ARPA allocations, we can develop a Foundation capital campaign ask in November.
 - Ms. Schmidt and Mr. Twedt-Ball met with the City Manager this week to discuss the project. Mr. Twedt-Ball felt the meeting was positive – it was clear that the City Manager is supportive of the project and to bring services to the westside community around the library. The City continues to be an amazing partner in this work and is committed to funding the operations as we expand our footprint.
- H. Library Director's Report
 - Ms. Schmidt encouraged trustees to read the report, specifically the great stories.
 - The final fire restoration is complete. Ms. Schmidt is working with OPN Architects to find a replacement light. She specified lights made in the United States and LED. The cost is covered by insurance.
 - Annual Report. Ms. Schmidt shared the FY22 annual report. Highlights are noted below.
 - The annual report is more than just statistics: it includes articles describing initiatives and strategic work throughout the year to impact the community. For example: the Mobile Technology Lab's park visits and workforce development, educator supports with STEM technology, serving incarcerated youth, improving digital access with circulating Chromebooks and Hotspots, our partnership with Willis Dady Emergency Services, and KultureCity sensory kits.
 - Ms. Schmidt reviewed the revenues and expenditures. Overall, we made our budget, and she has no concerns with the unaudited financials. If there are any changes following the audit, she will update the board.
 - Circulation for physical and digital materials are higher than in the previous fiscal year. Database use also increased. We're gaining on pre-pandemic usage statistics for materials
 - Meeting room uses are still down as many people still prefer virtual meetings. Ms. Schmidt believes we will continue to see an increase but may not get back to pre-pandemic numbers. Large scale events returning even if smaller meetings are not.
 - We've been able to increase programs and attendees. Volunteer hours are also increasing. Life and activity have returned to the library through visits, materials use, events, programs, and more.
 - Several trustees commended the creative internal team on the final annual report.
- 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 5:02 pm.

The next Board of Trustees meeting will be held on Thursday, November 3, 2022, at 4 pm in the Conference Room, Downtown Library

REUNION EXPANDS

New Iowa City location includes restaurant, brewery, nightclub



Hoopla, 1C

The Gazette



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Thursday, October 27, 2022

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\$1.50

C.R. council gives \$6M for new west-side library



A man walks toward the entrance of the Ladd Library in Cedar Rapids on Oct. 19. The Cedar Rapids Library received \$6 million in American Rescue Plan Act funds from the city of Cedar Rapids. The money will go toward a new \$25 million west-side library. (Savannah Blake photos/The Gazette)

\$25M facility envisioned off 20th Avenue and Wiley Boulevard SW

By Marissa Payne, The Gazette

CEDAR RAPIDS — The Cedar Rapids Public Library is well on its way to bringing to life a new west-side library with the Cedar Rapids City Council's vote to allocate \$6 million toward the project.

The city's contribution of federal American Rescue Plan Act dollars gets the library closer to its goal of raising \$25 million to build a permanent facility.

The site of the new library — 27 acres at the corner of 20th Avenue and Wiley Boulevard SW — would interplay with housing, open space and other amenities. It would 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.

Amber McNamara, the library's community relations manager, said the funding "sets us up to make the permanent library a reality."

► **LIBRARY, PAGE 6A**



Patron service specialist Sabiya Drahozal helps Aletra Murray of Cedar Rapids get her first library card Oct. 19 at the Ladd Library in Cedar Rapids. The Cedar Rapids Library hopes to build a new facility to replace the Ladd Library.

Wind turbine foes force vote on enlarging supervisors

Backer: More officials could help Tama County 'make better decisions'

By Grace King, The Gazette

In a question placed on the ballot by a group calling for a moratorium on wind energy and solar farms, Tama County voters will decide next month whether to increase the number of county supervisors from three to five.

The Tama County Against Turbines group gathered more than 1,000 signatures earlier this year, as required by law. At least 908 signatures were required based on how many people in Tama County voted in the last presidential election.

Tama County Against Turbines is a group of residents who have been speaking since April at Tama County Board of Supervisors meetings during public comments, calling for a moratorium on permitting any new industrial wind or solar projects in the county until the county has updated its ordinances governing them.

Its wind energy ordinance has not been updated since 1998, during which time turbine technology has changed significantly, said Kathy Krafka Harkema, communication director for Tama County Against Turbines.

The current ordinance allows for wind turbines to be 1,000 feet away from a home, or two times the turbine height — which can be up to 650 feet tall, or the equivalent of a building of over 50 stories.

The group, which has more than 1,200 members, "believe it's important to preserve the land for future and current generations" and wants to bring "additional viewpoints" to the board of supervisors,

► **SUPERVISORS, PAGE 6A**

INSIDE

- Trump returning to Iowa, **2A**
- Haley campaigns with GOP women, **3A**
- Miller and Pate vying for secretary of state seat, **3A**

Navigator seeks condemnation powers for its CO2 pipeline

Developer becomes the second CO2 firm to ask for power to force land sales

Gazette staff

Navigator Heartland Greenway this week became the second developer of a carbon dioxide sequestration pipeline to ask Iowa regulators to allow it to use eminent domain to force landowners to sell it easements for the underground hazardous pipeline route.

In a filing Tuesday with the three-member Iowa Utilities Board, Navigator asked for a permit to build its CO2 pipeline, which would generally stretch from northwest to southeast Iowa for 811 miles along its 1,300-mile route across five states.

Early this year, another CO2 pipeline developer — Summit Carbon Solutions — also asked regulators to allow it to use eminent domain to build its pipeline

► **PIPELINE, PAGE 8A**

'Our Towns' authors: C.R. can lead in defining future of urban living

Jim and Deb Fallows say the way the city has built anew after disasters is key

By Marissa Payne, The Gazette

CEDAR RAPIDS — After approaching devastating floods, the destructive 2020 derecho and disruptive COVID-19 pandemic with a "build back better" mindset, award-winning journalists Deb and Jim Fallows told a Cedar Rapids audience Wednesday

that Iowa's second-largest city is poised to lead the way among mid-size American cities in defining urban living.

In a public discussion hosted by the Cedar Rapids Metro Economic Alliance at the downtown Cedar Rapids Public Library, the duo of former journalists for the Atlantic magazine

shared some of the traits they see of thriving communities around the country. They said Cedar Rapids is well-positioned for the civic and economic rebirth of American communities, particularly emerging from the pandemic.

► **CITY, PAGE 8A**



Library/Campaign seeks to raise \$10M

► FROM PAGE 1A

The Cedar Rapids Public Library Foundation already has committed \$2 million to the new facility, Community Development Director Jennifer Pratt said. The Linn County Board of Supervisors last week allocated \$4 million in ARPA funds, so the project has secured at least \$12 million of the \$25 million total.

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

McNamara said the library board next week will discuss finalizing the capital campaign ask now that the money from local governments and the foundation is secured.

The design, development and fundraising campaign is anticipated to begin in November and wrap up in June 2024. A groundbreaking is slated for summer 2024, with a summer or fall 2026 opening.

Feedback from a recent feasibility study showed that people believe in this project and many would be interested in contributing to the capital campaign, McNamara said.

Elsabeth Hepworth, a member of the library's board of trustees, told the council that with

West-side library project

The Cedar Rapids Public Library is working toward building a new \$25 million west-side library to replace the Ladd Library.



Source: City of Cedar Rapids

Gazette graphic

28 percent of households in southwest Cedar Rapids sitting below the poverty line, "this quadrant of our community is in need of information, experiences and services that this facility will provide."

Hepworth said this endeavor would be the largest public-private partnership on the west side of Cedar Rapids in recent history.

"The west-side library project will make way for a public facility — one that everyone in our community will be able to enjoy without barriers to access, such as fees

or memberships," Hepworth said.

WELCOMING AND ACCESSIBLE DESIGN

The new facility that's being considered is 31,000 square feet — only about 3,000 square feet larger than the Ladd Library, Pratt said. The difference will be in its configuration, which will be more effective than the space currently situated in a former Target. There would be more space both for the adult and children/teen sections, 10 youth computers and more community rooms and class/study rooms.

McNamara said OPN Architects was selected earlier this month to work on the project, so there is still a lot to define in terms of layout and design.

She said there is a "commitment to a library that is even more welcoming and accessible to all of the patrons" already in the neighborhood. The location was selected to keep the facility within walking distance of the library's current patrons who rely on the services provided there, she said.

"Designing a space that really feels like it belongs in that neighborhood and along with the environment on the west side of town, that's really important," McNamara said.

Moving forward, she said the library will seek public input throughout the design process.

"We want to make sure that people stay connected to us so that they can engage with us throughout that process," McNamara said.

JOB TRAINING, SOCIAL SERVICES WILL TRANSFER

Pratt said the city has received feedback that many seniors prefer the Ladd Library for its convenience, such as easy parking access. Many community members need human services on the west side, she said, so incorporating the Opportunity Center at Ladd Library has been a great

collaboration.

McNamara said the Opportunity Center is located in a renovated warehouse space that wasn't designed for its current use. A new, dedicated center will offer, for instance, a chance to create an exit from outside into the center, and to configure space to be operational for the multitude of partners who occupy the space.

The center partners with Kirkwood Community College, United Way of East Central Iowa and nonprofit Urban Dreams, among others, to offer a connection to support services such as education, job training and placement, social services, housing and more.

After the 2020 derecho pummeled Cedar Rapids, the facility served as a resiliency hub for the distribution of food and other resources to residents, and for local nonprofits and service providers to gather to serve storm victims.

"We very quickly found out that it really does serve more than just as a library in that neighborhood," Pratt said.

Pratt said securing a permanent location on the west side ensures that the multitude of services offered at the existing library continue, including:

- A welcoming, accessible space for the local immigrant population
- Access to workforce

development and training

- Increased access to broadband for individuals in nearby affordable housing units
- Enhanced connectivity and walkability with more green space and sidewalks
- Recreational opportunities
- A sense of place for community events showcasing the multicultural population.

FINAL ARPA ALLOCATIONS EXPECTED THIS YEAR

To get the city's final slices of ARPA money out the door, Pratt said the council on Nov. 8 is slated to consider allocations for several projects, including a second west-side flood control project and renovations of the former Colonial Center into affordable housing in Wellington Heights.

The council also will consider ARPA funds for workforce initiatives and core neighborhood projects later this fall or in December.

The city already has committed funds to the PATCH home-repair program for derecho-damaged homes, social service and affordable housing projects, replenishing hotel-motel tax funds to nonprofits, workforce initiatives and a west-side flood control project.

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

Supervisors/All 5 seats would be up for election

► FROM PAGE 1A

Krafka Harkema said. "We think having more supervisors who have closer contact with their constituents could help the county make better decisions," Krafka Harkema said. "We'll let the voters decide if they want to have more voices throughout the county representing them."

Lucas Beenken, public policy specialist with the Iowa State Association of Counties, said population does not dictate how many supervisors each county has — it's up to voters to decide how they want to be represented.

The majority of Iowa counties — 61 out of 99 — have three supervisors. Out of the top largest 10 counties by population, six have five supervisors and four have three — including Linn County.

"Oftentimes, folks think larger counties have five supervisors and small, rural counties have three, but that's not the case," Beenken said.

In Linn County, voters in



A view of MidAmerican Energy's Vienna wind project in Tama and Marshall counties from atop the nacelle of one of the wind turbines is shown in an undated photo. (MidAmerican Energy)

2016 agreed to expand the board from three to five members. But 10 years later, voters changed their minds. Upset partly because Linn County supervisors' pay exceeded \$100,000 a year for the first time, voters in 2016 reduced

the board back down to three members. Linn supervisors earn \$124,967 a year now.

Earlier this year, Linn supervisors voted 2-1 after contentious public meetings to approve three utility-grade solar installations near Coggon

and Palo. This month, all three voted to place a moratorium on approving large solar projects at least through the end of the year while an ordinance governing them is updated.

If the Tama County measure passes, all five of its supervisor seats would be up for election in November 2024. Before then, a redistricting commission would draw up maps for the five equal-population districts.

The supervisors would essentially "draw straws" for which seat would initially be a two-year term and which will be a four-year term to stagger elections, Beenken said. After that time, each seat would be a four-year term.

Supervisors in Tama County are paid \$34,643 each. Beenken said at this salary level, residents shouldn't get too concerned about the cost of two additional supervisors, which would only be one-half of 1 percent of the budget, he said.

The last time the county had five supervisors was in the 1930s, said Tama County

Auditor Laura Kopsa. She does not know why residents voted to reduce the number of supervisors to three at the time. Tama County's population is about 17,000.

The county's current supervisors are Larry Vest, who has been a supervisor for 28 years and is not running for re-election this year; Dan Anderson, who has been a supervisor since 2012 and whose term also is up for re-election in 2024; and Bill Faircloth, who was voted in as supervisor in 2020.

Vest represents District 1, which is most of the eastern part of the county, including the towns of Chelsea, Vining, Elberon, Clutier, Dysart and Traer. Faircloth represents District 2, which makes up the northwest quadrant of the county, including Toledo, Lincoln, Gladbrook and Garwin. Anderson represents District 3, the southwest portion of the county, including the towns of Tama and Montour and the Meskwaki Settlement.

Comments: (319) 398-8411; grace.king@thegazette.com

Iowa Wedding EXPERIENCE

Presented by The Gazette

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Tips, trends and advice from Eastern Iowa's premier event planners.

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www.iowaweddingexperience.com/blog

Category	Platform	Metrics	Sept 2021	Sept 2022	% Change
Program Attendance	In Person and Virtual	Attendance at Library Programs and Videos	778	2,016	61%
Digital Collection Use	OverDrive	eBook Circulation	5,881	5,598	-5%
		eAudiobook Circulation	5,696	5,983	5%
		New Users	196	238	18%
	cloudLibrary	eBook Circulation	1,198	1,590	25%
		eAudiobook Circulation	983	1,036	5%
		New Users	23	59	61%
	Hoopla	eBook Circulation	755	909	17%
		eAudiobook Circulation	1,076	1,617	33%
		eMusic Circulation	131	118	-11%
		eVideo Circulation	469	453	-4%
	Freegal	New Users	60	85	29%
		eMusic Downloads	981	1,063	8%
		eMusic Streaming	3,101	3,118	1%
Kanopy	New Users	2	11	82%	
	eVideo Circulation	1,341	1,275	-5%	
Total	Total Digital Circulation	21,612	22,760	5%	
Other Online Use	Databases	Visits	19,554	19,369	-1%
	CRLibrary.org	Visits	13,026	19,297	32%
	WiFi	Logins	7,266	8,896	18%
Social Media	Facebook	Followers	10,471	11,125	6%
	Instagram	Followers	3,659	3,900	6%
	YouTube	Views	4,495	12,179	63%
Meeting Room Use	Downtown	Number of Reservations	176	251	30%
	Downtown	Number of People	1931	2179	11%
	Ladd	Number of Reservations	80	84	5%
	Ladd	Number of People	589	930	37%
Number of Visitors	Downtown	Door Count - Downtown	16,584	15,510	-7%
	Ladd	Door Count - Ladd	6,844	9,521	28%
	Total	Door Count - Total	23,428	25,031	6%
Curbside Holds	Total	Curbside Holds - Number of Patrons	*N/A	105	N/A
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	38,931	35,871	-9%
		Total Circulation	55,430	51,353	-8%
		MLN Circulation (Print only)	65,061	64,541	-1%

Fine Free 2022 Results

In October 2019, the staff at Cedar Rapids Public Library completed research on the use of fines and fees in library circulation as part of a strategic planning group on breaking down barriers to access. This research was presented to the library board in December 2019 resulting in the board voting to eliminate overdue fines and damage fees starting July 1, 2020. The other library boards in the Metro Library Network, Marion and Hiawatha, also voted to drop fines starting at the same date. The library planned to collect baseline data for comparison starting in February 2020 to compare with data after going fine free. In the third week of March 2020, the library closed due to Covid-19 and it has been difficult to track trends without that enormous caveat. Due to Covid-19 closures, the library extended due dates through June 2020 and no overdue fines were assessed.

Fine Free Libraries

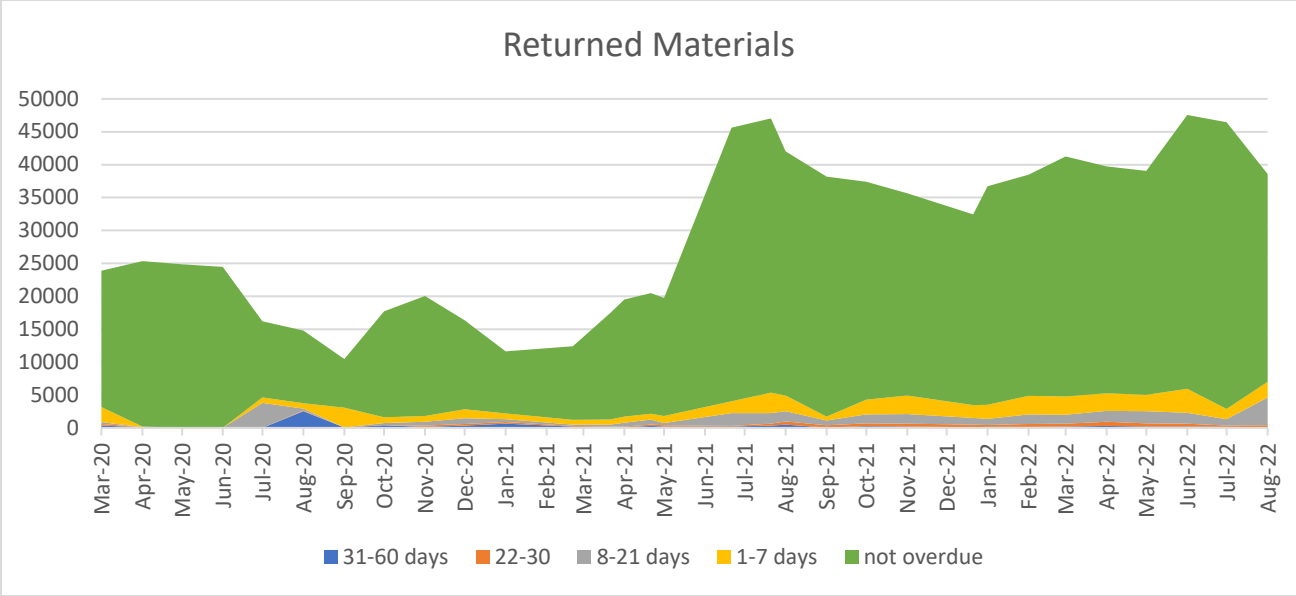
Many additional libraries have gone fine free in the meantime as the practice is recognized as a major step toward equitable access. Iowa libraries like Iowa City, Des Moines, Ames, Indianola, and Grimes dropped fines in 2020 and after. Nationally, Omaha, Chicago, Wichita, Austin, New York City, Indianapolis, Cuyahoga County, and so many more have also dropped overdue fines since 2020.

Procedures

The Metro Library Network agreed to new procedures to manage materials. Patrons can check out and renew materials as they usually would. Patrons receive notifications via their preferred contact to remind them when items are due and when they become overdue. At 30 days overdue, the patron is billed for the materials. If the lost items total more than \$20, the patron's account will be referred to a collection agency 25 days after the patron is billed. If the patron returns their materials within 6 months of billing, their account is cleared with no fees.

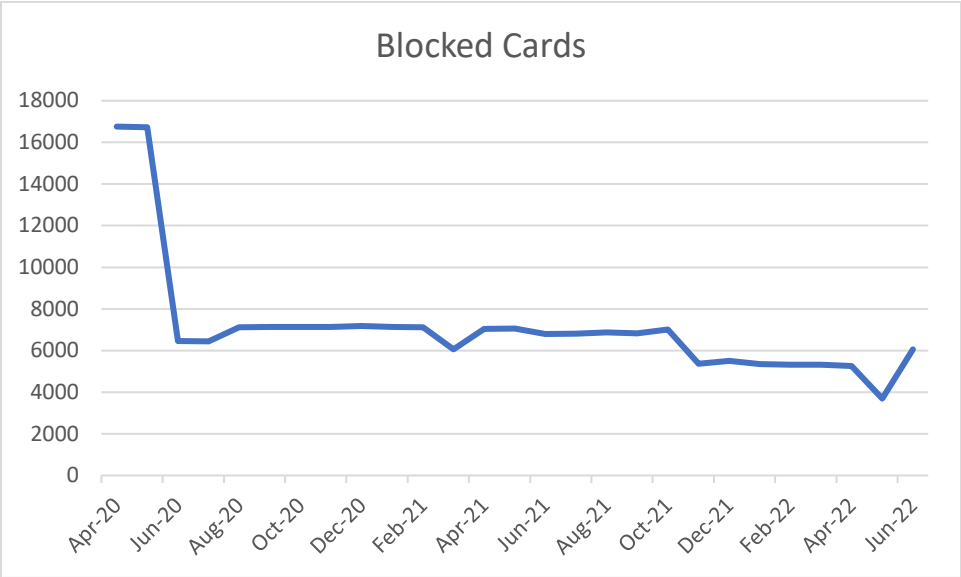
Return Rates

One concern of staff and patrons was whether going fine free would negatively affect the prompt return of materials. The data we have, with several anomalies due to Covid-19 closures, shows that this has not been the case. In our original research, we found an average of 89% of materials were returned on time. In comparison, August 2021-August 2022 had an average of 88.5% of materials returned on time. A remaining 5% are returned within 1-7 days, 4% are returned within 8-21 days. The number of lost items (more than 30 days overdue) has stayed steady throughout the last 3 years.



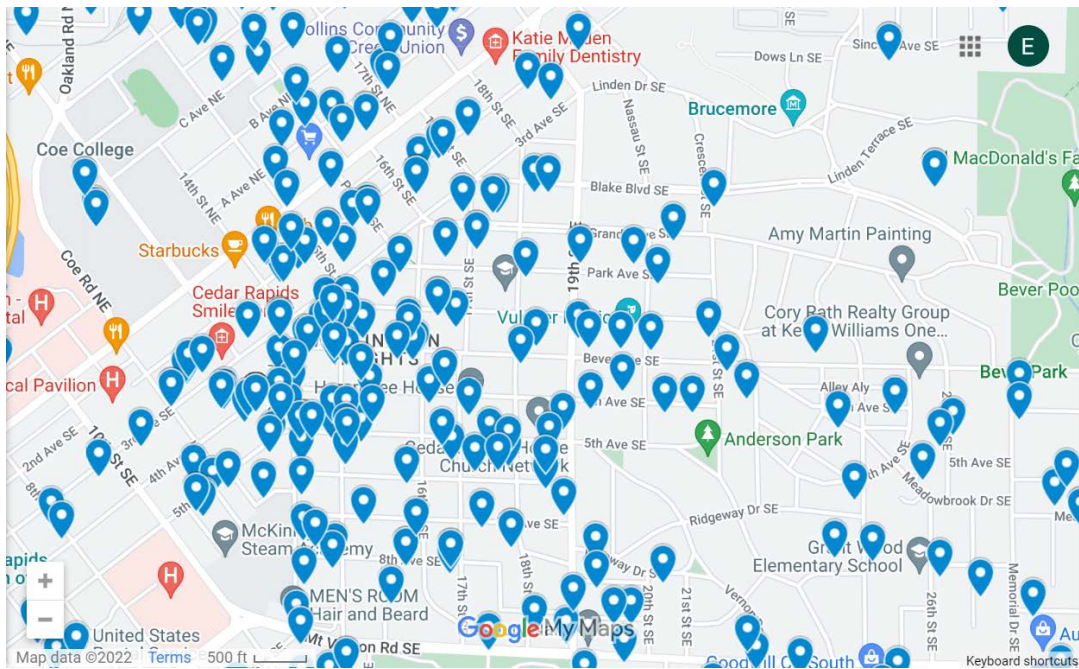
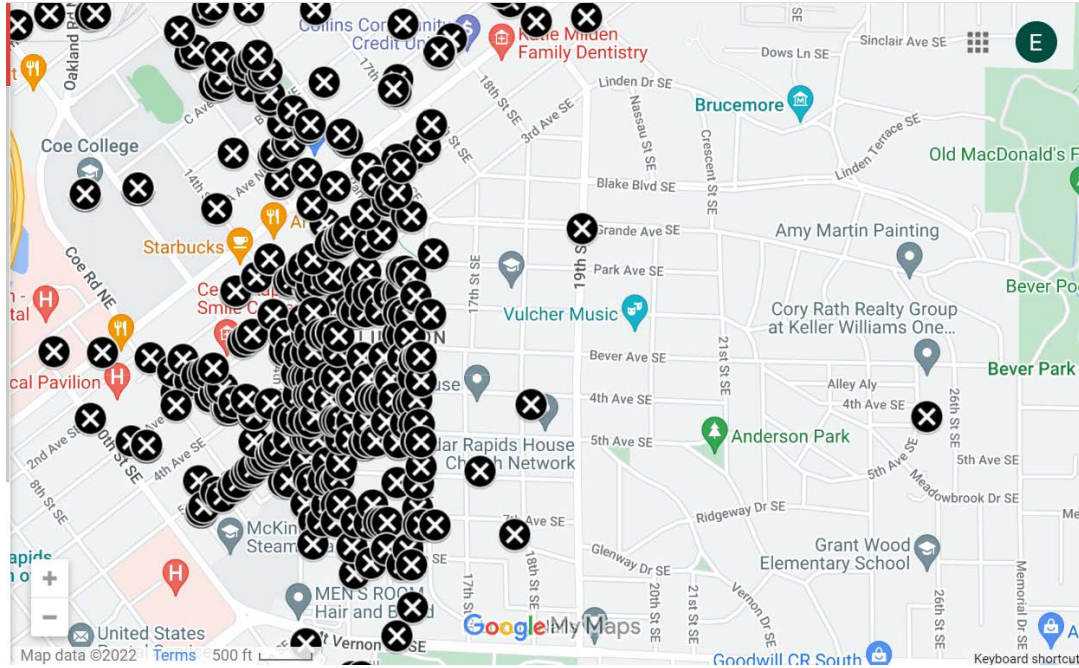
Blocked cards

When the staff conducted initial research in 2019, there were over 16,000 blocked cards in our database. This meant patrons with over \$20 in late fees or lost item charges. A blocked card means the patron is not able to check out materials but can still access computers. Those 16,000 cards stayed entrenched and were still blocked in May of 2020. About 30,000 cards had late fees under \$20 on their accounts. In June of 2020, the MLN network agreed to clear previously accrued late fees and lost item fees over 3 years old (anything before 2017). This cleared over half of the blocked cards. The number has fluctuated between 5500-7500 cards depending on the month. Cards are only blocked for lost items over \$20. If the items are returned within 6 months, the account is unblocked. This number fluctuates month to month as patrons return materials to unblock their cards. The turnover in and out of lost status rotates more quickly rather than the previous stagnation.



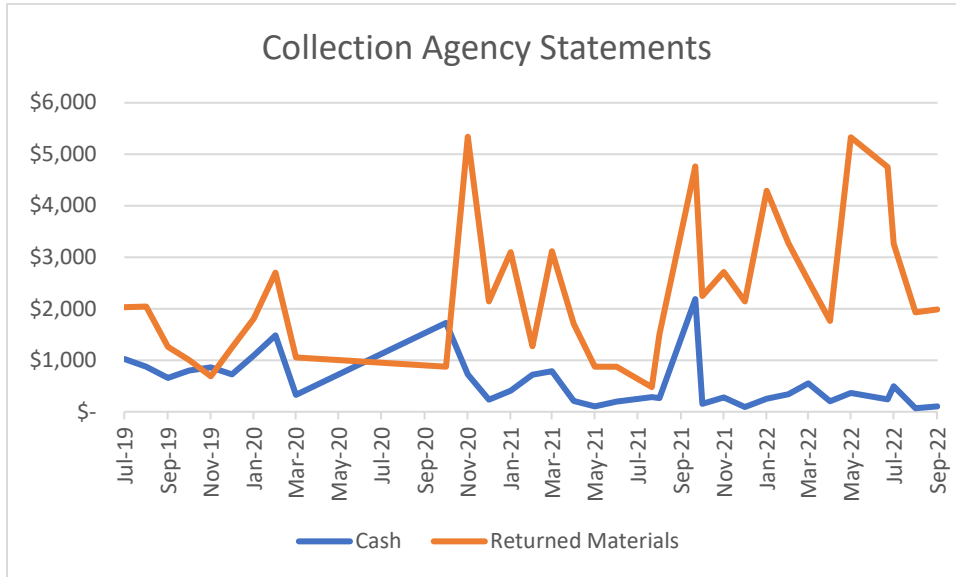
Equitable Access

Our research in 2019 found that blocked cards tended to be heavily concentrated in low income census tracts and disproportionately limiting access for the patrons living in these neighborhoods. The map with the black circles shows the blocked cards in the Wellington Heights neighborhood. The map with the blue indicators shows blocked cards in October 2022. The concentration is much lighter in 2022 with a more equitable distribution across the area.



Trends in Collections

The library uses a collection agency called Unique to formally contact patrons when our billing notices have not worked. Patrons are referred to Unique 25 days after an item is considered lost and costs over \$20. In general, we are seeing a broad upward trend of getting materials returned rather than cash payments. If patrons return their materials within 6 months, their account is cleared for checkout.



Conclusion

Staff research in 2019 led to the conclusion that charging overdue fines was antithetical to the library's mission, vision, and values. Overdue fines do not work. Patrons do not return materials any later than they used to. They place an unnecessary burden on low income patrons and block access to the folks that need it the most. Beyond the numbers and statistics, staff do not have those thousands of negative interactions about overdue fines and can focus on transformative work and equitable service.

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 10/13/2022
Subject: **September 2022** Financial Report

September Monthly Analysis:

Library Operations 151XXX:

- 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 through September actual revenue should be at least **3/12 or 25%** of budget and actual expenses should be no more than **3/12 or 25%**.
- Actual revenues are expected to meet or exceed budgeted amounts. We depend on these revenue streams to fund expenses. Having revenue in excess of budget or having a fund balance does not mean a department can spend more than their expenditure budget.
 - **Total actual revenue (less transfer in) is 34% or \$288K of budgeted \$835K.**
 - Admin chargers external is Foundation staff and MLN billing. As discussed last month is now past caught up to ahead.
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
 - **Total actual expenditures are 26% or \$1.96M of \$7.4M budgeted. Right on track with budget.**
 - Personal Services is tracking at **15.3%** or **\$868K** of **\$5.69M** budget.
 - Refresh savings of 135K was removed in September causing the slight overage. Will even out as the year goes on.
 - Discretionary is trending over budget thru September. Total incurred is **\$346K** of **\$810K** budget or 43%.
 - Rent of Land & Buildings has now been billed ahead instead of behind as discussed last month.
 - Electricity is over budget thru September. 31% spent or \$66K of \$213.8K budget. – will watch as months go on to compare to last year costs, looking to increase in FY24.
 -

CIP & Special Revenue will only have commentary for the next few months if any issues arise.

After discussion with the Finance Committee, submitted status quo overtime and budget increase request for seasonal staffing budgets. Other increase request for first round drafts will include materials, contract services, mobile service and networking hardware. Drafts will continue to be developed ahead of an anticipated January presentation to the board.

City of Cedar Rapids
 151 Library
 2022-09-30

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
Revenue						
Taxes						
Total Taxes		-	-	-	-	0%
Intergovernmental Grants						
State Operating	422001	-	115,000.00	-	(115,000.00)	0%
Local Govt Grants	423000	-	125,000.00	6,594.63	(118,405.37)	5%
Total Intergovernmental Grants		-	240,000.00	6,594.63	(233,405.37)	3%
Other Revenues						
Printing & Duplicating of Form	431006	1,151.05	25,000.00	996.65	(24,003.35)	4%
Admin Charges - External	431012	74,709.78	409,792.00	215,748.09	(194,043.91)	53%
Library User Fees - Not Fines	431201	-	5,600.00	2,009.02	(3,590.98)	36%
Vending Sales	431301	32.04	-	-	-	0%
Library Fines	441001	3,442.80	-	-	-	0%
Building Rental	461001	8,169.60	43,455.00	9,157.60	(34,297.40)	21%
Contributions & Donations	471002	28,500.00	70,000.00	42,005.00	(27,995.00)	60%
Sale of Inventory	471003	371.75	2,000.00	463.85	(1,536.15)	23%
Other Miscellaneous Revenue	471005	-	3,500.00	-	(3,500.00)	0%
Total Other Revenues		116,377.02	559,347.00	270,380.21	(288,966.79)	48%
Proceeds of LT Liabilities						
Total Proceeds of LT 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		130,377.02	835,347.00	287,974.84	(547,372.16)	34%

City of Cedar Rapids
 151 Library
 2022-09-30

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
Expenditures						
Personal Services						
Regular Employees	511100	914,688.48	3,986,814.00	970,939.44	3,015,874.56	24%
Temporary/Seasonal Employees	511200	-	34,694.40	4,053.00	30,641.40	12%
Overtime	511300	8,810.35	114,773.40	15,767.68	99,005.72	14%
Other Special Pays	511400	6,241.28	20,180.00	6,497.33	13,682.67	32%
Group Insurance	512100	106,853.88	513,159.00	120,172.97	392,986.03	23%
Social Security Contributions	512200	61,680.41	326,956.00	78,800.66	248,155.34	24%
Retirement Contribution	512300	78,084.29	404,672.00	98,356.52	306,315.48	24%
Workers' Compensation	512500	29,340.28	145,893.00	37,045.63	108,847.37	25%
Other Employee Benefits	512600	1,510.44	7,315.08	1,495.29	5,819.79	20%
Total Personal Services		1,207,209.41	5,554,456.88	1,333,128.52	4,221,328.36	24%
Discretionary Expenses						
Advertising & Marketing	521100	5,224.00	5,000.00	2,089.00	2,911.00	42%
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%
External Contracted Labor	521105	31,793.29	105,466.00	50,145.38	55,320.62	48%
Health Services	521106	70.80	-	70.80	(70.80)	0%
Other Professional Services	521108	266.00	10,523.63	4,172.00	6,351.63	40%
External Banking/Financial Fee	521109	2,555.88	15,700.00	3,281.03	12,418.97	21%
Security Services	521110	-	5,000.00	-	5,000.00	0%
Computer Hardware	522100	39,743.94	35,000.00	31,006.58	3,993.42	89%
Computer Software Maintenance	522101	155,882.60	222,220.00	122,617.15	99,602.85	55%
IT Services - External	522102	19,099.59	75,500.00	10,082.63	65,417.37	13%
Building & Grounds Services	522104	286.30	15,000.00	-	15,000.00	0%
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	-	9,000.00	0%
Vehicles & Rolling Equip Serv	522106	-	-	29.95	(29.95)	0%
Phone Services	523107	5,149.02	26,500.00	7,545.11	18,954.89	28%

City of Cedar Rapids
 151 Library
 2022-09-30

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
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%
Printing, Binding, & Duplicate	525102	4,145.72	15,950.00	1,958.81	13,991.19	12%
Awards & Recognition	531102	-	250.00	-	250.00	0%
Books & Subscriptions	531103	33,436.76	109,171.80	74,578.02	34,593.78	68%
Cleaning & Janitorial Supplies	531105	-	1,250.00	-	1,250.00	0%
Computer Supplies	531106	670.21	5,000.00	258.91	4,741.09	5%
Equipment/Furniture/Fixtures	531109	1,784.65	11,500.00	10,253.88	1,246.12	89%
Photography Supplies	531110	-	300.00	-	300.00	0%
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%
Office Supplies	531116	4,532.40	15,320.00	2,730.59	12,589.41	18%
Program Supplies	531118	8,111.76	37,000.00	5,166.42	31,833.58	14%
Shop Supplies	531119	11.89	250.00	-	250.00	0%
Sign & Signal Supplies	531120	235.13	-	-	-	0%
Uniforms	531123	-	694.00	-	694.00	0%
Personal Protective Gear	531124	1,014.57	-	1,221.49	(1,221.49)	0%
Building & Grounds Supplies	533100	42.00	21,748.15	2,912.62	18,835.53	13%
Equip/Furniture/Fixtures Parts	533101	-	-	570.00	(570.00)	0%
Conferences, Training, Travel	542102	313.43	23,200.00	9,604.36	13,595.64	41%
Dues & Memberships	542103	4,995.55	10,000.00	4,500.00	5,500.00	45%
Postage & Freight	542108	409.71	17,500.00	606.99	16,893.01	3%
Mileage Reimbursement	542111	58.13	3,000.00	301.56	2,698.44	10%
Admin Charges - Inter Departments	521114	-	-	125.00	(125.00)	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		319,833.33	809,543.58	345,828.28	463,715.30	43%

City of Cedar Rapids
 151 Library
 2022-09-30

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
Other Expenses						
City Accounting Services	521113	18,750.00	77,500.00	19,374.99	58,125.01	25%
City Information Tech Services	522109	2,310.66	5,878.33	1,469.58	4,408.75	25%
Electricity	523100	41,685.14	213,800.00	66,125.18	147,674.82	31%
Natural Gas	523103	28.26	4,500.00	81.43	4,418.57	2%
Rental of Land & Buildings	524100	107,531.77	245,000.00	107,577.14	137,422.86	44%
Liability Insurance	525104	7,828.74	42,148.00	10,536.99	31,611.01	25%
Property Insurance	525107	22,205.25	100,110.00	25,027.50	75,082.50	25%
Vehicle Insurance	525108	436.50	1,200.00	300.00	900.00	25%
Gasoline Fuel	532101	40.31	498.58	88.31	410.27	18%
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%
City Inter Department Charges	521114	-	-	-	-	0%
Facility Services (Routine)	522107	4,077.03	313,107.55	53,421.44	259,686.11	17%
Fleet Services (Routine)	522108	137.60	1,400.00	243.91	1,156.09	17%
Total Other Expenses		205,031.26	1,005,142.46	284,246.47	720,895.99	28%
Capital Outlay						
Vehicles, Equipment, Software	554000	-	50,000.00	1,285.00	48,715.00	3%
Total Capital Outlay		-	50,000.00	1,285.00	48,715.00	3%
Debt Service						
Total Debt Service		-	-	-	-	0%
Transfers Out						
Total Transfers Out		-	-	-	-	0%
Total Expenditures		1,732,074.00	7,419,142.92	1,964,488.27	5,454,654.65	26%
Net Revenues over/(under) Expenditures		(1,601,696.98)	(6,583,795.92)	(1,676,513.43)	4,907,282.49	

Fines and Fees

Our Library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Cedar Rapids Public Library does not charge overdue fines on library materials. The board of trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner. The library will charge patrons for items not returned and to recover the cost of processing.

The library will charge fees as an economic disincentive to waste or to recover the cost of certain targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.

Adopted: 08/24/89

Revised: 10/29/92, 05/02/96, 12/02/99, 08/05, 09/01/11, 02/04/2016, 12/05/2019

Reviewed: 2013, 11/2015, 11/2022

Internet and Computer Usage

The mission of the Cedar Rapids Public Library is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We do that by providing the public with timely access to information through a wide variety of materials, appropriate technology, and a well-trained staff. A goal of the CRPL is to enhance its existing collection in size and depth and provide opportunities for any citizen who wishes to explore the Internet at the library.

The Internet is an unregulated medium. It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also allows access to some material that may be offensive, disturbing and/or illegal.

The library cannot control or monitor the vast amount of material accessible from computers and the Internet. As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

The Cedar Rapids Public Library assumes no responsibility for information accessed while using the public computers. Library staff will not control or endorse specific information found on the public computers. Staff cannot control the availability, accuracy, or currency of information links that may change rapidly and unpredictably. Library users accept the risk that websites may include explicit or otherwise offensive material. It is the user's responsibility (or that of the parent or guardian) to determine what is appropriate. Library staff respect the privacy and intellectual freedom of all patrons in accordance with our guiding principles, and will only intervene if content is believed to be illegal or violate Library or City policy.

The library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of library materials and resources. Parents or guardians, not the library or its staff, are responsible for the information selected and/or accessed by their children.

The library will manage the use of the Internet in a manner consistent with all the library's policies, including Behavior and Unattended Children, which are available to view at any time through the library's website. Failure to use the Internet appropriately and responsibly, as defined in the Computer Usage Rules and Regulations agreed to at sign-on will result in suspension of computer use privileges and possibly library privileges.

Adopted: 11/07/96

Revised: 06/06/03, 07/05/07, 11/2015, 10/03/2019

Reviewed: 2013, 11/2022



Director's Report
November 3, 2022

Department Updates

Community Relations has been busy this fall with many public and private events. We hosted several community organizations for special events, including NAMI, League of Women Voters, and the African American Museum of Iowa with Cedar Rapids Civil Rights. We are working with Linn County Elections to provide both early satellite voting at both locations and to be precinct locations for the November 8 General Election.

Our design and marketing team is busy with fall program and service promotion as well as prepping for the winter issue of *OPEN+*, which will be out December 1.

We are reviewing data on the Take 10 program that was held at a handful of elementary schools this past summer and evaluating success in preparation for next summer. Additionally, we are working alongside our friends at YPN to support parents as educators through a program starting this fall to carry over into the spring.

In October we brought on several new work/study students to the volunteer team. Most of them are volunteering in the Closed Captioning role including one student who will translate captions into Spanish. This role continues to be a great fit for collegiate volunteers looking for remote opportunities while expanding the Library's accessibility to patrons online. Volunteer Hours in September 2022: 228

The *Materials* department has been busy with a heavy season of new releases and publishing has returned to more predictable patterns. Now that we are back to full staff, the team can focus on getting 2023 titles into the catalog early for patrons to place holds. Staff have been able to continue work on inventorying our collections, which was largely put on hold during the pandemic. This process ensures catalog accuracy and identifies any areas that need attention. We've seen an enthusiastic response to PressReader, our newest digital newspaper and magazine product, with several thousand articles read each month since its introduction.

The *Technology Solutions* team has been working on significant security updates to Microsoft 365 and its effects on library technology. This primarily relates to security and moving more services to cloud based systems with more security. The helpdesk ticketing software will need to migrate to a cloud-based solution, which improves tracking. Configuration and implementation of printing solutions continue with staff printers now under maintenance contracts.

Programming has continued to push out into the community over the past month, setting up regular visits to multiple preschools, Head Starts, and elementary schools in the area, all focusing on providing access to library materials and supplementing literacy interventions. Additionally, many hours have been spent in Workforce Development, meeting with patrons at multiple locations to help them through the process of finding and applying for jobs, and overcoming barriers to employment. Inside our libraries, attendance has been growing quickly at our Early Literacy programs at both locations, and two new programs for teens were launched in October. The Master Gardeners have returned to the Ladd Library, and our Artist-in-Residence, Harper Folsom, has been doing programs for all ages at both locations with great success – join us for the opening of her exhibit at the Ladd Library on November 19 at 1 pm to see what she has been working on for the past two months.

Public Service continues to do amazing work. A large success was from September 7 to October 24: the Downtown library did not file any behavior incident reports. This shows the amazing work that Public Service staff have provided in working on de-escalation skills.

The Re-invigorating Active Service strategic planning committee continues to meet. Over the past month, the committee has reviewed data regarding active service and had amazing discussions about the benefits to active service.

General Updates. Roasters Coffeehouse has provided notification of their intention to stay at the library for year three of the contract. The contract language allows this to happen for two more consecutive years (a total of five) before the contract would need to be either renegotiated or the library would put out an RFP for vendors.

Great Stories

I met a Vietnam veteran yesterday while he was checking out movies. He had his movies in hand, but thought he might need to check out again with us downstairs. I thanked him for his service and we talked about his MoS (Cav) and my husband's MoS (field artillery) and about how when he came back, he was broken – his mind was going and his heart hurt so much that people didn't welcome him home. I told him he'd always be welcome at the library, and he smiled and said he'd figured that out. He'd never felt so welcome as he did when he walked into the library and people talked to him.

I saw him again today and he smiled at me and we talked about Bruce Lee movies and how his grandson has a Blu-ray player, so he's excited. He is a delightful human. – Stephanie Hall, Ladd Branch Manager

We had a 92 year old patron call in with a quandary regarding an ebook that she was reading. Somehow, she managed to return the book early despite not having finished reading it. I asked her if it would be OK if I logged into her account on my end to see what I could do. There were no loans on her account so I quickly looked for the title in question and thanked the holds gods that it was available for check out, which I did on her behalf. Then the tricky part came. She tends to read these in her browser, not the best method, but if it works, it works. Our new website has caused her some confusion, so helping her get to Libby/OverDrive took some patience and persistence. We eventually got there and then it was making sure she was logged into her account. After some further navigation, we got her to her loans and she happily discovered that the book she wanted to finish was waiting for her. She was deeply grateful to be able to get back to her book. She may be calling back at some point to figure out how to check out some other materials. I have to admire a person who still wants to try new things no matter how frustrating or intimidating they may be. At any rate, we have a happy reader somewhere in our community. – Kristine Olsen, Materials Librarian

Here is a short "great story" that I just participated in at Ladd: a patron came up to the desk and warned me that she needed a lot of help. Specifically, she required assistance with printing some documents necessary to prepare for an upcoming trip to Peru from her tablet. She was thrilled that we could print all of the copies of all of the documents that she needed at no cost since it was less than 25 pages, and I was excited to learn about her aunt's 100th birthday party that she was traveling for. Interactions like this remind me not only of how much of an impact the services we provide at the library can make on a person's life but of how many stories our patrons have to share with us if we take the time to listen. – Elizabeth Gardner, Public Service Associate

