



Agenda: Board of Trustees
August 7, 2025, at 4 pm
Conference Room, Downtown Library

Access, Connection, & Service

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: July 3, 2025
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Strategic Plan – Dara Schmidt
- G. Library Board Committee Reports
 - Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - No Action
 - Building Committee – Jade Hart, Committee Chair
 - No Action
 - Finance Committee – Chris Casey, Committee Chair
 - No Action
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - No Action
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **September 4, 2025 at 4 pm**, in the Community Room, Ladd 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
July 3, 2025

Board members in attendance: [President] Monica Challenger, [Vice President] Jeremy Elges, Chris Casey, Ana McClain, Susie McDermott, Elisabeth Hepworth, Jade Hart (in person); Rafael Jacobo (via Zoom)

Board members unable to attend: Hassan Selim

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

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation (via Zoom)

- A. Call to Order
 - Ms. Challenger called the meeting to order at 4:03 pm. She noted that there is a slight adjustment to the agenda. Ms. Schmidt is unable to attend the meeting due to a family emergency and would like to present on the strategic plan next month.
- B. Consent Agenda – **Action**
 - Minutes: June 5, 2025
 - Special Event Application

Ms. Hart moved to accept the consent agenda. Ms. McClain seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - Ms. Tyler reported. Three new members were welcomed to the Foundation board; the new terms start on July 1. The Foundation staff continues to follow-up on capital campaign requests for support. They are getting closer to an announcement. Ms. Tyler hopes it'll come by the end of summer.
 - The Foundation is planning two events for this August and September. On August 9, from 10 am-noon, the team will host a Back to School Social. Families are invited to mark the milestone of starting kindergarten. As children age out of Dolly Parton's Imagination Library (DPIL) by turning five, kids can ride a real school bus and enjoy activities. DPIL partners will also be there to interact with families. The annual Van Vechten Society Brunch is scheduled for Sunday, Sept. 7. The event honors those who left estate gifts to the library or for individuals whose memorial gifts generated over \$1,000 in gifts to the library. Trustees will be invited to the event.
 - Ms. Challenger asked about the specific partners who will attend the Back to School Social. Foundation Development Associate Jess Netolick has the final list. Ms. Tyler does now that several have committed and will assist with story times, games, and crafts throughout the morning.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Tyler reported for Ms. Slappey, who was unable to attend the meeting. Summer is in full swing for the Friends with their Farmers Market sales. In June, both sales raised over \$5,000 with another six remaining this season. Amazon sales continue to have done well this month with over \$1,200 earned last month. Of those, ten were railroad books.
- F. Library Board Committee Reports
 - Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - Ms. Hepworth reported. The committee has no action items. Right now, they are monitoring what's happening at the federal level for the Institute of Museum and Library Services (IMLS); there is nothing new to report. Ms. Hepworth noted it's a

good time to celebrate libraries with local representation and prepare for the next legislative session with initial research for correspondence and advocacy. For those looking for a specific advocacy, it'd be a good time to share great stories highlighting the importance of the library with lawmakers over the summer. For example, share tangible and positive impacts versus 'don't do...' statements. Ms. Hepworth encouraged people to look at the quarterly OPEN+ magazine for ideas of stories to share.

- Building Committee – Jade Hart, Committee Chair
 - Ms. Hart reported. At the Downtown Library, roof replacement will start on Friday, July 11 with T&K Roofing, who won the bid. We expect to see T&K daily with some weekend work, with an estimated completion of August 15. T&K will use a crane to move materials and waste to and from the roof; any crane work will be done before the library opens. For the Urban Plaza, a pre-bid meeting is scheduled for July 16 for contractors to see the site, discuss the project, and ask questions. Bids will be opened August 4 followed by approval of the bid winner at the August 12 City Council meeting. An official start date will be determined as a contractor is selected. At the Westside Library, the high roof structural steel has been completed and the crews will continue working on the low roof structural steel and masonry walls. Storm sewer installation for Sandberg Lane started, concrete in the basement and first floor areas. In addition, the Building Committee and library staff started meeting with Mindy from OPN to review and select furniture. At last week's meeting, the committee reviewed furniture for staff areas and patron-use seating in the collection areas. Meetings will occur every other week through the fall.
- Finance Committee – Chris Casey, Committee Chair
 - Ms. Casey reported on the May 2025 financials. At this time, we are 92% of the way into the fiscal year. We have received 90% of revenues and have spent 93% of the budget. Revenues should meet budget so long as the Contributions/Donations line is fulfilled. Ms. Tyler clarified that this money is checks from the Foundation on behalf of donors in support of the library's programs and services. Ms. Casey discussed the flexibility within our accounts, such as 7010, to offset any overages. She also showed line 531103 Books and Subscriptions gained \$200,000 due to lost funding in CIP for digital materials in order to make the budget. Ms. Casey anticipates we'll need to amend the FY26 budget in the future.
- Nominating Committee – Susie McDermott, Committee Chair
 - **Action:** Slate of Officers. The committee recommends keeping Monica Challenger as President and Jeremy Elges as Vice President. Each will have served two years in those roles.
The motion to accept the Slate of Officers passed with unanimous approval.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 1.00 Mission Statement. As discussed at the last board meeting, the committee reviewed the wording in the Vision Statement, and if the word should be: 'discovery' or 'curiosity'. The committee recommended keeping the word 'discovery'. Ms. McDermott shared that the other policies for review need to be changed because they previously cited the former mission and vision statements. The updates are strictly to update the language to reflect the new mission and vision and do not otherwise change the content of those policies. The policies below were reviewed and there was no discussion. The board agreed to vote on the policies in one motion.
 - **Action:** Policy 2.00 Collection Development
 - **Action:** Policy 2.05 Programming and Partnerships
 - **Action:** Policy 3.01 Library Cards and Customer Privileges

- **Action:** Policy 3.05 Internet and Computer Usage

- **Action:** Policy 4.00 Library as Place

The motion to accept the revised policies as in the packet passed with unanimous approval.

G. Library Director's Report

- Ms. McNamara reported for Ms. Schmidt. We are officially halfway through the summer reading challenge. We're seeing a lot of completions already. On social media, we posted that we've read 783,461 minutes at the moment data was captured. One thing to keep in mind: people like to bring their paper logs into the library in chunks, and we appreciate seeing the minutes no matter how and when they come. The messaging will now shift from signing up over to recording minutes and finishing the program. The Mega Readers program, which is designed to include day cares and kids' club for a shared reading experience, has enrolled over 800 kids. Ms. McNamara shared a message from the Freedom School at Tanager about how much they have appreciated the program and using the library.
- The Metro Library Network's respective library directors and City Attorneys will meet to discuss House File 856. The intention is to get a shared understanding and how it'll impact us as a consortium. Patrons don't necessarily understand that we're separate libraries as we share resources and move materials between buildings. It's critical for the three libraries to be united in major policies for a better patron experience.
- Issues in receiving materials from Baker & Taylor continue to a certain degree. Adult print is more difficult while children's materials are consistently arriving. We moved most of our adult print orders to Igram, another provider. Things are catching up with the alternate vendor. The vendors for library book materials is limited to a few.
- This past weekend, Ms. Schmidt along with Mayor O'Donnell presented on a panel with Kent Library District about the importance of relationship-building between libraries and cities. Their presentation was highlighted in an email from *American Libraries* magazine. Ms. McNamara read a portion of the article out loud. She noted that strong relationships are crucial and has been beneficial for both our library and our City.
- Ms. Challenger asked if the Mega Readers program would be extended to book clubs in the future. Mr. Delecki noted that it's not yet but it could be. However, individuals in book clubs tend to track their own reading instead of as a collective. We did extend the invitation to senior communities, and some are looking at how they can participate in the future. Ms. Challenger asked if the Mega Readers within the program at Tanager are reading their own books or the same book together. Most of the participants are reading their own books, though groups are welcome to read books as one.

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 4:45 pm.

The next Board of Trustees meeting will be held on Thursday, August 7, 2025, at 4 pm in the Conference Room, Downtown Library

Funding uncertainty affects Iowa program for interlibrary loans

Altered IA Shares delivery schedule aims to reduce costs

By Grace Nieland, The Gazette

Citing rising costs and the desired maximization of federal funding, the state of Iowa is making changes to the system that allows libraries across the state to share books with one another.

The State Library of Iowa is in the process of transitioning its IA Shares program to a once-weekly delivery service through a new partnership with the Iowa Area Education Agencies van delivery service.

IA Shares is a state-

wide program that enables public libraries to easily share materials with those in other parts of the state and facilitate interlibrary loans so cardholders can request and check out materials not available at their home library.

"I truly believe this is a win-win opportunity for the State Library, Iowa AEAs and public libraries," Interim State Librarian Brenda Hall said in a news release. "We've been working hard behind the scenes to get plans put into place, and it's exciting to see all of this work come to fruition."

IA Shares previously operated on a twice-a-week delivery schedule.

In an FAQ prepared for Iowa library workers, State Library staff wrote that library directors were made aware of the upcoming change to once-a-week delivery on May 16 “due to rising costs and federal budget uncertainty.”

Around that same time, the State Library entered into discussions with the AEAs about the feasibility of transitioning to their van delivery service to save additional costs and partner with another state entity.

To facilitate that transition and partnership, the IA Shares program was paused on July 23 with AEA van service expected to begin Monday, Aug. 4. Until then, the

delivery of interlibrary loans will be delayed.

However, the release states that the State Library “continues to look for effective and efficient weekly service models to avoid bottlenecks and keep materials moving.”

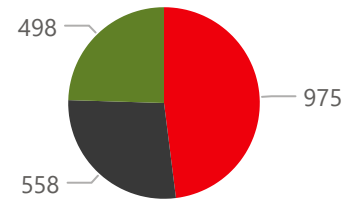
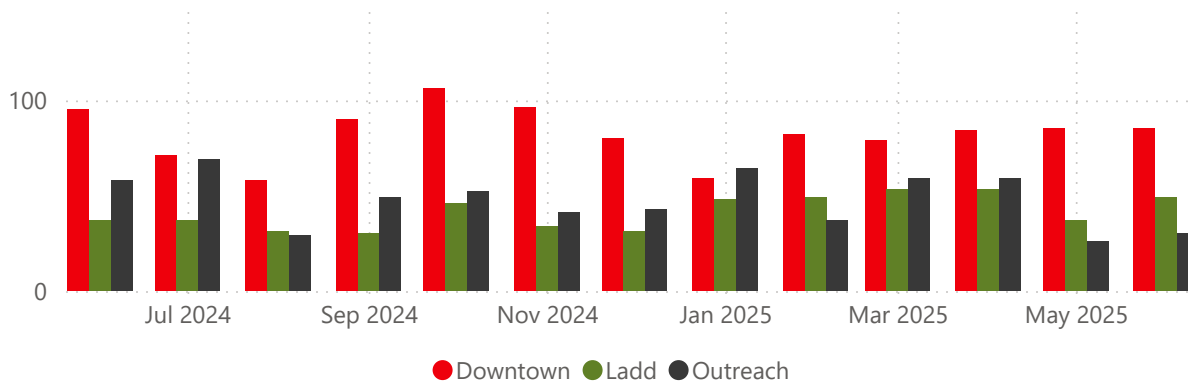
A select group of high-volume lending libraries will retain their twice-a-week IA Shares schedule after the transition, as part of that process, including the Cedar Rapids Public Library.

Residents with additional questions about the change and potential impacts to interlibrary loan delivery should contact their local library.

Comments: grace.nieland@
thegazette.com

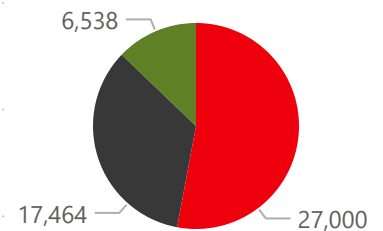
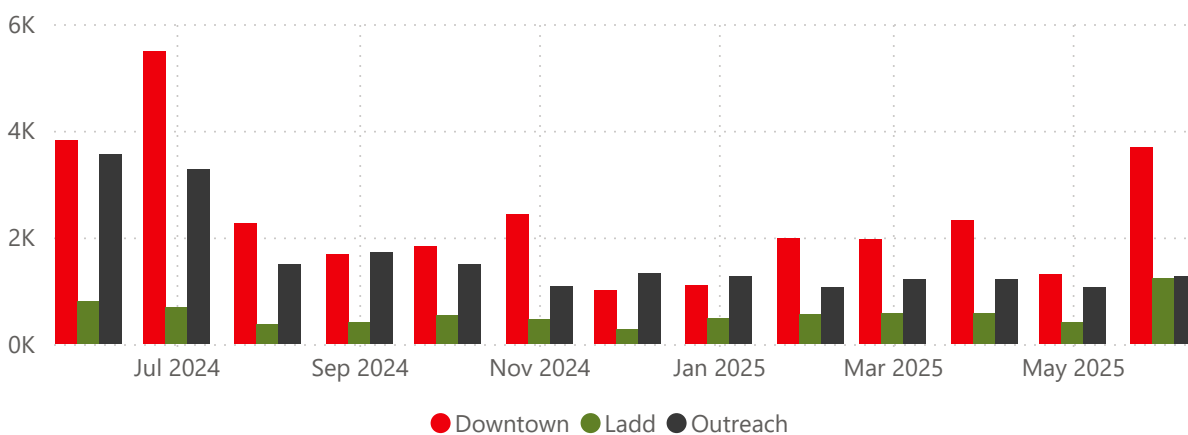


Programs



2,031

of Programs



51,002

of Attendees

Programming is winding down a busy Summer Reading season and looking ahead toward fall! The Summer Reading Challenge was very successful again, seeing slight drops in participation from last year's record-breaking numbers, but still achieving participation well ahead of previous years. Patrons continued to enjoy the changes made to simplify the Summer Reading challenge, and really enjoyed the library-created prizes, with a number of new Maker Space users registering for their first appointment because of the prize. Patrons continued to attend the many programs and events held by the library, both in the building and out in the community, and continued to utilize the Opportunity Center and Maker Spaces on a regular basis.

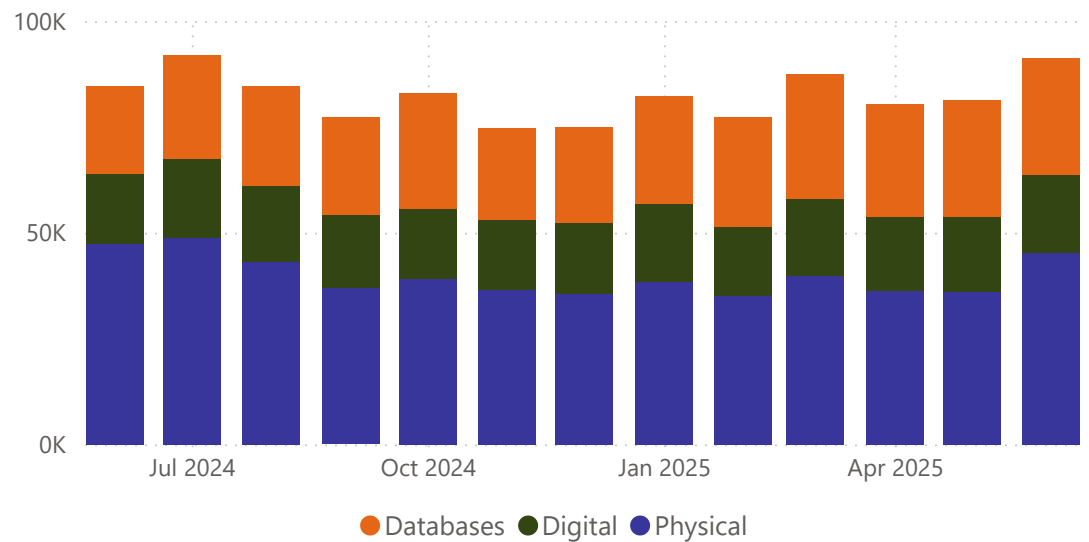
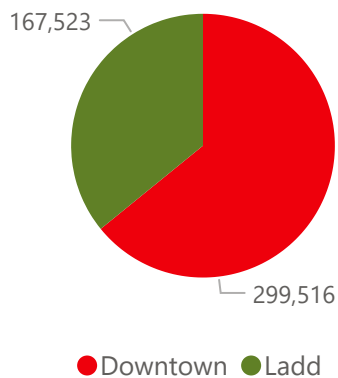
I have known one of our patrons since he was just turning 21. He had difficulties then, a lot of anger issues, but he was always glad to talk to me. he expressed amazement that I was willing to spend time with him, but he delighted me. He used very big words, spoke slowly, and was very definitive with actions and what he had to say. Then he had a few issues that resulted in his being out of the library for just over a year. I missed him. I would see him walking every so often and it was all I could do not to pull over and ask how he was doing. And then one day, he contacted me and we made a deal that allowed him back in. And he has changed for the better. Now he laughs, he tells jokes, and he stops by just to talk to me and tell me how life is going. He's 25 now and I am so happy to watch him grow into an astonishingly marvelous person. - Stephanie Hall, Branch Manager

Before exiting the library, a patron said to staff "A million thank yous, you all deserve even more than that." Another patron said "Libraries are the best invention of all. They're the greatest thing across the board. You are all my favorite people in my favorite place." - Joy Williams, Public Services Specialist

Borrowing & Collections

304,698 **210,652** **467,039** **3,828** **986,217**
Databases Digital Physical Technology Total

Physical Circulation, by Location

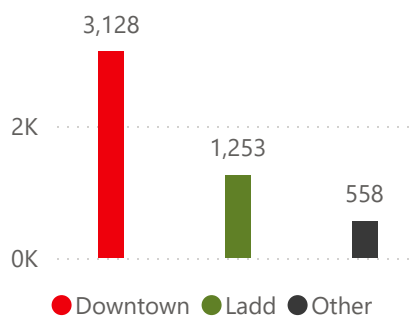


The Materials Team is starting on end of year statistics and working on introducing some new vendors and products. The State Library of Iowa has a new contract for ILL courier service through Grant Wood AEA. This will begin on August 4 and will include two days of deliveries/drop offs to and from all participating open access libraries. We're relieved this service is continuing as it is a much more efficient way to share materials then sending items through the mail. The State Library discontinued their contract for Foundation Directory Online and Metro Library Network is in the process of implementing a shared contract to continue the service for patrons.

Volunteers

Volunteer Hours

4,939
Total Hours

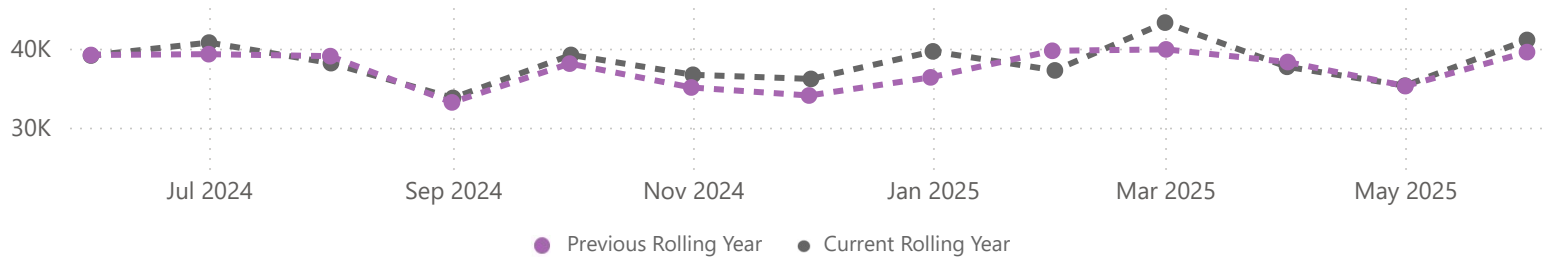
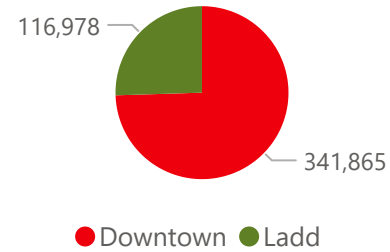


June and July have been exceptionally busy months for onboarding new volunteers. With over 33 new volunteers engaged in less than sixty days, we've been busy with processing applications, running background checks, interviews, orientations, and trainings. Volunteers continue to resonate with the work we do, the support and resources we provide, the programming we create, and the welcoming environment we foster. We are fortunate to have such strong support from our diverse volunteer community. Volunteer Hours in June 2025: 444

Visits

458,843

Physical Visits

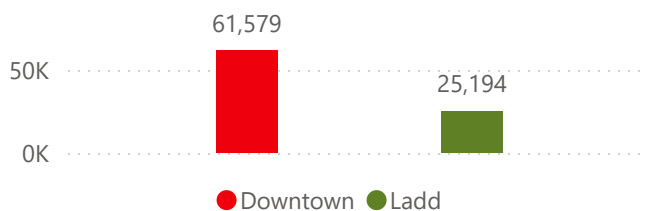


The Public Service Team continues to see a great summer season! The department, along with other areas in the city, witnessed an increase in large group teen issues towards the end of the school year. The Public Service Management Team brainstormed several solutions in the weekly meetings to implement over the summer. Based on trainings, research from other libraries, and collaboration with peer librarians, we implemented many new and successful strategies. The key take-aways, which we will continue to utilize as we move into the next school year, are: the importance of relationship building, getting to know names, interacting with the teens in positive situations, isolating issues to individual conversations, offering choices, and treating patrons with dignity/respect. Many staff in the department started utilizing these strategies not only with teens but with other patrons, which resulted in a summer with overall great experiences. We look forward to rolling these strategies over to the next school year.

Two comments came in on Facebook about the Sam Rezz Circus Variety Show on Monday, July 7: "Such a fun show, thank you!" and "This got rave reviews and won best part of their day award from our kiddos!" - Alison Gowans, Content Writer

Technology Access

PC Uses



231,378

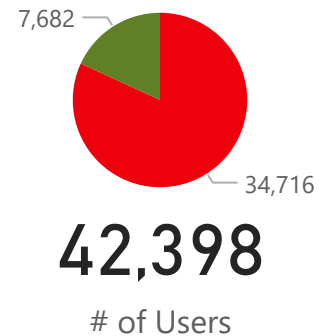
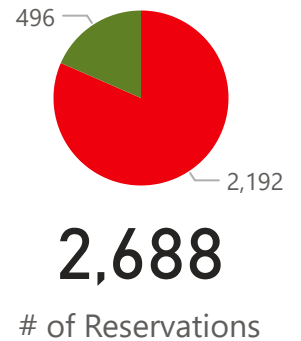
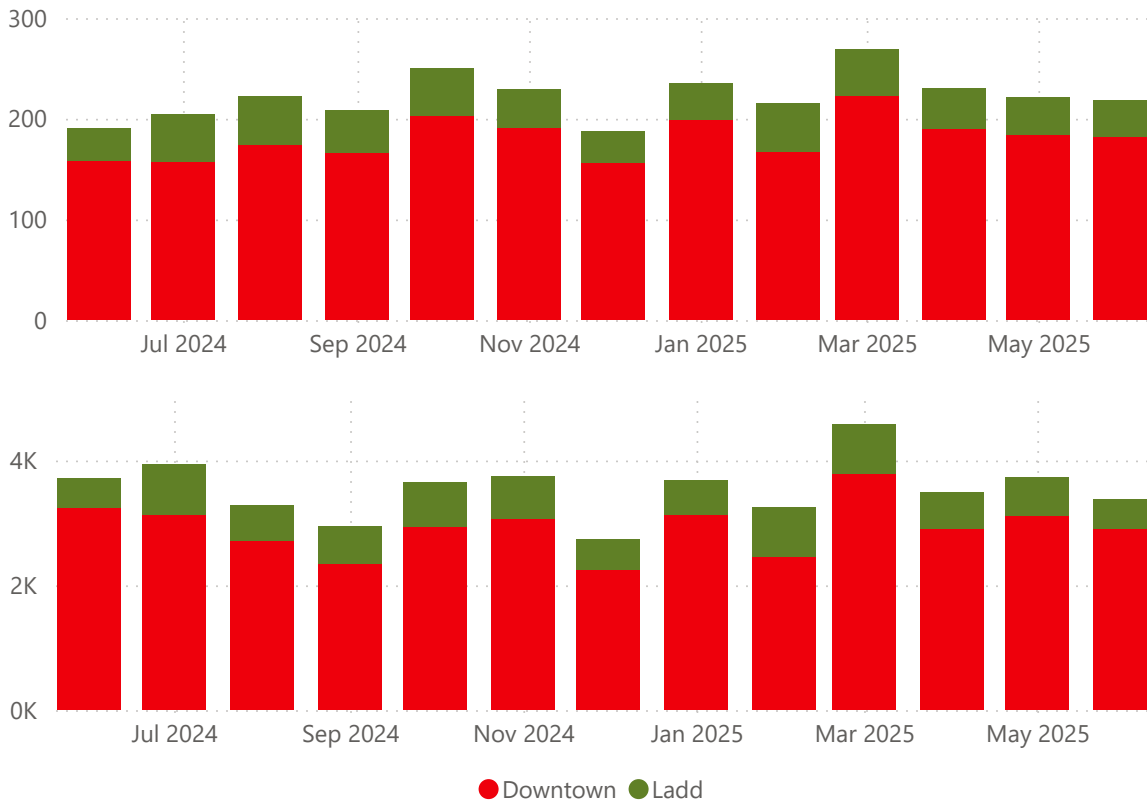
Virtual Visits

111,858

WiFi Sessions

The Technology Solutions team is implementing new digital signage software, which is used in the building to advertise programs or services to patrons. IT is also currently working on response times to IT tickets. IT staff uses a ticketing system to serve library staff in an organized way. Any staff member can submit an IT ticket for service on all of the technology in the buildings used by both patrons and staff. IT can respond directly to the person who submitted tickets as well as combine tickets for related issues and respond to a group. If there are more immediate urgent needs, staff can call the IT help desk to reach an IT staff member.

Meeting Room Use



We welcomed approximately 3,380 patrons to our meeting rooms, coinciding with summer programming. It is noteworthy that quantitative numbers may seem "light," but it's an impressive use of space considering the impact that programming has on rooms during this time. Summer still brought education and enrichment to the library through proctoring various tests and practice tests for board exams, tutoring, YMCA's Summer Day Camp Staff Rally, and a location for Freedom School's field trips. Roasters Coffeehouse has closed for counter and catering service. They will remain in the space through September. The Library Director and Building Committee are considering future opportunities.

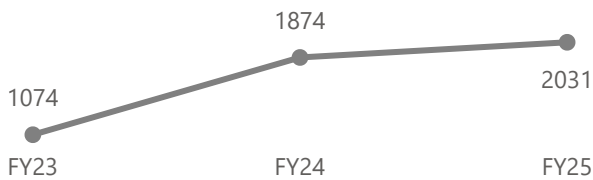
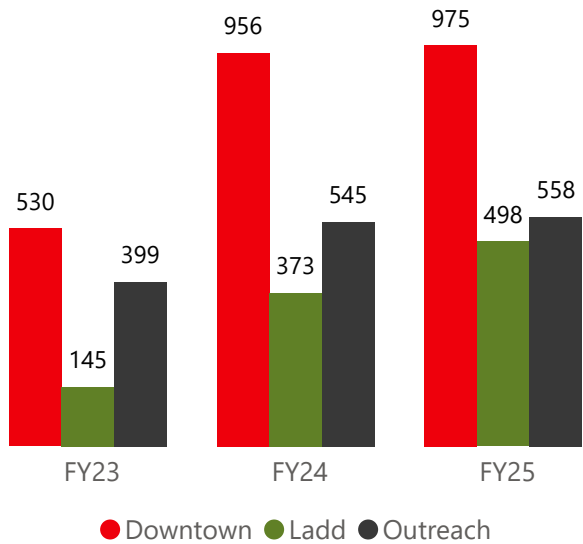
Community Relations is excited to shift focus to the fall and early winter programs and promotions. Summer was a busy time as our team worked to capture stories and images from all the great activities. We saw our social media presence and engagement skyrocket over June and July while our intern, Ella, was with us. We are sad to say her final day is August 8, but grateful for the opportunity to have her on our team.

We are finalizing the fall issue of *OPEN+* magazine and have already started work on our annual report. Our team will be utilizing data from the Business Value Calculator developed by Urban Libraries Council to help us demonstrate the value of some of the work we do in a new way.

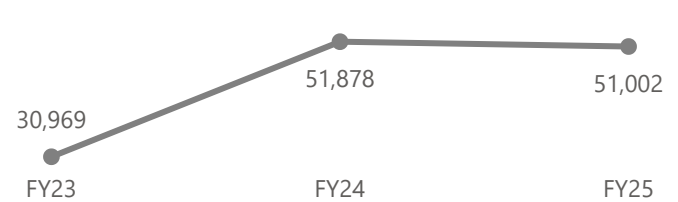
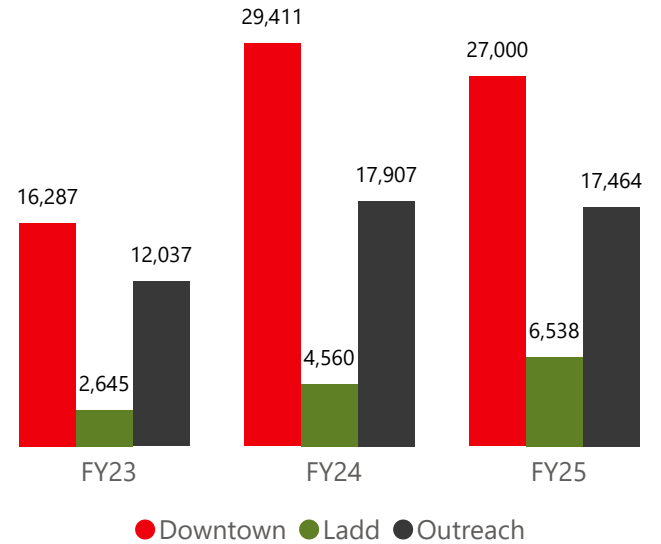
Juneteenth -- The whole thing was GREAT... the Library had a table to promote summer reading and resources. We updated accounts and registered new users -- maybe ten or so in total. But this is what made it an amazing day: It was the community engagement intern's first day -- his family had never been to Juneteenth and they came and participated in the festival; at one point there was an off-duty Linn County Sheriff that I knew through my work with the detention center who was at the table with his son, a mom that has a kid currently in detention that was expressing her gratitude for what the library does at the center because her son really enjoys the visits and and I feel like the world just came together in that moment and it was beautiful. - Meredith Ash, Community Engagement Librarian

Programs

of Programs

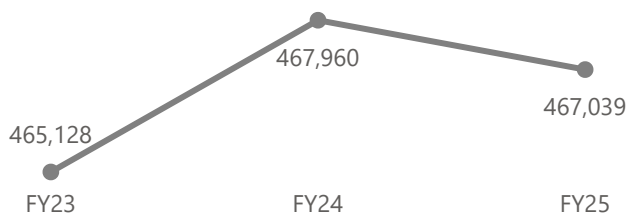
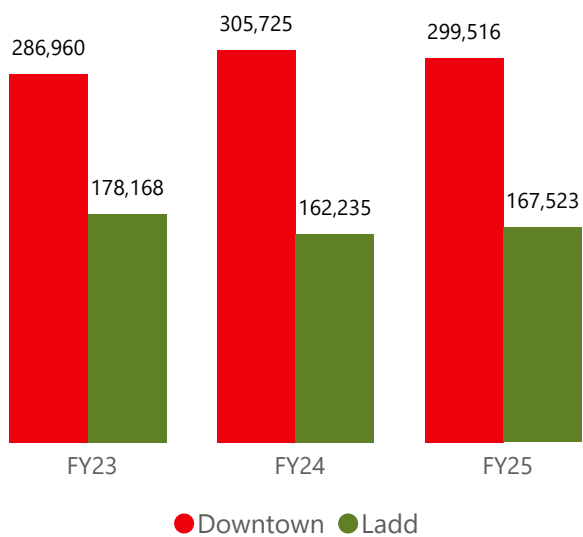


of Attendees

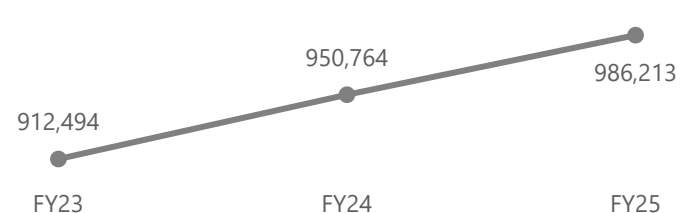
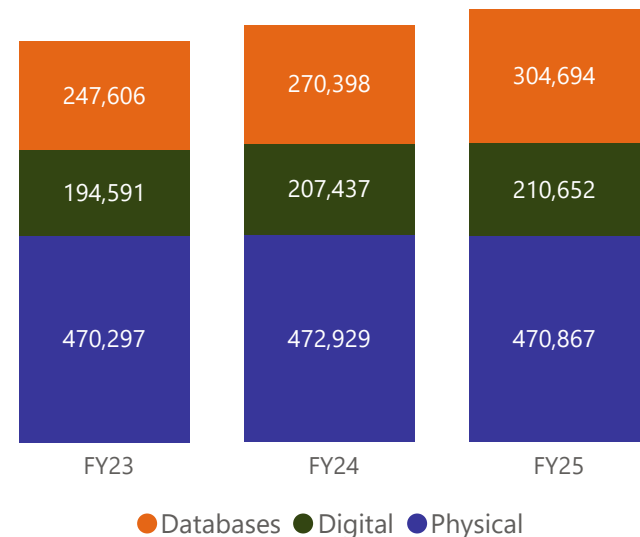


Borrowing & Collections

Physical Circulation

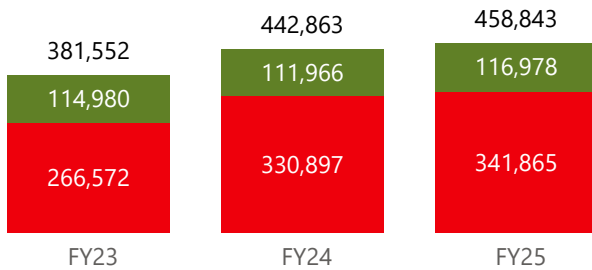


All Materials Circulation



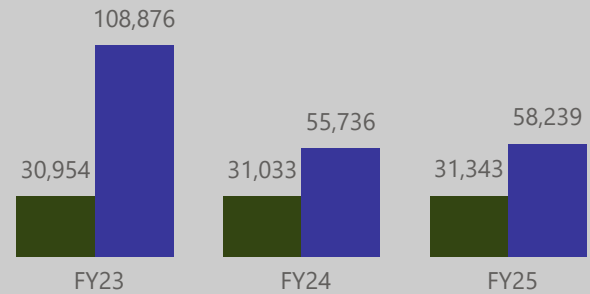
Visits

of Physical Visits



● Downtown ● Ladd

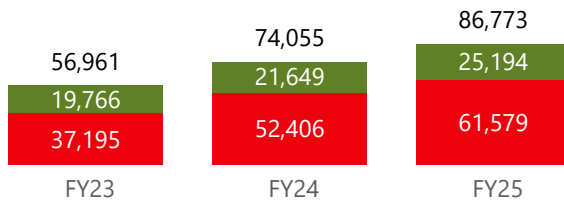
Cardholder Information



● # of Active Cardholders ● # of Actual Cardholders

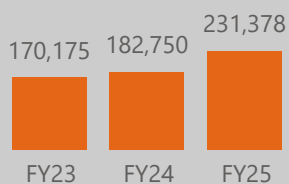
Technology Access

PC Uses

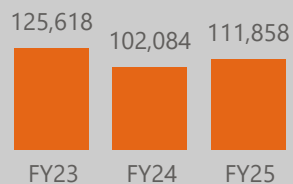


● Downtown ● Ladd

of Virtual Visits

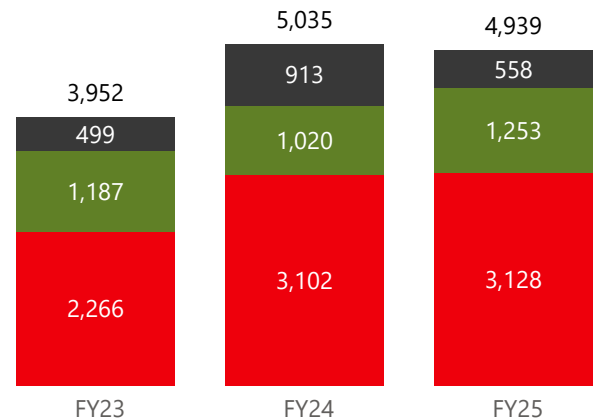


of WiFi Sessions



Volunteers

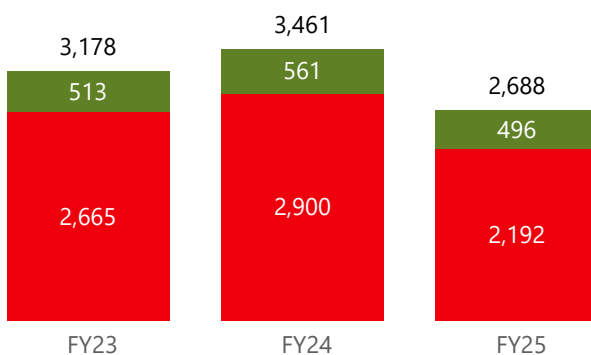
Hours



● Downtown ● Ladd ● Other

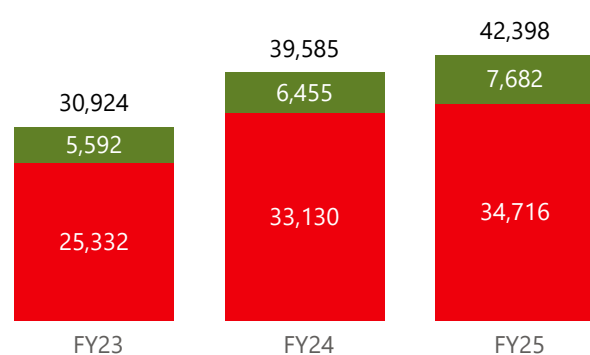
Meeting Room Use

of Reservations



● Downtown ● Ladd

of Attendees



● Downtown ● Ladd