



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

Literacy, Access, & Inclusion

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: March 7, 2024
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Library Board Committee Reports
 - Advocacy Committee – Rafael Jacobo, Committee Chair
 - No Action
 - Finance Committee – Monica Challenger, Committee Chair
 - No Action
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** 3.02 Unattended Children
 - **Action:** 3.03 Fines and Fees
 - **Action:** 3.07 Special Event Alcohol Use Policy
 - **Action:** 6.00 Professional Development
 - Westside Project Committee – Jade Hart, Committee Chair
 - No Action
- G. Library Director's Report
- H. Old Business
- I. New Business
- J. Adjournment

The next Board of Trustees meeting is **May 2, 2024 at 4 pm**, in the Conference Room, Downtown Library.

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

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
February 1, 2024

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

Board members unable to attend: Jade Hart

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

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

- A. Call to Order
 - Mr. Twedt-Ball called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
 - Minutes: February 1, 2024
 - Special Event Application

Ms. Casey moved to accept the consent agenda. Ms. McDermott seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - The Foundation welcomed a new administrative assistant this month. They have also made progress on the land for the new library. They closed on the purchase of Parcel A – the eastern most section of the land where the new library will be built, and the remaining parcel of land will be posted for sale within the month. The Foundation staff continue to apply for new grants, as well as receive and process gifts and pledges.
- E. Friends of the Library Report – Libby Slappey
 - The Friends hosted two special sales in February and March. The Valentine’s Day sale included romance picks and 21 cases of Harlequin Romance books. In addition, they had a pop-up sale to coincide with Community Music Day at the downtown library. Ms. Slappey appreciates that the new sales team have come up with creative sales.
 - The Friends are also preparing for the semi-annual weekend sale on the first and second floors of the downtown library during the first weekend of April.
- F. Board Education: Opportunity Center Update – Kevin Delecki
 - Programming Manager Kevin Delecki provided an update on the Opportunity Center, which is housed at Ladd Library. The OC started in 2016, initially called Center for Working Families with Iowa Works, to address a service desert on the SW side of CR. Since then, partners have worked to improve the physical location, hiring a dedicated navigator, and meeting community needs. For example, in 2020, challenges with the pandemic and derecho forced the model to move back basic services – housing, food, etc. – adopting a crisis model to help people survive. After a strategic planning effort, the Opportunity Center is back to assisting with workforce development and hired a fulltime program coordinator to oversee day-to-day operations. As of July 2023, the center started with full services: walk-in, appointments, outreach, and partner office hours/workshops.
 - Mr. Delecki walked through data for this fiscal year. So far, the center has served 423 individuals, of that 233 are unique individuals, outside of workshops or partners’ work.

Data shows that the center serves a wide spread of ages, generally most are between 25-60. More than two-thirds are unemployed. We are now starting to collect zip code data and in the first month of collection, about 75% reside in the 52404 zip code. A majority of services provided are workforce development related. The center also provides referrals and two-thirds of users don't need a referral so needs are satisfied with a visit.

- The team is working on rebranding and promoting the center as well as recruiting and building additional service provider and employer partnerships.
- Ms. Casey asked if there were concerns on maintaining appropriate staffing levels as the center grows. Mr. Delecki noted that we have three library team members designated to cover when the program coordinator is out of the office or doing outreach. The service model's intention though is to deeply impact a smaller number of people, which can be supported by a smaller team.
- Mr. Elges asked about referrals. Most of the referrals for center users are to different community organizations, such as Linn County Public Health and Foundation 2. However, most of the work we provide is related to job skills and searches. The program coordinator provides open hours for better flexibility for the individual.
- Mr. Jacobo asked about what kind of data we collect from the user. We aim to take a little information as possible and whatever they are willing to give; for example: name, contact number, zip code, birthdate. Previous intake sheets were very in depth. We moved to the bare minimum for follow-up and then use it to look for basic statistical information. We're not currently doing a survey to understand why individuals are coming to the center but the coordinator has developed one at the end of appointments, which also goes out to workshops/outreach. It helps us to understand satisfaction, further needs, etc. Sometimes, there are barriers in getting people here so we wanted to ensure the least barriers from walking in to getting help. In time, we will work with United Way to move from output-based measurements to outcome-based measurements.
- Mr. Twedt-Ball asked about struggling populations between Downtown and Ladd – if they were similar or lessons to learn to aid each other? Ms. Schmidt noted that the buildings see very different populations. People coming into the center are unemployed and workforce ready; they are housed. Downtown individuals are generally unhoused and can't necessarily start working. The Opportunity Center is successful because of strong collaboration –many community groups with different resources and skillsets can pool resources to better serve the client. We're not trying to supersede partners but to strengthen the work in one location.

G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
 - There being no report, the meeting continued.

H. Library Board Committee Reports

- Finance Committee – Monica Challenger, Committee Chair
 - Ms. Challenger reported on January 2024 financials. At this point of the fiscal year, there are no concerns. The library is above target on revenue and around target on expenditures.
 - **Action:** Linn County Contract for Library Services FY24. This is the standard service contract for individuals who live in unincorporated Linn County. It is paid to all 11 county libraries and divided up based on usage.
The committee recommendation to accept the contract for library services as presented in the packet carried with unanimous approval.
- Personnel and Policy Committee – Susie McDermott, Committee Chair.
 - **Action:** 2.04: Confidentiality of Library Records. The committee reviewed the policy, which guarantees privacy for library users including check-outs and searches. There are no recommended changes.
 - **Action:** 2.05: Programming and Partnerships. This policy gives basic parameters on the library's role with programs and partnerships. A sentence was modified to

strike the implication that we would get a financial gain from sales of products at programs. We don't make money from sales and the change reflects our practice.

- **Action:** 3.00: Messaging. This policy notes that the library director is the official spokesperson and not individual trustees. There are no changes.

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

- Westside Project Committee – Jade Hart, Committee Chair

- **Action:** Westside Library Recognition Opportunities. Last month, the board approved an updated list; however, we missed a space for approval. A discussion was also held on the naming of the Wellness Room, which is technically a room for children and adults who need a quiet space for sensory overload or other needs. The consensus was to use Quiet Room as it aligns with our KultureCity accreditation to be a sensory-friendly location.

The committee recommendation to approve the revised Westside Library Recognition Opportunities with a change of Quiet Room carried with unanimous approval.

- Ms. Schmidt also showed the newest layout after the square footage reduction. The collection spaces did not change and only impacted back of house spaces. She said it opened opportunities for creativity and loves the design more. Changes include an increased children's program room, a restroom with an adult adjustable height changing table, increased friends book sale space as well as storage, moving, and increasing teen computers near a staff station.
- In addition, photo representations of the space were also shown. Ms. Schmidt iterated that the pictures can change and furniture has not been selected.
- Library staff have a few more meetings with OPN to finalize details related to technology and hardware. From there, the design will go back to cost estimators to ensure we remain within budget. From there, OPN will prepare documents for bid. The project remains on target. We will host our final community session to show the designs on March 25. The adjacent park has their own timeline and plans to have their schematic design done soon. We'll know at construction how we can collaborate, and identify which areas of the park will be done as close to library opening.

I. Library Director's Report

- Ms. Schmidt went to Des Moines on Tuesday for Library Legislative Day, sponsored by the Iowa Library Association (ILA). The organization has been tracking bills across states and Iowa has had more library adverse bills introduced than any other state in the nation. So far, none are moving forward. At this point, it appears that legislatures have listened to citizens, libraries, and trustees and conversation around unintended consequences. Some bills are tabled for now so there is a possibility of coming back. Though it seems state legislatures want more collaboration between city leaders and trustees, which can't be solved with laws.
- The April meeting is during the Public Library Association conference. Ms. Schmidt, along with several staff and Ms. Challenger will attend. Ms. Schmidt will attend the board meeting via Zoom with support from staff in Cedar Rapids.

J. Old Business

- There being no old business, the meeting continued.

K. New Business

- **Action:** LEED Commissioning Contract – approval, purchase order and payment not to exceed \$146,645 – to provide commissioning services for the Westside library project to SystemWorks.
 - The Westside Library project needs a commissioning agent early on in the project to ensure sustainability with LEED certification. With the assistance of OPN and Design Engineers, we developed a request for bid. Following a bid process, SystemWorks was awarded the contract. They have previously worked with OPN

and Design Engineers on other projects. The vote is a not to exceed. There is a base price for services with various add-ons, dependent on how the project unfolds.

Mr. Elges moved to accept the contract, setup the purchase order, and schedule payment not to exceed \$146,645 as presented in the packet. Ms. Casey seconded. The action carried with unanimous approval.

L. Adjournment

- There being no further business, the meeting adjourned at 5:09 pm.

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

IOWA TODAY

GOVERNMENT NOTES

Final open house set for westside library

Also, state board awards incentives to Danisco for expansion in C.R.

By Marissa Payne, The Gazette

OPN Architects and the Cedar Rapids Public Library invite the public to the final open house for the new westside library.

The informational event will be held from 4 to 6 p.m. today at the Ladd Library, 3750 Williams Blvd. SW. Participants will be able to see renderings of the library design and overall site plan and orientation.

Attendees also will be able to ask the architects and library staff questions and learn more about the project.

This newly built facility near the corner of Wiley Boulevard SW and 20th Avenue SW will replace the Ladd Library, which is in a leased space.

It will be larger than the Ladd Library and will include more community rooms and additional space for partners using the Opportunity Center. In partnership with the Cedar Rapids Parks and Recreation Department, a public park is being developed to be built alongside the new library.

More information on the project is available online at crlibrary.org/westside. Through the design process, the library has received public input through open houses, surveys and interviews.

LINN COUNTY ENTITIES UPDATE HOMELESS SYSTEMS DEAL

The Linn County Board of Supervisors this month updated the joint agreement among the county, the city of Cedar Rapids and the Housing Fund for Linn County for a new homeless systems manager.

The manager will collaborate with local providers to streamline gaps in serving the growing population of people experiencing homelessness.

This position was created based on one of the recommendations from the Washington, D.C.-based National Alliance to End Homelessness, which the city enlisted to assess local systems this summer. This manager would not provide social services but instead would look to improve the overall network of supports for the unhoused population.

The amendment changes the funding term to begin April 1 and end March 31, 2027. Each local government entity is contributing \$75,000 per year, for a total of \$450,000 over a three-year term.

A Homeless Systems Strategy and Support Committee will provide support and feedback to the homeless systems manager, and meet regularly — at least quarterly.

It will be made up of the following agency representatives:

- Cedar Rapids staff (1)
- Linn County staff (1)
- United Way of East Central Iowa (1)
- Housing Fund for Linn



Renderings give a sense of the design of the planned westside Cedar Rapids Public Library, which will be located near the corner of Edgewood Road and 20th Avenue SW in Cedar Rapids. The final open house on the plans for the new library will be held from 4 to 6 p.m. today. (OPN Architects)



The Johnson County Veterans Memorial is seen at 913 S. Dubuque St., Iowa City. The county recently installed three new pieces of granite to replace derecho-damaged pieces and provide more room for veterans' names. (Johnson County)

County (1)

This is separate from a local Oversight Board that will review local data, make program and funding recommendations to funding agencies and direct the manager. This panel also was recommended by the National Alliance to End Homelessness.

This group also will meet on a regular basis, at least quarterly. It will be made up of:

- Cedar Rapids staff (1)
- Linn County staff (1)
- Data professionals (hospitals, colleges, insurance) (2)
- Immigrant/refugee representatives (2)
- Individuals with lived experience (2)
- Local funding agency (1)

The amendment to this agreement will come before the Cedar Rapids City Council on its consent agenda Tuesday. Items there are considered routine, noncontroversial matters that are approved in a single vote with no discussion.

INCENTIVES FOR DANISCO'S CEDAR RAPIDS EXPANSION

The Iowa Economic Development Authority board on Friday awarded Danisco, a subsidiary of International Flavors & Fragrances, incentives for an expansion of its Cedar Rapids plant at 1000 41st

Ave. Dr. SW.

The company manufactures enzymes for biofuels production to be used in food, animal nutrition and household products. Its new facility would be a 9,000-square-foot metal building used as a steam generation plant.

The total investment in Danisco's application for assistance through the state's High-Quality Jobs Program is just over \$19 million, marketing and communications team lead Kanan Kappelman said in an email. The capital investment, which excludes a research development credit, totals about \$17 million.

The project is expected to create at least two jobs at a qualifying wage of \$31.44 per hour. State incentives awarded were an investment tax credit and sales and use tax refund totaling \$409,516.

DERECHO-DAMAGED STONES REPLACED ON MEMORIAL

Three new pieces of granite have been added to the Veterans Memorial at Johnson County. The new pieces replace 159 inscriptions that were damaged in the derecho in August 2020.

The memorial was established by the Johnson County Board of Supervisors in Janu-

ary 2013, and dedicated on Veterans Day in 2013. Since then, it has expanded its reach, standing as a permanent place of honor for the now 1,022 veterans whose names are inscribed on the stones.

To continue honoring veterans and preserving their legacies, the memorial welcomes new orders for recognition. Veterans do not need to be Johnson County residents to be honored. The cost to inscribe the name of an honored veteran is \$200.

An order form, veteran biographies and the history of the memorial are available at johnsoncountyiowa.gov/memorial.

The veterans memorial is a collaborative effort among various county departments, including the Board of Supervisors, the Veterans Affairs Commission, and the Information Technology and Physical Plant departments.

I.C. BRIDGE REPLACEMENT WORK BEGINS THIS WEEK

Iowa City has announced that, weather permitting, work on the Gilbert Street Bridge replacement project will begin Friday. Construction is expected to last until late fall.

The work is being broken into several phases. Full road closures of East Court Street at its intersection with Gilbert Street are planned as part of the first phase of work. A detour will be posted Friday.

South Gilbert Street is expected to remain open during the first phase of construction, but traffic delays are likely.

A full detour route will be announced before a closure begins. All vehicle and pedestrian detours will be clearly marked with signage. All changes in vehicle parking also will be clearly marked and communicated with residents and businesses in the project area ahead of construc-

tion work commencing.

Find more information about the project at icgov.org.

EDUCATORS HONORED FOR ENGAGING YOUNG LEARNERS

Five local educators were recently selected as recipients of the Robert E. Yager Active Learning Award by the Iowa Children's Museum. This award recognizes educators who dedicate themselves to facilitating active learning and providing opportunities for kids to become engaged learners, innovative thinkers and creative problem-solvers.

"We're thrilled to celebrate these amazing educators who spark curiosity and excitement in young learners through hands-on activities," Iowa Children's Museum executive director Jeff Capps said. "As we gear up for our 25th anniversary this November, it's crucial to recognize the teachers in our community who bring fun and interactive learning into the classroom every day, just like we've been doing for nearly 25 years."

The 2024 honorees recognized for their work are:

- Annika Buell, Garner Elementary School in North Liberty
- Ann Creasey, Willowwind School in Iowa City
- Karen Johnson, Tipton Elementary School in Tipton
- Barbara Goodwin, Good Shepherd Center in Iowa City
- Gus Creach, Oak Hill Elementary School in Tiffin

This award is presented in memory of University of Iowa professor emeritus and world-renowned educator Robert E. Yager (1930-2019). Yager devoted his career to empowering educators to inspire students to learn through active engagement with concepts and hands-on materials.

Government Notes is published Mondays and contains updates from area governmental bodies. Gazette reporters Marissa Payne and Grace King contribute.

DNR accuses man of illegal burning for decades

Property owner who has drawn complaints ordered to pay \$2,500

By Jared Strong, Iowa Capital Dispatch

A northern Iowa man who has been repeatedly warned for decades by state conservation officers not to burn various types of waste was recently fined \$2,500, according to the Iowa Department of Natural Resources.

Duane Alan Tesch, 73, of Carpenter, owns property in several cit-

ies that have been the subject of nuisance complaints in recent years, court records show.

In July 2023, he admitted to burning a fiberglass water tank as part of his effort to tidy his site in Grafton, the DNR said in a recent order. The department further alleged that he burned a mattress, box spring, speaker, wheeled cart and other items.

"Mr. Tesch stated that he is under a lot of pressure from the city

of Grafton to clean up the property, and he was just trying to get it done," the order said.

The DNR fined him for the incident — which was reported by neighbors — and noted the numerous admonitions he has received from the department for similar situations dating back nearly 28 years.

"Mr. Tesch has a long history of illegal open burning and illegal open dumping," the order said.

He was the subject of DNR investigations in 1996, 2000, 2003, 2007, 2010, 2016, 2017 and 2018

for burning construction waste, appliances, furniture, household waste, tires, plastic and other items.

Tesch allegedly boasted to a neighbor in one of those complaints that "maybe someday he will just light the plastic pile and burn it as the DNR would have forgotten it by now," the order said.

Some of those investigations coincide with other times that city and county governments sought to penalize him for his unsightly properties.

Mitchell County accused him in 2016 of

establishing a junk yard on a Toeterville property that did not have proper zoning for such a facility.

A judge dismissed the county's request for an injunction by finding that the county had used the wrong court procedure to enforce its ordinance, but the judge verified that the site was "junky."

Tesch also was cited for nuisance properties in Carpenter in 2019 and Nora Springs in 2023, court records show.

This article first appeared in the Iowa Capital Dispatch.

THE GAZETTE

(USPS 95-680)
Established January 10, 1883, and published daily at 116 Third St. SE, Cedar Rapids, Iowa 52401. Periodicals postage paid at Cedar Rapids, Iowa, and additional mailing offices.

The Gazette is a publication of Gazette Communications Inc., a Folioce company.

Subscription rates by carrier \$9 per week; \$491.50 per year, 7-day delivery. Out-of-state delivery \$653.60 per year, 7-day delivery.

POSTMASTER: Send address changes to The Gazette, 116 Third St. SE, Cedar Rapids, IA 52401.

Subscription Service: (319) 398-8333 or 1-(800) 397-8333. General number: (319) 398-8211.

2022 EMPLOYEE OWNED COMPANY OF THE YEAR

To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 3/28/2024
Subject: **February 2024** Financial Report

Hi Dara - I have reviewed the February 2024 financial information for Library. **Remember – the budget serves as the City’s financial and spending plan for the year. Regardless of how much money is available by fund – you must have expense budget to spend.** Please see attached reports. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (66.7% thru February). Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (58.3% thru February since due to processing times, these expenses normally have a 1 month lag).
- For all other expenses, no more than 1/12 of the budget is spent per month (66.7% thru February).
- I used this as a guide to gauging concerns when reviewing your areas.

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

Operations – 151XXX:

- **Total revenues are Slightly Below Target at \$521K or 65% of the \$804K budget.**
- **Total expenditures (excluding transfers out) are \$4.5M or 66% of the \$7.74M budget.**
 - **Overall expenditures should meet budget.**
 - Personal Services are at \$3.8M or 64% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
 - Total discretionary expenses are high at \$668K or 81% of the \$827K budget.
 - Full fiscal year of Willis Dady Service Navigator costs have posted. - \$75K
 - IT annual costs for software maintenance also incurred in July (always a timing thing)
 - Legal Services total of \$12.4K that is unbudgeted.
 - Other expenses are at \$675K or 63% of the \$1.1M budget.
 - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums.
 - Facilities Maintenance has posted thru December for \$107K.
 - Energy Management has posted thru February activity for \$4,409.60.

Special Revenue – 7010XX(January analysis & FY 2024 Budget Amendment):

- **Total revenues are above target at \$54K or 27% of the \$200K budget.**
- **Total expenditures (excluding transfers out) are \$189K or 33% of the \$582K budget.**
 - Capital Outlay is at \$12.7K or 25% of the \$50K budget for Networking Hardware in project 701023.
 - Transfer out of \$50K went to CIP for additional material purchases in 316750.

CIP – 316XXX (January analysis & FY 2024 Budget Amendment):

- **Total expenditures (excluding transfers out) are \$612K or 10% of the \$6.2M budget.**
 - 316750 books – includes a transfer in of \$95,695 of older bonds needing to be spent. However, FY 25 bonds are reduced by this amount.
 - 316200 New Westside Library – has \$5.6M budget but only \$147K in expenses. Trending behind but will not spend all this year. Any unspent rolls to FY25.

City of Cedar Rapids
 151 General Fund - Library
 2024-02-29

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals	
Revenue								
Taxes								
Total Taxes		-	-	-	-	0%	-	
Intergovernmental Revenue								
Federal Operating	421001	10,800.86	-	-	-	0%	-	
State Operating	422001	101,964.62	115,000.00	101,472.58	(13,527.42)	88%	-	
Local Govt Grants and Reimb	423000	304,287.64	275,000.00	199,278.31	(75,721.69)	72%	-	area agencies included in Metro Library
Total Intergovernmental Revenue		417,053.12	390,000.00	300,750.89	(89,249.11)	77%	-	
Other Revenue								
Printing & Duplicating of Form	431006	6,067.00	25,000.00	20,249.63	(4,750.37)	81%	2,900.30	
Dept Charges-External to City	431012	124,038.88	259,792.00	134,624.34	(125,167.66)	52%	17,946.15	includes PS billing to Foundation for 3 staff members (1 month behind)
Library User Fees - Not Fines	431201	6,014.39	10,600.00	19,029.14	8,429.14	180%	801.48	
Vending Sales	431301	33.29	-	-	-	0%	-	
Building Rental	461001	23,168.10	43,455.00	23,485.60	(19,969.40)	54%	1,133.20	
Postage / Handling	471001	-	-	7.00	7.00	0%	-	
Contributions & Donations	471002	63,689.70	70,000.00	22,085.82	(47,914.18)	32%	-	
Sale of Inventory	471003	681.85	2,000.00	226.33	(1,773.67)	11%	22.00	
Damage Recoveries	471004	-	-	25.00	25.00	0%	-	will get moved to 471005 - video request
Other Miscellaneous Revenue	471005	1,070.00	3,500.00	75.00	(3,425.00)	2%	-	includes request for camera footage & jury
Cash Over (Under)	471007	6.40	-	(6.51)	(6.51)	0%	1.61	
Total Other Revenue		224,769.61	414,347.00	219,801.35	(194,545.65)	53%	22,804.74	
Proceeds of Long Term Liabilities								
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-	
Transfers In								
Operating Transfer In - Inter	483001	11,000.00	14,718.96	14,718.96	-	100%	-	
Total Transfers In		11,000.00	14,718.96	14,718.96	-	100%	-	
Total Revenue		652,822.73	819,065.96	535,271.20	(283,794.76)	65%	22,804.74	
Expenditures								
Personal Services								
Regular Employees	511100	2,555,653.37	4,185,204.00	2,743,215.20	1,441,988.80	66%	328,623.40	overall refresh (\$135K) already included in budget
Temporary/Seasonal Employees	511200	4,053.00	43,368.40	7,759.50	35,608.90	18%	-	
Overtime	511300	41,428.75	114,773.40	47,097.66	67,675.74	41%	5,272.73	
Other Special Pays	511400	34,088.76	33,848.00	15,085.84	18,762.16	45%	-	
Group Insurance	512100	354,425.79	645,012.00	436,030.24	208,981.76	68%	60,582.08	
Social Security Contributions	512200	191,494.24	332,680.00	202,998.73	129,681.27	61%	23,457.72	
Retirement Contribution	512300	240,544.57	411,141.00	257,018.66	154,122.34	63%	29,987.51	
Unemployment Compensation	512400	12,484.00	-	-	-	0%	-	
Workers' Compensation	512500	89,833.12	71,149.00	46,396.15	24,752.85	65%	5,432.22	
Other Employee Benefits	512600	4,313.93	2,783.00	5,404.78	(2,621.78)	194%	213.05	moved cell phone stipend to City Cell costs - 523107
Total Personal Services		3,528,319.53	5,839,958.80	3,761,006.76	2,078,952.04	64%	453,568.71	Reimbursement costs for personal phones

City of Cedar Rapids
151 General Fund - Library
2024-02-29

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals	
Discretionary Expenses								
Advertising & Marketing	521100	7,106.41	5,000.00	11,156.67	(6,156.67)	223%	2,775.80	
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-	
External Contracted Labor	521105	106,780.22	105,466.00	105,760.14	(294.14)	100%	3,327.58	includes Service Navigator costs for 7/1/23 - 6/30/24
Health Services	521106	271.40	-	374.65	(374.65)	-100%	73.75	
Legal Services	521107	-	-	12,348.86	(12,348.86)	-100%	1,187.68	unknown total costs - will need to under spend overall budget to cover
Other Professional Services	521108	6,429.00	10,523.63	908.27	9,615.36	9%	36.00	
External Banking/Financial Fee	521109	13,574.21	15,700.00	11,306.58	4,393.42	72%	1,444.68	
Security Services	521110	-	5,000.00	-	5,000.00	0%	-	
Computer Hardware	522100	31,080.28	35,000.00	37,709.64	(2,709.64)	108%	803.76	
Computer Software Maintenance	522101	157,949.15	222,220.00	182,352.45	39,867.55	82%	8,369.38	
IT Services - External	522102	36,718.30	75,500.00	24,830.42	50,669.58	33%	3,010.90	
Building & Grounds Services	522104	8,373.20	15,000.00	11,007.60	3,992.40	73%	4,738.13	
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	495.00	8,505.00	6%	-	
Vehicles & Rolling Equip Serv	522106	29.95	-	-	-	0%	-	
Phone Services	523107	20,001.57	35,950.00	19,955.68	15,994.32	56%	2,499.97	moved to phone services
Rental of Equip & Vehicles	524101	6,290.20	500.00	4,288.45	(3,788.45)	858%	-	
Printing, Binding, & Duplicate	525102	8,606.61	15,950.00	8,560.74	7,389.26	54%	1,768.63	
Awards & Recognition	531102	8.50	250.00	-	250.00	0%	-	
Books & Subscriptions	531103	136,569.64	109,171.80	146,893.66	(37,721.86)	135%	15,142.58	
Cleaning & Janitorial Supplies	531105	-	1,250.00	46.94	1,203.06	4%	-	
Computer Supplies	531106	620.78	5,000.00	1,508.70	3,491.30	30%	202.40	
Equipment/Furniture/Fixtures	531109	12,013.53	11,500.00	4,876.11	6,623.89	42%	625.87	
Photography Supplies	531110	-	300.00	-	300.00	0%	-	
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-	
Office Supplies	531116	8,320.11	15,320.00	10,805.80	4,514.20	71%	1,492.47	
Paint Supplies	531117	-	-	267.28	(267.28)	-100%	235.64	
Program Supplies	531118	20,480.49	37,000.00	22,654.87	14,345.13	61%	2,756.34	
Shop Supplies	531119	-	250.00	888.16	(638.16)	355%	140.75	
Sign & Signal Supplies	531120	1,984.91	-	113.78	(113.78)	-100%	-	
Uniforms	531123	1,196.98	694.00	-	694.00	0%	-	
Personal Protective Gear	531124	1,941.25	-	458.49	(458.49)	-100%	61.84	
Building & Grounds Supplies	533100	12,006.55	34,241.28	12,416.70	21,824.58	36%	539.06	
Equip/Furniture/Fixtures Parts	533101	570.00	-	748.22	(748.22)	-100%	663.01	
Conferences, Training, Travel	542102	40,766.08	23,200.00	16,248.04	6,951.96	70%	79.00	
Dues & Memberships	542103	5,740.50	10,000.00	4,060.54	5,939.46	41%	1,496.04	
Licensing Fees	542106	60.00	-	30.00	(30.00)	-100%	-	
Postage & Freight	542108	4,040.30	13,500.00	4,790.89	8,709.11	35%	640.86	
Mileage Reimbursement	542111	833.64	3,000.00	1,048.29	1,951.71	35%	165.49	
Admin Charges - Inter Departments	521114	225.00	-	225.00	(225.00)	-100%	-	
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-	
Facility Services - Non-routine	522107	-	-	8,764.08	(8,764.08)	-100%	-	
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-	

City of Cedar Rapids
 151 General Fund - Library
 2024-02-29

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
Total Discretionary Expenses		650,588.76	827,486.71	667,900.70	159,586.01	81%	54,277.61
Other Expenses							
City Accounting Services	521113	51,666.64	85,500.00	57,000.00	28,500.00	67%	7,125.00
City Information Tech Services	522109	3,918.88	6,172.25	4,114.80	2,057.45	67%	514.35
Electricity	523100	139,379.43	243,800.00	143,716.12	100,083.88	59%	1,330.13
Natural Gas	523103	2,840.30	4,500.00	1,645.16	2,854.84	37%	34.16
Rental of Land & Buildings	524100	237,979.39	249,000.00	236,431.54	12,568.46	95%	3,305.00
Liability Insurance	525104	29,906.16	44,822.00	32,457.68	12,364.32	72%	3,735.17
Property Insurance	525107	66,740.00	135,928.00	90,618.64	45,309.36	67%	11,327.33
Vehicle Insurance	525108	800.00	1,300.00	866.64	433.36	67%	108.33
Gasoline Fuel	532101	88.31	498.58	107.64	390.94	22%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	125,006.98	300,614.42	107,222.67	193,391.75	36%	42,553.08
Fleet Services (Routine)	522108	456.69	600.00	431.81	168.19	72%	-
Total Other Expenses		658,782.78	1,072,735.25	674,612.70	398,122.55	63%	70,032.55
Capital Outlay							
Vehicles, Equipment, Software	554000	1,285.00	-	-	-	0%	-
Total Capital Outlay		1,285.00	-	-	-	0%	-
Debt Service							
Total Debt Service		-	-	-	-	0%	-
Transfers Out							
Total Transfers Out		-	-	-	-	0%	-
Total Expenditures		4,838,976.07	7,740,180.76	5,103,520.16	2,636,660.60	66%	577,878.87
Net Revenues over/(under) Expenditures		(4,186,153.34)	(6,921,114.80)	(4,568,248.96)	2,352,865.84		(555,074.13)

full FY of Ladd rent/cam posted, parking thru June will put actuals over budget for this account

Unattended Children

The safety of children left alone in a library building is a concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parents and caregivers. It is the policy of the Board of Trustees to require that parents and caregivers take responsibility for and attend children under the age of ten.

The library has the ability to suspend this policy for specific programs and outreach opportunities where library staff accepts a greater responsibility to monitor the safety and well-being of children. This action requires the approval of the Library Director for these limited opportunities.

Adopted: 01/25/90

Revised: 10/07/99, 08/04/05, 09/01/11, 1/31/2014, 7/2/2019

Reviewed: 02/04/2016, 7/7/2022, 4/4/2024

Fines and Fees

Our Library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Cedar Rapids Public Library does not charge overdue fines on library materials. The board of trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner. The library will charge patrons for items not returned and to recover the cost of processing.

The library will charge fees as an economic disincentive to waste or to recover the cost of certain targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.

Adopted: 08/24/89

Revised: 10/29/92, 05/02/96, 12/02/99, 08/05, 09/01/11, 02/04/2016, 12/05/2019

Reviewed: 2013, 11/2015, 11/2022, 4/4/2024

Special Event Alcohol Use Policy

Alcoholic beverages are sometimes served in conjunction with special events held at the library. This policy clarifies how and under what circumstances alcohol can be served:

- a. Permission to serve alcoholic beverages on library premises must be approved by the Board of Trustees at a board meeting prior to the event date.
- b. In seeking permission, the customer must include where the event will be held within the library. As such, alcohol may be sold and/or consumed as long as the service is provided by a licensed caterer or bar service.
- c. The applicant is responsible for all additional maintenance and personnel costs resulting from use of alcoholic beverages.
- d. Alcohol is not permitted at youth activity events or at public hearings, nor may alcohol be served to minors.
- e. No leftover beverages may be left on library premises.

Adopted: 09/05/2013

Reviewed: 11/2015, 7/2019, 4/4/2024

Revised: 9/1/2022

Professional Development

The Board of Trustees encourages active participation at professional meetings, conferences, workshops, and training sessions. First-rate libraries have staff and board members who challenge their assumptions and give back to the library profession. The Board of Trustees believes that it is necessary and fitting to reimburse reasonable expenses for select participants in keeping with the library's annual budget for travel and professional development priorities.

- 1) Travel: Lowest economical air fare and federal mileage reimbursement for ground travel.
- 2) Lodging: Cost for standard hotel within a reasonable distance from the event.
- 3) Meals: Per Diem costs in keeping with City policy.
- 4) Conference Registration

The Cedar Rapids Public Library Board of Trustees believes that continuing education of the library staff is an important part of our ability to provide quality service. We are committed to upgrading library services through additional education and training. The board endorses annual staff in-service training opportunities.

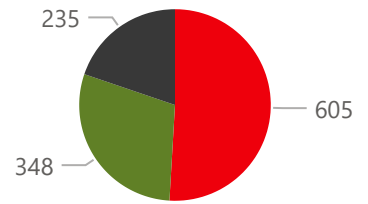
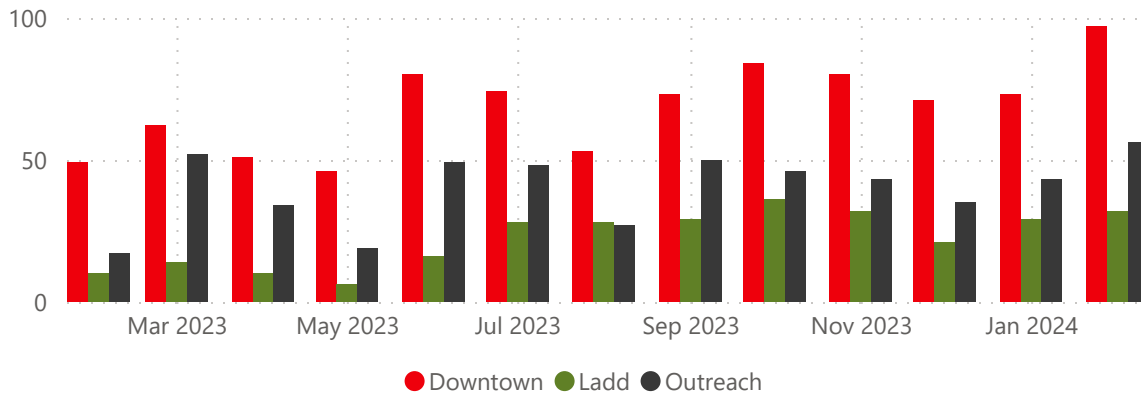
The board endorses the pursuit of professional library education or continuing education that supports professional development within the Library through both stipends to defray the cost of education and release time in accordance with City policy and current Union contracts. Whereas City of Cedar Rapids Policy 6.04 – EDUCATIONAL ASSISTANCE PROGRAM specifically states only regular full-time employees are eligible, the Library Trustees choose to extend this benefit to both full and part-time benefitted staff members using the City of Cedar Rapids application and approval process.-

Adopted: 09/24/87

Revised: 10/31/91, 01/06/00, 12/01/05, 12/01/11, 10/03/19, 08/06/20; 11/03/23; 04/04/24

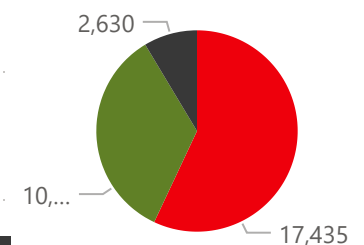
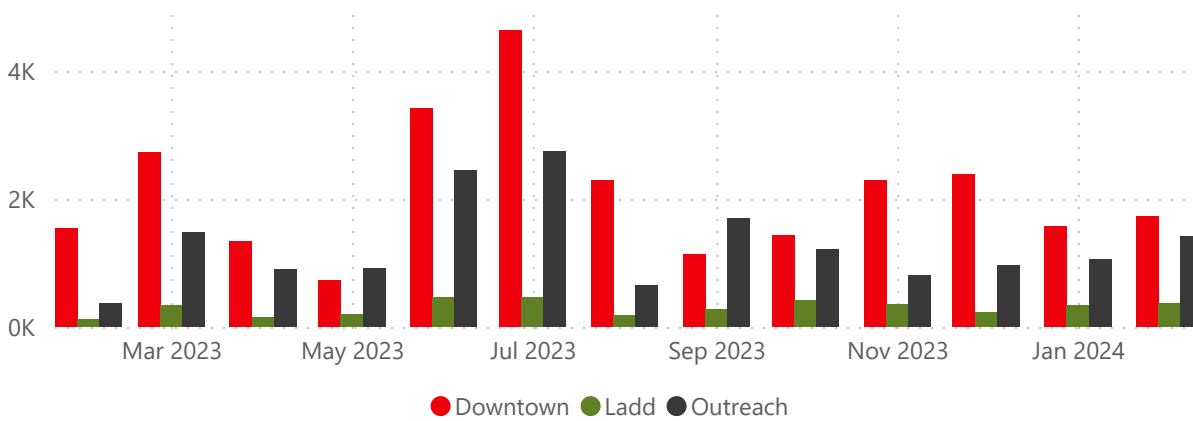
Review: 2013, 02/04/2016

Programs



1,188

of Programs



30,592

of Attendees

The Programming department saw lots of people in the library for two very large events this month – starting the month with Community Music Day in partnership with Harmony School of Music, and then welcoming people in during Spring Break for Mario Day. More than 2,000 patrons participated in just those two events! Many other incredible things happened in the month as well – dozens of outreach visits to local classrooms, Early Learning programs, the launch of a new elementary-age Math enrichment program, an Evening with Kaveh Akbar, and the start of our Artist-in-Residence program with Akwi Nji. Plans are also in place for the Summer Reading Program, beginning June 1.

Wednesday evening, I was setting up our displays. As I was working, I saw a patron walk up to the Disability Awareness Month display. I had just finished it and was working on the NCAA one. She was excited and announced to herself, "Hey the Library is celebrating Disability Awareness Month!" She happily took a book off of it, and went to the cafe. For the next hour, as I finished up the main floor displays, I heard her reading. After I was done, I began to head to the Sorter room, I glanced over and noticed she was reading to a young person in a wheelchair. Libraries truly are special places!

– Kim Martens-Tyo, Materials Librarian

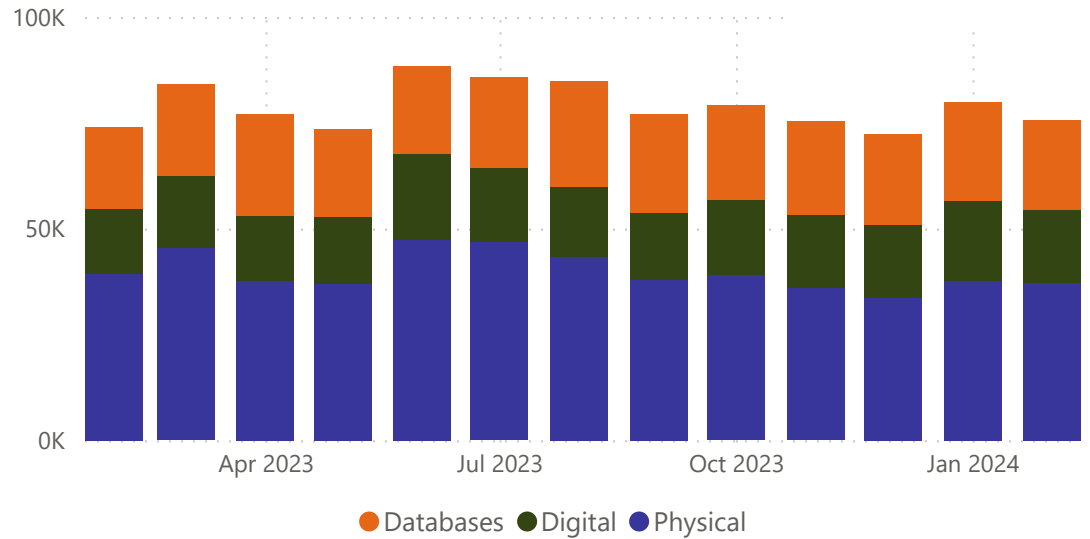
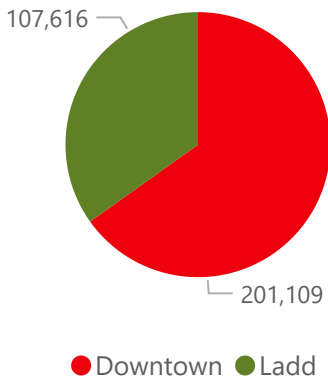
Community Music Day brought in so much talent. It filled the library with all sorts of pleasing sounds, played by so many different people from our area. I was walking through the Children's area and an older gentleman was playing a strings duet with a young boy, maybe 10-12 years old. It seemed like it was impromptu, like the man encouraged the boy to play along. After they finished playing a piece together, which was purely delightful, the man spoke with the boy about the possibility of playing at the Downtown Farmers Markets. The boy looked to his parents as they considered the possibility. It was a neat moment.

– Trevor Hanel, Branch Supervisor

Borrowing & Collections

179,579 Databases 138,345 Digital 308,725 Physical 3,412 Technology 630,061 Total

Physical Circulation, by Location



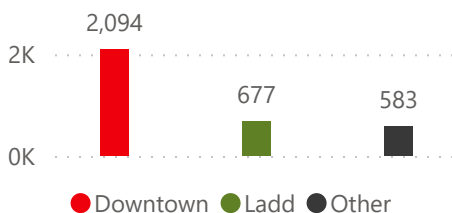
The Materials Team is completing multiple projects. In March of 2023, the library received a grant for historic preservation and has worked with Advantage Archives to digitize a collection of historical library documents. The Cedar Rapids Public Library Digital Archive site now has the original library board minutes from 1896, along with annual reports and more minutes from the early decades of the library's lifetime. Many of these documents were only on paper and in storage. They open up an interesting view of early library services and life in Cedar Rapids at the turn of the 20th century. The team has also been working on diversity audit reporting software and analyzing results to help with future purchasing plans. The software evaluates broad categories of library collections and uses the catalog records to identify specific diverse topics. These statistics can help us guide purchases to ensure our collections are inclusive.

Volunteers

3,354

Total Hours

Volunteer Hours

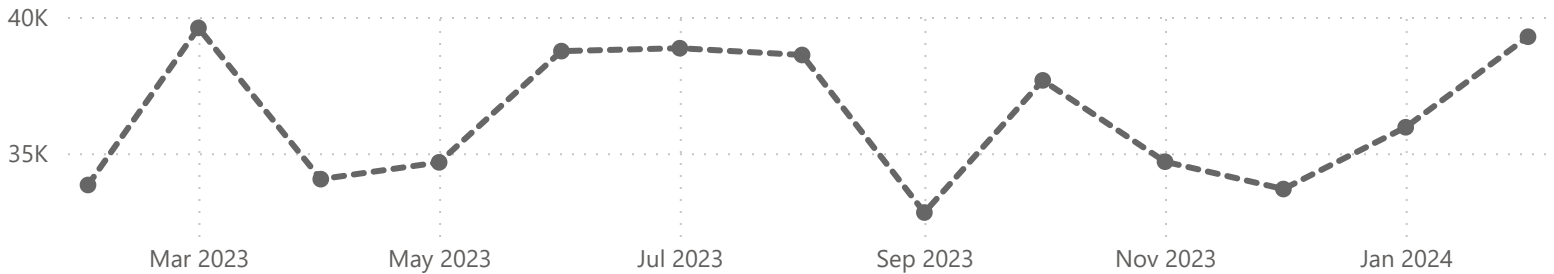
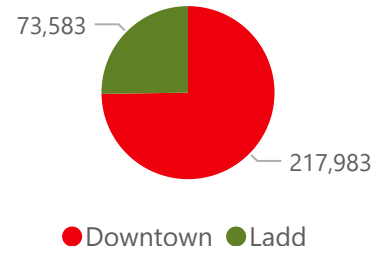


In March, volunteers supported the Mario Day event presented by the Programming Department. Volunteers spent over 18 hours putting together craft supplies and prizes for attendees in preparation for the program. On the day of the event, 14 volunteers donated over 42 hours collectively assisting with the activities, crafts, photo booth, and general program support. One volunteer shared this positive feedback in a follow up survey: "Thank you for coordinating such an awesome event for our community, and for leading a great workplace that your employees bring a welcoming and friendly environment for all. Look forward to more opportunities to come!" Volunteers assisting at these large-scale events are truly a win-win-win scenario for staff-patrons-and volunteers! Volunteer hours in February 2024: 398 hours

Visits

291,566

Physical Visits



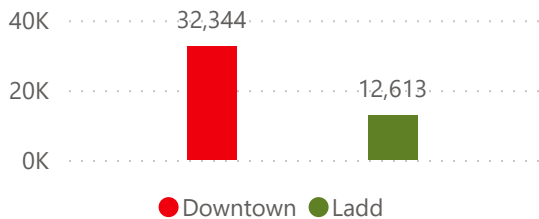
The Public Service Team has continued to work on re-invigorating Active Service and has been focused on this work over the winter months. A specific focus for many of the Public Service Team is understanding the importance of relationship building with regular patrons. This work has proven to be successful, especially when dealing with behavior issues.

Additionally, we have several members from the Public Service Team that are attending the Public Library Association (PLA) Conference in April. We are anticipating the great information and knowledge they bring back to the department.

A patron asked me if I could provide some book recommendations for her. She explained that she was a teacher and that she wanted some new books to read aloud to her fourth grade students. As it happens, I student taught in a fourth grade classroom last year, and I remember the difficulties I had trying to find good books to read aloud. Because of that, I was able to point out a few books that I thought she and her class might enjoy, and I enjoyed being able to use my student teaching experience to help a patron and her students. – Elizabeth Gardner, Public Service Associate

Technology Access

PC Uses



112,535

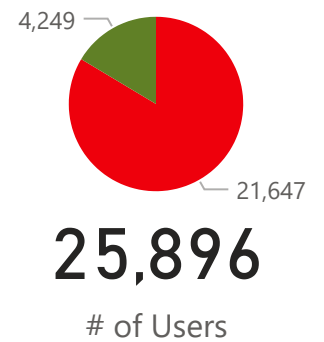
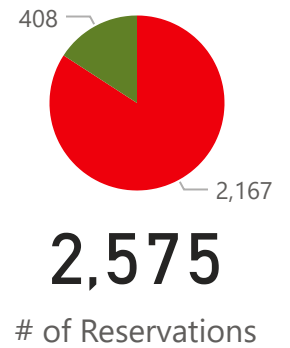
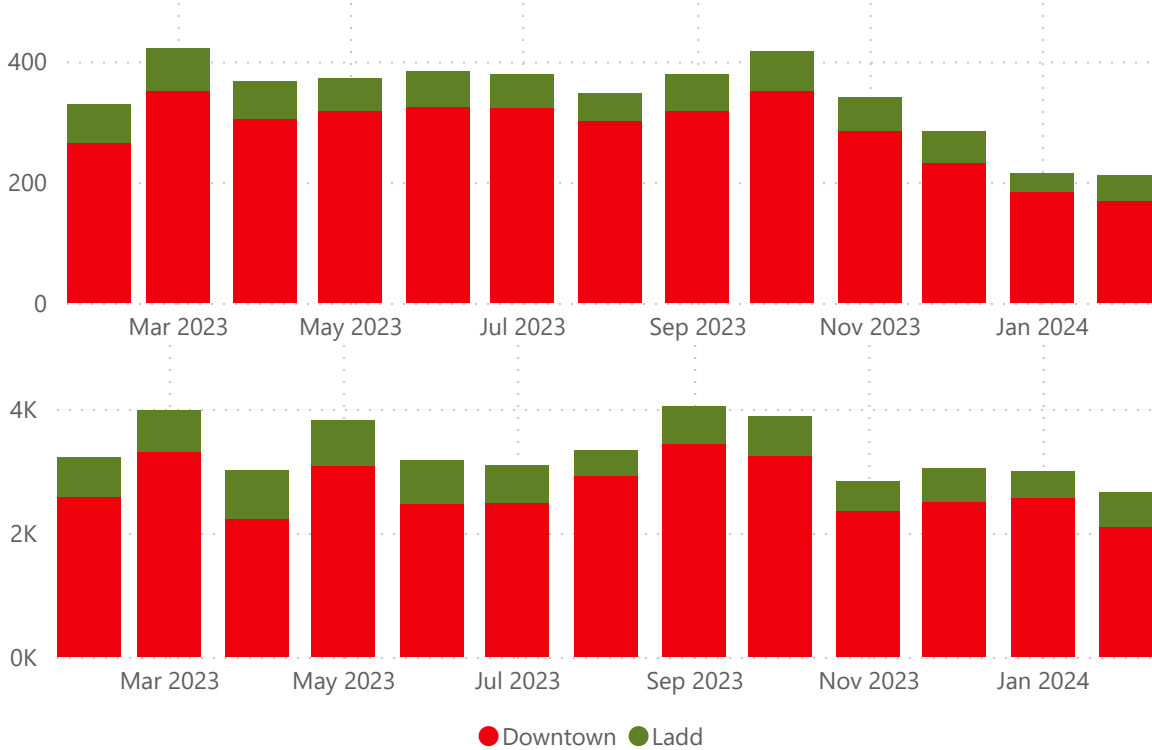
Virtual Visits

68,797

WiFi Sessions

The Technology Solutions team is completing the installation of new staff computers. The process has gone smoothly and has been well received. The team is continuing to coordinate with City IT on implementing password policies and single sign-on options to improve security. The recent updates to the study room software has been a simple and economical solution using hardware we already own. The team will continue working with Public Service to evaluate how well it works long term.

Meeting Room Use



This month, there were 211 reservations bringing approximately 2650 people to the library. There were new and different community groups and people brought together by different interests this month as well. New businesses used the library for meetings, training and job recruitment, in addition to some of our more "regular" patrons.

The Annual Third Grade Clay display took place in Beems Auditorium and was available for viewing for over a week. Many families, community members, and staff enjoyed the display. Some larger events that brought patrons to the library were the Kids First Law Center's 14 Under 14 interviews, preparation and Award Ceremony; the AAMI's screening of They Were Champions All, and discussion with local film maker, Reginald Green; the League of Women Voter's Legislative Forum and the annual Little Gems Learning Center Dance Recital.

Community Relations continues to prepare for the busy summer ahead. We are developing new collateral in an effort to reach our audiences in a more strategic way. We're also gearing up for National Library Week in April. We are hiring a seasonal to work with our team on social media and video production for the summer. The role will assist us with capturing more footage and better telling the library story – we're excited for the opportunity.

We continue to seek new Dolly Parton Imagination Library enrollment partners, and have recently brought in two new community partners: St. Mark's United Methodist Church and St. Paul's United Methodist Church.

The library was represented at the Child Abuse Prevention Month Kickoff & Resource Fair. The event held on March 26 showcased community resources for parents and families. The library promoted Children's summer programming and handed out child friendly fun literacy items.

One of our teens, Anthony, stopped in to share with staff that he won two Honorable Mentions in the Scholastic Art Awards! – Lisa Miles, Patron Services Specialist



