



Agenda: Board of Trustees
July 11, 2024, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Nominating Committee – Susie McDermott
 - **Action:** Slate of Officers FY25
 - Monica Challenger (President) & Jeremy Elges (Vice President)
 - Passing of the Gavel to new President
 - Recognition of Clint Twedt-Ball, President
 - Welcome of Ana McClain, New Trustee
- C. Consent Agenda – **Action**
 - Minutes:
 - June 6, 2024
 - June 20, 2024
 - Special Event Application
- D. Public Comments and Communications
- E. Foundation Report – Charity Tyler
- F. Friends of the Library Report – Libby Slappey
- G. Board Education: Service Enterprise – Jessica Link
- H. Library Board Committee Reports
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - Finance Committee – Monica Challenger, Committee Chair
 - No Action
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** 5.01: Volunteer Policy
 - **Action:** 6.01: Staff Endorsement
 - **Action:** 6.02: Human Resources Authority
 - Westside Project Committee – Jade Hart, Committee Chair
 - **Action:** Resolution to Formally Accept Transfer of Land Ownership
- I. Library Director's Report
- J. Old Business
- K. New Business
- L. Adjournment

The next Board of Trustees meeting is **August 1, 2024 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 as soon as possible but no later than 48 hours before the meeting.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
June 6, 2024

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

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

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
 - Minutes: May 2, 2024

Ms. McDermott moved to accept the consent agenda. Ms. Hart 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 executed a letter of intent to enter into a purchase agreement for Parcel B. The Foundation leadership is excited for this purchase though the buyer's information is not public yet.
 - The Foundation hosted several private donor events in the last month garnering over \$100,000 in new gifts. In addition, the Foundation received \$50,000 in honor of former Foundation chair Chuck Cebuhar, who was instrumental in finding funding for the 1985 building. A special reception will be held in July – trustees will be invited to this as well as a donor event in August. Ms. Tyler anticipates decisions on pending grant applications pending by the end of summer.
 - With the library, the Foundation worked on the Enhance Iowa grant, and we expected to hear from them in May. However, the board was dissolved during the restructuring of the state's boards and commissions. The funding will now fall within the scope of responsibilities for the IEDA, though no policies or processes have been put in place at this point. If we still fall under that scope, we will apply.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Schmidt reported for Ms. Slappey. The Friends have hosted two Farmers Market sales so far this year, and they were reminded how much weather dictates the success of the sales. The first sale, with good weather, was well attended with great earnings; whereas the second sale was rainy and had limited sales. The Friends remain optimistic with five sales left in the season.
 - The Friends received two large lots of donated items including non-fiction books and DVD movies.
- F. Board Education: Information Literacy Strategic Plan Update – Erin Horst
 - A committee of individuals, representing most departments, researched ways to reinforce information literacy and support community education. The team brought helpful perspective and background to find ways to: 1) implement staff training options to support information literacy and patron interactions; 2) utilize existing library platforms to promote educational opportunities; and 3) examine products and trends to address content gaps. Committee members researched resources and examples to address real world needs they experience with patrons at the library

Mr. Elges joined the meeting at 4:14 pm.

- *Staff Training.* At the May all staff day, Michelle Kruse from the Cedar Rapids Community School District provided a broad overview on the topic. Going forward, staff will receive on-going training from News Literacy Project's Checkology. The product, which is for the general public, includes lessons, real world examples, quizzes, and interactive features to learn more. Stanford University's CRAFT AI Literacy Resources is geared toward students but will be used as a resource for AI training and information.
- *Website & Social Media.* We plan to engage patrons through a website with resources attached to our main website. We also plan to integrate information literacy topics into the library's social media.
- *Programming and Outreach Integration.* Patrons use library programs differently than in the past – for example, computer classes are not successful as they have been. The Programming department can incorporate information literacy in existing programs even if the focus is on other topics to reach more audiences. They will also look at ways we can provide support to adults where they are; for example, by speaking to adults at a senior living community.
- The goal is to require staff to complete the basic Checkology courses, which would also be incorporated into new hire orientation. Trainings will repeat training every two to three years. In addition, we'll develop the information literacy page on our website and incorporate topics into social media.

G. Library Board Committee Reports

- Nominating Committee – Susie McDermott & Jade Hart
 - Mr. Twedt-Ball appointed Ms. McDermott and Ms. Hart to the Nominating Committee. They'll meet in June to discuss and develop recommendations for the new President and Vice President. A formal vote for the recommendation will come at the July meeting.
- Advocacy Committee – Rafael Jacobo, Committee Chair
 - Mr. Jacobo reported. The library would like to distribute yard signs this summer into the community. In the next several weeks, we'll have a distribution plan. Ms. McNamara will send an advocacy email this weekend, encouraging people to pick up a sign. The goal is to use the signs as a general advocacy tool.
- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt reported for Ms. Challenger and presented the April 2024 financials. We're 83% of the way through the fiscal year. We're tracking revenues and expenditures very carefully now as the fiscal year's end closes and feel comfortable as the year closes out. Mr. Twedt-Ball what is annual refresh listed on the financial documentation. Annually, the City makes a prediction on salary payments as positions transition throughout the year. The unused money is called refresh and is given back to the City's general fund. Otherwise, unspent funds outside of personal services and refresh can be used for other expenses as the fiscal year closes, such as the action item recommended by the Finance Committee.
 - **Action:** Purchase Order and Payment Approval – new storage servers with five-year maintenance for the downtown and Ladd libraries. Payment in the amount of \$58,420.69 to IT Outlet.
 - The IT department has requested new servers, as ours are currently are out of warranty and nearing end of life. If they are not replaced in a timely manner, they could do down and impact public internet.

The committee recommendation to accept the quote, setup the purchase order, and schedule payment for \$58,420.69 to IT Outlet as presented in the packet carried with unanimous approval.
- Personnel and Policy Committee – Susie McDermott, Committee Chair.
 - There being no action or discussion, the meeting continued.

- Westside Project Committee – Jade Hart, Committee Chair
 - Ms. Hart reported that OPN and the library are working with City Purchasing for the construction bid documentation. We anticipate that they will go out in the next several weeks.
 - **Action:** Contract Amendment No. 2: OPN Architects for Westside Library Project (original contract amount was \$1,272,100; total contract amount with this amendment is \$1,284,000).
 - Ms. Schmidt noted that when the initial contract was signed with OPN, we did not anticipate having a basement. As design evolved, mechanical systems are now underground and we must provide radon mitigation. OPN needs to hire a subcontractor not previously noted in the contract. The services increase the contract by \$1,200.

Ms. Casey motioned to approve Contract Amendment #2 with OPN for a revised amount of \$1,284,000 as presented in the packet. Ms. McDermott seconded. The action carried with unanimous approval.

H. Library Director's Report

- Summer reading started on Saturday, June 1. It's too early into the program so far to have data but participation statistics are monitored weekly. Ms. Schmidt encouraged trustees to participate through Beanstack or on paper. She highlighted Summer Camp for Adults on page nine of *Open+*.
- In the last month, Ms. Schmidt had her first request for materials reconsideration. The requests go to Materials Manager Erin Horst first. From there, she forms a committee of librarians to review the books, specifically reviewing the book's content, publication reviews, and check-out history, prior to writing individual recommendations. The librarians all agreed that the books in question, which came from the childcare section of the children's library, should remain in circulation. Ms. Schmidt agreed and the patron has been notified of the decision. Ms. Casey asked how much of the information and research goes back to the patron. Library peers note that the more information given can open up for more argument so we explain the process and the general recommendation; though we will answer follow-up questions as they arise.
- Strategic Plan Year Three – Overview
 - Ms. Schmidt reviewed the year three calendar for the strategic plan. The library will start work on the Literacy initiative in July; activities around this initiative are anticipated to occur throughout the whole fiscal year. In addition, we'll break ground for the new Westside Library in September, which is part of the Access Initiative. The Inclusion Initiative starts in August with a break in December before more work continues through the remainder of the fiscal year.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- FY25 Calendar. The calendar for next fiscal year's board meetings was shared. The routine July meeting would have fallen on Thursday, July 4 so the meeting was pushed back a week and will be held on Thursday, July 11 instead.
- **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
 - Mr. Twedt-Ball read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

Ms. Hart moved to enter closed session. Ms. Hepworth seconded. The motion was carried with unanimous approval following a roll call.

- The roll call was taken of those present in the closed session: Chris Casey, Elisabeth Hepworth, Jade Hart, Jeremy Elges, Susie McDermott, Monica Challenger, Hassan Selim, Rafael Jacobo, and Clint Twedt-Ball; Ms. Schmidt and

Ms. Musil remained, all others departed. The board went into closed session at 4:53 pm.

- The meeting resumed in open session at 5:30 pm.

K. Adjournment

- There being no further business, the meeting adjourned at 5:31 pm.

The next Board of Trustees meeting will be held on Thursday, July 11, 2024, at 4 pm in the Conference Room, Downtown Library

**DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees – Nominating Committee
June 20, 2024**

Board members in attendance: Susie McDermott & Jade Hart

Staff in attendance: Dara Schmidt & Jessica Musil

- A. Call to Order
 - Ms. McDermott called the meeting to order at 9:30 am.
- B. Discussion & Recommendation for FY25 Slate of Officers
 - The committee discussed Monica Challenger, as she would be the incoming President as she has served Vice President for the last two years. Ms. Challenger has expressed interest in becoming President. The committee agrees she is a logical choice and feel comfortable recommending her as President.
 - The committee discussed options for Vice President. They developed a list of choices and discussed talking points to make an offer to the top choice first. Ms. McDermott will contact the first nominee and if the role is declined, Ms. Hart will contact the next. The final slate is due by Monday, July 8 in order to put out the meeting agenda.
- C. Adjournment
 - There being no further business, the meeting adjourned at 9:55 am.

The next Board of Trustees meeting will be held on July 11, 2024 at 4 pm, in the Conference Room, Downtown Library.



Special Event Application

This application must be submitted for special events requiring alcohol at least **60 days** prior to the date of the event. An approved certificate of liability (including additional documentation if required) must be received 30 days prior to the event date. Events requesting alcohol are subject to Board of Trustees approval and guidelines in the Board Policy 3.08 – Special Event Alcohol Use. Board meetings are held the first Thursday of each month at 4 p.m.

Please return the completed application to: Cedar Rapids Public Library, 450 Fifth Avenue SE, Cedar Rapids, Iowa 52401; email events@crlibrary.org.

Name of Contact Person: Andrea Cornelius

Name of Organization:

Address: 209 Auburn Dr SW Cedar Rapids, IA 52404

Phone: 319-431-8320

Email: nbc91355@gmail.com

Name of Event: CORNELIUS/KING WEDDING

Date of Event: 08/17/2024

Location of Event: LivingLearning Roof

Time of event start: 2:00PM

End: 7:00PM

Setup start: 10:00AM

Cleanup end: 8:00PM

What type of audience is this intended for: ADULT WEDDING

Number of attendees/participants: 50

Will there be a fee to attend? No

Will you serve alcohol at the event? Yes

Who holds the liquor license for your event? RV MIXOLOGY

Applicants Signature: ANDREA CORNELIUS

Digitally signed by ANDREA CORNELIUS
Date: 2024.06.11 11:31:41 -05'00'

Date: 06/11/2024

Applicants Printed Name and Title/Organization: Andrea Cornelius

INSIGHT

The Gazette Editorial Board

Todd Dorman, Insight editor, columnist;
Zack Kucharski, executive editor;
Quinn Pettifer, manager of brand initiatives

Letters guidelines

Length limit: 250 words
Email: editorial@thegazette.com
Mail: 116 Third St. SE, Cedar Rapids, IA 52401
Questions?: (319) 398-8262



GUEST COLUMN | DARA SCHMIDT

Summer reading prevents ‘summer slide’

Summer is here, and that means the Summer Reading Challenge is underway at the Cedar Rapids Public Library.

We believe summer reading is fun for all ages — but it is also vitally important. Data shows summer reading can help prevent “summer slide,” the loss of knowledge and skills many students suffer over the long break between school years.

Data also shows teens who read frequently report less anxiety and depression than infrequent readers.

We also know our students need literacy support. Results from the Iowa Statewide Assessment of Student Progress shows that in 2023, about 64 percent of Cedar Rapids students were proficient in English language arts, well below the statewide average of 71 percent. For Black students, the

number decreases to 42 percent.

We believe we can be part of the solution for our students — and so can you. We encourage the adults of our community to join in and model reading to our children. The more our children see people reading around them, the more they will view reading as an enjoyable pastime. Just as Iowa City is the “City of Literature,” we want to be a “City of Literacy.”

This reading doesn’t have to be “serious” literature to make a difference. Summer reading offers kids the chance to be in control of what they read, instead of reading as an assignment. Graphic novels, manga, magazines — they all count as reading. That freedom to choose makes reading fun — a huge motivator to keep kids wanting to read in the future.

We want summer to mean families

and readers of all ages filling our buildings, looking for new books — picture books to read together before bed, comic books to binge on hot summer days, beach reads to pack for vacations, and book club picks to catch up.

We’ve tried to make things as simple as possible this year — just register and read 600 minutes before July 27! You’ll earn free books, prizes, and chances to win some special grand prizes along the way. Find details at CRLibrary.org/summer.

Join us! Pick up the latest thriller, romance, or fantasy. Download an audiobook. Read with your kids. Read for yourself. It doesn’t matter what you’re reading — just let yourself slip into a story this summer.

Dara Schmidt is director of the Cedar Rapids Public Library.

NOLAN FINLEY
SYNDICATED COLUMNIST

Verdict hands Trump a victory

Democrats should be dinged for an in-kind contribution to the Donald Trump campaign for bringing the criminal charges that resulted in felony convictions in New York City.

Money began pouring into the former president’s campaign so rapidly after the verdict it briefly crashed the fundraising website. Donors big and small pledged millions of additional dollars to help get Trump elected. It also has the potential to bring Never Trumpers back in the fold.

Nothing fires up the Trump base more than the perception that he is the victim of persecution by the “deep state.” The New York jury delivered a jackpot motivator, with Trump leaving the courtroom declaring, “I am a political prisoner!”

Whoever cooked up this scheme to beat Trump in the courts rather than the campaign trail will go down as one of the dumbest political strategists in history.

If you’re going to drag into a courtroom a former president who is again an active candidate for the office, it has to be done without a hint of partisan motivation and with impeccable impartiality by those bringing and hearing the charges.

This case failed that test with a capital F.

The charges were filed by New York Prosecutor Alvin Bragg, who had publicly expressed his desire to get Trump, in a city that is 85 percent Democratic, better assuring a jury sympathetic to the prosecution. He hit Trump with 34 felony charges to make an offense typically treated as a misdemeanor appear a lot more sinister than it was. We still don’t know what made it a felony.

Judge Juan Merchan was laden with conflicts, starting with a daughter who fundraises for Democrats and hamstringing the defense at every turn. The judge’s final instructions to the jury seemed designed to coax them to a conviction.

Trump was never going to get a fair trial in this courtroom. The additional criminal cases awaiting him are just as fraught. In Florida, the federal charges for mishandling classified documents stand against a decision not to indict President Joe Biden for also having documents, in part because the prosecutor feared he lacked the mental acuity to defend himself.

And in Atlanta, Fani Willis, another prosecutor with an avowed hostility toward Trump, has so bungled the election interference charges that she has forfeited all credibility.

These cases are a huge hit to democracy, delivered by those who pretend to be its defenders. Banana republics drag their opponents into kangaroo courts. This country never has before. Now it will become the norm.

At the start of its Mackinac Policy Conference, the Detroit Regional Chamber released a distressing poll indicating voters are losing faith in democracy. Americans have watched their trusted institutions weaponized for political purposes. Even many who are not inclined to support Trump will cry foul over the justice system being used for such partisan purposes.

Democrats fulfilled a long-held fantasy — the ability to label Trump a convicted felon in every campaign ad they run. But they’ve also given Trump the thing he most thrives on, concrete confirmation of his martyrdom.

Nolan Finley is a Detroit News columnist.

COMMUNITY LETTERS

Politicians backing Trump should not represent Iowa

Upon reading the May 31 Gazette and seeing the headline “GUILTY ON ALL COUNTS” with a picture of Donald Trump, I continued reading the article about Trump on Page 7A. What did I see on Page 7A, but the heading “Iowa GOP officials rally behind Trump” and the following comments:

Iowa Gov. Kim Reynolds: “Americans saw this trial for what it was, a sham.”

Iowa Attorney General Brenna Bird: “Today is a dark day in American history.”

U.S. Rep. Ashley Hinson, Republican: “This is a disgrace and a total sham.”

Jeff Kaufmann, Iowa GOP chairman: The trial was orchestrated by Democrats “terrified of President Trump returning to the White House.”

U.S. Sen. Joni Ernst, Republican: “This was never about justice. It was always about politics.”

U.S. Sen. Chuck Grassley, Republican: “The jury’s unanimous verdict is another example of leftist activist prosecutors weaponizing the judicial



Clay Bennett is a syndicated cartoonist distributed Counterpoint Media. Comments: syndication@counterpoint.com.

system to carry out their political vendettas.”

U.S. Rep. Randy Feenstra, Republican: “Our justice system should not be used to tarnish political opponents.”

Really! Is this who you want to represent

the people of the state of Iowa? Politicians who believe in Trump? Trump who continues to say President Biden did not win the election!

Shirley Burnett
Cedar Rapids



LZ GRANDERSON | SYNDICATED COLUMNIST

Trump has gone full Bond villain

When Donald Trump’s Thursday started with a former producer of “The Apprentice” accusing him of using a racist slur to describe a Black contestant, he didn’t know that was going to be the best news of his day.

That afternoon, a jury of his peers handed down a 34-count conviction. Quite the bookends for a man who a year ago was also found liable for sexual assault and defamation by a jury. In 2022, two of his companies were convicted of fraud.

There are now reports that the former president is buddying up with Elon Musk. In fact, Trump is said to be considering adding Musk as an adviser if he wins in November.

Imagine: one of the richest men in the world joining forces with a convicted felon running for president. Ian Fleming would have appreciated it. A duo of villains worthy of Bond.

Musk wants to put a computer chip in your brain, and Trump said he wants to be a dictator for a day. Musk prevented Ukraine from using Starlink internet services in its fight against Russia. Trump admires Russian President Vladimir Putin and said he would encourage Russia to attack NATO countries.

Musk grew up affluent in apartheid

South Africa and today speaks ill of diversity efforts in the workplace.

According to Trump’s niece Mary, racist slurs like Trump is accused of using on set were common in the Trump household. Antisemitic slurs as well, which probably explains why Trump said that white nationalists — the ones carrying torches and chanting, “Jews will not replace us” — were “very fine people.”

That was 2017, back when Trump was calling himself the “law and order” president. I’m pretty sure his supporters didn’t take that to mean that he and many of the people he brought with him to the White House — Paul Manafort, Stephen K. Bannon, Mike Flynn, Roger Stone — would be facing jail time.

Republicans like House Speaker Mike Johnson, who after the verdict on Thursday said “today is a shameful day in American history,” can try to characterize the hush money trial as “the weaponization of our justice system,” but the reality is Trump has been in trouble with our legal system since Johnson was in diapers. The saga began in 1973 with the Nixon administration. Trump’s been involved in 4,095 lawsuits and counting.

He is not a victim being unfairly targeted by Democrats.

Trump is a con artist who keeps getting caught.

When he first ran for president, he told supporters not to worry about his lack of political experience because his business pedigree qualified him for the job. And then we found out that his companies had been cooking the books for decades and that Trump’s father repeatedly bailed him out of bad financial decisions.

The guilty verdict on Thursday marked the first time a former president has been convicted of a felony.

However, Trump himself being found guilty in a court of law should not surprise anyone.

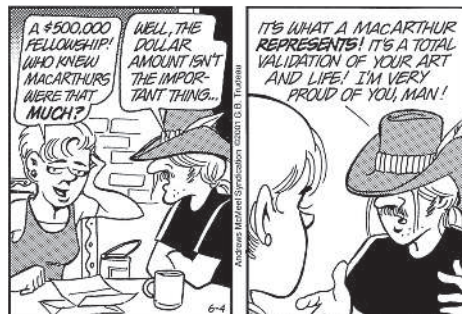
Especially not in New York, where Trump grew up, made his name, made his money and had most of his run-ins with the law. Perhaps in 2016, because of his charisma and celebrity, it was easy to overlook just how corrupt Trump was.

None of this is to suggest he can’t still win the White House. However, this time, there is no plausible pretense of “draining the swamp” or “making America great.”

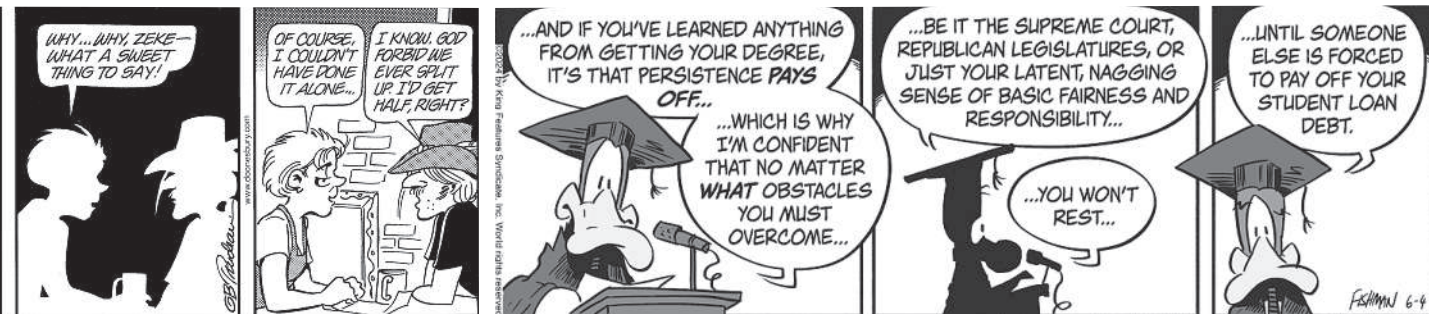
No, this time around voters know Trump is a criminal.

LZ Granderson is a columnist for the Los Angeles Times.

DOONESBURY | GARRY TRUDEAU



MALLARD FILLMORE | BRUCE TINSLEY



To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 6/27/2024
Subject: **May 2024** Financial Report

I have reviewed the May 2024 financial information for the Library. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (91.7% thru May). Actual revenues are expected to meet or exceed budgeted amounts. Our department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (83.3% thru May since due to processing times, these expenses normally have a 1 month lag).
- For all other expenses, no more than 1/12 of the budget is spent per month (91.7% thru May).

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

Operations – 151XXX:

- **Total revenues (excluding transfers in) are below budget at \$705K or 88% of the \$804K budget.**
- **Total expenditures (excluding transfers out) are \$6.9M or 89% of the \$7.76M budget.**
 - Personal Services are at \$5.2M or 90% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
 - Total discretionary expenses are high at \$805K or 95% of the \$847K budget.
 - Full fiscal year of Willis Dady Service Navigator costs have posted. - \$75K
 - IT annual costs for software maintenance also incurred in July (always a timing thing)
 - Other expenses are at \$899K or 84% of the \$1.1M budget.
 - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums.
 - Facilities Maintenance has posted thru February for \$191K
 - Energy Management has been billed thru June for \$6,614.40.

Special Revenue – 7010XX:

- **Total revenues are below target at \$108K or 54% of the \$200K budget.**
- **Total expenditures (excluding transfers out) are \$245K or 42% of the \$582K budget.**

CIP – 316XXX:

- **Total expenditures (excluding transfers out) are \$978K or 50% of the \$1.9M budget.**

City of Cedar Rapids
 151 General Fund - Library
 2024-05-31

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
Federal Operating	421001	10,800.86	-	-	-	0%	-
State Operating	422001	101,964.62	115,000.00	101,472.58	(13,527.42)	88%	-
Local Govt Grants and Reimb	423000	306,625.73	275,000.00	281,376.80	6,376.80	102%	-
Total Intergovernmental Revenue		419,391.21	390,000.00	382,849.38	(7,150.62)	98%	-
Other Revenue							
Printing & Duplicating of Form	431006	13,647.85	25,000.00	28,812.65	3,812.65	115%	2,948.39
Dept Charges-External to City	431012	190,986.93	259,792.00	191,662.54	(68,129.46)	74%	20,632.28
Library User Fees - Not Fines	431201	9,549.08	10,600.00	33,506.45	22,906.45	316%	678.24
Vending Sales	431301	33.29	-	-	-	0%	-
Building Rental	461001	33,760.90	43,455.00	35,550.20	(7,904.80)	82%	6,448.20
Postage / Handling	471001	-	-	7.00	7.00	0%	-
Contributions & Donations	471002	65,945.22	70,000.00	32,685.82	(37,314.18)	47%	-
Sale of Inventory	471003	809.10	2,000.00	284.33	(1,715.67)	14%	26.00
Other Miscellaneous Revenue	471005	1,100.00	3,500.00	100.00	(3,400.00)	3%	-
Cash Over (Under)	471007	(3.17)	-	(19.11)	(19.11)	0%	(8.65)
Total Other Revenue		315,829.20	414,347.00	322,589.88	(91,757.12)	78%	30,724.46
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Operating Transfer In - Inter	483001	11,000.00	14,718.96	14,718.96	-	100%	-
Total Transfers In		11,000.00	14,718.96	14,718.96	-	100%	-
Total Revenue		746,220.41	819,065.96	720,158.22	(98,907.74)	88%	30,724.46
Expenditures							
Personal Services							
Regular Employees	511100	3,561,125.67	4,185,204.00	3,793,191.21	392,012.79	91%	351,601.31
Temporary/Seasonal Employees	511200	4,350.00	43,368.40	7,759.50	35,608.90	18%	-
Overtime	511300	63,814.66	114,773.40	70,623.56	44,149.84	62%	7,860.70
Other Special Pays	511400	34,468.02	33,848.00	15,085.84	18,762.16	45%	-
Group Insurance	512100	513,206.85	645,012.00	620,154.59	24,857.41	96%	61,855.47
Social Security Contributions	512200	272,194.05	332,680.00	287,777.44	44,902.56	87%	24,179.86
Retirement Contribution	512300	343,089.59	411,141.00	364,649.09	46,491.91	89%	30,862.02
Unemployment Compensation	512400	13,246.61	-	-	-	0%	-
Workers' Compensation	512500	127,564.07	71,149.00	65,568.78	5,580.22	92%	5,484.71
Other Employee Benefits	512600	6,110.73	2,783.00	7,479.31	(4,696.31)	269%	(1,086.95)
Total Personal Services		4,939,170.25	5,839,958.80	5,232,289.32	607,669.48	90%	480,757.12
Discretionary Expenses							
Advertising & Marketing	521100	9,956.13	5,000.00	11,784.17	(6,784.17)	236%	-
Consulting & Technical Service	521104	-	10,000.00	7,550.00	2,450.00	76%	-
External Contracted Labor	521105	119,572.35	105,466.00	119,877.29	(14,411.29)	114%	4,355.92
Health Services	521106	415.95	-	374.65	(374.65)	-100%	-
Legal Services	521107	-	20,000.00	15,374.45	4,625.55	77%	416.96
Other Professional Services	521108	9,461.77	10,523.63	2,430.89	8,092.74	23%	22.62
External Banking/Financial Fee	521109	17,739.00	15,700.00	14,928.98	771.02	95%	1,122.05
Security Services	521110	-	5,000.00	31.23	4,968.77	1%	31.23
Computer Hardware	522100	68,120.63	35,000.00	38,013.66	(3,013.66)	109%	-
Computer Software Maintenance	522101	178,112.83	222,220.00	193,563.04	28,656.96	87%	3,951.01
IT Services - External	522102	53,490.12	75,500.00	31,835.06	43,664.94	42%	2,669.90
Building & Grounds Services	522104	29,265.20	15,000.00	17,553.60	(2,553.60)	117%	5,621.00
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	3,386.37	5,613.63	38%	-
Vehicles & Rolling Equip Serv	522106	29.95	-	-	-	0%	-
Phone Services	523107	27,545.82	35,950.00	27,435.10	8,514.90	76%	2,442.46
Rental of Equip & Vehicles	524101	10,182.42	500.00	947.20	(447.20)	189%	-
Printing, Binding, & Duplicate	525102	13,454.54	15,950.00	11,733.05	4,216.95	74%	2,694.70
Awards & Recognition	531102	8.50	250.00	-	250.00	0%	-
Books & Subscriptions	531103	152,125.34	109,171.80	167,367.78	(58,195.98)	153%	7,954.68
Cleaning & Janitorial Supplies	531105	-	1,250.00	285.22	964.78	23%	37.58
Computer Supplies	531106	2,726.88	5,000.00	2,173.26	2,826.74	43%	72.92
Equipment/Furniture/Fixtures	531109	15,679.60	11,500.00	16,171.47	(4,671.47)	141%	1,649.99
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	11,072.48	15,320.00	14,952.60	367.40	98%	1,040.32
Paint Supplies	531117	-	-	975.09	(975.09)	-100%	613.26
Program Supplies	531118	27,897.62	37,000.00	34,729.09	2,270.91	94%	3,972.49
Shop Supplies	531119	-	250.00	1,240.49	(990.49)	496%	161.26
Sign & Signal Supplies	531120	1,984.91	-	113.78	(113.78)	-100%	-
Uniforms	531123	1,196.98	694.00	-	694.00	0%	-
Personal Protective Gear	531124	1,969.15	-	567.97	(567.97)	-100%	57.34

City of Cedar Rapids
 151 General Fund - Library
 2024-05-31

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
Building & Grounds Supplies	533100	13,932.01	34,241.28	13,594.74	20,646.54	40%	23.04
Equip/Furniture/Fixtures Parts	533101	570.00	-	2,359.81	(2,359.81)	-100%	228.35
Conferences, Training, Travel	542102	42,931.29	23,200.00	29,038.08	(5,838.08)	125%	3,421.02
Dues & Memberships	542103	11,740.50	10,000.00	4,060.54	5,939.46	41%	-
Licensing Fees	542106	60.00	-	60.00	(60.00)	-100%	-
Postage & Freight	542108	8,735.14	13,500.00	9,435.93	4,064.07	70%	3,619.90
Mileage Reimbursement	542111	1,207.19	3,000.00	1,603.60	1,396.40	53%	147.94
Admin Charges - Inter Departments	521114	225.00	-	225.00	(225.00)	-100%	-
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	8,841.08	(8,841.08)	-100%	-
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
Total Discretionary Expenses		831,409.30	847,486.71	804,614.27	42,872.44	95%	46,327.94
Other Expenses							
City Accounting Services	521113	71,041.63	85,500.00	78,375.00	7,125.00	92%	7,125.00
City Information Tech Services	522109	5,388.46	6,172.25	5,657.85	514.40	92%	514.35
Electricity	523100	188,091.82	243,800.00	194,371.79	49,428.21	80%	15,869.05
Natural Gas	523103	4,395.02	4,500.00	2,591.36	1,908.64	58%	228.88
Rental of Land & Buildings	524100	246,725.14	249,000.00	249,860.54	(860.54)	100%	3,396.25
Liability Insurance	525104	40,443.15	44,822.00	43,663.19	1,158.81	97%	3,735.17
Property Insurance	525107	91,767.50	135,928.00	124,600.63	11,327.37	92%	11,327.33
Vehicle Insurance	525108	1,100.00	1,300.00	1,191.63	108.37	92%	108.33
Gasoline Fuel	532101	88.31	498.58	183.92	314.66	37%	44.56
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	195,463.87	300,614.42	197,428.44	103,185.98	66%	551.20
Fleet Services (Routine)	522108	456.69	600.00	708.11	(108.11)	118%	-
Total Other Expenses		844,961.59	1,072,735.25	898,632.46	174,102.79	84%	42,900.12
Capital Outlay							
Vehicles, Equipment, Software	554000	2,946.99	-	-	-	0%	-
Total Capital Outlay		2,946.99	-	-	-	0%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		6,618,488.13	7,760,180.76	6,935,536.05	824,644.71	89%	569,985.18
Net Revenues over/(under) Expenditures		(5,872,267.72)	(6,941,114.80)	(6,215,377.83)	725,736.97		(539,260.72)

Volunteer Policy

At the Cedar Rapids Public Library we value the support of an engaged volunteer community. We recognize that volunteers ~~have the ability to~~ enrich library services and enhance our library staff's ability to provide an outstanding library experience. We create meaningful, engaging, and enjoyable volunteer opportunities to build relationships with our community.

Volunteers provide important support to the Cedar Rapids Public Library staff and perform a wide variety of tasks that are critical to the mission of the library. Though vital, volunteers are not a replacement for a professionally trained and capable library staff. Volunteer positions are unpaid and "at will."

Volunteers perform a wide variety of duties. Volunteer positions are designed based on library needs and are filled based on matched volunteer interests and qualifications. The library is committed to providing a safe environment and, to that end, volunteers must complete a background screening process appropriate to their role.

Volunteers are recognized by the public as representatives of the library and portray a positive image to the public. Volunteers receive training as it relates to their role and adhere to all Library policies.

Adopted: 04/24/86

Revised: 10/31/91, 12/05, 08/11, 02/04/2016, 10/03/2019, 1/5/2023, 7/11/2024

Reviewed: 2013



Staff Endorsement

The Cedar Rapids Public Library Board of Trustees expects its director and other key staff to pursue and achieve endorsement as professional librarians.

Adopted: 08/27/87

Revised: 10/29/92, 01/06/00, 12/05, 01/05/12, 1/6/2022

Reviewed: 2013, 02/04/2016, 10/03/19, 7/11/2024



Human Resources Authority

The Cedar Rapids Public Library Board of Trustees delegates its authority for human resources matters (recruitment, evaluation, direction, and terminations) to the Library Director.

Adopted: 12/01/2011

Reviewed: 2013, 02/04/2016, 10/03/19, 1/6/2022, 7/11/2024

Cedar Rapids Public Library Board of Trustees Resolution
Formal Acceptance of Transfer of Land Ownership

Whereas the Cedar Rapids Public Library (Library) formally requested on May 2, 2024 that the Cedar Rapids Public Library Foundation (Foundation) transfer ownership of the land for the Westside Library site; and

Whereas the Foundation formally voted on June 11, 2024 to transfer ownership of the land for the Westside Library site to the Library and that the Foundation authorizes the vacation of Parcel A and ownership conveyed to the Cedar Rapids Public Library Board of Trustees; and

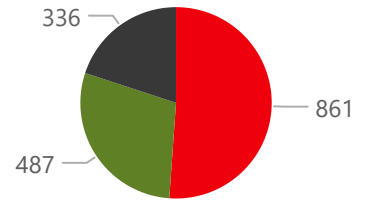
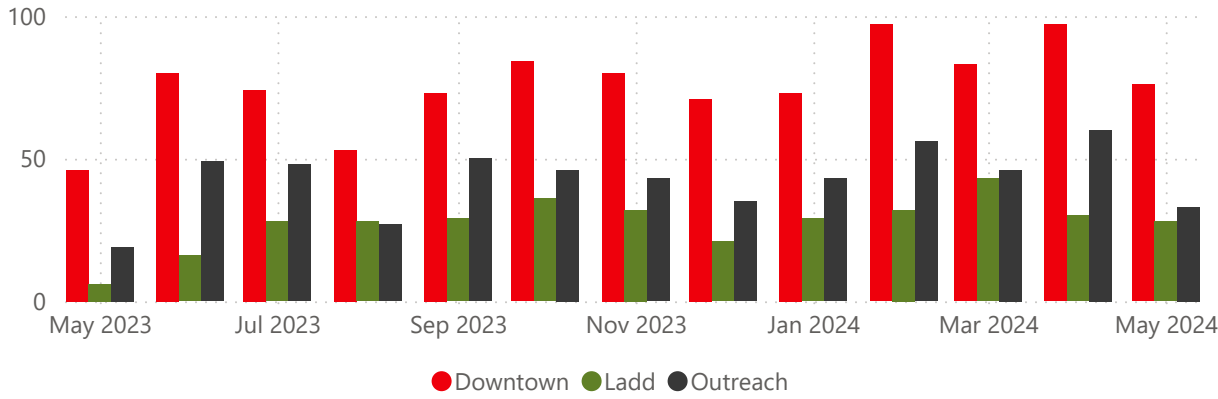
Whereas the land is the 15-acre Parcel A for the new Library and Library campus; and

Now, therefore, it be resolved that the Cedar Rapids Public Library Board of Trustees accepts this gift of land.

Passed this day 11th day of July 2024.

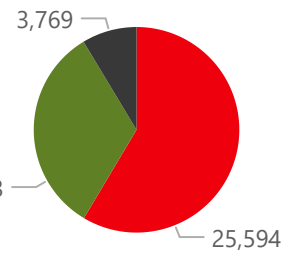
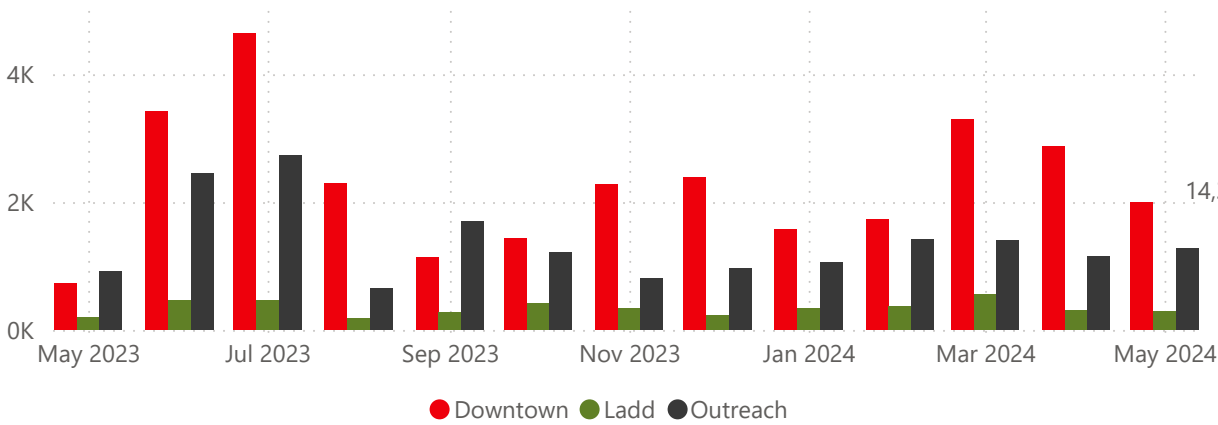
Monica Challenger
President

Programs



1,684

of Programs



43,716

of Attendees

Programming is fully into the swing of the Summer Reading Challenge! From the first day with our (slightly soggy but still amazing) Kickoff Party at Ladd and onward, patrons are engaging deeply with every aspect of the Challenge. Programming participation, outreach, and Summer Reading Challenge participations are all higher than 2023, and in some cases significantly so. One of the major changes to really impact participants positively was the return of paper reading logs – patrons have really enjoyed being able to log their minutes on paper and then bring the log back into the library or to an outreach location. Additionally, patrons have loved receiving a book at 300 minutes, and it has really propelled people toward completing the whole challenge.

The Maker Spaces have continued to attract an increasing number of people, even with limited appointment availability during the summer. Our Certified Learners are using the spaces on a regular basis, and nearly every appointment space is taken as soon as it opens. The Opportunity Center continues to grow as well, with a large increase in new clients and some very inspiring success stories. Plans are in place to help expand that capacity in the coming months.

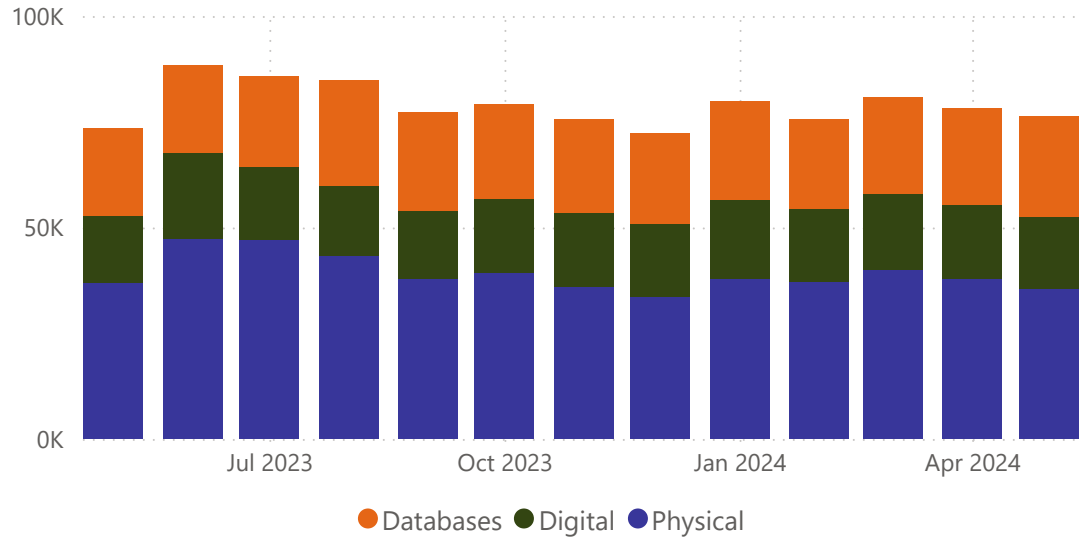
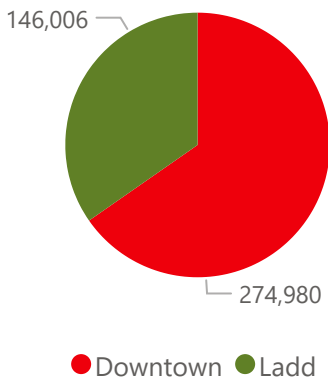
A patron came in needing a space to conduct a job interview on their personal laptop. I set them up in a study room, but their laptop wouldn't connect to our Wi-Fi. We also tried using a hotspot but that didn't work either. I connected the patron with Erin in the Opportunity Center who was able to get them access to a computer in a more private space, allowing them to successfully complete their job interview. - Damian Klinkenberg, Patron Services Specialist

Older woman picking up her 1st 600-minute reading prize: "I need to keep reading, I want a set of four of these color-changing bowls." - Nancy Geiger, Public Service Librarian

Borrowing & Collections

248,934 Databases 190,801 Digital 420,986 Physical 4,584 Technology 865,305 Total

Physical Circulation, by Location



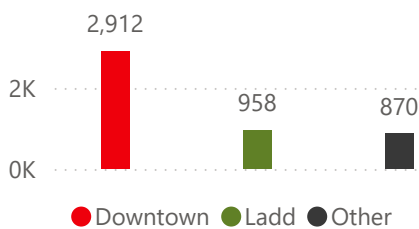
The Materials Department is starting up purchasing for FY25, we pause shipments toward the end of June to allow for materials to arrive and time to submit invoices. In July, we start purchasing for the next several months. Publishers often estimate print runs based on orders from libraries and book stores so it's helpful for us to purchase several months in advance to make sure we get our copies on time. Patrons also like this because they can place holds for high interest materials before they're released. We are also introducing a new children's audio format this month called Tonies. These include an audio player with Tonie characters containing songs and stories.

Volunteers

4,740

Total Hours

Volunteer Hours

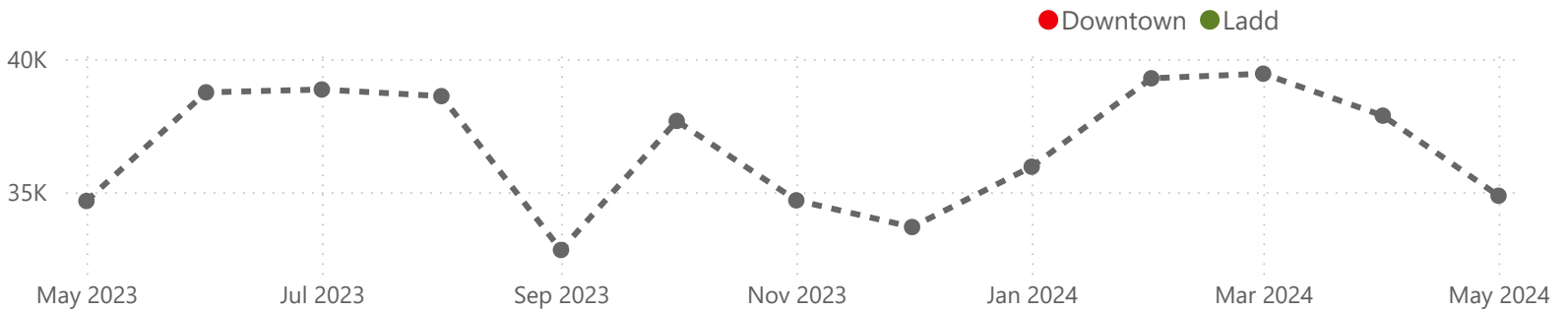


This May, the Library was reaccredited as a Service Enterprise. A Service Enterprise is an organization that strategically leverages volunteers to achieve operational efficiency and greater social impact. Comments regarding our reaccreditation from the accrediting organization, ALIVE include: "It is clear that this organization has remained committed to both integrating volunteers in meaningful and strategic ways and creating a supportive and fulfilling experience for the volunteers themselves... This application highlighted their thoughtful and strategic approach to growth over the years, and the challenges that that growth presents... And their support for volunteers, including clear communication and feedback loops, excellent training (both initial and ongoing), and impressive utilization of technology are all fabulous examples of their acumen in volunteer engagement... I also want to share that I have marked their application as "exceptional" for potential use as an example for Hub training or for future case studies." Volunteer Hours in May 2024: 417.

Visits

403,751

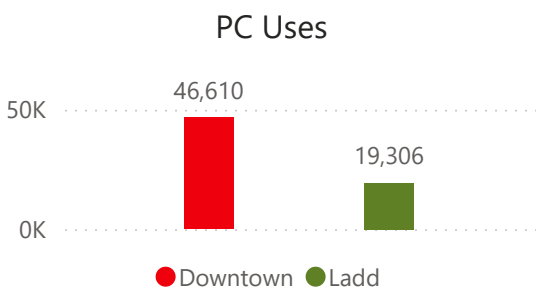
Physical Visits



The library has seen a great start to the summer season. We have used data, based on previous years, to appropriately staff areas. In addition, staff are utilizing the various trainings to focus on relationship building and de-escalation skills. As a result of the tremendous work, we have seen far fewer major incidents compared to prior years. A special recognition goes out to PSS Abby Cornelison. We had a serious medical issue the past month, and Abby used her training and maintained poise to handle the situation. Abby's approach had a significant impact on the success of the incident.

I was passing through on the mezzanine and commented on a woman's shoes and how I liked her animal print sandals and her orange toe nails. She responded, "I don't know if you remember us, but you gave my daughter her first library card when she was 5 years old!" Her daughter was next to her, and she is now 13! I remembered giving her daughter her first library card too. Her mom even documented the moment and snapped a photo 8 years ago. I thought that was so cool that she remembered me and made a point to tell me that they still remember that day. They know that receiving their first library card is an important event! - Melanie Schweiss, Patron Services Specialist

Technology Access



162,147

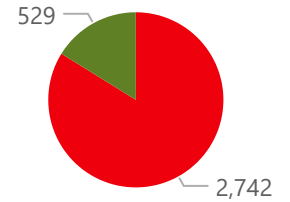
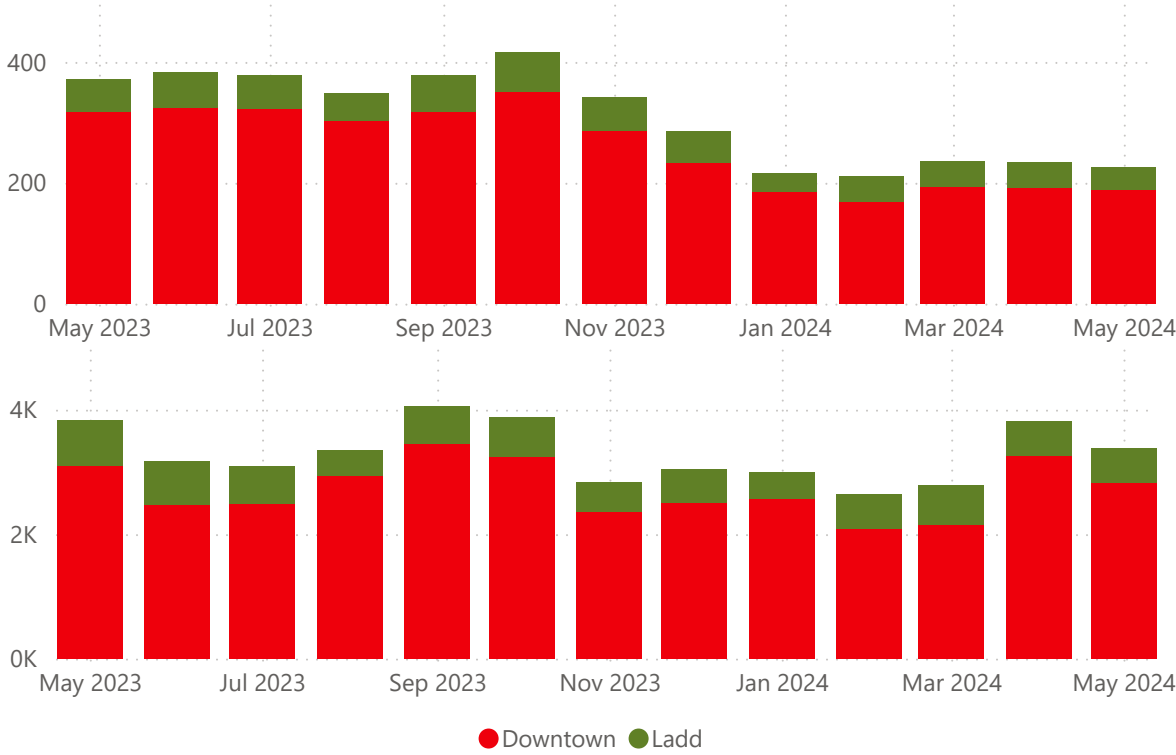
Virtual Visits

93,233

WiFi Sessions

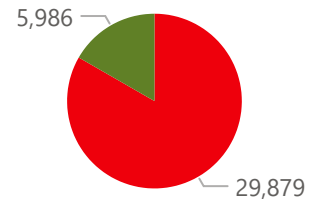
The Technology Solutions team purchased a new storage server and will begin setup over the remainder of the summer. As hotspot circulation has ended, this opens up time to complete more longer-term projects focusing on security improvements and software upgrades. The few remaining hotspots will be divided among MLN libraries and each library can chose how to use them, most likely for outreach or other limited uses.

Meeting Room Use



3,271

of Reservations



35,865

of Users

● Downtown ● Ladd

May brought approximately 3,570 people to the library with approximately 209 reservations overall.

In addition to “business as usual” reservations, the library was home to two weddings, numerous graduation ceremonies and parties, the City of Cedar Rapids’ Administrative Services two-day in-service and United Way’s Day of Caring. HyVee awarded local schools cash donations, the Abbe Center had an art display, there were numerous school visits and UNI’s TRIO had visits that rounded out the school year.

Other highlights of the month include WIC services for our Spanish speaking patrons; City of Cedar Rapids’ Public Works held their quarterly meeting and team photo; and YPN hosted the rest of their Love and Logic series as well.

Community Relations is having fun reordering and restocking the many reading logs and other print materials for summer that are just flying off our shelves. We’re excited to see people stopping at the new displays in the libraries and engaging with the program. We have an intern who has joined us this summer, Trey Garrington, a brand-new UI graduate, who is helping with media and video content for us so that we can build our library for promotional use throughout the year. He’s captured excellent video at many of our summer programs already and will continue to work on content through the end of the summer.

We are sad to say goodbye to Elizabeth Yusko at the end of the fiscal year. Her grant funded position has ended, but she leaves behind a wealth of information and resources to carry us into the immediate future. We are excited to continue our partnership with YPN and also to engage in some new programs this fall which are geared at bringing even more of their parents into our library regularly. Elizabeth will be missed but her work will be remembered and we wish her all the very best in her next endeavor.

A regular patron often comes to Ladd in the evenings to work on online assignments for a class she is taking. On one evening, she asked me for help with attaching a link to a website to her assignment. I demonstrated how to copy the link and paste it where she wanted it in her assignment. After this, she asked me to watch as she repeated the process herself so she knew that she could do it on her own. She seemed excited to have picked up a new computer trick, and I was glad to see that I had been able to help her not just with that particular homework problem but also with all the other problems on the assignment that required her to attach a link. - Elizabeth Gardner, Public Service Associate

