



Agenda: Board of Trustees  
January 2, 2025, at 4 pm  
Conference Room, Downtown Library

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

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
  - Minutes: December 5, 2024
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Library Board Committee Reports
  - Advocacy Committee – Elisabeth Hepworth, Committee Chair
    - No Action
  - Building Committee – Jade Hart, Committee Chair
    - No Action
  - Finance Committee – Chris Casey, Committee Chair
    - No Action
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - No Action
- G. Library Director's Report
- H. Old Business
- I. New Business
- J. Adjournment

The next Board of Trustees meeting is **February 6, 2025 at 4 pm**, in the Conference Room, Downtown Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email [musilj@crlibrary.org](mailto:musilj@crlibrary.org) as soon as possible but no later than 48 hours before the meeting.

**DRAFT Meeting Minutes  
Cedar Rapids Public Library  
Board of Trustees  
December 5, 2024**

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

**Board members unable to attend:** Ana McClain, Chris Casey

**Staff in attendance:** Dara Schmidt, Jessica Musil, Amber McNamara, Todd Simonson, Kevin Delecki (in person)

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

- A. Call to Order
  - Ms. Challenger called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes:
    - November 7, 2024

*Ms. Hart moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
  - Ms. Tyler reported. The Foundation participated in GivingTuesday again – the theme is every story matters, every gift counts, which will benefit the Westside Library. Donors gave through a specific online link, that shared on social media and via email as well as online. The Foundation exceeded this year’s goal. In addition, the year-end annual appeal went out in mid-November to nearly 900 households. Donations are also coming in through the fall newsletter, which contains an envelope to mail back any contributions.
  - Ms. Tyler sent out a donor appreciation letter the week of Thanksgiving, providing an update on the Westside Library project and fundraising goals. Several conversations are still on-going with donors. She shared that over \$7.2 million has been raised and she looks forward to closing out the campaign by the end of this fiscal year.

Ms. McDermott joined the meeting at 4:08 pm.

- A year-end appeal for the Wise Women Circle went out to those who did not get an appeal otherwise to share information on how this campaign started with 34 women giving over \$10,000. At this time, the circle has 80 members with a gift value of \$3 million. The commitment speaks to the investment and passion of the community for this project.
  - The Foundation is partnering with Lion Bridge for a Library Lager special brew. Ms. Tyler shared a preview of the label. In the next week, the Foundation will promote a brew master for the day opportunity, a six-hour experience to brew the lager, to be auctioned. At this time, Lion Bridge will brew about 60 cases of cans with the possibility of other areas for sale depending on popularity. Ms. Tyler is excited for this opportunity to raise awareness and generate excitement in support of the Library Foundation.
- E. Friends of the Library Report – Libby Slappey
    - Ms. Slappey reported. She encouraged people to attend the Very Cherry Holiday sale on December 7. Friends will open at 9 am, one-hour earlier than the event. All basement books will be half price, with giftables on the first floor. Children’s books will be

individually priced and widely available with pricing low enough to encourage sales. This sale is the last of the calendar year. They will resume in 2025 with a similar calendar to 2024 – big spring and fall sales plus Farmers Market sales as well as pop-up sales.

F. Board Education: Age Friendly Community at the Library – Kevin Delecki

- In 2019, the City of Cedar Rapids' Wellbeing Advisory Committee joined the Network of Age-Friendly States and Communities. The library joined an action plan steering committee in 2021 and in 2022 an action plan was developed to intentionally address livability for older adults in Cedar Rapids. Eight livability themes were identified, and within those, each had goals and subgoals. The library was directly assigned goals or in partnership to help achieve this action plan.
- For Housing Goal 1.2: AUD Promotion and Education, the library received money to replicate a gingerbread house contest, focusing on education and awareness of Accessory Dwelling Units (ADUs). Over 250 gingerbread house kits given out in six hours. We received over 100 entries with prizes given for various ages and categories. In addition, we hosted information sessions on ADUs.
- The Opportunity Center's addition to the Unite Us Community platform helped achieve the Health and Community 1.1 goal. Since the Center's addition, we have made over 300 referrals, some of which have served an older population.
- The Outdoor Spaces 1.2 goal generated an art show geared toward older community members with the Reflections Exhibit in 2023. Library staff worked with individuals at in-library workshops and in care centers. We hosted an opening reception and displayed work for three months
- As we were re-engaging the technology classroom into a maker space, we were able to tackle the Social Participation 3.3 goal. We specifically added daytime classes to target older adults – our highest users are retired engineers – as well as technology assistance at the Opportunity Center for weekly programs. Reference librarians are also available to provide individual attention for questions. Social Participation 3.4 goal also focused on technology by increasing circulating technology options, such as Chromebooks, digital materials, in-house DVD players, and Tonies.
- Outside of the action plan, the library offers other older adult engagement options. In-library programming includes Tai Chi hosted by Heritage Agency on Aging, chair yoga, and book clubs. For outreach, staff provide biweekly story reading and armchair travel programs at several senior living and memory care facilities. Our collection boasts Reflection Kits, which are book club kits specifically for those with memory loss/dementia, as well as Favorite Things to spark conversations around a time period or specific topic like farming. In November, we became a Dementia Friendly Organization with specific staff training and making changes to be more accommodating. Staff have shared positive feedback about the training. Books by Mail and Books by Delivery continue to be successful ways to access materials for homebound patrons.
- Several trustees shared their thanks for the work and services the library provides to positively impact older adults in our community.

G. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
  - Ms. Hepworth reported. The 2025 legislative session will start in the coming months. The committee is preparing to review proposed bills that impact library services and educate the community. Ms. McNamara noted that we will schedule City Council advocacy conversations. Look for an email soon with talking points.
- Building Committee – Jade Hart, Committee Chair
  - Ms. Hart reported. The committee started work on the Urban Plaza refresh project. Two vendors presented on their qualifications, and the committee selected Fehr Graham. They have a great reputation and City partners gave positive feedback about their work. The design work contract is in the packet but doesn't require a vote as its under \$50,000. Library staff and trustees participated

in a kickoff meeting to share ideas on what we want and don't want. The goal is to have schematic design by mid-January and start the bid process not long after for construction. Part of the conversation with Fehr Graham is how we can retain access for parts of the space over the summer. The goal is to have a tiered implementation plan, prioritizing sections. Ultimately, we want to improve access to the library and the enjoyment of the space as well as replace the pavers, which are crumbling. This refresh construction is funded by the Foundation.

- The Westside Library progress continues. Ms. Schmidt shared we had another Owner, Architect and Contractor meeting this morning. She feels good about the process as the construction experts are working together to resolve issues as they arise or even proactively, such as understanding lead times. The packet includes the second pay application – votes are not needed but included for transparency. The new library's foundation is dug out and basement pouring should be complete within the next two weeks.
- Finance Committee – Chris Casey, Committee Chair
  - Ms. Schmidt reported for Ms. Casey on the October Financial memo. The budget is 33% through the fiscal year and is straight forward with no issues.
  - The initial FY26 budget has been submitted though it won't be finalized in January due to tax valuations. This is the first year for removal of property taxes for people over 65 and impacts are unknown. There is still an expectation of growth in the tax base but caution around tax caps. The anticipated growth will be 1-2%, which does not meet the overall City's budget's growth. It is likely the board will see the budget in February.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - **Action:** Policy 4.03 Community Postings. The committee did not recommend any changes as it is working well. Postings are in the public print and copy nooks at both buildings.
  - **Action:** Policy 4.05 Non-Smoking Policy. Similar to the previous policy, there are no recommended changes.
  - **Action:** Policy 5.02 Fundraising Policy. The committee did not recommend changes to this policy as well.

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

Mr. Elges left the meeting at 4:58 pm.

#### H. Library Director's Report

- Ms. Schmidt reported. She passed around Save the Date cards for the first Corridor Libraries all staff day on Feb. 20. Trustees also received information via email. This day will be a joint professional development day with Cedar Rapids, Coralville, Hiawatha, Iowa City, Marion, and North library libraries. Staff have volunteered to develop educational content for programs and services, public service, advocacy and more. The day will start with a keynote presentation by Shola Richards at the DoubleTree before heading back to the library for lunch and other sessions.
- Ms. Schmidt flipped through the most recent copy of *OPEN+* magazine. She specifically highlighted the groundbreaking event on page 8 and encouraged everyone to read the article on the Opportunity Center's newest AmeriCorps RIVA staff members. Their support has been an incredible resource to help people while using their native language. Ms. McNamara is leading a strategic planning committee on how we can be more welcoming at the libraries. The RIVA's work highlights the importance of the strategic work.
- MerryTubaChristmas will be at the library on Saturday, Dec. 14. On KCRG this morning, the organizers were hyping their event and shared the value of hosting the event at the

library. Ms. Schmidt feels it is one of those special community moments, where you feel like you're a part of something.

- 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 5:04 pm.

**The next Board of Trustees meeting will be held on Thursday, January 2, 2025, at 4 pm in the Conference Room, Downtown Library**

To: Chris Casey, Finance Committee Chair  
From: Dara Schmidt  
Date: 12/19/2024  
Subject: December Meeting Financial Report

Library Operations shows current slight overspending of expenditures of 43.7% at 42% of the way through the fiscal year or \$3.54M spent of \$8.1M. This appears to be a timing issue based on fully year of IT costs posted already as well as Ladd Library Rent. We currently are on track to meet revenues however, we can't exceed expenditures budget at yearend.

All other accounts have no concerns for November.

City of Cedar Rapids  
 151 General Fund - Library  
 2024-11-30

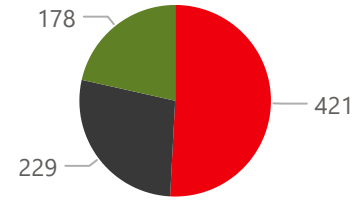
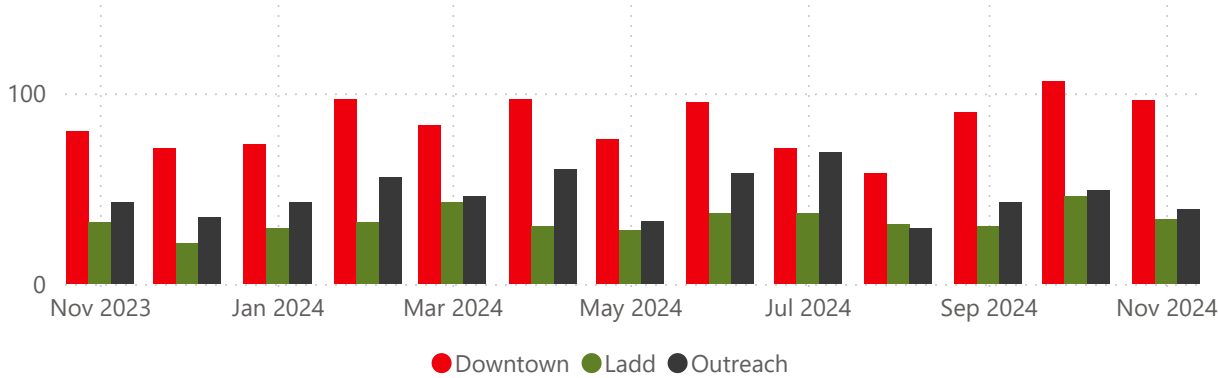
Account Name	Account	Prior Fiscal Year 2024 YTD Actuals	Current Fiscal Year 2025 Adjusted Budget	Current Fiscal Year 2025 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2025 Actuals
<b>Revenue</b>							
<b>Taxes</b>							
Total Taxes		-	-	-	-	0%	-
<b>Intergovernmental Revenue</b>							
State Operating	422001	101,472.58	115,000.00	30,776.85	(84,223.15)	27%	-
Local Govt Grants and Reimb	423000	197,570.95	300,000.00	191,240.44	(108,759.56)	64%	-
Total Intergovernmental Revenue		299,043.53	415,000.00	222,017.29	(192,982.71)	53%	-
<b>Other Revenue</b>							
Printing & Duplicating of Form	431006	12,739.83	25,000.00	13,498.31	(11,501.69)	54%	2,667.55
Dept Charges-External to City	431012	76,982.85	259,792.00	85,616.73	(174,175.27)	33%	21,543.19
Library User Fees - Not Fines	431201	9,975.46	10,600.00	18,361.69	7,761.69	173%	1,542.66
Building Rental	461001	16,416.00	43,455.00	17,928.00	(25,527.00)	41%	883.20
Postage / Handling	471001	7.00	-	-	-	0%	-
Contributions & Donations	471002	4,987.00	70,000.00	-	(70,000.00)	0%	-
Sale of Inventory	471003	158.33	2,000.00	293.20	(1,706.80)	15%	74.55
Damage Recoveries	471004	25.00	-	-	-	0%	-
Other Miscellaneous Revenue	471005	75.00	3,500.00	-	(3,500.00)	0%	-
Cash Over (Under)	471007	(18.97)	-	(1.15)	(1.15)	0%	0.70
Total Other Revenue		121,347.50	414,347.00	135,696.78	(278,650.22)	33%	26,711.85
<b>Proceeds of Long Term Liabilities</b>							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
<b>Transfers In</b>							
Total Transfers In		-	-	-	-	0%	-
<b>Total Revenue</b>		<b>420,391.03</b>	<b>829,347.00</b>	<b>357,714.07</b>	<b>(471,632.93)</b>	<b>43.1%</b>	<b>26,711.85</b>
<b>Expenditures</b>							
<b>Personal Services</b>							
Regular Employees	511100	1,731,075.76	4,432,751.77	1,846,758.88	2,585,992.89	41.7%	370,346.49
Temporary/Seasonal Employees	511200	7,759.50	43,368.40	9,828.00	33,540.40	23%	-
Overtime	511300	34,430.71	114,773.40	32,090.02	82,683.38	28%	6,710.39
Other Special Pays	511400	5,000.02	17,158.00	8,767.88	8,390.12	51%	1,653.12
Group Insurance	512100	264,347.08	818,207.00	312,549.80	505,657.20	38%	61,617.31
Social Security Contributions	512200	132,367.46	348,485.00	139,506.68	208,978.32	40%	25,811.60
Retirement Contribution	512300	166,901.16	431,057.00	175,580.11	255,476.89	41%	32,730.28
Workers' Compensation	512500	30,158.36	61,747.00	24,397.53	37,349.47	40%	4,461.33
Other Employee Benefits	512600	2,489.93	3,162.00	1,470.08	1,691.92	46%	526.11
Total Personal Services		2,374,529.98	6,270,709.57	2,550,948.98	3,719,760.59	40.7%	503,856.63
<b>Discretionary Expenses</b>							
Advertising & Marketing	521100	5,109.20	5,000.00	3,423.99	1,576.01	68%	45.60
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	93,550.04	72,578.23	18,928.10	53,650.13	26%	4,496.94
Legal Services	521107	9,177.18	-	13,141.29	(13,141.29)	0%	2,424.00
Other Professional Services	521108	572.00	9,523.63	1,374.38	8,149.25	14%	1,325.00
External Banking/Financial Fee	521109	6,302.83	20,700.00	5,931.53	14,768.47	29%	1,573.18
Security Services	521110	-	5,000.00	348.77	4,651.23	7%	-
Computer Hardware	522100	36,905.88	35,000.00	30,968.44	4,031.56	88%	-
Computer Software Maintenance	522101	168,423.82	222,220.00	193,943.69	28,276.31	87%	687.32
IT Services - External	522102	13,488.43	75,500.00	24,141.11	51,358.89	32%	422.00
Building & Grounds Services	522104	445.47	15,000.00	4,756.68	10,243.32	32%	384.50
Equip/Furniture/Fixtures Serv	522105	495.00	9,000.00	13,615.79	(4,615.79)	151%	10,635.79
Phone Services	523107	12,455.87	35,950.00	13,067.75	22,882.25	36%	2,493.19
Rental of Equip & Vehicles	524101	947.20	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	5,609.86	15,950.00	9,192.86	6,757.14	58%	3,134.62
Awards & Recognition	531102	-	250.00	-	250.00	0%	-
Books & Subscriptions	531103	124,631.72	109,171.80	105,153.51	4,018.29	96%	10,325.46
Cleaning & Janitorial Supplies	531105	34.95	1,250.00	117.66	1,132.34	9%	-
Computer Supplies	531106	920.50	5,000.00	842.70	4,157.30	17%	88.10
Equipment/Furniture/Fixtures	531109	1,917.29	11,500.00	12,829.27	(1,329.27)	112%	2,775.00
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	5,672.16	15,320.00	4,998.46	10,321.54	33%	236.55
Paint Supplies	531117	-	-	1,083.22	(1,083.22)	0%	319.74
Program Supplies	531118	15,983.62	37,000.00	19,897.42	17,102.58	54%	3,019.47
Shop Supplies	531119	7.99	250.00	273.60	(23.60)	109%	9.96
Sign & Signal Supplies	531120	113.78	-	149.02	(149.02)	0%	149.02
Uniforms	531123	-	1,694.00	-	1,694.00	0%	-
Personal Protective Gear	531124	229.37	-	258.06	(258.06)	0%	27.90
LP Gas	532103	-	-	33.54	(33.54)	0%	-
Building & Grounds Supplies	533100	11,877.64	34,241.28	1,017.08	33,224.20	3%	-
Equip/Furniture/Fixtures Parts	533101	-	-	2,152.10	(2,152.10)	0%	122.28

City of Cedar Rapids  
 151 General Fund - Library  
 2024-11-30

Account Name	Account	Prior Fiscal Year 2024 YTD Actuals	Current Fiscal Year 2025 Adjusted Budget	Current Fiscal Year 2025 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2025 Actuals
Conferences, Training, Travel	542102	11,191.46	23,200.00	13,796.21	9,403.79	59%	3,617.10
Dues & Memberships	542103	781.00	10,000.00	755.00	9,245.00	8%	280.00
Licensing Fees	542106	30.00	-	-	-	0%	-
Postage & Freight	542108	2,914.82	13,500.00	3,517.04	9,982.96	26%	1,544.64
Mileage Reimbursement	542111	628.23	3,000.00	925.60	2,074.40	31%	106.20
<b>Total Discretionary Expenses</b>		<b>530,417.31</b>	<b>799,598.94</b>	<b>500,633.87</b>	<b>298,965.07</b>	<b>63%</b>	<b>50,243.56</b>
<b>Other Expenses</b>							
Health Services	521106	200.60	-	79.65	(79.65)	0%	-
City Accounting Services	521113	35,625.00	-	-	-	0%	-
Administrative Area Charges	521114	225.00	-	-	-	0%	-
Routine City Facility Charges	522107	53,663.48	325,603.18	69,280.36	256,322.82	21%	533.60
Routine City Fleet Charges	522108	431.81	1,150.00	1,935.56	(785.56)	168%	-
City Information Tech Services	522109	2,571.75	-	-	-	0%	-
Electricity	523100	88,184.82	243,800.00	98,373.67	145,426.33	40%	20,747.88
Natural Gas	523103	297.61	4,500.00	154.74	4,345.26	3%	21.65
Rental of Land & Buildings	524100	229,817.29	249,000.00	230,631.42	18,368.58	93%	3,444.38
Liability Insurance	525104	21,252.17	46,866.00	20,484.72	26,381.28	44%	3,905.50
Property Insurance	525107	56,636.65	162,212.00	67,588.35	94,623.65	42%	13,517.67
Vehicle Insurance	525108	541.65	1,500.00	625.00	875.00	42%	125.00
Gasoline Fuel	532101	112.50	498.58	170.85	327.73	34%	-
<b>**Total Other Expenses**</b>		<b>489,560.33</b>	<b>1,035,129.76</b>	<b>489,324.32</b>	<b>545,805.44</b>	<b>47%</b>	<b>42,295.68</b>
<b>Capital Outlay</b>							
Total Capital Outlay		-	-	-	-	0%	-
<b>Debt Service</b>							
Total Debt Service		-	-	-	-	0%	-
<b>Transfers Out</b>							
Transfer Out-Inter	571100	-	20,000.00	-	20,000.00	0%	-
Total Transfers Out		-	20,000.00	-	20,000.00	0%	-
<b>Total Expenditures</b>		<b>3,394,507.62</b>	<b>8,125,438.27</b>	<b>3,540,907.17</b>	<b>4,584,531.10</b>	<b>44%</b>	<b>596,395.87</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(2,974,116.59)</b>	<b>(7,296,091.27)</b>	<b>(3,183,193.10)</b>	<b>4,112,898.17</b>		<b>(569,684.02)</b>

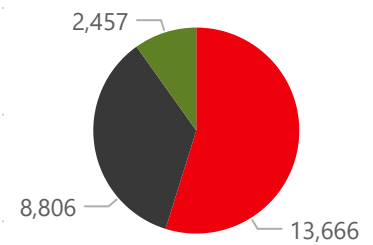
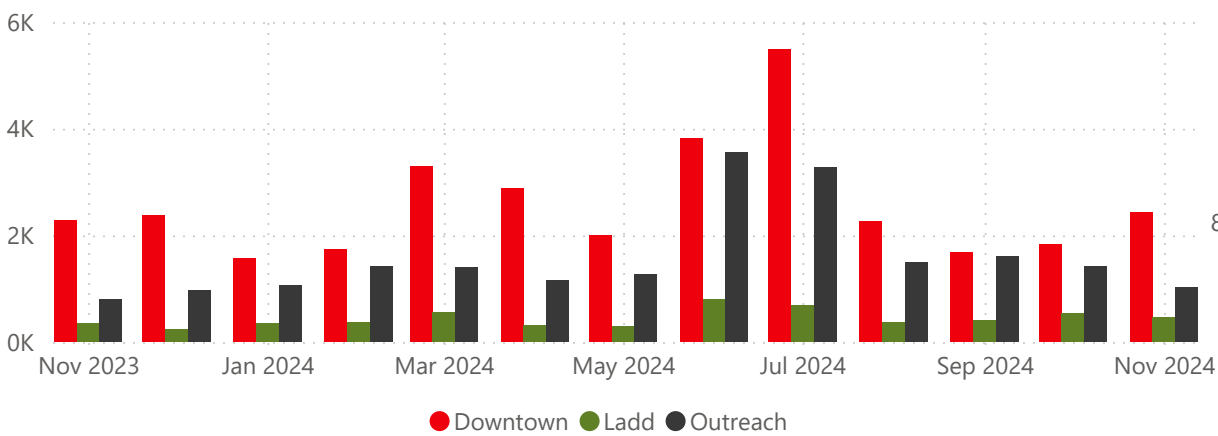


Programs



828

# of Programs



24,929

# of Attendees

Programming continued throughout December to offer exciting and engaging programs for all ages. Early Learning Story Times and Baby and Toddler Playtimes continued for much of the month, two visits were made to all of the Elementary school outreach locations, and unique opportunities were offered including the always popular Tree Lighting Activities, a "Home Alone" craft and gift-wrapping experience, and a special New Year Welcome to round out 2024. Merry TubaChristmas sadly had to be cancelled due to the ice storm, but 2025 is already confirmed! 1,000 Books Before Kindergarten is off to a fast start in its first 3 months, with 87 children registered, and more than 11,500 books read! The Winter Reading Challenge kicks off on January 1 and runs for the entire month – read for 300 minutes, and earn a very fun red winter mug! Programming is also hard at work looking forward, deep in planning for Spring Break 2025, including the second Annual Maker Festival, and is already working on finalizing plans for the 2025 Summer Reading Challenge!

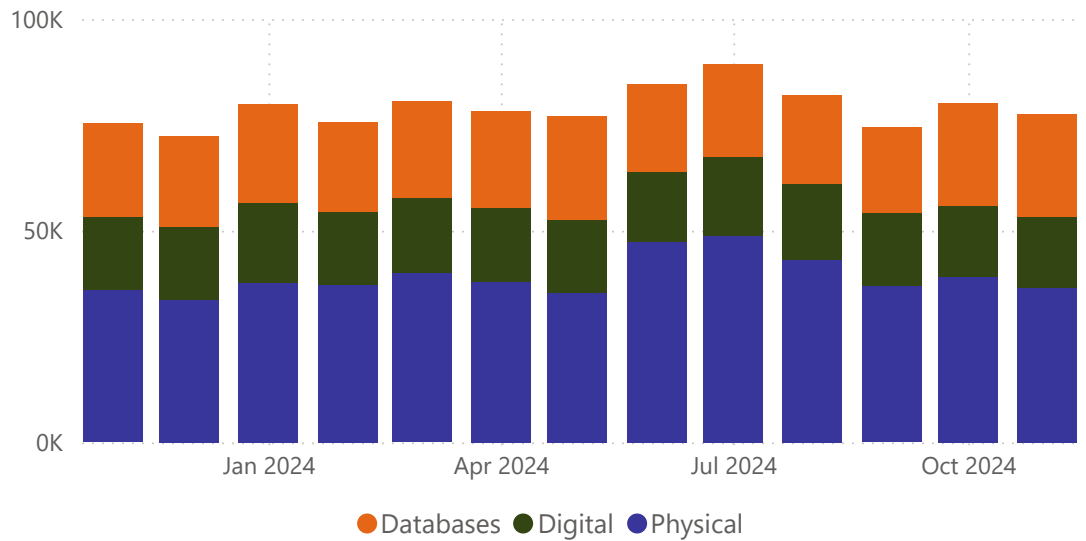
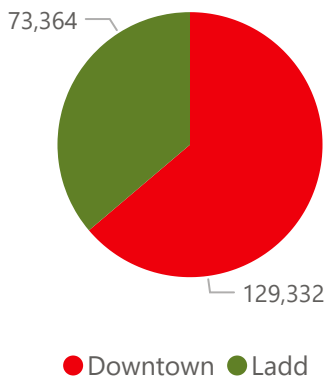
*A mother and son approached the front desk, asking if we had any large books with photos that were about trains. We weren't able to find something like that in the stacks, but then I remembered seeing some large "coffee table" books on historical locomotives in the Friends Book Nook. We ended up finding multiple large books with color photos of trains throughout history that they were able to take home and keep! Plus, they got to support the Friends of the Library. The son was overjoyed, and I thought it was a great example of how different departments of the library work together to serve our patrons. - Alyssa Telecky, Patron Services Specialist*

*One of our former teen regulars who hasn't been in for a few years stopped in to check up on us, catch up on the library news, and share about his life. Patron Will is a physics phenom. When he used our teen space as a very young teen he was already taking college classes and had the same professor as one of the staff members at CRPL. He is now beginning his PhD in Physics at the University of Iowa. He is interested in quantum physics, string theory, and a whole bunch of other things I've never heard of before! It was so great to see Will. He is starting his Physics PhD at the same age — or earlier — than many start undergrad. - Lisa Miles, Public Services Specialist*

Borrowing & Collections

111,679 Databases      87,353 Digital      202,696 Physical      1,663 Technology      403,391 Total

Physical Circulation, by Location

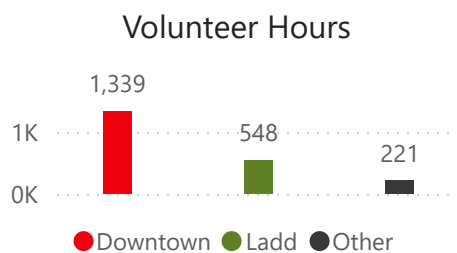


The Materials department is close to the end of the application process for the request for proposals from ILS (integrated library system) vendors. This is the software that stores our vendor and patron records, records checkouts and returns, processes holds, and much more. Proposals will be reviewed in January. The Materials team works with our Metro Library Network partners on this process along with the City Finance Department for their expertise. January typically has an uptick in new releases toward the end, so the month will get busier in publishing after a quieter holiday season. Our holiday themed titles and displays are very popular this year, with a lot of "QuickPick" options for patrons looking for something light to read during time off.

*"Do you have more of these?" a woman standing across the desk from me asked while waving a book at me. "These (Wonderbooks) have gotten my boy to read!" He's never been a strong reader like his siblings, but I decided to give these a try, we started, and now he reads a book a day!" He loves it. I told him I would go to the library every day to get a book for him to read." - Andrea Jilovec, Patron Services Specialist*

Volunteers

2,108 Total Hours

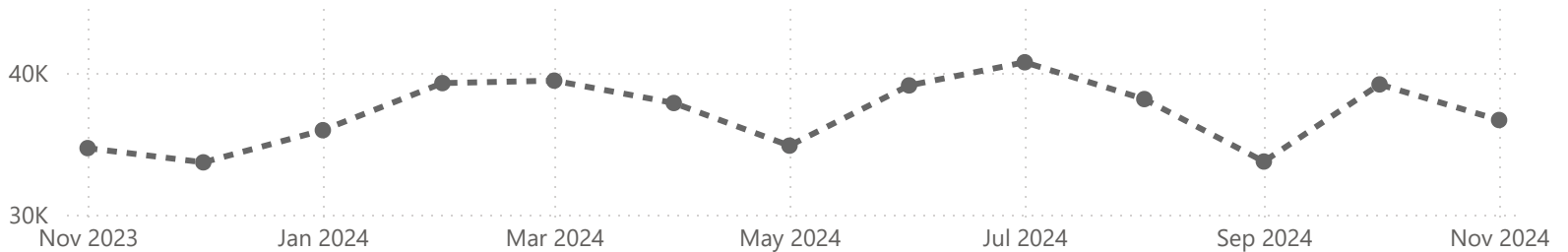
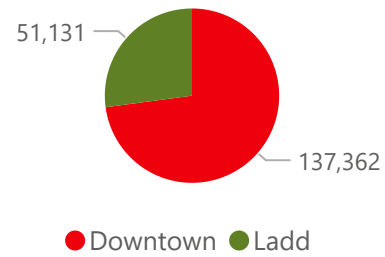


As we wrap up 2024 we are grateful to the many volunteers who support the library in all we do. We look forward to reopening volunteer applications in early 2025 and exploring new ways volunteers can give of their time and talents to the library and the community we serve. This past year we've welcome new volunteers in unique ways: books by delivery volunteers, a therapy dog and his handler, D&D dungeon masters, Maker Space tinkerers, sewers, etc. More exciting things to come in 2025! Volunteer hours: 388

Visits

188,493

Physical Visits

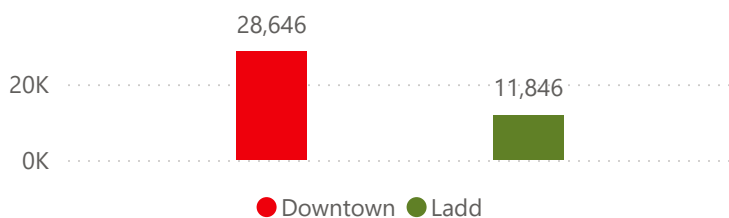


Winter season is here at the library. We typically see an increase of need for the library as a warming space during this time of the year. We have welcomed back many individuals we have not seen for a while and have worked to establish relationships with new individuals. In previous years, this time of the year provided challenges with behavior; however, we have seen great success with our established behavior framework that focuses on preserving access for all who use the library. Along with this focus, we continue to use de-escalation approaches from our trainings in KERA, Mandt System, and Ryan Dowd. We look forward to continued success this winter.

*Winter is hard - incidents pile on top of each other and it is easy to fall into a resentful attitude after dealing with conflict on top of conflict. This morning a woman approached me at the holds desk and wanted to thank me, us, for allowing a space for people to just be and figure out their life - she was formerly homeless and had used the space for just that - she had tears in her eyes and I told her that that was the message I needed to hear - Heather Meyer-Boothby, Branch Manager*

Technology Access

PC Uses



93,367

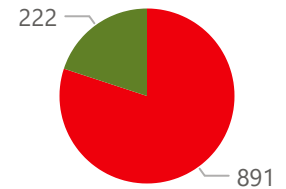
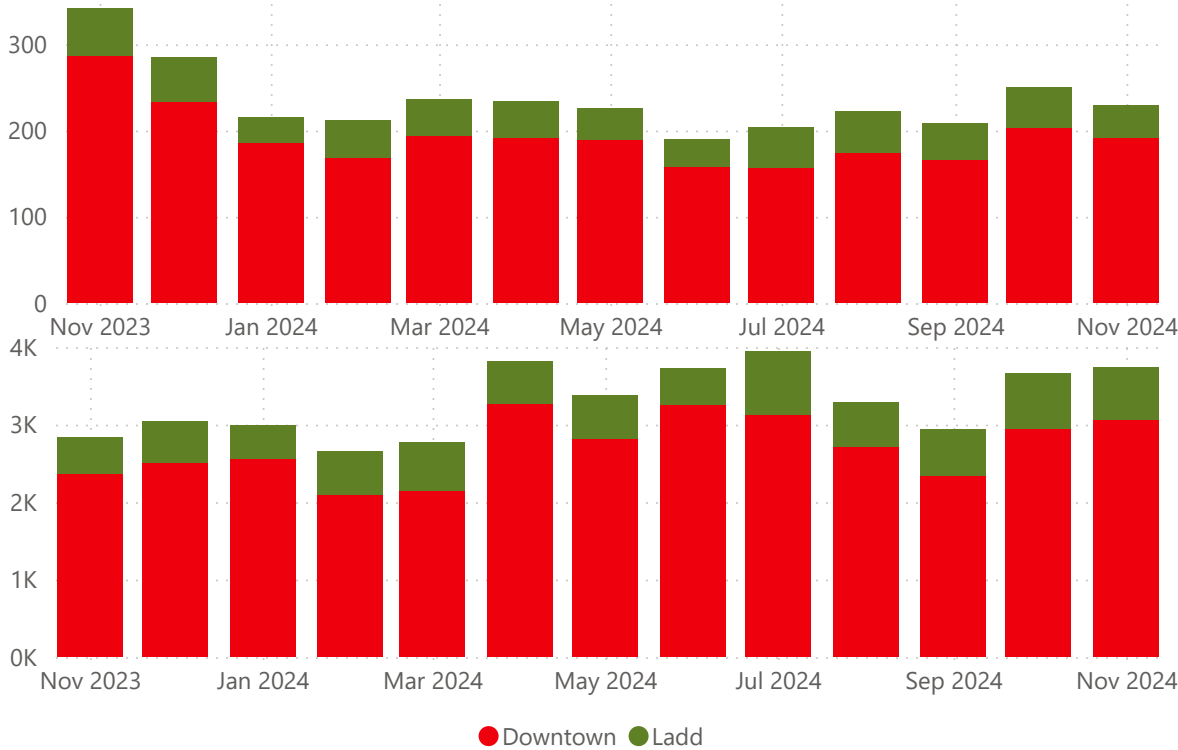
Virtual Visits

47,807

WiFi Sessions

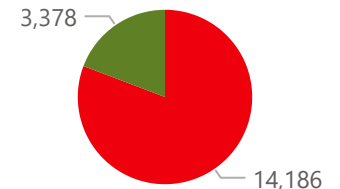
The Technology solutions team has been working on some internal processes to improve the patron experience for things like checking out technology. The library circulates a large collection of Chromebooks due to a pandemic related federal grant called the Emergency Connectivity Fund. These Chromebooks circulate steadily and require some unique management. They each have software that clears out any files or history of what the patron has searched to that they are ready for the next patron. If a patron keeps the Chromebook past the due date, IT can suspend it so it can't be used until it returns. IT and Materials have been working together on the process to unsuspend laptops to avoid confusion for staff and patrons.

Meeting Room Use



1,113

# of Reservations



17,564

# of Users

For this month, there were approximately 230 reservations made, serving 3,180 patrons. This is a significantly lower number of patrons served in previous months, but several room reservations were for large events like the Friends of the Library Fall Book Sale, polling for the General Election and maintenance. Despite that impact, there were still a variety of activities that took place such as Garden Clubs, Death Cafe, Cub Scouts, Girl Scouts, rehearsal for musicians, research and study groups, artists workshops (that created display for the Skywalk Exhibit), crafting groups, book clubs, recitals, and Dungeons and Dragons campaigns. Additionally, memorials, birthdays celebrating 1 year to 80 years and baby showers. Large scale events included a NAMI livestreamed panel, Inter-Religious Council’s Gratitude Celebration, and religious topics conference.

Community Relations is making plans for the 2025 calendar year, including working with our internal systems to increase our efficiency. We are looking forward to a busy year! We’re kicking off the Winter Reading Challenge with some new fun materials. The Challenge will run the month of January, so there’s time for everyone to participate and earn their special library mug. And of course, we are enjoying celebrating the end of 2024 by sharing some of the top materials our patrons chose in the past year.

Work continues on our current strategic planning group to identify opportunities for being welcoming in libraries. We are planning to have our recommendations to the leadership team in early 2025.

*Yesterday I helped a patron who had stopped into the library to look at the newspaper. He was disappointed because he had wanted to look at The Wall Street Journal. I let him know that we did carry that publication in digital format. He was interested and informed me he hadn't been inside a library for forty years! I issued him a library card and showed him how to access our digital resources page. We looked over ProQuest, PressReader, and the Gazette. He said "I can get access to all that?!? Boy libraries sure have changed!" I agreed with him and welcomed him back to the library. - Elysha Holley, Patron Services Specialist*

<b>Calendar of Initiatives - FY23-25 Plan Year Three</b>												
<b>Initiative</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>
<i>Literacy</i>												
<b>Where we become a city of literacy.</b>												
Investigate and potentially implement adult literacy programs												
Promote the library through community literacy and engagement												
<i>Access</i>												
<b>Where we embrace big dreams in our community through investment in a permanent westside facility</b>												
Break ground for new westside library												
<i>Inclusion</i>												
<b>Where we become a hub for civic engagement</b>												
Ensure basic understanding of government and community infrastructure												
Create infrastructure to welcome new community members and provide access to community resources												
Build cultural literacy and understanding												