



Agenda: Board of Trustees
June 6, 2024, at 4 pm
Community Room, Ladd Library

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: May 2, 2024
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Information Literacy Strategic Plan Update – Erin Horst
- G. Library Board Committee Reports
 - Nominating Committee – Susie McDermott & Jade Hart
 - No Action
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - Finance Committee – Monica Challenger, Committee Chair
 - **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.
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - No Action
 - Westside Project Committee – Jade Hart, Committee Chair
 - **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).
- H. Library Director's Report
 - Strategic Plan Year Three – Overview
- I. Old Business
- J. New Business
 - FY25 Calendar
 - **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director's Performance Review
- K. Adjournment

The next Board of Trustees meeting is **July 11, 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
May 2, 2024

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

Board members unable to attend: [Vice President] Monica Challenger, Jade Hart

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

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

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

Ms. Casey moved to accept the consent agenda. Ms. McDermott seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Board Education: Summer Reading – Kevin Delecki & Amber McNamara

Mr. Elges joined the meeting at 4:02 pm

- This year, the summer reading program looks a bit different. The Summer Reading Challenge is still designed for readers of all ages. However, the focus is on literacy and no longer includes activities for completion. The goal is to build a community of readers to encourage young readers as well as to read as much as possible. The simplified program is completed after reading 600 minutes – approximately 10 minutes a day for the summer – which can sustain reading levels from one school year to the next. We received feedback from various sources, such as schools, partners, patrons, and staff, to focus on literacy and make participation easy.
- This challenge is part of an umbrella program called Cedar Rapids Reads, which will be a year-round literacy program to include other challenges. Readers can participate and track reading through an app or a paper log. After reading 300 minutes, kids can get a free new book and adults will get a Friends Book Nook coupon. There are also prizes for each 600 minutes read and entry into grand prize drawings for various ages groups.
- The Programming Department will host about 375 events and programs throughout the summer including Mobile Technology Van park outreach, large-scale performances, weekly in-building programs, outreach to camps/daycares, Maker Room activities, and outreach to teens and adults.
- Ms. McNamara and the Community Relations team used data to create specific collateral to market specific target audiences. For example, a specific postcard will go to 11,000 households with children in Cedar Rapids, regardless if the household has a library card, or an email for those who primarily use digital materials. The library will target four key audience personas with a different marketing strategy for those particular groups.
- Mr. Elges loves the mindful and purposeful ways the library is seeking to remove obstacles and to offer various ways to participate. Mr. Selim asked if the summer reading logging app can be incorporated into the MLN catalogue app. Unfortunately, they are

produced by two different vendors. However, we can link Beanstack and our calendar in the MLN app to re-direct users to what they seek.

E. Foundation Report – Charity Tyler

- The Foundation hosted a successful Literary Vines event. It was made possible with silent auction donations and volunteers. Final contribution totals from the event are not yet available. Save the date for next year's event on April 18, 2025 at the downtown library.
- Parcel B was listed for sale – the remaining Parcel A is 15-acres and future home to the Westside Library and park. The Foundation has received interest for the purchase and is working through the process with a broker realtor's support. Next Thursday, May 9, 40 corporate volunteers will clean up the land as part of United Way Day of Caring.
- Fundraising and conversations continue for the capital campaign including a second Wise Women's Circle gathering this week. On the CRLibrary.org/BigDreams website, pledge forms are available as well as a way to request a speaker to learn about the project or campaign.

F. Friends of the Library Report – Libby Slappey

- The Friends are also preparing for summer after having wrapped up a successful spring sale, which made over \$13,000 – an increase from last spring. On the last day, also known as Box Day, Friends partnered Midwest Books to Prisoners, Coe faculty and students to take books that will then be sent to incarcerated individuals. Books were also given to local retirement communities.
- Volunteers will participate in Farmers Markets again starting in May through the second August sale, and a special pop-up sale during the summer cat café adoption event. New volunteers have been working on cleaning up their storage areas.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - The committee has no action. The library was pleased that the legislative session ended without passing any public library-adverse bills.

H. Library Board Committee Reports

- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Schmidt presented for Ms. Challenger on March 2024 financials. The revenues and expenses have evened out as the fiscal year concludes. Next year is a more challenging year for the City so the library plans to purchase new servers this fiscal year instead as we are under on our expenses.
 - **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries. Payment in the amount of \$95,274 to iii Innovative.
 - This is year four of a five-year contract for the software. The trustees have previously approved the overall contract and this vote is to approve payment. Per purchasing best practice, a committee is being formed to review and develop a bid for an ILS system.
The committee recommendation to accept the contract, setup the purchase order, and schedule payment for \$95,274 to iii Innovative as presented in the packet carried with unanimous approval.
- Personnel and Policy Committee – Susie McDermott, Committee Chair.
 - **Action:** 3.01 Library Cards and Customer Privileges. This policy has to be approved in conjunction with the Metro Library Network. Cedar Rapids, Marion, and Hiawatha directors have been meeting to discuss service for those outside of our libraries as well as card types we offer – Metro, Metro Lite, and Quick cards.

A Metro Card offers patrons with a proof of residency up to 99 physical items and digital items; a Quick card is for those without proof and limits liability to three items; and a Metro Lite card is obtainable with proof of residency but no more than 10 items checked out. It was designed for people to reduce their personal

liability, such as kids. We have distributed less than 100 cards over five years. The recommended policy change is to remove that card type.

In addition, the other major change is to offer a Quick Card to any person who can walk into the physical library. The library directors believe it's important to allow access as other libraries are under pressure from intellectual freedom challenges and financial issues. As a larger library system, the directors feel it is our responsibility to the surrounding library communities to allow people service even if it is limited.

- **Action:** 4.00 Library as Place. The committee reviewed this policy. There are no recommended changes or discussion.

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

- Westside Project Committee – Jade Hart, Committee Chair
 - Ms. Schmidt reported for Ms. Hart.
 - **Action:** 4.04 Environmental Policy. The committee included a draft policy in the packet. When the policy was first written, it only included LEED for sustainability certification. Now there are more programs with varying costs. The committee wants to meet sustainability criteria without being held to one standard, especially if the fees for the certification process are cost prohibitive. The goal is to ensure the overall value of sustainable library facilities. The board discussed the wording of the final paragraph and agreed to simplify it with this revision: The library will consider sustainability certification eligibility for new library facilities.

The committee recommendation to approve the revised policy as discussed carried with unanimous approval.

Ms. Hepworth exited the meeting at 4:58 pm.

- **Action:** Resolution for Land Ownership Transfer. Ms. Schmidt was in a meeting right before the board met today. It provided clarification on the land transfer process and resolution language. At this time, the resolution's final paragraph language shall be updated to: Now, therefore, it be resolved by the Cedar Rapids Public Library Board of Trustees to pass a motion intending to request ownership of the land. Following this, the Foundation board will approve the land transfer and the library trustees will vote on another resolution to officially accept the land. From there, City Council will then have a resolution to accept the land as well. The Foundation plans to vote on the request in June, which will give more time to ensure transparency in the process and finalize behind the scenes work.

The committee recommendation to approve the revised Resolution for Land Ownership Transfer as discussed carried with unanimous approval.

I. Library Director's Report

- Ms. Schmidt formally recognized Meredith Crawford, Community Engagement Librarian, for her designation as a *Library Journal* Mover and Shaker for 2024. Ms. Crawford was one of 50 librarians selected for this prestigious honor in the Advocate category for her work in developing programs to support incarcerated teens in the Be Heard program. The award comes with a \$15,000 stipend.
- PLA Re-cap.
 - The Public Library Association (PLA) annual conference was held April 2-5 in Columbus, OH. The library was able to send six staff and trustee Monica Challenger to attend with approximately 7,500 library professionals. After each conference Ms. Schmidt asks staff to report on three things you learned, two things you want to learn more about, and one ah-a moment. Ms. Schmidt shared highlights from the reports.

- Twice a year, library leadership sends out an email with professional development suggestions and an application form so any staff member can make a case to participate. The application process is open to any staff member and senior managers further discuss and advocate for staff based on the opportunity, how it can benefit the staff member and library, and how it fits with the overall strategic plan. The budget is closely followed and dictates how many we can send. Opportunities to travel to and attend conferences are a great way to recognize our top third staff.
- Next month, Ms. Schmidt will share with the board the end of year two strategic initiatives as well as a preview of year three.
- J. Old Business
 - There being no old business, the meeting continued.
- K. New Business
 - There being no new business, the meeting continued.
- L. Adjournment
 - There being no further business, the meeting adjourned at 5:12 pm.

The next Board of Trustees meeting will be held on Thursday, June 6, 2024, at 4 pm in the Community Room, Ladd Library

TOP STORIES

C.R. librarian ‘shaping the future of libraries’

Library Journal names Meredith Crawford as one of its 50 ‘Movers & Shakers’

By Marissa Payne, The Gazette

CEDAR RAPIDS — Meredith Crawford sat in her car with a bunch of books and the technology needed to read over a virtual meeting to youths in the Linn County Juvenile Justice Center while COVID-19 hampered in-person gatherings in 2021.

Carl Rush, the center’s pastor, would take a laptop and microphones into the facility. The Cedar Rapids Public Library’s teen librarian at the time, Molly Garrett, joined the conversation virtually from her house in Wilton.

It was the beginning of a program that Crawford, the Cedar Rapids Public Library’s community engagement librarian, continues today.

“Be Heard” brings diverse books, discussions and opportunities for self-expression to youth at the center. Audio recordings from some of those discussions have been listened to more than 400 times.

Her work on this program recently earned recognition from the Library Journal, which named Crawford to its annual list of “Movers & Shakers: The People Shaping the Future of Libraries.” Only 50 library workers nationwide receive the honor each year. Crawford was named to the “Advocates” category for launching that program.

“What is really wonderful about the Cedar Rapids Public Library, the board and the community is that this library has a mission and vision which creates equity and to (be) the best that we can in all that we do,” Crawford said. “... You don’t find libraries like this everywhere.”

The program exemplifies the ways Crawford works to connect the library with those who need it most. She also takes her successes in Cedar Rapids and presents at conferences like the Public Library Association’s so that other library systems can gain inspiration.

“Meredith is an incredibly thoughtful, caring person and it shows in her work. She looks for ways to serve our community and finds paths not taken,” Library Director Dara Schmidt said in a statement. “Her passion for libraries and patrons in need have helped the Cedar Rapids Public Library expand our reach, and I am grateful to her for it. We are so proud she has chosen to work for CRPL.”

Kevin Delecki, the library’s programming manager, said Crawford isn’t interested in receiving any attention for her contributions and often shifts focus to the library’s overall work, which is why she’s deserving of recognition on a national scale. She’s passionate and “relentlessly energetic — always ready to go do the next thing,” he said.

“She’s becoming one of those national leaders in really seeing these kids and their futures in a genuine way and working to ensure that they get what they need



Community engagement librarian Meredith Crawford reacts May 10 as she gives Milo Skelton, 4, of Cedar Rapids, a pencil after playing a game at the Cedar Rapids Public Library booth during a carnival at Wright Elementary School in Cedar Rapids. (Savannah Blake photos/The Gazette)



Community engagement librarian Meredith Crawford puts a library banner on her booth May 10 during a school carnival at Wright Elementary School in Cedar Rapids.

before they have to find an alternative path for it,” Delecki said.

CAREER BEGAN IN THE ARCHIVES

Initially, Crawford wanted to work in libraries as an archivist after she took a University of Iowa American literature course, where she visited the University Archives and carefully held old books with white gloves. The more she learned, she realized there were so many ways of not just capturing stories, but making sure that voices were heard through oral histories, photographic evidence and personal papers.

She later earned a master’s degree in library and information science with an emphasis in archives and records management, and worked for the National Park Service, motivated by a belief that people should “get to speak their own history and not let other people write their history.” Working as a children’s and outreach librarian in Lafayette, La., changed her life. She’d see families return for her baby-, toddler- and school-age story time sessions, and came to realize the importance of stories unfolding in “real time” — not just those that happened years ago in a distant historical period.

Young mothers, grandmothers or other caregivers found a shared space despite coming from different backgrounds. They wouldn’t always see eye to eye, but there, Crawford said, everyone was equal and had fun and supported one another — like a support group.

“You could see people learning and sharing together and growing,” Crawford said. “Literally these kids grow right before your eyes. You spent five years there, and sometimes these kids are born and then off to school in that time. And that was really powerful.”

It was there she met her mentor, Amy Wander, who now works

for the New Orleans Public Library’s strategic programming team. Wander was passionate about equity and access and taking library services out of the library and into the community, showing Crawford “how public librarianship can be an act of social justice.”

LIBRARY FOSTERS CONNECTIONS ‘LIKE A ROOT SYSTEM’

A Mount Vernon native, Crawford longed to be closer to her family and give her kids access to a farm and all that Iowa offers. That’s how she ended up at the Cedar Rapids Public Library more than five years ago, starting as a programming librarian facilitating community-facing programs on the library’s public calendar.

In her current role as the community engagement librarian, she finds ways to connect community partners to the library and to each other.

With Crawford and the library team, staff do a pop-up library program once a week at the Union at Wiley apartment complex, the Annex Group’s 180-unit, \$29.4 million affordable housing development at 4227 21st Ave. SW in Cedar Rapids. Civic engagement groups also are working with the library on voter literacy initiatives at the Catherine McAuley Center.

Whether it’s working with the juvenile detention center or Willis Dady Homeless Services’ overflow shelter, Crawford’s gift is how she sees the potential in people beyond their circumstances, Delecki said.

“She doesn’t see these teens she meets with every week as teens in the system or incarcerated,” Delecki said. “She sees them as what they can be with people who care about them. ... She treats them like people who have a future and have potential. That’s what’s so transformational.” Delecki said Crawford’s work with more marginalized communities has helped the library “have some hard conversations about are we serving the right people in the right ways? Is what we’re doing genuinely accessible to all of the members of our community?”

“It’s connected the library to parts of the community that we’ve never been able to connect with,” Delecki said. Being in the community presents more opportunities to connect the library to people — artists who use the library’s gallery spaces, nonprofits and social service organizations who may use free meeting rooms, Crawford said.

“I feel like it’s a little bit of a spiderweb,” Crawford said. “It’s like a root system that grows out. You don’t see it on top of the ground, but it starts to spread the longer you’re able to be in a community.”

She thinks about the library that way, too. She meets new people, learns more about the community and services that organizations offer and is rewarded with seeing people use the library.

“What you offer as a library should be a reflection of your community,” Crawford said. “And you can’t talk to every individual, but when you get feedback that the services are helpful in any way, it makes you want to do better, more. ‘What’s next?’ is the question that it leaves me with — what’s next? Who else? Why not?”

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

Memorial Day services in E. Iowa

Ceremonies, speakers, patriotic music will honor fallen service members

By Diana Nollen, The Gazette

Memorial Day ceremonies will bring solemn services around the Corridor, many in local cemeteries.

CEDAR RAPIDS

Cedar Memorial Park Cemetery, 4200 First Ave. NE: Avenue of Flags: 1,500 flags donated by veterans’ families will line the avenues through tonight. **Memorial Day Tribute:** 11 a.m. today. Bring lawn chairs and blankets for this outdoor ceremony on the hillside west of the Chapel of Memories Mausoleum. Guest speaker is Air Force veteran Shane Sawyer. Also: patriotic music, rifle volley and Taps. Rain site: Chapel of Memories. cedarmemorial.com/Events/20220530/34/Memorial-Day-Tribute-Ceremony-2022.aspx

St. John’s Cemetery, 1340 17th St. SE: Memorial Day Mass, 9 to 10 a.m. today; bring lawn chairs.

Cedar Rapids Metro Area Veterans Council, because of rain in the forecast this will be held inside at Veterans Memorial Coliseum, 50 Second Ave. Bridge, Cedar Rapids: 10 to 11 a.m. today; opening prayer, live patriotic music, presentation of Colors, guest speaker, volley salute, and more. Free.

Campbell Cemetery, 7501 W Mt. Vernon Rd. SE: 11 a.m. today; veteran service.

Veterans Memorial Building, 50 Second Ave. Bridge: open 9 a.m. to 2 p.m. to view the Grant Wood Memorial Window and galleries.

CORALVILLE

Oak Hill Cemetery, 1290 First Ave.: 11:15 a.m. today; 30-minute public ceremony with Coralville American Legion and Area Legion Color Guard; includes reading of names of veterans; bring lawn chair. Attendees also are invited to visit the Veterans Memorial adjacent to the cemetery. Rain site: 11 a.m. Coralville American Legion, 901 Second St.

ELY

Rogers Grove Cemetery on Ivanhoe Road, 1885 Ivanhoe Rd., Ely: 11 a.m. today; American Legion Post 555 ceremony; bring lawn chairs. Rain site: Ely Legion Hall, 1545 Main St. <https://www.facebook.com/groups/>

elycommunity

IOWA CITY

Monday ceremonies: 8:30 a.m. at Park Road Bridge; 9:30 a.m. at Oakland Cemetery, 1000 Brown St.; 11 a.m. at Memory Gardens, 2600 Muscatine Ave. <https://www.icgov.org/Home/Components/News/News/1235/390>

MARION

American Legion Post 298, 625 31st St.: Ceremonies today: 10 a.m. at Oak Shade Cemetery, 789 Second Ave.; 11 a.m. outdoors at the Legion Post, then indoors for awards recognition, speaker and free luncheon. <https://www.facebook.com/MarionPost298>

SOLOM

Solon Veterans Memorial, 122 N. Chabal St.: 9 a.m. today, American Legion Post 460 ceremony; bring lawn chairs; parking and shuttle service at Lakeview Elementary School; reception follows at the Legion Hall, 222 E. Main St. <https://www.facebook.com/stinocher460/>

St. Bridget’s Catholic Church Cemetery, 2136 St. Bridget’s Rd. NE: today, 8:30 a.m. church opens to visitors; 9 a.m. Memorial Day Mass; inside in case of rain. [friendsofbridgetsof.org/](https://www.facebook.com/friendsofbridgetsof.org/)

Sutliff Bridge, 5546 130th St. NE, Lisbon: 6 p.m. today, American Legion Post 460 ceremony; service performed especially for those lost at sea. <https://www.facebook.com/stinocher460/events>


URBANA

Memorial Day Services, today: 8:30 a.m., St. Mary’s Cemetery, with speaker, followed by river bridge, Cox Cemetery and Kisling Cemetery 10 a.m. Urbana Cemetery, new (with speaker) and old. <https://www.facebook.com/profile.php?id=100064379154372>

WEST BRANCH


Memorial Day Concert: 2 p.m. today, Village Green, Herbert Hoover National Historic Site, 210 Parkside Dr. Patriotic music by the Iowa Brass Band; bring lawn chairs; free. archives.gov/calendar/event/memorial-day-concert-featuring-iowa-brass

Comments: (319) 368-8508; diana.nollen@thegazette.com



Cedar Rapids Reads: Summer Reading Challenge

June 1 - July 27





Read 600 minutes to complete the challenge and be entered to win a grand prize!

Enjoy special events for all ages, log your reading minutes and enter to win! Visit the library for special prizes along the way.

Learn more:

CRLibrary.org/Summer





The Summer Reading Challenge is generously supported by the Cedar Rapids Public Library Foundation, Hills Bank, GreenState Credit Union, The Gazette, and the Friends of the Cedar Rapids Public Library.

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 5/30/2024
Subject: **April 2024** Financial Report

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

- At least 1/12 of revenue will be received per month (83.3% thru April). Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (75% thru April 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 (83.3% thru April).

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

Operations – 151XXX:

- **Total revenues are above target at \$675K or 84% of the \$804K budget.**
- **Total expenditures (excluding transfers out) are \$6.4M or 82% of the \$7.76M budget.**
 - Personal Services are at \$4.8M or 81% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
 - Total discretionary expenses are high at \$758K or 89% 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)
 - Legal Services total of \$20K budget amendment added – to be approved in May by Council.
 - Other expenses are at \$856K or 80% 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 posted thru April activity for \$6,063.20.

Special Revenue – 7010XX:

- **No concerns**

CIP – 316XXX:

- **No concerns**

City of Cedar Rapids
 151 General Fund - Library
 2024-04-30

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%	1,873.20
Total Intergovernmental Revenue		419,391.21	390,000.00	382,849.38	(7,150.62)	98%	1,873.20
Other Revenue							
Printing & Duplicating of Form	431006	11,253.85	25,000.00	25,864.26	864.26	103%	2,594.13
Dept Charges-External to City	431012	171,221.15	259,792.00	171,030.26	(88,761.74)	66%	17,877.86
Library User Fees - Not Fines	431201	8,752.80	10,600.00	32,828.21	22,228.21	310%	6,811.72
Vending Sales	431301	33.29	-	-	-	0%	-
Building Rental	461001	30,192.70	43,455.00	29,102.00	(14,353.00)	67%	2,923.20
Postage / Handling	471001	-	-	7.00	7.00	0%	-
Contributions & Donations	471002	65,695.22	70,000.00	32,685.82	(37,314.18)	47%	-
Sale of Inventory	471003	796.10	2,000.00	258.33	(1,741.67)	13%	14.00
Other Miscellaneous Revenue	471005	1,100.00	3,500.00	100.00	(3,400.00)	3%	-
Cash Over (Under)	471007	1.06	-	(10.46)	(10.46)	0%	(2.75)
Total Other Revenue		289,046.17	414,347.00	291,865.42	(122,481.58)	70%	30,218.16
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		719,437.38	819,065.96	689,433.76	(129,632.20)	84%	32,091.36
			804,347.00	674,714.80		84%	
Expenditures							
Personal Services							
Regular Employees	511100	3,223,442.96	4,185,204.00	3,441,589.90	743,614.10	82%	344,607.69
Temporary/Seasonal Employees	511200	4,053.00	43,368.40	7,759.50	35,608.90	18%	-
Overtime	511300	55,431.33	114,773.40	62,762.86	52,010.54	55%	5,376.16
Other Special Pays	511400	34,468.02	33,848.00	15,085.84	18,762.16	45%	-
Group Insurance	512100	459,837.55	645,012.00	558,299.12	86,712.88	87%	61,855.06
Social Security Contributions	512200	249,050.45	332,680.00	263,597.58	69,082.42	79%	24,118.88
Retirement Contribution	512300	313,599.81	411,141.00	333,787.07	77,353.93	81%	30,779.01
Unemployment Compensation	512400	12,484.00	-	-	-	0%	-
Workers' Compensation	512500	116,774.34	71,149.00	60,084.07	11,064.93	84%	5,493.96
Other Employee Benefits	512600	5,524.33	2,783.00	8,566.26	(5,783.26)	308%	(535.56)
Total Personal Services		4,474,665.79	5,839,958.80	4,751,532.20	1,088,426.60	81%	471,695.20
Discretionary Expenses							
Advertising & Marketing	521100	9,635.79	5,000.00	11,784.17	(6,784.17)	236%	627.50
Consulting & Technical Service	521104	-	10,000.00	7,550.00	2,450.00	76%	-
External Contracted Labor	521105	115,238.38	105,466.00	115,521.37	(10,055.37)	110%	4,663.48
Health Services	521106	365.80	-	374.65	(374.65)	-100%	-
Legal Services	521107	-	20,000.00	14,957.49	5,042.51	75%	-
Other Professional Services	521108	8,590.77	10,523.63	2,408.27	8,115.36	23%	1,500.00
External Banking/Financial Fee	521109	16,468.14	15,700.00	13,806.93	1,893.07	88%	1,112.34
Security Services	521110	-	5,000.00	-	5,000.00	0%	-
Computer Hardware	522100	67,793.77	35,000.00	38,013.66	(3,013.66)	109%	-
Computer Software Maintenance	522101	173,576.89	222,220.00	189,612.03	32,607.97	85%	171.94
IT Services - External	522102	49,829.80	75,500.00	29,165.16	46,334.84	39%	2,524.74
Building & Grounds Services	522104	9,395.20	15,000.00	11,932.60	3,067.40	80%	400.00
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	3,386.37	5,613.63	38%	525.00
Vehicles & Rolling Equip Serv	522106	29.95	-	-	-	0%	-
Phone Services	523107	25,002.00	35,950.00	24,992.64	10,957.36	70%	2,543.82
Rental of Equip & Vehicles	524101	10,182.42	500.00	947.20	(447.20)	189%	(6,710.00)
Printing, Binding, & Duplicate	525102	11,748.78	15,950.00	9,038.35	6,911.65	57%	29.00
Awards & Recognition	531102	8.50	250.00	-	250.00	0%	-
Books & Subscriptions	531103	142,481.34	109,171.80	159,413.10	(50,241.30)	146%	6,256.58
Cleaning & Janitorial Supplies	531105	-	1,250.00	247.64	1,002.36	20%	-
Computer Supplies	531106	1,574.50	5,000.00	2,100.34	2,899.66	42%	308.38
Equipment/Furniture/Fixtures	531109	12,013.53	11,500.00	14,521.48	(3,021.48)	126%	128.00
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	9,389.33	15,320.00	13,912.28	1,407.72	91%	1,860.66
Paint Supplies	531117	-	-	361.83	(361.83)	-100%	-
Program Supplies	531118	23,646.74	37,000.00	30,756.60	6,243.40	83%	6,408.23
Shop Supplies	531119	-	250.00	1,079.23	(829.23)	432%	143.13
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	-	510.63	(510.63)	-100%	-

City of Cedar Rapids
 151 General Fund - Library
 2024-04-30

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	13,646.14	34,241.28	13,571.70	20,669.58	40%	755.29
Equip/Furniture/Fixtures Parts	533101	570.00	-	2,131.46	(2,131.46)	-100%	-
Conferences, Training, Travel	542102	42,796.29	23,200.00	25,617.06	(2,417.06)	110%	8,052.66
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	8,152.54	13,500.00	5,816.03	7,683.97	43%	411.44
Mileage Reimbursement	542111	1,143.90	3,000.00	1,455.66	1,544.34	49%	129.11
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		770,457.04	847,486.71	758,286.33	89,200.38	89%	31,841.30
Other Expenses							
City Accounting Services	521113	64,583.30	85,500.00	71,250.00	14,250.00	83%	14,250.00
City Information Tech Services	522109	4,898.60	6,172.25	5,143.50	1,028.75	83%	1,028.70
Electricity	523100	171,448.21	243,800.00	178,502.74	65,297.26	73%	15,633.98
Natural Gas	523103	4,195.10	4,500.00	2,362.48	2,137.52	52%	282.63
Rental of Land & Buildings	524100	243,815.89	249,000.00	246,464.29	2,535.71	99%	10,032.75
Liability Insurance	525104	36,930.82	44,822.00	39,928.02	4,893.98	89%	7,470.34
Property Insurance	525107	83,425.00	135,928.00	113,273.30	22,654.70	83%	22,654.66
Vehicle Insurance	525108	1,000.00	1,300.00	1,083.30	216.70	83%	216.66
Gasoline Fuel	532101	88.31	498.58	139.36	359.22	28%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	169,142.26	300,614.42	196,877.24	103,737.18	65%	63,032.99
Fleet Services (Routine)	522108	456.69	600.00	708.11	(108.11)	118%	-
Total Other Expenses		779,984.18	1,072,735.25	855,732.34	217,002.91	80%	134,602.71
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		6,028,054.00	7,760,180.76	6,365,550.87	1,394,629.89	82%	638,139.21
Net Revenues over/(under) Expenditures		(5,308,616.62)	(6,941,114.80)	(5,676,117.11)	1,264,997.69		(606,047.85)



QUOTE

Quote Nbr.: **Q000005**
 Net Terms: **N30**
 Sales Person: Kevin Huber
 Customer ID: 100193
 Reference:
 For: PATRICK DUGGAN

Quote Date: 5/30/2024
 Valid Until:

Customer	SHIP TO:	PROPOSAL BY
450 5th Ave SE Cedar Rapids IA 52401 United States of America	CEDAR RAPIDS PUBLIC LIBRARY 450 5th Ave SE Cedar Rapids IA 52401 United States of America	IT OUTLET INC 1900 N WALNUT AVE BRANDON, SD 57005-2082 United States

Name: CEDAR RAPIDS PUBLIC LIBRARY Name: CEDAR RAPIDS PUBLIC LIBRARY Name: Kevin Huber
 Phone: 3197390448 Phone: 3197390448 Email: khuber@itoutlet.com
 Email: DugganP@crlibrary.org Email: DugganP@crlibrary.org

NO.	ITEM	MFGR	QTY.	UOM	PRICE	AMOUNT
1	4662-7H2-0000: IBM Storage FlashSystem 5300 Control Enclosure		1	EA	43,420.69	43,420.69
2	4662-7H2-AGSE: 4.8TB FlashCore Module 4		12	EA	0.00	0.00
3	4662-7H2-ALB2: 32 Gb FC 4 Port Adapter Cards (Pair)		1	EA	0.00	0.00
4	4662-7H2-ALG3: 256 GB Base Cache (FS5300)		1	EA	0.00	0.00
5	4663-A05-0000: 5 year Expert Care Advanced for FS5200		1	EA	15,000.00	15,000.00
6	5608-B24-0001: SWSSBASIC 5YEARREG Per Storage Device Qty 1		1	EA	0.00	0.00
7	5608-PC2-0001: 1Y S&S P S D Qty 1	IBM	1	EA	0.00	0.00

All Currency Totals are in US Dollar

Quote Total: 58,420.69
 Less Discount: 0.00
 Tax Total: 0.00
 Total (USD): 58,420.69

Notes:

Full Name: _____ Signature: _____

You may use this form as a purchase order. Initial the items you want to purchase, enter Purchase Order (if any), sign, then mail, email or fax back to us

PO: _____



**AMENDMENT NO. 2 TO CONTRACT FOR ARCHITECTURAL SERVICES FOR WESTSIDE LIBRARY FACILITY
CONTRACT NO. PUR0622-362**

WHEREAS, the City of Cedar Rapids, Iowa (“the CITY”) and OPN Architects (“OPN”) are parties to a Contract, whereby OPN provides Architectural Services for the Westside Library Facility for the CITY; and

WHEREAS, the CITY and OPN are desirous of amending the Contract, signed by the Library Board of Trustees President on October 26, 2022.

NOW, THEREFORE it is agreed by and between the CITY and OPN, as follows:

1. Due to the addition of radon mitigation system consulting to the Scope of Services, an additional amount not to exceed \$1,200 is being added to the Contract.
2. Subcontractor Mallon Construction Services, Inc. of Janesville, Iowa will provide the additional Services for OPN.

3. Summary of Contract to Date:

	Price	Description
Original Contract	\$1,272,100	Signed by Library 10/26/2022
Amendment No. 1	\$10,700	Volume of Services increased
Amendment No. 2	\$1,200	Add radon mitigation system consulting
Total	\$1,282,800	Not to exceed, except by written amendment

4. Except for the matters otherwise contained herein, the Contract will remain unaffected by this Amendment No. 2 and will remain in full force and effect.
5. This Amendment is to be effective on the 28th day of May, 2024.

City – Primary Contact:		Contractor – Primary Contact:	
Dara Schmidt, Library Director		Toby Olsen, AIA, Principal-in-Charge	
Cedar Rapids Public Library		OPN Architects	
450 5 th Avenue SE		200 Fifth Avenue SE Ste. 201	
Cedar Rapids, IA 52403		Cedar Rapids, IA 52401	
Phone	(319) 739-0401	Phone	(319) 730-2916 / (319) 270-0771
E-Mail	schmidtd@crlibrary.org	E-Mail	tolsen@opnarchitects.com

IN WITNESS WHEREOF, the Parties have caused this Contract Amendment to be executed and do each hereby warrant and represent that their respective signatory, whose signature appears below, has been and is on the date of the Contract Amendment duly authorized by all necessary and appropriate corporate action to execute this Amendment.

This Contract Amendment may be executed in any number of counterparts as the case may be, each of which shall be deemed a duplicate original and which together shall constitute one and the same instrument. In addition, the parties agree that this Contract Amendment may be executed by electronic, pdf or facsimile signatures by any party and such signature will be deemed binding for all purposes hereof without delivery of an original signature being thereafter required.

CEDAR RAPIDS PUBLIC LIBRARY

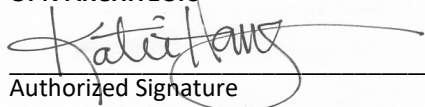
Authorized Signature

Date

Printed Name

Title

OPN ARCHITECTS



Authorized Signature

06/03/2024

Date

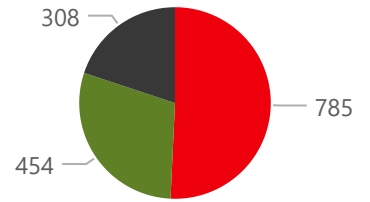
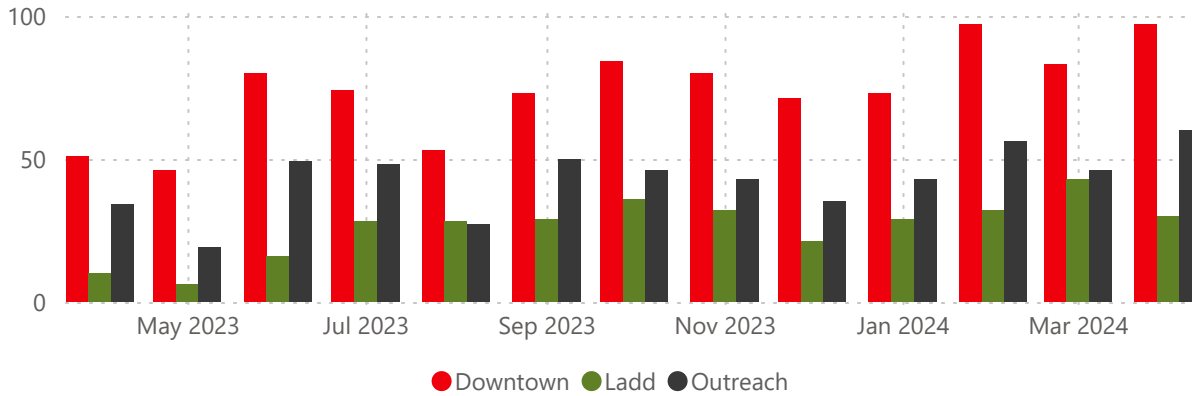
KATIE HARMS

Printed Name

ASSOCIATE

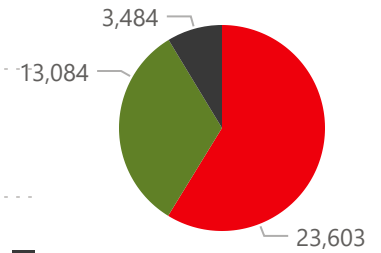
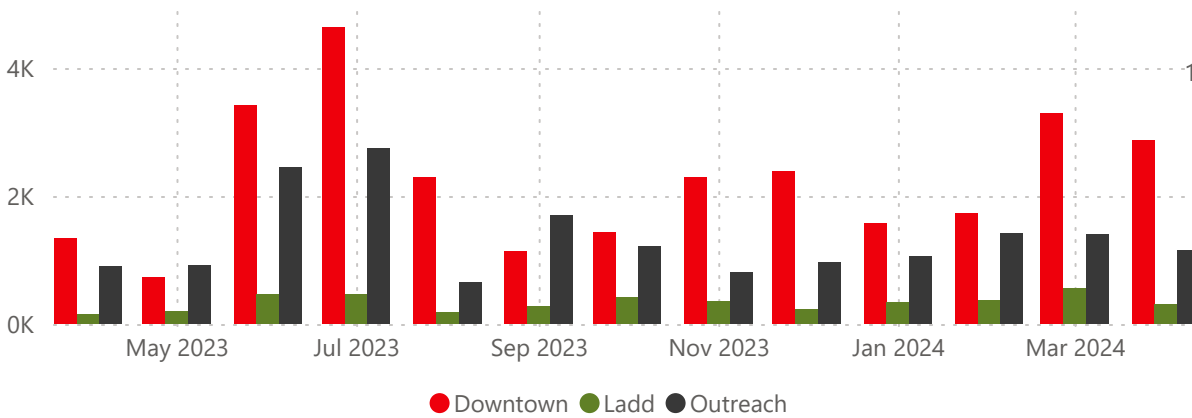
Title

Programs



1,547

of Programs



40,171

of Attendees

Programming was extremely busy in May getting everything ready to launch our revamped Summer Reading Challenge. Preparations for the program really began back in November, but all the final pieces needed to fall in to place to be ready to launch on June 1. It's going to be a great summer! The department completed its final week of outreach to Johnson STEAM Academy and Cedar River Academy at Taylor, wrapping up over 200 visits that saw a total of nearly 5,000 K-2nd grade students every two weeks. Our story times wrapped up for the season, and will relaunch the first week of June with the addition of a fifth weekly story time, bringing us back to having an early learning experience every weekday between our two library locations. A few special events happened in May as well, as we welcomed the 501st Legion to the library for May 4, a couple of the CUTEST llamas and alpacas at Greene Square, and the opening of our Artist in Residence, Akwi Nji's, gallery. The Maker Spaces and Opportunity Center continue to serve patrons every day in their unique ways.

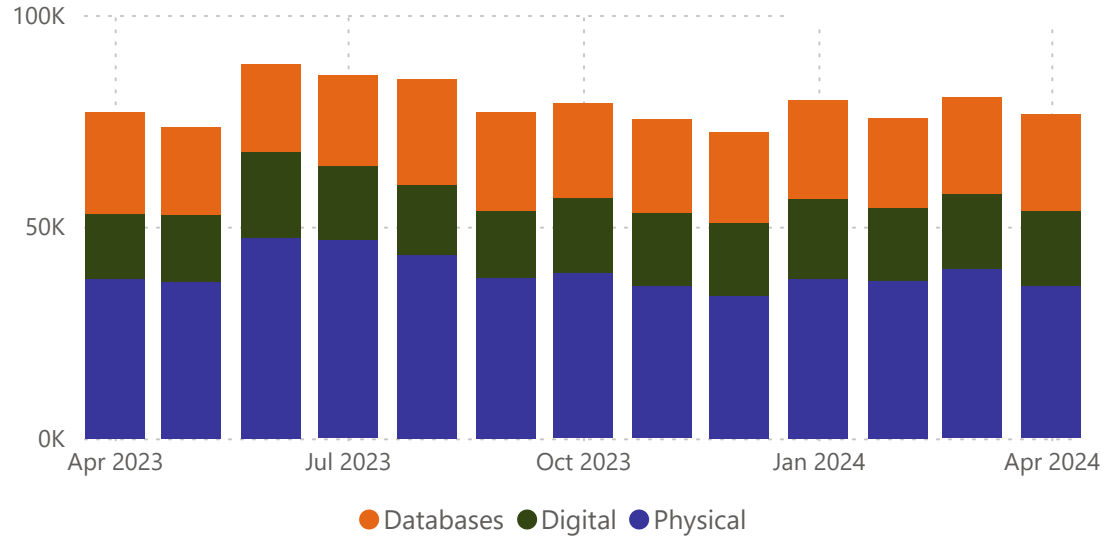
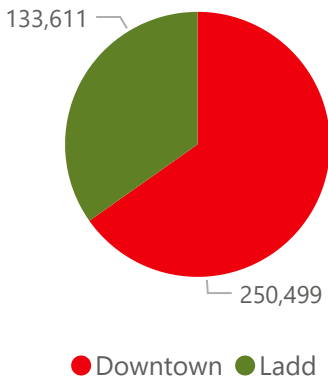
An email we received from a community partner: I am one of the early learning facilitators that supports our preschool classrooms in the Cedar Rapids Community School District. I have been in their classrooms a few times when you have visited, and you do such an amazing job! This is such a great opportunity for our students. I had a few other preschool teachers reach out and ask about this opportunity. – Abbie Petsche, Early Learning Facilitator, Cedar Rapids Community Schools

This was a team effort. Melanie helped Colleen, a single mother of five, get a card and find a couple of books for herself. She then came into children's and asked for assistance finding books for her kids. We found animal board books for her youngest, a couple of easies for the next child, and a couple chapter books for another. She said she hasn't been to the library in about 10 years, and wants to get back into reading, both for her kids, and to "improve myself." I welcomed her to the library, told her my name as we chatted and looked for books, and told her that while anyone with a red lanyard could help, I really enjoy helping match people with books, so feel free to ask for me. – Rachelle Molyneux, Patron Services Specialist

Borrowing & Collections

225,191 Databases 173,739 Digital 384,110 Physical 4,229 Technology 787,269 Total

Physical Circulation, by Location



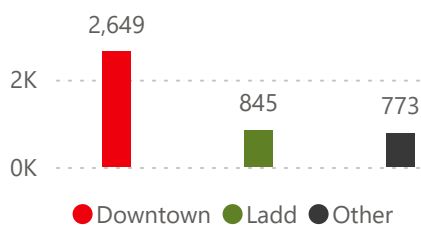
The Materials Department is preparing for summer with some fun additions to the collection. We added eight new Spark Kit Jrs. to our children’s collection. These include a mix of activities and literacy support information for parents and will be shelved close to the staff desk in the children’s space for easy access. We also added a large selection of summer Quickpicks (10-day checkouts with no holds or renewals) of high interest popular fiction to bring out for parents and caregivers to browse during busy trips to the library. Our children’s collection sees major circulation increases in the summer months but it can be difficult for caregivers to get materials for themselves. We hope this can be a way to surprise and delight patrons and grow adult participation in our summer programs. We are also finishing up the fiscal year with a small break in shipments at the end of June to allow time to get all of our invoices submitted for payment.

Volunteers

4,267

Total Hours

Volunteer Hours



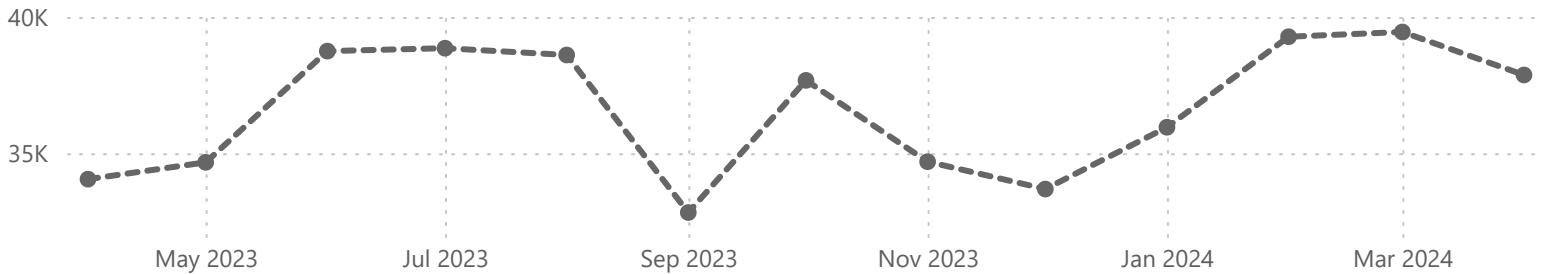
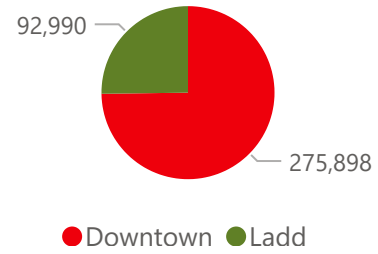
On May 9, we had 42 volunteers donate 121 hours at the Library as part of Day of Caring. Volunteers beautified our Library spaces – from the LivingLearning Roof to the Ladd Community Room to the cake encrusted chairs Downtown to underneath and on top of shelves at Ladd. Thank you to our volunteers from Aegon Asset Management, Next Gen Wireless, ImOn Communications, and Collins Aerospace! Volunteer Hours in April 2024: 494.

A note from a Books by Delivery patron: *I can't thank the library enough for sending a volunteer to my home with books. I have a couple of major health problems which keep me from going to the library, so she is my lifeline to the community. I really enjoy the books that she brings. My lady has gone above and beyond and walked to my house from the corner [due to construction this year]. Thank you so much and to my volunteer, Sue*

Visits

368,888

Physical Visits



The Public Service Department is ready for a busy summer! Traditionally we have seen an increase in teens that stay with us a large part of the day. We will have the Union staffed at all hours during the day and also work to staff the third floor. We are also excited to support the amazing work the Programming Department does.

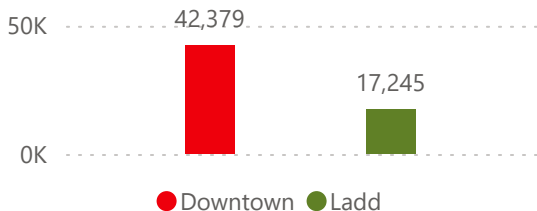
I have a couple great stories today:

I had asked a patron earlier in the day if he needed any help with our disc dispenser. He was hovering near the disc dispenser, which is often an indication that something is going wrong. He said no, but thanked me. Later that morning, I heard someone calling for me. He wanted me to let a manager know that the staff at our library is great! "They're always asking me if I need help when I'm at a machine and I really appreciate it!"

A patron had come in to fill out a job application and I was responded to the call for help. He let me know that he'd been out of work for a few years and really wanted to get this one job. We found the online application and filled it out. One week later, I was at the Computer Desk when the patron returned. He gave me a fist-bump and let me know that he got the job! – Rebecca Vernon, Reference Librarian

Technology Access

PC Uses



144,883

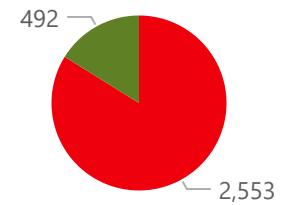
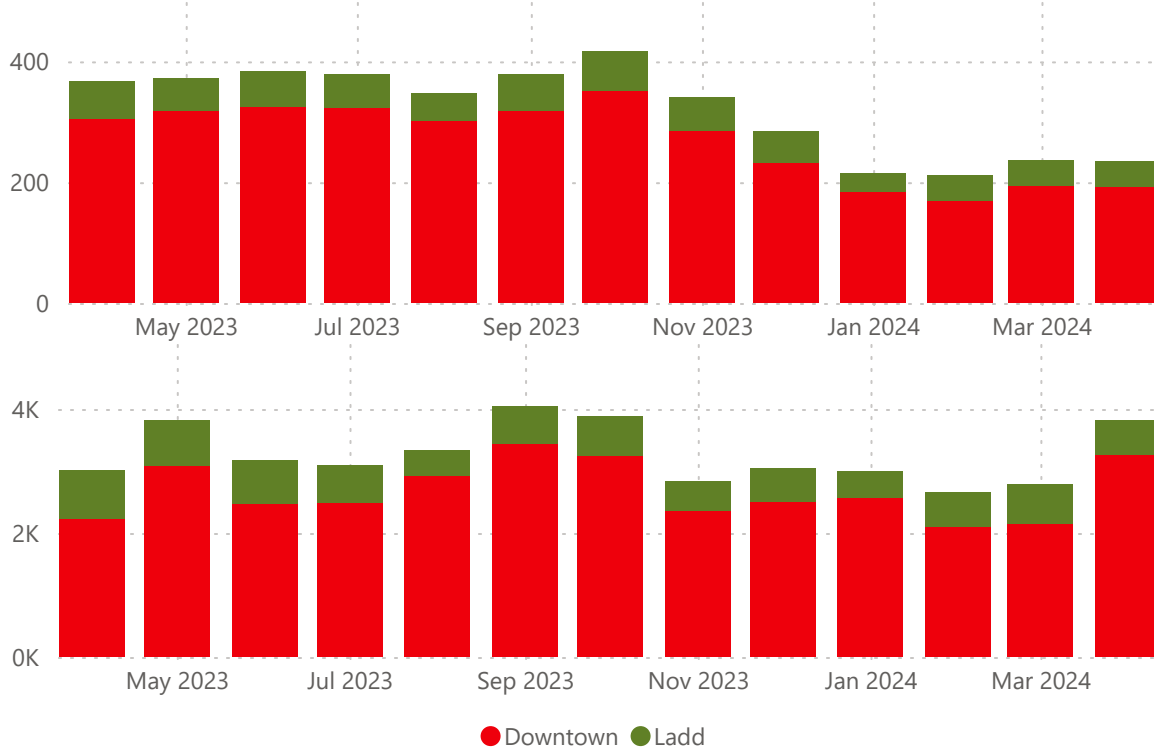
Virtual Visits

85,257

WiFi Sessions

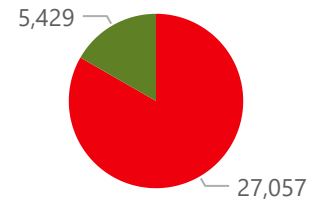
The Technology Solutions team has gone out for bid and selected a vendor for a new storage server. This is the server that stores the library's backup files and is a crucial piece of our data security and support program. This will be supported through the next 5 years and take us through the opening of the new Westside facility. The team is also working on training and implementation of a new wireless printing vendor. The process is essentially the same for staff and patrons, just a new interface and more stability.

Meeting Room Use



3,045

of Reservations



32,486

of Users

The Spring reservation season kicked off in earnest this month with approximately 219 meeting room reservations, and 2,626 patrons. This doesn't count the reservations and attendance for large-scale events such as the Friends of the Library Spring Book Sale and the Foundation's Literary Vines.

The month was largely filled with business as usual: reference appointments, meetings and special life events and celebrations – 70th birthdays, showers and sprinkles and family reunions. The library was a place to study and learn, where newly published authors launched and celebrated their work. Tours for parents and children and Cedar River Academy's Kinders came to the library to learn how library workers are community helpers. There were community group recognitions, the City's Fair Housing Expo and a roundtable discussion with local politicians to discuss food insecurity to address larger issues in the community.

Community Relations has continued to prepare for the Summer Reading Challenge, including the print pieces and reading logs being distributed appropriately. We redesigned all the materials this year, and so far the feedback has been very positive. Library staff all received summer shirts to wear, something we do each year. We also completed the summer issue of *OPEN+* magazine, which highlights the many amazing programs happening all season. We are distributing two new newsletters this summer in a strategic attempt to market better to our users. We're also working with local media and *The Gazette* for additional promotion.

We wrapped up our family literacy programming with YPN on May 9. Fifty-two parents/guardians attended the last session. Families attended the library on their last night where they were able to select and keep four books for their home library collections. Families also took tours of the Downtown Library and learned about services available. A survey showed that 83% of program participants state they learned new ways to talk and play with their children after completion of the programming. This is exciting news as talking builds early literacy skills and play strengthens the parent and child foundational relationship.

**Cedar Rapids Public Library
Board of Trustees FY2025 Calendar**

Meeting Date	Location
Thursday, July 11, 2024	Conference Room, Downtown
Thursday, August 1, 2024	Conference Room, Downtown
Thursday, September 5, 2024	Community Room, Ladd
Thursday, October 3, 2024	Conference Room, Downtown
Thursday, November 7, 2024	Conference Room, Downtown
Thursday, December 5, 2024	Community Room, Ladd
Thursday, January 2, 2025	Conference Room, Downtown
Thursday, February 6, 2025	Conference Room, Downtown
Thursday, March 6, 2025	Community Room, Ladd
Thursday, April 3, 2025	Conference Room, Downtown
Thursday, May 1, 2025	Conference Room, Downtown
Thursday, June 5, 2025	Community Room, Ladd

All meetings are the first Thursday of the month unless a holiday necessitates the change.
Meetings will begin promptly at 4 pm

