



Agenda: Board of Trustees  
April 6, 2023, 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: March 2, 2023
  - Special Event Application
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Reinvigorating Active Service – Todd Simonson
- G. 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:** Policy 4.03: Community Postings
  - Westside Project Committee – Jade Hart, Committee Chair
    - No Action
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **May 4, 2023 at 4 pm**, in the Conference Room, Downtown Library.

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

**DRAFT Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**March 2, 2023**

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

**Unable to attend:** [Vice President] Monica Challenger, Jade Hart

**Staff in attendance:** Dara Schmidt, Erin Horst, Kevin Delecki, Jessica Musil (in person); Jessica Link (via Zoom)

**Others:** Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation (in person)

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4:00 pm.
- B. Consent Agenda – **Action**
  - Minutes: February 2, 2023
  - Mr. Jacobo 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

Ms. Casey joined the meeting at 4:02 pm.

- D. Foundation Report – Charity Tyler
  - The Foundation has been busy with planning the capital campaign and the Literary Vines fundraiser on Saturday, May 5. The event, with beer and wine paired with heavy appetizers, is from 6-8:30 pm.
  - The Foundation team is making capital campaign visits with potential lead donors. In addition, they are exploring grant opportunities. The Foundation received its first grant during the quiet phase, and are thrilled to have the support. Ms. Schmidt and Ms. Tyler will present to the Hall-Perrine Foundation at the end of April as part of their respective grant process. In the meantime, Ms. Tyler is managing the capital campaign members working on the Foundation's behalf.
- E. Friends of the Library Report – Libby Slappey
  - Ms. Schmidt presented for Ms. Slappey. The Friends will host their April Fools Book sale, which is comprised of a large inventory from a closed bookstore, at the Cherry Building. They will sell multiple copies of brand-new books for \$1 each.
  - The Friends voted to support the 2023 summer reading program at an increased amount, committing \$25,000 on top of the Foundation's \$20,000.
- F. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - The committee is up to date on the Westside Library Project. They are also reviewing implications of potential state legislative actions. The library emailed talking points to advocate with elected officials. Mr. Elges noted citizens can reach out to officials who may not represent you.
  - Finance Committee – Monica Challenger, Committee Chair
    - Ms. Casey reported for Ms. Challenger and reviewed the January Finance memo as presented in the board packet. Seven months into the fiscal year, the library is ahead of revenue. Ms. Casey reminded the board that revenue comes in

throughout the year, and won't necessarily predict how the final revenue budget concludes.

- Due to the state's miscalculation of property taxes, the City has to reduce their overall budget by \$2 million. In response to this, the library will reduce its FY23 budget by \$50,000 in Materials spending, which was an increased ask this fiscal year. The cut will not impact services and programs. After the City budget is approved, the Finance Committee bring the revised budget back to the board for approval. If the overall budget is under by \$50,000, we can roll that amount into FY24. Mr. Twedt-Ball asked if the materials budget of \$500,000 has been static or changed over time. Ms. Schmidt said the budget has been static for six to seven years. The FY24 increase would provide more cushion for materials costs. Print prices are increasing, as well as digital, which have always been higher. The standard is a library's budget allocate 10% of the budget to materials. In time, we will want to close that gap. The City is closely following and planning for impacts due to the miscalculation. The state has given cities an additional month to update and finalize budgets. We anticipate the budget to be approved at the end of April so the board should see the library's budget in May.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - The policy review has completed. The committee took a break before their next planned task: the annual library director review process.
- Westside Project Committee – Jade Hart, Committee Chair
  - Ms. Schmidt reported for Ms. Hart. The library had a fantastic meeting with OPN yesterday, with discussions centering on the interior layout for operational functionality. It feels like the layout is getting closer to a complete plan. Soon, OPN will take the layout and ideas back to cost estimation to ensure the design aligns with budget. In the first week of May, we'll host a second open house to show the design to the public.
  - OPN reviewed results from the initial survey, gathering feedback on the Westside Library project. The results did not have any surprises, and highlighted areas of improvement we are currently planning. For example, more books to increase collection sizes for children and teens; increased community spaces; and dedicated spaces for youth for collections and programming. Amber McNamara and our community partners reached many underserved and under-represented populations to receive their feedback. The online survey had over 500 click throughs and we received feedback in all of the languages we targeted.
  - The City Parks Department will release a RFP for the adjacent park property. Ms. Schmidt will be on the RFP committee to continue close collaboration between the library and parks projects.
  - The building design is thoughtful to ensure accessibility and welcoming, and will include exterior spaces and courtyards. Where possible, we also plan to reuse existing fixtures. The Public Works department will join the project meetings to ensure the road and sidewalk improvements align with the build process.

#### G. Library Director's Report.

- The library received two awards for the Jerry Kline Community Impact Prize – one will stay at the library and the other will be given to the City. Immediately following this meeting, we are hosting a thank you celebration for community partners.
- Both libraries will be closed on April 28 for professional development. At that time, OPN will present the Westside Library project plan to staff and receive feedback.
- Library volunteers are returning to the buildings more than ever following the pandemic. Jessica Link, Volunteer Supervisor, has done a great job to keep volunteers engaged while away, and supporting their return.
- A year ago, we started to update our print and copy stations to update technology and improve ADA. This work includes upgrading the fax solutions for staff, which is outdated

and difficult for users. Faxes are still important for medical and financial security. Ms. Casey asked if fax prices will decrease for patrons or the library. Costs to patrons and the library will decrease. We charge enough to cover the cost but not earn money from the service. Ms. Hepworth asked if the library will take the new technology to the new building. Now, as we purchase or upgrade items, we weigh options with expansion to the new location as well. It's important to keep products aligned between buildings.

- The library has completed the initial Mandt de-escalation training. The first part of training included the philosophy and skills. philosophic training. Now staff will learn physical skills to escape contact; for example, staff members will learn how to safely escape after being grabbed. This portion of the training is optional for staff, and a majority opted to participate. It's not a fun training, and while we've had limited incidents with patrons making physical contact, but we feel it's important to remain safe. Mandt offers restraint training but we will not include it in our training.
- The City offers an annual Employment Engagement Survey. The library results indicated overall positive rankings from staff – we did not receive any negative scores. The results really speak to the culture work and training we've implemented to support staff with de-escalation training and trauma-informed care. Ms. Schmidt shared a great story, which was not in the packet about a staff and patron interaction. A patron witnessed a compassionate interaction between a staff member and patron in crisis, and the witnessing patron thanked the staff for their caring assistance. Mr. Jacobo asked about how the library maintains trainings for staff. The Mandt System requires an in-depth training once, followed by a refresher, and then the second year requires the full training again. We decided to try this system, as it is highly regarded for similar settings, such as schools and hospitals. We will continue to evaluate its effectiveness over the next four years.

H. Old Business

- There being no old business, the meeting continued.

I. New Business

- There being no new business, the meeting continued.

J. Adjournment

- There being no further business, the meeting adjourned at 4:47 pm.

**The next Board of Trustees meeting will be held on Thursday, April 6, 2023, at 4 pm in the Community Room, Ladd 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](mailto:events@crlibrary.org).

Name of Contact Person: Jess Netolicky

Name of Organization: CRPL Foundation

Address: 450 5th Avenue SE

Phone: 319-739-0443

Email: [NetolickyJ@crlibrary.org](mailto:NetolickyJ@crlibrary.org)

Name of Event: Literary Vines

Date of Event: Friday, May 5, 2023

Location of Event: LivingLearning Roof

Time of event start: 6pm

End: 8:30pm

Setup start: 4pm

Cleanup end: 10:30pm

What type of audience is this intended for: Foundation donors

Number of attendees/participants: 125

Will there be a fee to attend? Yes

Will you serve alcohol at the event? Yes

If selling alcohol, who holds the liquor license for your event? Benz Beverage Depot

Who holds all necessary special event insurance for the event? CRPL

Applicants Signature: **Jess Netolicky** Digitally signed by Jess Netolicky  
Date: 2023.03.28 15:18:13 -05'00' Date: 3/28/23

Applicants Printed Name and Title/Organization: Jess Netolicky, Development Associate, CRPL Foundation

To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 3/23/2023  
Subject: **February 2023** Financial Report

**February Monthly Analysis:**

**Library Operations 151XXX:** I have reviewed the February 2023 financial information. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (67% thru February). Actual revenues are expected to meet or exceed budgeted amounts.
- For expenses, no more than 1/12 of budget are spent per month (67% thru February). Expenses are expected within budgeted amounts.
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
- Here are concerns and highlights that you should be aware of:
  - **Total actual revenue (less transfer in) is 77% or \$653K of budgeted \$846K. Exceeding budget.**
    - Budget was amended in November to add for grant revenue received relating to COVID IMLS federal grant for \$10.8K. Final expected amount per General Accounting.
    - Transfer in of \$25K amended to cover 50% of CE purchase.
  - **Total actual expenditures are 65% or \$4.8M of \$7.4M budgeted. Right on track with budget.**
  - Personal Services is tracking at **64%** or **\$3.5M** of **\$5.55M** budget.
    - Refresh savings budget of \$135K was removed in September for approved reduction of budget.
  - Discretionary is trending over budget thru February. Total incurred is \$650K of \$810K budget or 80%. Will overspend by end of year, but make up with under spending in other accounts.
  - Rent of Land & Buildings has is ahead but also includes previously unbilled Ladd CAM reconciliation for 2021. Anticipate spending more than budgeted
  - Electricity is currently on target with 65% spent, but expect to overspend this account by end of year. Increase has been requested in FY24 budget.

**Special Revenue & CIP Funds:**

- Fund 7010 – Special Revenue
  - Thru February, total expenditures are 27% or \$141K of \$525K budget
- Fund 7020 – Special Revenue
  - Total expenses equal budget and no longer active.
- Fund 316 – CIP
  - Thru February, total expenditures are 64% or \$418K of \$650K budget.

City of Cedar Rapids  
 151 General Fund - Library  
 2023-02-28

| Account Name                             | Account | Prior Fiscal Year 2022 YTD Actuals | Current Fiscal Year 2023 Adjusted Budget | Current Fiscal Year 2023 YTD Actuals | Favorable (Unfavorable) Variance | Percent of Budget Received Spent | Current Month 2023 Actuals |
|--|---------|------------------------------------|--|--------------------------------------|----------------------------------|----------------------------------|----------------------------|
| <b>Revenue</b>                           |         |                                    |  |                                      |                                  |                                  |                            |
| <b>Taxes</b>                             |         |                                    |  |                                      |                                  |                                  |                            |
| Total Taxes                              |         | -                                  | -  | -                                    | -                                | 0%                               | -                          |
| <b>Intergovernmental Revenue</b>         |         |                                    |  |                                      |                                  |                                  |                            |
| Federal Operating                        | 421001  | -                                  | 10,800.86                                | 10,800.86                            | -                                | 100%                             | -                          |
| State Operating                          | 422001  | 112,069.27                         | 115,000.00                               | 101,964.62                           | (13,035.38)                      | 89%                              | -                          |
| Local Govt Grants and Reimb              | 423000  | 107,264.82                         | 125,000.00                               | 304,287.64                           | 179,287.64                       | 243%                             | 87,369.04                  |
| Total Intergovernmental Revenue          |         | 219,334.09                         | 250,800.86                               | 417,053.12                           | 166,252.26                       | 166%                             | 87,369.04                  |
| <b>Other Revenue</b>                     |         |                                    |  |                                      |                                  |                                  |                            |
| Printing & Duplicating of Form           | 431006  | 3,176.90                           | 25,000.00                                | 6,067.00                             | (18,933.00)                      | 24%                              | 2,237.70                   |
| Dept Charges-External to City            | 431012  | 237,156.73                         | 409,792.00                               | 124,038.88                           | (285,753.12)                     | 30%                              | 19,587.56                  |
| Library User Fees - Not Fines            | 431201  | 6,787.86                           | 5,600.00                                 | 6,014.39                             | 414.39                           | 107%                             | 829.38                     |
| Vending Sales                            | 431301  | 32.04                              | -  | 33.29                                | 33.29                            | 0%                               | -                          |
| Building Rental                          | 461001  | 23,020.60                          | 43,455.00                                | 23,168.10                            | (20,286.90)                      | 53%                              | 2,672.20                   |
| Contributions & Donations                | 471002  | 28,500.00                          | 70,000.00                                | 63,689.70                            | (6,310.30)                       | 91%                              | -                          |
| Sale of Inventory                        | 471003  | 970.75                             | 2,000.00                                 | 681.85                               | (1,318.15)                       | 34%                              | 25.30                      |
| Other Miscellaneous Revenue              | 471005  | -                                  | 3,500.00                                 | 1,070.00                             | (2,430.00)                       | 31%                              | 1,070.00                   |
| Cash Over (Under)                        | 471007  | -                                  | -  | 6.40                                 | 6.40                             | 0%                               | 6.40                       |
| Total Other Revenue                      |         | 299,644.88                         | 559,347.00                               | 224,769.61                           | (334,577.39)                     | 40%                              | 26,428.54                  |
| <b>Proceeds of Long Term Liabilities</b> |         |                                    |  |                                      |                                  |                                  |                            |
| Total Proceeds of Long Term Liabilities  |         | -                                  | -  | -                                    | -                                | 0%                               | -                          |
| <b>Transfers In</b>                      |         |                                    |  |                                      |                                  |                                  |                            |
| Operating Transfer In - Inter            | 483001  | 14,000.00                          | 36,000.00                                | 11,000.00                            | (25,000.00)                      | 31%                              | -                          |
| Total Transfers In                       |         | 14,000.00                          | 36,000.00                                | 11,000.00                            | (25,000.00)                      | 31%                              | -                          |
| <b>Total Revenue</b>                     |         | <b>532,978.97</b>                  | <b>846,147.86</b>                        | <b>652,822.73</b>                    | <b>(193,325.13)</b>              | <b>77%</b>                       | <b>113,797.58</b>          |
| <b>Expenditures</b>                      |         |                                    |  |                                      |                                  |                                  |                            |
| <b>Personal Services</b>                 |         |                                    |  |                                      |                                  |                                  |                            |
| Regular Employees                        | 511100  | 2,463,887.37                       | 3,986,814.00                             | 2,555,653.37                         | 1,431,160.63                     | 64%                              | 291,901.62                 |
| Temporary/Seasonal Employees             | 511200  | -                                  | 34,694.40                                | 4,053.00                             | 30,641.40                        | 12%                              | -                          |
| Overtime                                 | 511300  | 52,156.06                          | 114,773.40                               | 41,428.75                            | 73,344.65                        | 36%                              | 6,277.89                   |
| Other Special Pays                       | 511400  | 19,478.12                          | 20,180.00                                | 34,088.76                            | (13,908.76)                      | 169%                             | 1,379.16                   |
| Group Insurance                          | 512100  | 291,244.30                         | 513,159.00                               | 354,425.79                           | 158,733.21                       | 69%                              | 53,388.20                  |
| Social Security Contributions            | 512200  | 182,424.83                         | 326,956.00                               | 191,494.24                           | 135,461.76                       | 59%                              | 22,169.34                  |
| Retirement Contribution                  | 512300  | 231,241.15                         | 404,672.00                               | 240,544.57                           | 164,127.43                       | 59%                              | 28,251.43                  |
| Unemployment Compensation                | 512400  | -                                  | -  | 12,484.00                            | (12,484.00)                      | -100%                            | 6,266.00                   |
| Workers' Compensation                    | 512500  | 85,575.26                          | 145,893.00                               | 89,833.12                            | 56,059.88                        | 62%                              | 10,572.95                  |
| Other Employee Benefits                  | 512600  | 5,814.52                           | 7,315.08                                 | 4,313.93                             | 3,001.15                         | 59%                              | 563.45                     |
| Total Personal Services                  |         | 3,331,821.61                       | 5,554,456.88                             | 3,528,319.53                         | 2,026,137.35                     | 64%                              | 420,770.04                 |
| <b>Discretionary Expenses</b>            |         |                                    |  |                                      |                                  |                                  |                            |
| Advertising & Marketing                  | 521100  | 18,799.95                          | 5,000.00                                 | 7,106.41                             | (2,106.41)                       | 142%                             | -                          |
| Consulting & Technical Service           | 521104  | 46,940.18                          | 10,000.00                                | -                                    | 10,000.00                        | 0%                               | -                          |
| External Contracted Labor                | 521105  | 73,997.69                          | 105,466.00                               | 106,780.22                           | (1,314.22)                       | 101%                             | 3,952.24                   |
| Health Services                          | 521106  | 238.95                             | -  | 271.40                               | (271.40)                         | -100%                            | 47.20                      |
| Other Professional Services              | 521108  | 2,507.00                           | 10,523.63                                | 6,429.00                             | 4,094.63                         | 61%                              | 36.00                      |
| External Banking/Financial Fee           | 521109  | 9,019.85                           | 15,700.00                                | 13,574.21                            | 2,125.79                         | 86%                              | 1,604.92                   |
| Security Services                        | 521110  | -                                  | 5,000.00                                 | -                                    | 5,000.00                         | 0%                               | -                          |
| Computer Hardware                        | 522100  | 40,076.44                          | 35,000.00                                | 31,080.28                            | 3,919.72                         | 89%                              | -                          |
| Computer Software Maintenance            | 522101  | 148,117.74                         | 222,220.00                               | 157,949.15                           | 64,270.85                        | 71%                              | 919.50                     |
| IT Services - External                   | 522102  | 41,802.88                          | 75,500.00                                | 36,718.30                            | 38,781.70                        | 49%                              | 2,645.28                   |
| Building & Grounds Services              | 522104  | 1,908.80                           | 15,000.00                                | 8,373.20                             | 6,626.80                         | 56%                              | 728.00                     |
| Equip/Furniture/Fixtures Serv            | 522105  | -                                  | 9,000.00                                 | -                                    | 9,000.00                         | 0%                               | -                          |
| Vehicles & Rolling Equip Serv            | 522106  | -                                  | -  | 29.95                                | (29.95)                          | -100%                            | -                          |
| Phone Services                           | 523107  | 20,363.17                          | 26,500.00                                | 20,001.57                            | 6,498.43                         | 75%                              | 2,500.07                   |
| Rental of Equip & Vehicles               | 524101  | -                                  | 500.00                                   | 6,290.20                             | (5,790.20)                       | 1258%                            | 6,290.20                   |
| Printing, Binding, & Duplicate           | 525102  | 7,622.32                           | 15,950.00                                | 8,606.61                             | 7,343.39                         | 54%                              | 140.90                     |
| Awards & Recognition                     | 531102  | 22.50                              | 250.00                                   | 8.50                                 | 241.50                           | 3%                               | -                          |
| Books & Subscriptions                    | 531103  | 106,210.16                         | 109,171.80                               | 136,569.64                           | (27,397.84)                      | 125%                             | 12,881.90                  |
| Cleaning & Janitorial Supplies           | 531105  | 120.27                             | 1,250.00                                 | -                                    | 1,250.00                         | 0%                               | -                          |
| Computer Supplies                        | 531106  | 2,088.08                           | 5,000.00                                 | 620.78                               | 4,379.22                         | 12%                              | 113.72                     |
| Equipment/Furniture/Fixtures             | 531109  | 26,456.16                          | 11,500.00                                | 12,013.53                            | (513.53)                         | 104%                             | -                          |
| Photography Supplies                     | 531110  | -                                  | 300.00                                   | -                                    | 300.00                           | 0%                               | -                          |
| Miscellaneous Supplies                   | 531114  | 527.72                             | 2,000.00                                 | -                                    | 2,000.00                         | 0%                               | -                          |
| Office Supplies                          | 531116  | 11,618.26                          | 15,320.00                                | 8,320.11                             | 6,999.89                         | 54%                              | 953.31                     |
| Program Supplies                         | 531118  | 21,500.31                          | 37,000.00                                | 20,480.49                            | 16,519.51                        | 55%                              | 2,210.18                   |
| Shop Supplies                            | 531119  | 28.88                              | 250.00                                   | -                                    | 250.00                           | 0%                               | -                          |
| Sign & Signal Supplies                   | 531120  | 235.13                             | -  | 1,984.91                             | (1,984.91)                       | -100%                            | (86.40)                    |
| Uniforms                                 | 531123  | 931.00                             | 694.00                                   | 1,196.98                             | (502.98)                         | 172%                             | -                          |
| Personal Protective Gear                 | 531124  | 4,346.24                           | -  | 1,941.25                             | (1,941.25)                       | -100%                            | -                          |
| Building & Grounds Supplies              | 533100  | 4,807.02                           | 21,748.15                                | 12,006.55                            | 9,741.60                         | 55%                              | 4,037.91                   |
| Equip/Furniture/Fixtures Parts           | 533101  | 444.88                             | -  | 570.00                               | (570.00)                         | -100%                            | -                          |
| Conferences, Training, Travel            | 542102  | 6,252.87                           | 23,200.00                                | 40,766.08                            | (17,566.08)                      | 176%                             | 10,543.05                  |

City of Cedar Rapids  
 151 General Fund - Library  
 2023-02-28

| Account Name                                  | Account | Prior<br>Fiscal Year<br>2022<br>YTD Actuals | Current<br>Fiscal Year<br>2023<br>Adjusted Budget | Current<br>Fiscal Year<br>2023<br>YTD Actuals | Favorable<br>(Unfavorable)<br>Variance | Percent of<br>Budget<br>Received<br>Spent | Current<br>Month<br>2023<br>Actuals |
|---|---------|---|---|---|--|---|-------------------------------------|
| Dues & Memberships                            | 542103  | 7,082.55                                    | 10,000.00   | 5,740.50                                      | 4,259.50                               | 57%                                       | -                                   |
| Licensing Fees                                | 542106  | -   | -   | 60.00   | (60.00)                                | -100%                                     | -                                   |
| Postage & Freight                             | 542108  | 3,021.21                                    | 17,500.00   | 4,040.30                                      | 13,459.70                              | 23%                                       | 1,239.67                            |
| Mileage Reimbursement                         | 542111  | 215.48                                      | 3,000.00  | 833.64  | 2,166.36                               | 28%                                       | 122.96                              |
| Admin Charges - Inter Departments             | 521114  | -   | -   | 225.00  | (225.00)                               | -100%                                     | -                                   |
| Chemical Supplies - Non-Snow & Ice            | 531104  | -   | -   | -   | -                                      | 0%  | -                                   |
| Facility Services - Non-routine               | 522107  | -   | -   | -   | -                                      | 0%  | -                                   |
| Fleet Services - Abnormal Maintenance         | 522108  | -   | -   | -   | -                                      | 0%  | -                                   |
| Fleet Services - Non-Safety Modifications     | 522108  | -   | -   | -   | -                                      | 0%  | -                                   |
| Fleet Services - Accidents                    | 522108  | -   | -   | -   | -                                      | 0%  | -                                   |
| <b>Total Discretionary Expenses</b>           |         | <b>607,303.69</b>                           | <b>809,543.58</b>                                 | <b>650,588.76</b>                             | <b>158,954.82</b>                      | <b>80%</b>                                | <b>50,880.61</b>                    |
| <b>Other Expenses</b>                         |         |   |   |   |  |   |                                     |
| City Accounting Services                      | 521113  | 50,000.00                                   | 77,500.00   | 51,666.64                                     | 25,833.36                              | 67%                                       | 6,458.33                            |
| City Information Tech Services                | 522109  | 6,161.76                                    | 5,878.33  | 3,918.88                                      | 1,959.45                               | 67%                                       | 489.86                              |
| Electricity                                   | 523100  | 132,195.09                                  | 213,800.00  | 139,379.43                                    | 74,420.57                              | 65%                                       | 19,741.99                           |
| Natural Gas                                   | 523103  | 3,421.87                                    | 4,500.00  | 2,840.30                                      | 1,659.70                               | 63%                                       | 81.64                               |
| Rental of Land & Buildings                    | 524100  | 221,728.66                                  | 245,000.00  | 237,979.39                                    | 7,020.61                               | 97%                                       | 2,857.25                            |
| Liability Insurance                           | 525104  | 23,062.09                                   | 42,148.00   | 29,906.16                                     | 12,241.84                              | 71%                                       | 3,512.33                            |
| Property Insurance                            | 525107  | 59,214.00                                   | 100,110.00  | 66,740.00                                     | 33,370.00                              | 67%                                       | 8,342.50                            |
| Vehicle Insurance                             | 525108  | 1,164.00                                    | 1,200.00  | 800.00  | 400.00                                 | 67%                                       | 100.00                              |
| Gasoline Fuel                                 | 532101  | 93.81                                       | 498.58  | 88.31   | 410.27                                 | 18%                                       | -                                   |
| City Inter Department Charges                 | 521114  | -   | -   | -   | -                                      | 0%  | -                                   |
| Chemical Supplies - Snow & Ice                | 531104  | -   | -   | -   | -                                      | 0%  | -                                   |
| Facility Services (Routine)                   | 522107  | 143,820.90                                  | 313,107.55  | 125,006.98                                    | 188,100.57                             | 40%                                       | 23,465.68                           |
| Fleet Services (Routine)                      | 522108  | 309.60                                      | 1,400.00  | 456.69  | 943.31                                 | 33%                                       | 212.78                              |
| <b>Total Other Expenses</b>                   |         | <b>641,171.78</b>                           | <b>1,005,142.46</b>                               | <b>658,782.78</b>                             | <b>346,359.68</b>                      | <b>66%</b>                                | <b>65,262.36</b>                    |
| <b>Capital Outlay</b>                         |         |   |   |   |  |   |                                     |
| Vehicles, Equipment, Software                 | 554000  | 30,013.66                                   | 50,000.00   | 1,285.00                                      | 48,715.00                              | 3%  | -                                   |
| <b>Total Capital Outlay</b>                   |         | <b>30,013.66</b>                            | <b>50,000.00</b>                                  | <b>1,285.00</b>                               | <b>48,715.00</b>                       | <b>3%</b>                                 | <b>-</b>                            |
| <b>Debt Service</b>                           |         |   |   |   |  |   |                                     |
| Total Debt Service                            |         | -   | -   | -   | -                                      | 0%  | -                                   |
| <b>Transfers Out</b>                          |         |   |   |   |  |   |                                     |
| Total Transfers Out                           |         | -   | -   | -   | -                                      | 0%  | -                                   |
| <b>Total Expenditures</b>                     |         | <b>4,610,310.74</b>                         | <b>7,419,142.92</b>                               | <b>4,838,976.07</b>                           | <b>2,580,166.85</b>                    | <b>65%</b>                                | <b>536,913.01</b>                   |
| <b>Net Revenues over/(under) Expenditures</b> |         | <b>(4,077,331.77)</b>                       | <b>(6,572,995.06)</b>                             | <b>(4,186,153.34)</b>                         | <b>2,386,841.72</b>                    |   | <b>(423,115.43)</b>                 |



### Community Postings

At the Cedar Rapids Public Library we value civic engagement and free expression of ideas. We recognize the tension between providing organizations with opportunities to express their ideas and the need for an uncluttered, professional library facility.

Library staff, under the supervision of the Library Director, has discretion to approve, reject, and limit community bulletins, hand-outs, and other exhibits – size, number, duration, and display. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character and invasion of privacy.

Community posting will be conscribed to a carefully maintained area within library facilities.

Anyone can object to library's use of discretion about community postings by corresponding with the Library Director in writing. The Library Director will seek to resolve the dispute and safeguard the library's value for the free expression of ideas. The director will assist any customer in moving unresolved disputes to the library's Board of Trustees for final consideration.

Adopted: 2/2011

Reviewed: 2013, 11/2015, 10/2022

Revised: 01/02/2020

## Community Postings

At the Cedar Rapids Public Library, we value civic engagement and free expression of ideas. In keeping with the library's overall philosophy of providing access to a wide range of information sources, the library provides bulletin board space, free of charge, for local, government, educational, and non-profit information, events, and activities, referred to herein collectively as "community postings." Community postings shall include any and all printed materials submitted for display at a library facility.

A community posting accepted and displayed in library facility does not indicate library endorsement of the ideas, issues, or events promoted or mentioned in the community posting.

### Community posting procedures:

In general, space on the library bulletin board(s) is provided on a first-come/first-served basis. However, the library will give preference to the following community postings, in the following order: library and government information; events of local interest; and non-profit materials of local, civic, cultural, educational, or recreational interest. Library staff members, under the supervision of the Library Director, have the discretion to approve, reject, and limit community postings. Community postings may be rejected or limited based on size, duration, or space limitations even if it the community posting otherwise meets all of the other requirements set forth herein. All community postings must meet existing State and Federal laws on obscenity, libel, defamation of character and invasion of privacy.

Community postings will be limited to those specific, designated location(s) within library facilities, which location(s) shall be determined in the sole discretion of Library staff, under the supervision of the Library Director. Community postings will be displayed as space permits. In general, the library will accept only dated community postings, not to exceed 30 days, as space permits. If no date is specified, community postings will be displayed for a period determined by the library, up to 30 days. However, the library reserves the right to provide space beyond 30 days for community postings that provide continuing assistance to library patrons and the public, such as library information, crisis services, etc.

The library assumes no responsibility for protection or preservation of community postings, whether on posted on the bulletin board or left with library staff for posting.

Community postings will not be returned, and will be recycled or discarded, whichever is appropriate given the type of material. Any unused community postings and materials left for posting without authorization will also be recycled or discarded.

### Requirements for community postings:

1. Library staff members must approve or deny community postings. Staff will post and remove the community posting(s) in accordance with the procedures stated above.
2. Community postings must include the organization's name, address, web address, and telephone number.
3. The following will not be accepted as community postings:
  - a. Advertisements for businesses, products, services, job openings, or items for sale or giveaway.
  - b. Solicitations for contributions.

- c. Requests for study participants for research.
- d. Newsletters and/or meeting minutes of non-governmental organizations.
- e. Postings advocating the election or defeat of a candidate for public office, or advocating a vote for or against any proposition, whether political or not.

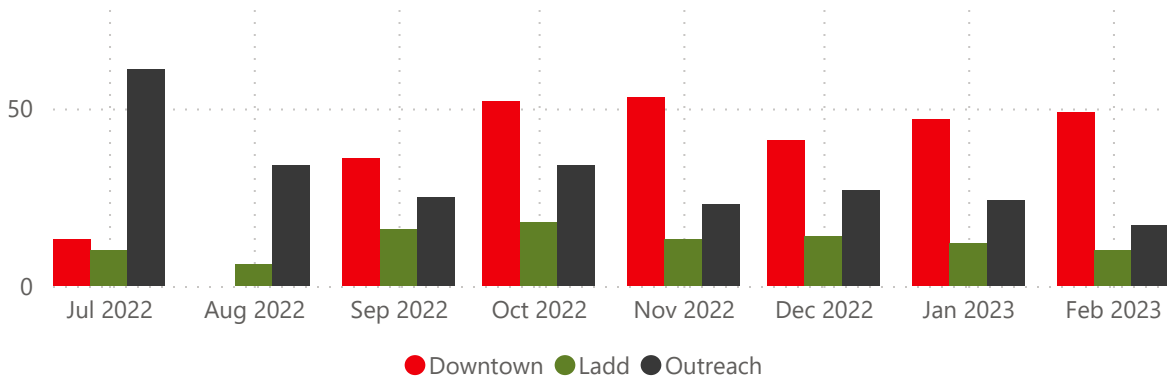
Adopted: 2/2011

Reviewed: 2013, 11/2015, 10/2022

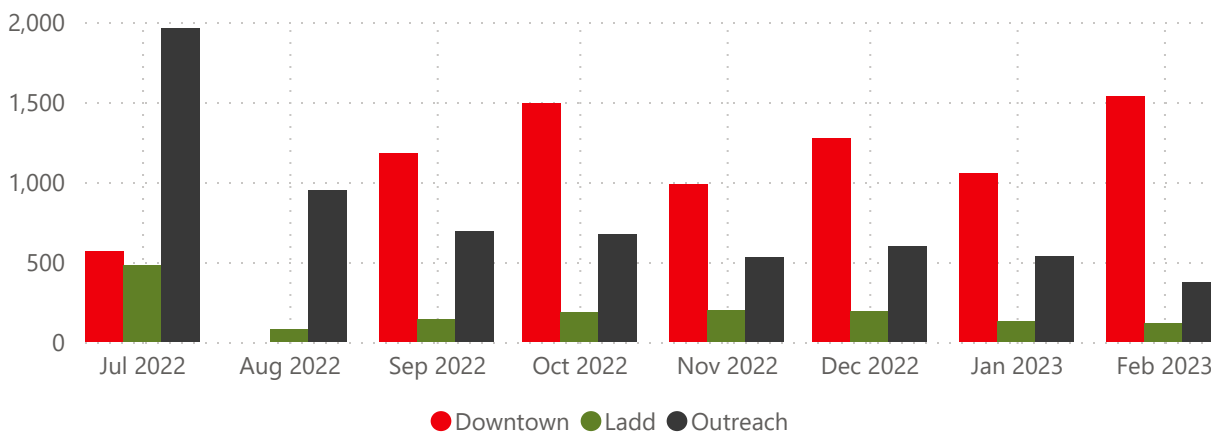
Revised: 01/02/2020; 04/06/2023

DRAFT

Programs



**635**  
# of Programs



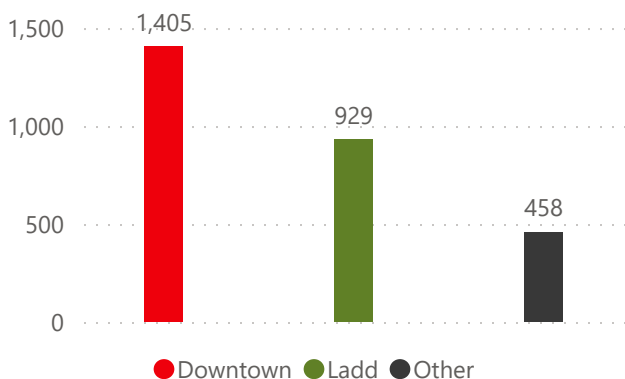
**15,897**  
# of Attendees

The Programming Department had a big and busy month. Our third Community Music Day, presented in partnership with Harmony School of Music, drew hundreds of musicians and over 1,000 attendees to performances and programs all over the building, capped off by an amazing performance by hip-hop cellist Jordan Hamilton. Then two weeks later, our spring break Mad Hatter's Tea Party was a great success, with hundreds of Alice in Wonderland fans going on grand adventures all over the library.

Our on-going programs – story time, baby and toddler time, Dungeons and Dragons, Magic TCG, Tai Chi, and others – continue to grow in popularity and attendance as well, to the point where expansion is being discussed for many of them. Summer Dare planning is also in full swing, with most programs and events being finalized, and the preparatory work starting to ensure the biggest and best summer program the library has ever held!

Volunteers

Volunteer Hours



**2,792**  
Total Hours

In March, volunteers assisted with the Mad Hatter Tea Party. This was our first big, indoor volunteer assisted program since March 2020. We had eight volunteers share 32 hours of service with us during this terrific program.

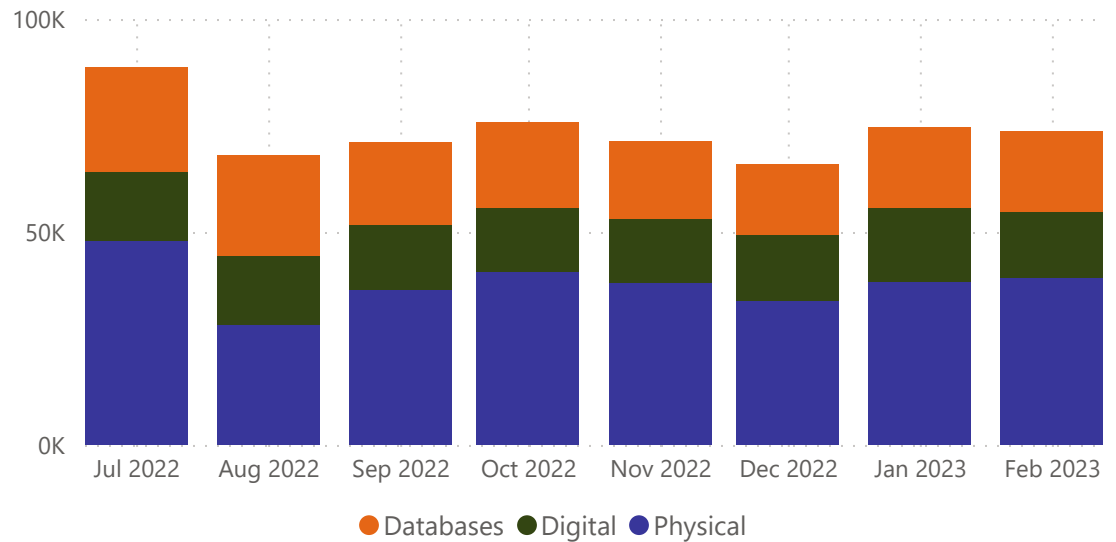
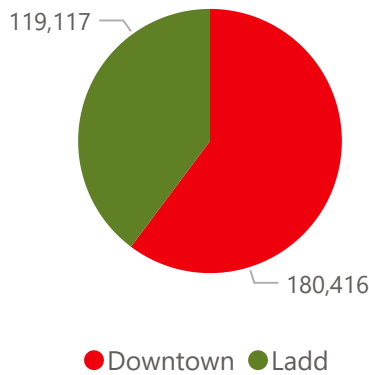
We continue to onboard new volunteers at a record pace as we grow the program and catch up on applicants. Support for the Library and the incredible work our team does is strong!

Volunteer Hours in February 2023: 291

Borrowing & Collections

160,349 Databases      125,821 Digital      299,533 Physical      3,386 Technology      585,703 Total

Physical Circulation, by Location

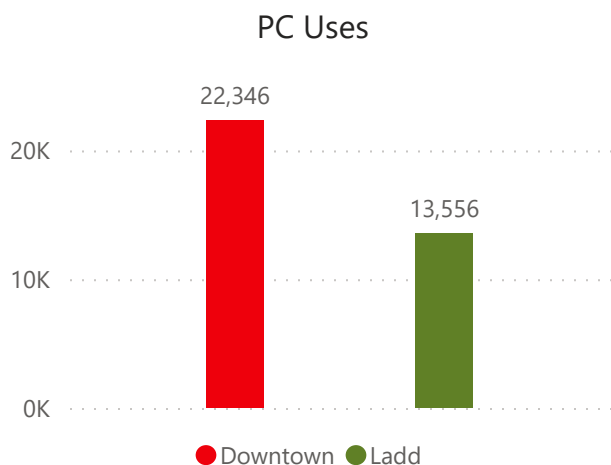


The Materials department has been busy receiving new titles due to the Spring publishing season. The department will be busy spending out the rest of the materials budget before the end of the fiscal year. The team continues to work on the strategic planning committee to evaluate collection locations at the Downtown building. The committee has gathered considerable staff and volunteer feedback and we're thrilled with the engagement on the project. The board should see the committee's results this summer.

*Today, Penny and I got to help a patron look for some travel information and atlases. They were looking for some educational material for kids, but also had an interest in finding some travel books in the adult section. We tag-teamed and grabbed some items from children's, travel, and even some reference material, and got her everything she might need for her upcoming trip. In the end, she checked out a whole stack of books, and looked as if she was feeling much more confident about her upcoming trip! If that doesn't give you that warm-fuzzy feeling, I don't know what will!!*

- Abby Cornelison, Patron Services Specialist

Technology Access



117,620 Virtual Visits

76,445 WiFi Sessions

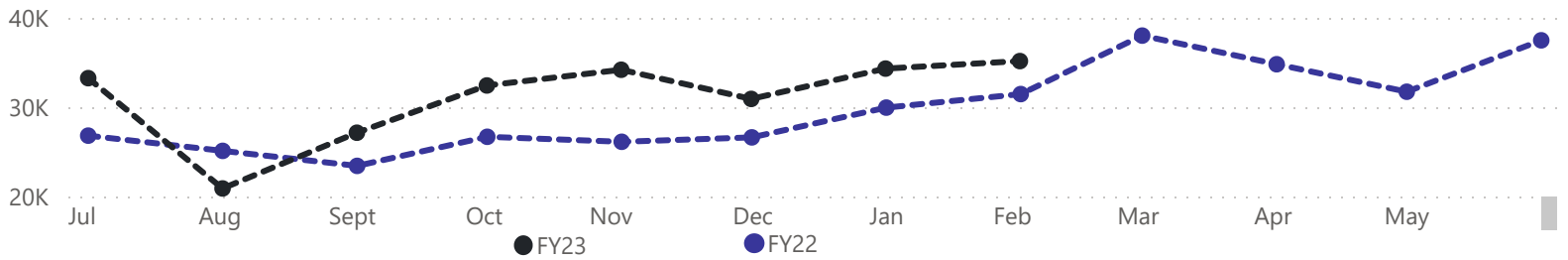
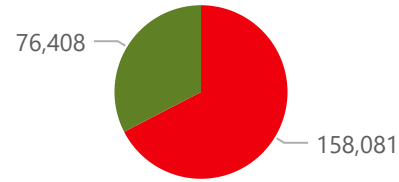
The Technology Solutions team is installing the new library document stations to replace our current faxing option. The new stations will allow for expanded scanning, imaging, and faxing options for patrons.

The team has been working on updating servers for behind the scenes data backups. As larger hardware installations are completed, the next phase of security updates are under evaluation. This can effect software but also staff practices to align with the City of Cedar Rapids' security processes.

Visits

234,489

Physical Visits



The Public Service team has wrapped up a successful winter. The team really focused on building relationships with patrons over the winter months, which proved to be successful. One success the team saw over the winter was branch managers/supervisors incorporating a review of behavior issues in their weekly meeting. This allowed the team to monitor trends in behavior issues and identify individuals who had repetitive behavior issues so they could be addressed before they escalated further. Overall the Public Service Team and patrons have noticed a positive experience during this past winter.

Late July of 2022 I contacted the Cedar Rapids Public Library in an attempt to have some propaganda leaflets translated from Korean to English. I acquired these while in the US Army and stationed in Korea in 1968/1969. The librarian that answered my inquiry was Rebecca Vernon. She was more than willing to help but had problems finding anyone local to translate. However, she continued to search other libraries and institutions looking for someone to help. She finally ended up with the Library of Congress and their Korean studies group. Turns out the documents I had were very unique and the LOC asked if I would donate and I said I would donate. I found some old newspapers and pictures which the LOC was excited to have also. I sent that stuff today.

My point in all this is that if Ms. Vernon had not taken the time and put forth the effort to research my request, I am certain I would have disposed of these documents and would never have known what I had or that anyone else cared. She has been a part of this effort for almost a year. I will never take librarians for granted again. She sets a high standard for others to follow and deserves recognition for her personal drive and dedication to do the best job possible. I am writing this because too often outstanding effort does not get the credit it deserves and I hope you will take the time to get her the recognition she does deserve. It seems that everyone has the time to complain about everything imaginable and no one can seem to find the time to reward things that are right.

-Steve Springer, Patron

I got this very nice chat this afternoon and wanted to pass it along! Great job, team 😊  
-Alyssa Telecky, Patron Services Specialist

Tue, Mar 7, 2023 4:09 PM

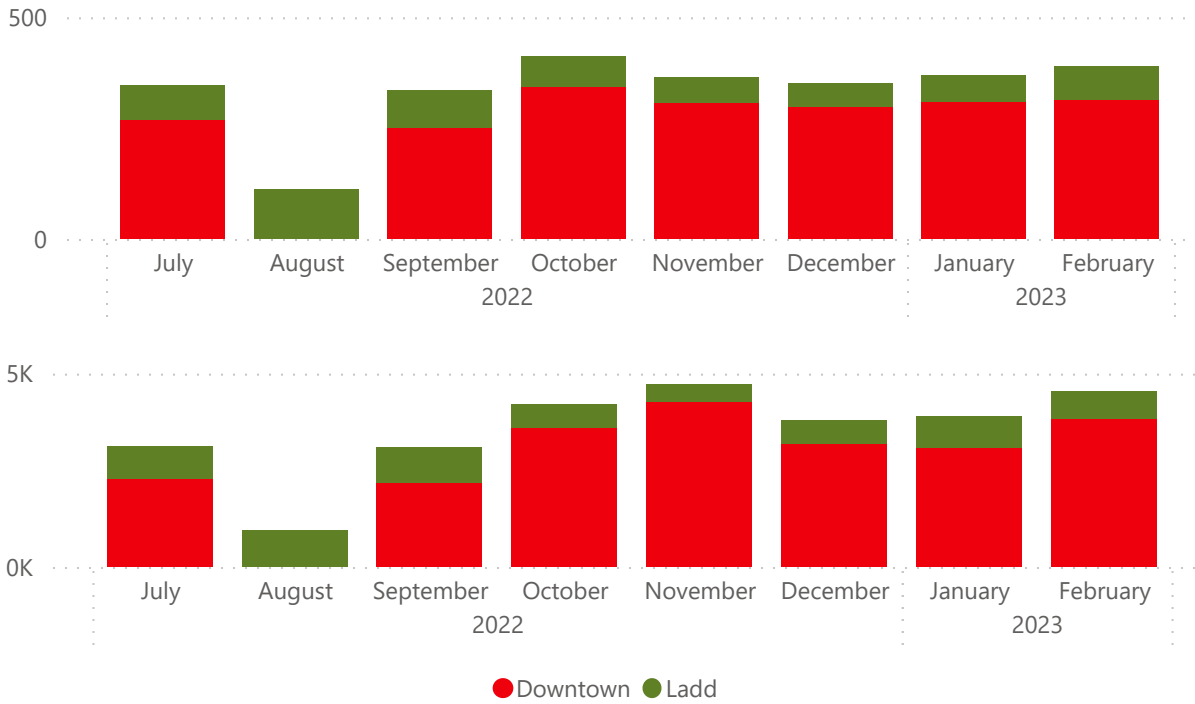
Hi there, what can we help you with today?

4:09:45 PM

Just wanted to shout out to Ladd Library for making the experience so amazing every time we go. We go about twice a week and its my daughter's (2yo) favorite place to go. Just had the nicest chat with a librarian in the holds area and had to say that Ladd is amazing. thank you for keeping it open. <3

4:10:35 PM

Meeting Room Use



2,683  
# of Reservations

28,319  
# of Users

The Events Department is in full swing for wedding and graduation party reservation season, fielding lots of requests and walkthroughs. The Unconference Room is back open for patron use after being closed for repairs, and is very popular!

Regular outreach is happening as well, including ASAC’s Heart of Iowa, the Juvenile Detention center, and a large Youth Job Fair, where Events staff spoke to dozens of high school job seekers about their resumes, cover letters, and jobs at the library and the city.

Community Relations is working on plans for National Library Week, which is the last week of April this year. We are also in the depths of design and prep work for the Summer Dare. We are changing things up a bit this year and we’re excited to put everything together. We are also working with partners on some new publicity around the MICRO Loan program, which is still going strong. And the Love My Library Campaign with our neighboring libraries in the Corridor in partnership with *The Gazette* is getting a new look and relaunching this year. We expect some new ads and collateral will appear in the next few weeks.

A new community partnership was established with Hames Homes Summit View. The newly established partnership will encourage enrollment with Dolly Parton’s Imagination Library (DPIL) and provide children’s books for the community’s free library. We also submitted a bid proposal to Linn County Early Childhood Iowa to continue working with YPN families and early literacy, a program which was piloted this spring.

**Upcoming April Events:**

- Friends of the Library Book Sale, April 1, 9 am-4 pm, Cherry Building
- Bluey Party, April 1, 10:30-11:30 am, Downtown
- Limb Difference Awareness Display, April 20-22, Downtown
- Read to Dogs, April 20, 6:30-7 pm, Ladd
- Houseplant Swap, April 22, 1-3 pm, Downtown
- Third-Sixth Grade Poetry Power Workshop, April 29, 10 am, Downtown

**Library Closures:**

- April 9
- April 28 for staff professional development

