



Agenda: Board of Trustees  
May 2, 2019, at 4 pm  
Conference Room, Downtown Library

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***Invest in Young Minds, Engage & Strengthen Community, Transform Lives***

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Library Board President – Matthew Wilding

- A. Call to Order
- B. Consent Agenda – **Action**
  - o Minutes: April 4, 2019
- C. Public Comments and Communications
- D. Resolution of Thanks – Debbie Ackerman
- E. Foundation Report – Charity Tyler
- F. Friends of the Library Report – Libby Slappey
- G. Board Education:
  - o Target Pockets of Need – Jill Martinez
- H. Library Board Committee Reports
  - o Finance Committee – Randy Ramlo, Committee Chair
    - No Action
  - o Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
    - **Action:** Policy 2.03 Gifts and Memorials
    - **Action:** Policy 2.04 Zerzanek Collection
  - o Advocacy Committee – Jade Hart, Committee Chair
    - No Action
- I. Library Director's Report
- J. Old Business
- K. New Business
- L. Adjournment

The next Board of Trustees meeting is set for **June 6 at 4 pm**, Community Room, Ladd Library.

**Key Dates and Details:**

May 3: Libraries closed for professional development.

May 7: Protecting your Online Privacy, 6-7 pm, Technology Classroom, Downtown Library

Week of May 13; Wizards and Muggles Week. See calendar for various events.

May 24: Job Lab, 10-11 am, Opportunity Center Classroom, Ladd Library

May 26-27: Libraries closed in observance of Memorial Day.

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

**DRAFT Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**April 4, 2019**

**Board members in attendance:** [President] Matthew Wilding, [Vice President] Jade Hart, Susie McDermott, Monica Challenger (via phone), Harriet Kalinsky, Hassan Selim, Mary Sharp

**Board members unable to attend:** Clint Twedt-Ball, Randy Ramlo

**Staff in attendance:** [Library Director] Dara Schmidt, Amber Mussman, Erin Horst, Jessica Link, Jessica Musil, Patrick Duggan, Todd Simonson

**Others:** Libby Slappey, President, Friends of the Cedar Rapids Public Library; Laura Columbus, Reading into Success

- A. Call to Order
  - Mr. Wilding called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: March 7, 2019
  - Special Event Application

*Ms. Sharp motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued.
- D. Resolution of Thanks – Reading into Success & One2Read
  - The board formally thanked Reading into Success, specifically the One2Read program, for their commitment to improving third grade level reading. One2Read, supported by Friends of the Cedar Rapids and Marion libraries, has given all second-grade students a copy of the same book – nearly 2,700 children – and facilitates opportunities for more than 1,000 children to hear from the book’s creator. The program now in its third year has distributed over 9,000 books and over 3,000 children have heard from Eric Litwin, Matt de la Pena, and Nick Bruel.
- E. Foundation Report – Charity Tyler
  - Ms. Schmidt reported for Ms. Tyler. The Foundation received a grant from CRST in support of the Dolly Parton Imagination Library (DPIL). At this time, 4,825 Cedar Rapids children are enrolled in the program.
  - The Foundation is preparing for a new fundraiser, Literary Vines, on May 4. Invitations will be in mailboxes the week of April 8. Guests will enjoy food, wine, and book pairings. In addition, the Foundation has partnered with Orchestra Iowa as a cross-promotion.
- F. Friends of the Library Report – Libby Slappey
  - The Friends’ Book Nook is moving within the downtown library. The new nook will move to the former Mediabox space in the Commons. The new shelving configuration gains more browsing space.
  - With changes to the Book Nook, the Friends are updating prices for their books. Ladd Library’s books will increase to \$2 a book, which matches prices downtown.
- G. Board Education
  - Ready 10! Committee – Kevin Delecki
    - The Ready 10! committee is the first active group with the new strategic plan. The goal is to incorporate into the Library the skills students should know to be successful as they enter kindergarten. These skills, identified by local kindergarten teachers, focus on self-care, following rules, managing behaviors, play, expression of self, and more.

- The Library's committee helped identify how we can incorporate learning and practicing these skills through interactives and programs for children newborn-preschooler. In addition, the library will further develop the child care resources, provide information for parents, and train staff.
- Ready 10! is part of the Reading into Success program.
- White Privilege Conference Report – Amber Mussman
  - Three people represented the Library at the 20<sup>th</sup> annual White Privilege Conference in Cedar Rapids: Harriet Kalinsky, Amber Mussman, and Patron Services Specialist Victoria Fernandez.
  - Ms. Kalinsky shared facts and her biggest takeaways about race from the conference and sessions she attended. Ms. Mussman and Ms. Fernandez shared that this conference was the most challenging, emotional, and personal conference they attended.
  - Ms. Schmidt and Ms. Mussman shared tangible ways the Library can move toward inclusion, such as reviewing practices that may create barriers, providing more staff training, and collection development. There is opportunity for growth in the strategic plan. Similar work is happening in other libraries across the country.

#### H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
  - Ms. Schmidt reported for Mr. Ramlo. The Library's fiscal year concludes June 30. We are on track to end the year under budget for expenses.
  - The Library is working with Finance and Human Resources to start the hiring process of the new positions for Ladd Library. This will ensure the positions are hired and filled prior to July 1 so expanded hours can start right away in FY20.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
  - **Action:** Policy 1.02 Library Bill of Rights
    - This policy has already been reviewed in January but Ms. Schmidt added language to the bottom to explain the intention and broader definition of 'origin', 'age', 'background', and 'views'. Previously, the board asked for clarification on ALA's stance on race, sexual orientation, and gender, which were not listed or noted as being included.
  - **Action:** Policy 1.06 Table of Organization
    - The committee did not have recommendations to change this policy.
  - **Action:** Policy 2.00 Collection Development
    - The packet contains the original policy and a draft version, which was modified by the Materials department; the language better reflects their work and intentions. The policy also outlines library materials' life cycle.
  - **Action:** Policy 2.01 Reconsideration Policy
    - There were no recommended changes to the policy. Ms. Schmidt noted that she has not received a formal request to reconsider materials.

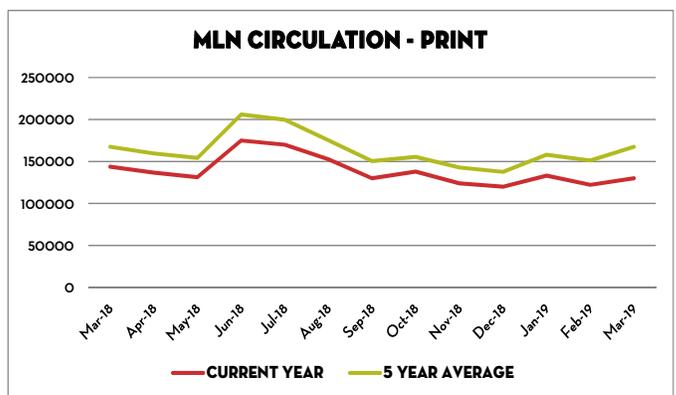
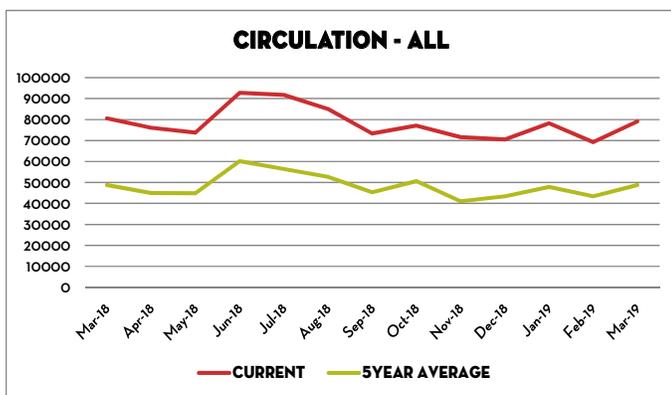
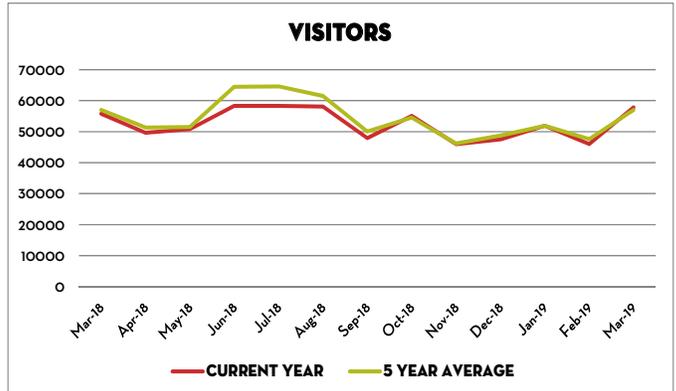
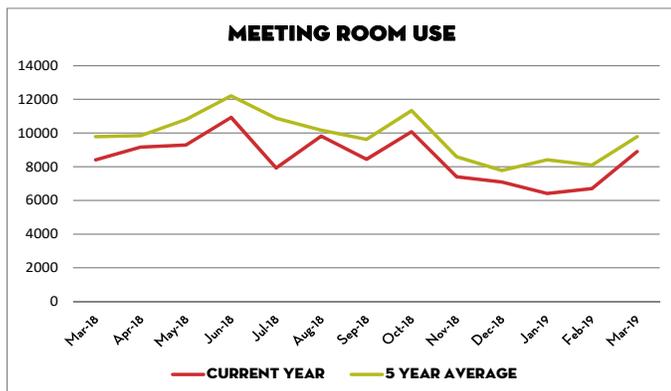
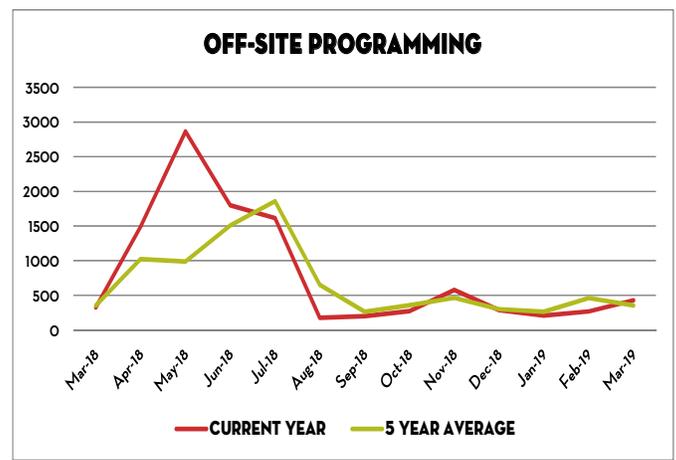
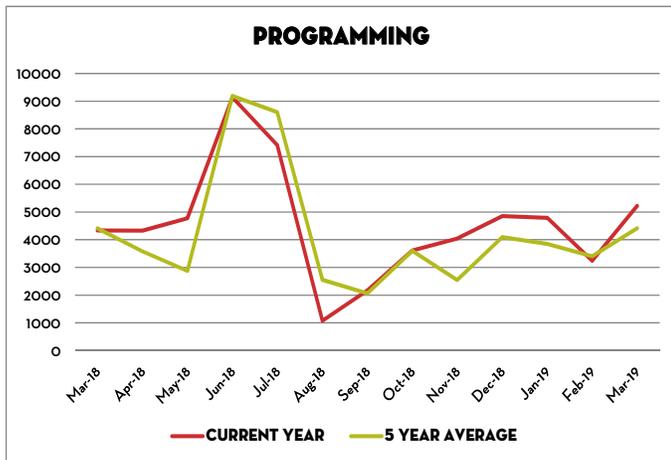
*The motion to reaffirm all of the policies as presented in the packet carried with unanimous approval.*

The board discussed a follow-up to a question from last month regarding board term limits. The committee found that six-year term limits for trustees is standard and would require changing Iowa Code. At this time, the committee does not recommend formal investigation or procedures to change the term limits. The subject may be revisited if recruitment for trustees to serve becomes difficult.

- Advocacy Committee – Jade Hart, Committee Chair
    - Ms. Hart shared advocacy efforts that will take place during National Library Week. Trustees have been asked to sign thank you cards for library staff as well as City Leaders and community stakeholders. In addition, the public will have the opportunity to thank City leaders for library services.
    - The Library has developed bumper stickers and a Facebook frame for users to adopt and share their stories. A Letter to the Editor will also be submitted to *The Gazette*.
    - Ms. Mussman and Ms. Schmidt will develop talking points for the trustees as the Library gets closer to re-opening Ladd Library on Saturdays with the FY20 budget approval.
- I. Library Director's Report
- Ms. Schmidt provided a brief overview of the Library's strategic plan. The Create a Pathway to Patron Discovery committee has just started meeting. Work continues with the Target Pockets of Need group. The largest committee, Promote understanding, acceptance, inclusion, and diversity through internal practice, started work in March and will continue through December.
  - Friday, May 3, the Library will host its first professional development day for staff in 2019. The curriculum will be Brené Brown's *Brave Leaders*, which is designed to develop brave leaders and a courageous culture. It is video based with personal introspection and small group discussion. Trustees are invited to attend but Ms. Schmidt advised full day attendance is best to get the most out of the curriculum.
  - Ms. Schmidt thanked the trustees for their role with the library in honor of National Library Week. She passed out cards and gifts.
- J. Old Business
- **Executive Session Action Item:** Iowa Code §20.17(3). FY20 Union Contract Negotiations
    - Mr. Wilding read aloud the Iowa Code pertaining to the reason for going into closed session.  
*Ms. Hart motioned to enter closed session. Ms. McDermott seconded. The motion was carried with unanimous approval following a roll call.*
    - The roll call was taken of those present in the closed session: Susie McDermott, Hassan Selim, Mary Sharp, Harriet Kalinsky, Jade Hart, Monica Challenger, and Matt Wilding; Ms. Schmidt remained, all others departed. The board went into closed session at 5:08 pm.
    - The meeting resumed in open session at 5:19 pm.
  - **Action:** Tentative Agreement with Communications Workers of America Local 7101 FY20-22 with intent to sign official contract.  
*Ms. Sharp motioned to accept the tentative agreement with Communications Worker of America with the intent to sign the FY20-22 contract. Ms. Kalinsky seconded. The motion carried with unanimous approval.*
- K. New Business
- There being none, the meeting continued.
- L. Adjournment
- There being no further business, the meeting adjourned at 5:21 pm

**The next Board of Trustees meeting will be held on Thursday, May 2, 2019, at 4 pm in the Conference Room at the Downtown Library.**

**PEOPLE, PLACES & THINGS**



Our circulation has continued to remain stable, but we see an increase each month in our digital items. Audiobooks are now the quickest growing media type and we saw an increase of 5,000 circulations of digital content in March of 2019. Our numbers are in line with what we see as a trend across libraries. We continue to see more visitors each month, despite circulation plateaus. This month we saw nearly 58,000 visitors. Programming in March brought in over 5,000 attendees as well, including nearly 1,000 people for the Community Cultural Celebration and Expo. Spring break programs, such as the very popular Mobile Planetarium, drew large crowds as well.

To: Randy Ramlo, Finance Committee Chair  
From: Dara Schmidt  
Date: 4/25/2019  
Subject: **March 2019** Financial Report for: Library

- *When reviewing budget to actual, we assume 1/12 of the expenditure budget is spent per month; likewise that 1/12 of revenue will be received per month. If we assume this, that means thru March actual revenue should be at least 9/12 or 75% of budget and actual expenses should be no more than 9/12 or 75%.*
- *Actual revenues are expected to meet or exceed budgeted amounts. Having revenue in excess of budget or having a fund balance does not mean a department can spend more than their expenditure budget.*
  - Revenues are on track to meet budget, overall received is 87% or \$610K of \$705K budget.
- *Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.*
  
- On target to stay under budget, overall spending is 72% or \$4.4M of \$6.1M budget.
- Over spending in IT Services External 522102 is made up in under spending of Computer Software 522101
- Under spending in Personal Services covers overage in Books and Subscriptions 531103, Equipment/Furniture 522105 and other Discretionary Expenses
- Rental of Land/Buildings (Ladd Rent) 524100 is over because expenses are billed ahead. It will even out by the end of the year.
  
- **Total Budget Amendments requested:**
  - \$85,714.18 reduction for Refresh Savings to reflect Library true spending capacity for FY19.
  - Because of underspending in Personal Services due to position transitions and turn over, Library will hire new FY20 positions in May/June to allow for opening of Ladd Library on Saturdays in July.

City of Cedar Rapids  
151 Library  
2019-03-31

Account	Prior Fiscal Year 2018 YTD Actuals	Current Fiscal Year 2019 Adjusted Budget	Current Fiscal Year 2019 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
<b>**Taxes**</b>					
<b>**Total Taxes**</b>	-	-	-	-	0%
<b>**License &amp; Permits**</b>					
<b>**Total License &amp; Permits**</b>	-	-	-	-	0%
<b>**Intergovernmental Grants**</b>					
State Operating 422001	102,579.69	80,000.00	98,707.75	18,707.75	123%
Local Govt Grants 423000	95,577.56	90,000.00	96,987.11	6,987.11	108%
<b>**Total Intergovernmental Grants**</b>	198,157.25	170,000.00	195,694.86	25,694.86	115%
<b>**Charges for Services**</b>					
Printing & Duplicating of Form 431006	18,673.30	20,000.00	24,104.86	4,104.86	121%
Admin Charges - External 431012	207,764.96	245,000.00	252,742.06	7,742.06	103%
Library User Fees - Not Fines 431201	-	600.00	-	(600.00)	0%
Vending Sales 431301	120.06	-	114.49	114.49	0%
<b>**Total Charges for Services**</b>	226,558.32	265,600.00	276,961.41	11,361.41	104%
<b>**Fines &amp; Forfeits**</b>					
Library Fines 441001	73,054.29	105,000.00	66,199.64	(38,800.36)	63%
<b>**Total Fines &amp; Forfeits**</b>	73,054.29	105,000.00	66,199.64	(38,800.36)	63%
<b>**Other Miscellaneous Revenue**</b>					
Building Rental 461001	30,154.74	73,455.00	26,370.83	(47,084.17)	36%
Postage / Handling 471001	-	-	2.53	2.53	0%
Contributions & Donations 471002	24,128.36	70,000.00	29,607.91	(40,392.09)	42%
Sale of Inventory 471003	7,347.97	5,000.00	3,102.86	(1,897.14)	62%
Damage Recoveries 471004	-	-	100.00	100.00	0%
Other Miscellaneous Revenue 471005	-	3,500.00	64.00	(3,436.00)	2%
<b>**Total Other Miscellaneous Revenue**</b>	61,631.07	151,955.00	59,248.13	(92,706.87)	39%
<b>**Transfers In**</b>					
Operating Transfer In - Inter 483001	7,719.00	12,040.00	12,040.00	-	100%
<b>**Total Transfers In**</b>	7,719.00	12,040.00	12,040.00	-	100%
<b>**Proceeds of LT Liabilities**</b>					
<b>**Total Proceeds of LT Liabilities**</b>	-	-	-	-	0%
<b>Total Revenue</b>	<b>567,119.93</b>	<b>704,595.00</b>	<b>610,144.04</b>	<b>(94,450.96)</b>	<b>87%</b>
<b>**Personal Services**</b>					
Regular Employees 511100	2,239,348.99	3,238,153.42	2,326,447.38	911,706.04	72%
Temporary/Seasonal Employees 511200	-	54,788.24	-	54,788.24	0%
Overtime 511300	37,920.38	134,773.40	93,608.58	41,164.82	69%
Other Special Pays 511400	16,577.97	52,630.00	16,559.03	36,070.97	31%
Group Insurance 512100	305,668.71	382,901.00	262,536.88	120,364.12	69%
Social Security Contributions 512200	164,392.78	256,562.00	177,579.75	78,982.25	69%
Retirement Contribution 512300	193,972.94	322,399.00	223,664.69	98,734.31	69%
Workers' Compensation 512500	107,197.79	155,933.00	113,422.83	42,510.17	73%
Other Employee Benefits 512600	4,933.26	6,725.00	3,482.22	3,242.78	52%
<b>**Total Personal Services**</b>	3,070,012.82	4,604,865.06	3,217,301.36	1,387,563.70	70%
<b>**Discretionary Expenses**</b>					
Advertising & Marketing 521100	23,677.75	25,000.00	17,944.01	7,055.99	72%
Consulting & Technical Service 521104	17,207.86	10,000.00	-	10,000.00	0%
External Contracted Labor 521105	37,788.98	43,000.00	27,546.55	15,453.45	64%
Health Services 521106	267.50	-	755.40	(755.40)	0%
Legal Services 521107	-	-	-	-	0%
Other Professional Services 521108	-	30,250.00	-	30,250.00	0%
External Banking/Financial Fee 521109	8,701.45	17,700.00	8,794.69	8,905.31	50%
Security Services 521110	3,799.35	5,000.00	1,176.00	3,824.00	24%
Computer Hardware 522100	39,485.28	38,300.00	26,433.97	11,866.03	69%
Computer Software Maintenance 522101	156,295.19	150,220.00	46,375.12	103,844.88	31%
IT Services - External 522102	41,963.90	20,500.00	49,444.61	(28,944.61)	241%
Building & Grounds Services 522104	96,338.66	111,135.00	114,495.43	(3,360.43)	103%
Equip/Furniture/Fixtures Serv 522105	264.82	4,000.00	7,824.54	(3,824.54)	196%
Phone Services 523107	23,168.90	26,500.00	27,415.01	(915.01)	103%
Rental of Equip & Vehicles 524101	-	500.00	835.59	(335.59)	167%

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151 Library  
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Account	Prior Fiscal Year 2018 YTD Actuals	Current Fiscal Year 2019 Adjusted Budget	Current Fiscal Year 2019 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	
Printing, Binding, & Duplicate	525102	14,422.61	15,500.00	16,359.52	(859.52)	106%
Awards & Recognition	531102	5.00	500.00	15.00	485.00	3%
Books & Subscriptions	531103	86,390.07	50,000.00	124,911.24	(74,911.24)	250%
Cleaning & Janitorial Supplies	531105	31.91	1,250.00	220.76	1,029.24	18%
Computer Supplies	531106	3,272.96	5,000.00	2,372.34	2,627.66	47%
Equipment/Furniture/Fixtures	531109	21,306.00	11,500.00	3,514.17	7,985.83	31%
Photography Supplies	531110	-	500.00	-	500.00	0%
Landscaping Materials	531112	-	-	100.00	(100.00)	0%
Miscellaneous Supplies	531114	989.83	2,000.00	1,141.61	858.39	57%
Musical & Instruments	531115	311.40	-	-	-	0%
Office Supplies	531116	9,603.52	35,320.00	10,612.61	24,707.39	30%
Paint Supplies	531117	18.97	-	-	-	0%
Program Supplies	531118	24,199.29	32,000.00	21,232.74	10,767.26	66%
Shop Supplies	531119	-	250.00	-	250.00	0%
Sign & Signal Supplies	531120	3,234.37	-	386.95	(386.95)	0%
Uniforms	531123	-	694.00	-	694.00	0%
Personal Protective Gear	531124	76.05	-	130.35	(130.35)	0%
Building & Grounds Supplies	533100	-	2,000.00	654.46	1,345.54	33%
Equip/Furniture/Fixtures Parts	533101	2,331.87	-	1,078.03	(1,078.03)	0%
Conferences, Training, Travel	542102	22,994.39	13,200.00	15,633.23	(2,433.23)	118%
Dues & Memberships	542103	9,878.97	7,500.00	8,564.53	(1,064.53)	114%
Licensing Fees	542106	30.00	-	-	-	0%
Postage & Freight	542108	7,157.94	20,000.00	9,008.71	10,991.29	45%
Mileage Reimbursement	542111	818.51	3,000.00	732.21	2,267.79	24%
<b>**Total Discretionary Expenses**</b>		<b>656,033.30</b>	<b>682,319.00</b>	<b>545,709.38</b>	<b>136,609.62</b>	<b>80%</b>
<b>**Fleet &amp; Facilities**</b>						
City Facility Maint Services	522107	130,189.14	228,066.00	146,732.14	81,333.86	64%
City Fleet Services	522108	7,146.10	-	180.31	(180.31)	0%
Rental of Land & Buildings	524100	174,237.28	250,000.00	230,683.66	19,316.34	92%
City Fleet Rental Charges	524102	-	-	-	-	0%
<b>**Total Fleet &amp; Facilities**</b>		<b>311,572.52</b>	<b>478,066.00</b>	<b>377,596.11</b>	<b>100,469.89</b>	<b>79%</b>
<b>**Non-Discretionary Expenses**</b>						
City Accounting Services	521113	36,765.00	58,913.00	44,181.00	14,732.00	75%
City Inter Department Charges	521114	-	-	-	-	0%
Admin Charges - Other	521114	3,717.15	-	150.00	(150.00)	0%
City Information Tech Services	522109	5,730.93	8,670.31	6,502.77	2,167.54	75%
Electricity	523100	122,338.20	151,800.00	135,126.71	16,673.29	89%
Natural Gas	523103	3,193.26	3,500.00	3,566.32	(66.32)	102%
Liability Insurance	525104	10,534.78	17,649.00	13,236.75	4,412.25	75%
Property Insurance	525107	28,501.47	47,577.00	35,682.75	11,894.25	75%
Vehicle Insurance	525108	450.00	600.00	450.00	150.00	75%
Diesel Fuel	532100	-	-	-	-	0%
Gasoline Fuel	532101	60.70	498.60	87.34	411.26	18%
<b>**Total Non-Discretionary Expenses**</b>		<b>211,291.49</b>	<b>289,207.91</b>	<b>238,983.64</b>	<b>50,224.27</b>	<b>83%</b>
<b>**Capital Outlay**</b>						
Buildings	552000	-	-	-	-	0%
Vehicles, Equipment, Software	554000	-	60,865.00	40,865.00	20,000.00	67%
Controlled assets	556000	-	11,700.00	11,700.00	-	100%
<b>**Total Capital Outlay**</b>		<b>-</b>	<b>72,565.00</b>	<b>52,565.00</b>	<b>20,000.00</b>	<b>72%</b>
<b>**Debt Service**</b>						
<b>**Total Debt Service**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>**Transfers Out**</b>						
<b>**Total Transfers Out**</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Expenditures</b>		<b>4,248,910.13</b>	<b>6,127,022.97</b>	<b>4,432,155.49</b>	<b>1,694,867.48</b>	<b>72%</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(3,681,790.20)</b>	<b>(5,422,427.97)</b>	<b>(3,822,011.45)</b>	<b>1,600,416.52</b>	

## Gifts and Memorials

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

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

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

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

Works of art received as a bequest may be accepted by the library board of trustees, without a review by the Cedar Rapids Visual Arts Commission, under the terms and conditions outlined in the previous paragraph.

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

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

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

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

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

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

Adopted: 04/27/89

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

Reviewed: 2013, 10/2015

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

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

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

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

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

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

Adopted: 12/17/87

Revised: 10/31/91

Reviewed: 2013, 10/2015

### Confidentiality of Library Records

It is the policy of the Cedar Rapids Public Library not to release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library.

No individual except authorized library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent.

The library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

Library accounts for which a bill has been sent may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired and include Internet and electronic resource search records; reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment or services.

Contact information for displays and meetings is provided by the user and considered public information.

Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on the library's website, the Internet, and other media.

The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access.

At no time will the Library Director, who serves as custodian of the records, release protected records except if a request is submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.

Adopted: 09/26/91

Revised: 10/29/92, 12/02/99, 08/05, 11/2015

Reviewed: 2013

## Department Updates

*Community Relations* is busy with lots and lots of scheduling, including many weddings that will happen later this summer and fall. Fall seems to be our busiest season on the LivingLearning Roof and now is the time for all that prep work. We have hosted several large events in the past month, including the CRPD Opioid Town Hall, the Cedar Rapids Community School District's Skool'd presentation, AARP, and the City of Cedar Rapids. Our spaces continue to be busy each day and we've had little problems with the transition to our new software. Our marketing team is finishing the collateral for our Summer Dare program, as well as working on the next issue of *OPEN+*, which will be out at the end of May. We continue to support programs with promotional materials and are assisting with the upcoming Literary Vines event. National Library Week kept us very busy and we had a great time gathering stories and putting out thank you cards for the public. What a great week!

This April, the library celebrated six years of working with volunteers. Some highlights from our 2018 annual volunteer report: Volunteer Stats 2018

- 340+ volunteers
- 9,328 volunteer hours
- \$160,000 value of total volunteer hours
- 87 new volunteers

### Staff Quotes

- The volunteers are very devoted and proud workers. They are great advocates for the library!
- Volunteers improve library service and activities immeasurably! Whether they're pulling holds, assisting with programs, or being a part of the Clean Team, they help us achieve library success.
- Summer Dare wouldn't be nearly as successful without our trusty volunteers.
- We could not operate the library at the current level of service without our volunteers!
- Volunteers do a great job keeping our library sparkling and vibrant for all who come to enjoy our space.
- Volunteers are wonderful! They make it possible for staff to be more present with patrons by helping with many other behind-the-scenes tasks.
- Each of the volunteers that walk through the doors loves our library and it shows.

Volunteer Hours in March 2019: Downtown = 543.5; Ladd = 96.25; Total = 639.75

The *Materials* team is prepping for the end of fiscal year purchasing and working with vendors on services for fiscal year 2020. This is always a busy time as vendors rush to fill orders before July 1. We're evaluating our current databases and digital services to see which ones get the best usage and discussing where to put our resources for next year. Because we order materials several months ahead of time, we're already purchasing popular titles for the collection through the end of summer.

*Programming.* April was a mix of large events and summer preparation for the Programming Department. Summer Dare preparation is in full swing, as the entire team gets ready for our busiest two months of the year, planning and preparing to engage the community with nearly 250 programs in eight weeks. In order to have the entire staff ready and excited for Summer Dare, we kicked off our Spring into Summer Dare on April 10 – a staff reading program allowing staff to read and earn prizes while also familiarizing themselves with the Summer Dare software and learning the ins and outs of the Dare. There were also a number of large events that happened in April. Healthy You, Healthy Family held its rescheduled event, and we had a visit from

Playtime Poppy and the Cedar Rapids Opera Theater. Hundreds of children enjoyed the Spring Sunshine Spectacular, and more than 1,400 children had the opportunity to hear from author/illustrator Nick Bruel during One2Read.

*Public Service.* Public Service Leadership has been working on staffing models for Saturday openings at Ladd, which begin the first week in July. A plan has been developed and we are on track to begin services the first Saturday in July.

The *Technology Solutions* team is working on upgrading aging equipment. Now that the building has been open for almost six years, they'll look at important but often overlooked equipment. The IT staff will also start assuming more responsibility over the materials sorters at both locations to maintain consistency with the rest of the maintenance of library technology.

## **Great Stories**

St. Patrick's Day Story Time: this was the best, most enjoyable story time I've done in a long time. The story I chose to read (*One Potato, Two Potato*) is longer than a typical story time choice, but it worked out great when I gathered the children on the floor around me. We counted shamrocks, read the story, and then sang a song about leprechauns (I played guitar, the kids played bells). When the song was almost over, I enlisted Victoria's help - she stuck her head in the program room to say, "Mary Beth, I just saw a leprechaun in the library! Didn't you tell me they leave treats??" The kids and I searched until we found a green pot filled with shamrock covered "jars" of Lucky Charms. MAGIC!

A woman who brings her grandson to story time occasionally approached me after we finished up. She told me that St. Patrick's Day story time was the first time her grandson seemed to feel included, and that he loved the story. She thanked me over and over for doing story time - felt great. – Mary Beth McGuire

I spoke to a patron today, Frank, who says that we have the best customer service in town. He is so impressed with how friendly and genuine our staff is and he wanted to call and tell me that I have a great staff, which of course I already know. I am so happy to get phone calls like this!!! He let me know that he doesn't think anyone should ever have a problem with any of the staff here because of how nice and friendly you guys are – he has received nothing but excellent service anytime he comes to the library. – Stephanie Hall

We gave away a free four-pack of tickets to the upcoming Cirque show at the US Cellular Center for a random winner who submitted a message about why they love the library. We got almost 50 responses and picked our winner this morning and she's very excited.

Sandi Conklin: It warmed my heart to watch my 6 year old find books of interest. Recently, he gained the courage to approach the workers to assist him. Not only is he learning to love reading but he is also learning how to use the library's resources available.

We did a random drawing but this story was one of my favorites. – Amber Mussman

